Dear Colleague

Welcome to the School of Chemistry Staff Handbook. The Handbook is a browsable overview of the essential information that you will need and I hope that you will find it useful. As ever, more information is available at the many online links provided. This Handbook will be especially valuable to new staff.

The School is dedicated to the highest standards in both teaching and research. Research activity has recently been streamlined into six areas of activity: Chemical Biology and Precision Synthesis; Complex Chemistry; Chemical Photonics; Energy Conversion and Storage; Heterogeneous Catalysis; and Supramolecular, Electronic & Magnetic Systems. Full information on the School’s research activity is located on our website at: www.gla.ac.uk/schools/chemistry/research

The School is supported with a Teaching Office, Finance Office, Technical Support Services and an IT Support team. We also have two members of staff from the College Research Support Team based in the School at certain times of the week. HR and other finance issues are handled by the Head of School Administration.

School Staff meetings are held on a regular basis and convened by the Head of School. All members of staff are encouraged to participate in these meetings.

Information regarding all aspects of the administration of the School and who to speak to for advice is given in this handbook but can also be found on the School intranet pages at: glasgow.ac.uk/schools/chemistry/local

Frequent informal discussion with colleagues is essential to academic life. Please take the opportunity to meet colleagues by making use of the School’s Conference Room that is located on Level 4 (Room A4-41a). There are kitchen facilities available in Room A4-41.

All members of staff should be fully aware of the Health and Safety Policies of the School and a link can be found on the School website at: glasgow.ac.uk/schools/chemistry/local/safety. Please also note that should you be involved in an emergency and require an immediate response from the University Security staff, then please dial 4444 from any phone on campus.

Looking forward, the School aims to build upon its success over the coming few years to further cement the School’s position as a leading institution to study chemistry and undertake cutting-edge chemistry research.

Professor Graeme Cooke
Head of School
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1.0 INTRODUCTION

The University of Glasgow, founded in 1451, is the second oldest university in Scotland and the fourth oldest in the UK. With over 30,000 students, it is also one of the largest and offers study in a wide range of subjects at all levels in four Colleges (Science and Engineering; Arts; Medicine, Veterinary and Life Sciences; and Social Sciences).

The School is located in the Joseph Black Building on the Gilmorehill Campus. The University is structured into Colleges and Schools. Professor Graeme Cooke is Head of the School of Chemistry. The School is part of the College of Science and Engineering, and Professor Muffy Calder is Head of College.

2.0 STAFF AND SUPPORT

The School of Chemistry has over 30 academic staff members and a similar number of administrative, technical and support staff. There is also a healthy complement of Post Doctoral Research Assistants.

A full list of staff in the School, including contact details, is available on the University website at glasgow.ac.uk/schools/Chemistry/staff. Note that the four digits after 0141 330 xxxx are the internal extension number for any member of staff.

2.1 Teaching

Dr Beth Paschke is Head of Learning and Teaching and has overall responsibility for teaching within the School. Dr Stephen Sproules is the Convenor for Postgraduate Taught Programmes and is responsible for the MSc programmes within the School. Dr Andrew Sutherland is the Head of the School of Chemistry Graduate School and is responsible for PhD students across the School. Teaching is organised into 3 specific teaching areas:

<table>
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<th>Organic Chemistry</th>
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Administrative support for teaching throughout the School is provided by the School Teaching Office, located in Room A4-30. The Teaching Office is the location for you to arrange for students to collect any documents that are not issued by lecturers directly, for students to submit and uplift assignments, and for any general enquiries related to teaching.

Contact details for the School Teaching Office are:

Levels 1 and 2: Kate McGarrigle (Catherine.McGarrigle@glasgow.ac.uk). Ext: 6438
Levels 3 and 4: Susan Lumgair (Susan.Lumgair@glasgow.ac.uk). Ext. 3243
Postgraduate: Roy Thomas (Roy.Thomas@glasgow.ac.uk) Ext: 2529
Overseeing the teaching office is the L&T administrator (Room A4-27):
Angela Woolton (Angela.Woolton@glasgow.ac.uk) Ext. 7704

Examples of the support this team provides are:

- Administrative support for all UG/PGT programmes
- PGR support including applications, progression
- Liaising with College Graduate School and supporting Convener of PGR
- Staff and Student support
- Programme and Course Approval support
- Plagiarism Report support
- Advisers of Study/Senior Adviser support
- Exam paper processing, exam marks processing and awarding of degrees
- Support of School Committees, such as, Learning & Teaching Committee, Board of Studies, exam boards, mitigating circumstances, good cause, progress, discipline meetings and SSLC.
- Timetabling and class scheduling
- Final year projects
- Student Questionnaires
- Accreditation and Periodic Subject Review Support
- Liaising with Senate Office on procedural and student matters
- Tier 4 attendance monitoring (UG/PGT/PGR)
- Co-ordination of additional needs for students
- Support to class heads

2.2 Finance

Finance in the College is split into 3 hubs and Chemistry is part of a shared hub with Physics and Astronomy (P&A). Support for finance matters in Chemistry is provided by the School Finance Office, located in Room A4-04. Contact details for the Finance Office are:

Linda French (Linda.French@glasgow.ac.uk) Ext: 8584
Nikki McCreath (Nicola.McCreath@glasgow.ac.uk) Ext: 4609

The Hub Supervisor (based in P&A) is Alan Bowman (Alan.Bowman@glasgow.ac.uk) Ext. 5937

Examples of the support this office provides are:

- All procurement for the School
- Providing guidance to staff and students on University Finance policies and procedures and claiming expenses via CORE
- Managing service charges for School specialised equipment
- Liaising with Procurement Office and Finance Office
- Provision of fobs and keys
2.3 Research

Professor Pete Skabara is Director of Research and has overall responsibility for research strategy within the School. Research staff are split into six Research Sections, each with a Head of Section:

| Chemical Biology and Medicinal Chemistry | Professor Richard Hartley |
| Complex Chemistry                      | Professor Lee Cronin       |
| Dynamics and Structure                 | Professor Malcolm Kadodwala|
| Energy Conversion and Storage          | Professor Pete Skabara      |
| Heterogeneous Catalysis                | Professor David Lennon     |
| Supramolecular Electronic & Magnetic Systems | Professor Mark Murrie |

Administrative support for research applications and awards throughout the School is provided by the College Research Support Office, which is located in Room 234F Kelvin Building (Monday-Wednesday) and Room A5-27 Joseph Black Building (Thursday-Friday). Their role is to support academic staff through the whole process of applying for research grants.

Contact details for the College Research Support Office are:
Andrew Wilson (Andrew.Wilson.2@glasgow.ac.uk) Ext: 3720
Lesley McGown (Lesley.McGown@glasgow.ac.uk) Ext: 3033

2.4 Head of School Support

Administrative support for the Head of School is provided by Elizabeth McLean (Elizabeth.McLean@glasgow.ac.uk) in Room A4-29 (Ext: 4708). This office provides support such as:

- Administrative support to the Head of School
- Process Honorary Status for visiting academics
- Scholarships, Prizes for Graduation, receptions for graduation
- ECDP/Probation/P&DR
- Support School Committees, such as School Safety Committee

2.5 Head of School Administration

The Head of School Administration, Lynn Kearns (Lynn.Kearns@glasgow.ac.uk) Ext.: 2323 is located in Room A4-34. She provides administrative support such as:
• Finance – non-research budgets including general funds, donations and endowments
• HR recruitment – non-research
• Sickness Absence reporting
• REF and Impact Case Studies support
• PGR support including scholarships, financial support for conferences

2.6 Technical Services

The technical & specialist team provide high quality research, teaching and analytical services across the School of Chemistry.

The Head of Technical Services is Graham Tobasnick, Jim Tweedie is his deputy and area fire officer. Ross Slavin leads the teaching team.

Analytical Services provided include mass spec (Jim Tweedie & Andy Monaghan), GCMS, LCMS, microanalysis (Gangi Ubbara Reddy), NMR (David Adam), SEM & SQUID (Jim Gallagher), crystallography (Claire Wilson), ICP OES (Jim McIver) Raman Spectroscopy & TGA (Andy Monaghan).

Further information can be found at https://www.gla.ac.uk/schools/chemistry/analyticalservices/

The School also provides a scientific glassblowing service led by John Liddell.

2.7 IT Support

Chemistry IT Facilities include:

• 12-PC cluster in A5-23
• 30-PC cluster in A5-06
• 11-PC cluster in C5-17
• 6-PC cluster in Chemistry library, room B5-08

These all use the campus-wide CSCE student login environment. They also use the campus-wide print quota system.

Support staff (Stuart Mackay (IT Manager) and Arlene Sloan) are based in Room A5-09a and can be contacted at support@chem.gla.ac.uk or on extension 2906

School laptops are available for loan to give presentations etc.; contact IT Support to arrange this. A digital camera is also available on request.

Please note that there are links to much more information on the intranet at: glasgow.ac.uk/schools/Chemistry/it
A number of generic e-mail lists for groups of staff and students are available and can be found at:

https://www.gla.ac.uk/schools/chemistry/local/chemistryinternalphoneandemail/

3.0 SERVICES
3.1 MyGlasgow Staff Portal

MyGlasgow Staff Portal has been developed to provide staff with a comprehensive link to various services. You access it by using your GUID and password at https://www.gla.ac.uk/myglasgow/staff/

Services include

- MyCampus (student record system)
- Email
- Office 365
- Library Account
- Past Exam Papers
- Enlighten (see section)
- Sport Online (details of sports facilities and on-line booking)
- Ferguson Bequest (Ferguson Bequest (Utilising funds bequeathed from a former Professor, various corporate memberships and theatre tickets are available)
- Business Systems, including Parking Portal
- Timetables and Room Booking (checking availability of rooms)
- HR/Payroll System (annual leave and expense claims)
- Travel Insurance (all staff are strongly encouraged to take out insurance for all business trips)
- Mobile timetable and room finder
- QlikView (planning information on student numbers, research etc.)
- Visitor Wifi Registration

Please note not everyone will have access to all these services.

You can also access Moodle and SharePoint sites from MyGlasgow as well as general public announcements and news

You should note that you are expected to be in attendance at the University at all times during each semester. If you are planning time away from the University during the semester (e.g. for a research trip or invited talk) this must be approved by your line manager and it should not affect your teaching commitments. Staff typically ensure cover with academic colleagues on a reciprocal basis before seeking approval to miss a lecture slot. If, due to illness or any other reason, you are not available for your scheduled teaching, you must alert the Teaching Office immediately so that the students are kept fully informed.
All business or annual leave absences should be recorded and approved through CoreHR on the MyGlasgow Portal.

3.2 Pullprinting

A central printing facility (black and white and colour) is available in many locations throughout the Joseph Black Building. When a user selects “Print”, the document will be sent to his/her personal document store and documents are then retrieved from any connected device via a simple menu system. These machines can also photocopy and scan documents.

A user presents a staff or matriculation card to the printer or Multi Function Device (MFD) and a menu displays options to scan, copy or print. (If you don’t have your card with you, you can still enter your details on the touch screen.). When you select “Print”, you will be offered a list of your documents to select and print. Once printed, documents are removed from this store. Documents which are not retrieved are removed from the personal document store after a prescribed time, commonly 72 hours.

Student usage requires real cash balances to print on the managed print hardware. All users with a GUID are currently registered for access to the system; ad hoc registration can extend printing support to visitors and designated partners.

3.3 Room Bookings

There are 2 rooms available to book for internal meetings. The Conference Room (A4-41a) on Level 4 and the David Sharp Room (A5-30) on Level 5. The availability of these 2 rooms can be checked using the Timetables and Room Booking facility within MyGlasgow. Bookings for these 2 rooms can be made by contacting chem-roombookings@glasgow.ac.uk

Bookings for lecture theatres/tutorial rooms are handled by the Teaching Office.

3.4 Building and Room Access

The Joseph Black Building is open Monday to Friday from 08.00hrs until 17.30hrs. Access to the building outwith these times is via a secure fob access system. Access to offices is via keys and the majority of labs is via a secure access operated by the fob.

Requests for keys are handled by the School Finance Office (A4-04) and a form should be completed. For temporary members of staff a refundable charge is made for fobs/keys.

Undergraduate access to research labs is on a supervised basis. Undergraduate students are not allowed in the labs after 17.30hours or at the weekend.
4.0 PROCUREMENT

The University of Glasgow and therefore the School of Chemistry operates a web requisitioning system (called Agresso) which means that orders are placed on-line. In order to access this system you should complete online training, details of which is available at:

https://www.gla.ac.uk/myglasgow/agresso/informationforusers/trainingcourses/#/agressowebrequisitioning

There are 2 main types of orders – internal (e.g. chemistry stores) and external (e.g. Fisher, Sigma Aldrich).

There are a couple of exceptions to ordering with Agresso and the main exceptions are orders to internet only suppliers, gases, dry ice, liquid nitrogen and travel (including flights, accommodation, conferences etc.). Orders for these items are not placed on-line but order forms should be completed for these.

You must have undertaken appropriate training which is provided by the University of Glasgow Finance Office before you will be given access to Agresso. You should also advise them of specific projects which you would like access to (supervisors will provide this to students). If you are a student, you must also have a staff ID to use Agresso, please contact Roy Thomas for this.

Unless an exceptional case can be made for Purchasing Policy Exception in advance of that purchase being made then the following thresholds will apply.

Expenditure under European threshold including VAT

- Expenditure up to £3,000 - one written quotation.
- Expenditure up to £5,000 - two written quotations.
- Expenditure up to £25,000 – three written quotations.
- Expenditure over £25,000 tender procedure applies – refer to Procurement Office (https://www.gla.ac.uk/myglasgow/procurementoffice/)

All queries relating to thresholds should be directed to a member of the School Purchasing Team.

4.1 Chemistry Stores

The Chemistry Stores holds a varied but small range of stock. A catalogue of items stocked by Chemistry is available on the stores web-site https://www.gla.ac.uk/schools/chemistry/local/chemistrystores/ and you should always check the on-line catalogue for the most up-to-date prices. Orders are placed using the stock module of the Agresso system.

Your internal Stores order order will be sent electronically to the stores and picking lists are produced each day at 9.30am, 11.30am and 2.30pm. A member of the
stores team will contact you to advise you that your order is ready for collection. Orders placed after 2pm will normally not be available until the next day.

The Stores also takes delivery of items from external suppliers and these should be collected from there. A member of Stores staff will normally contact you to advise when your order has arrived.

Stores also deals with disposal of waste:

*Waste Solvents*

The cost of waste solvents has been included in the purchase price of the waste solvent drum, therefore no additional charges are involved. When submitting a waste solvent drum, it should be properly labelled and then handed to Stores staff along with a completed Stores Order Form.

Please note waste solvents can be deposited at the stores drop off point

**Mon – Fri  8am - 3pm**

Under **NO** circumstances should waste solvents be left at Stores without contacting a member of staff and completion of the necessary paperwork.

*Disposal of Waste Silica*

It is important to log in waste silica that is to be disposed of and anyone wishing to deposit waste silica should complete the waste silica order form available on-line (see appendix). The drop off point and times are the same as waste solvents.

*Waste Chemicals*

Currently chemical wastes are disposed of by Veolia Environmental.

Please follow this procedure:

- Please read and understand the information on [http://www.gla.ac.uk/media/media_146641_en.pdf](http://www.gla.ac.uk/media/media_146641_en.pdf)
- Complete this form [http://www.gla.ac.uk/media/media_146498_en.xls](http://www.gla.ac.uk/media/media_146498_en.xls) to list and quantify your waste chemicals.
- E-mail the form to Veolia for costing.
- When you have received a quote from Veolia for the disposal of that specific waste, with reference number please raise an order for disposal in Agresso (Veolia – 27396, Code - Lab96) in the usual manner. In the Requisition Details tab Description box add the reference number to the end. e.g. Chemical Waste Disposal - FP 13437. Also add the details into the Detailed Information, Product text box along with.
- Contact Finlay Smith in Stores to arrange uplift.
- Submit the form for approval.
• Once approved, see the stores staff and transfer the listed wastes to the transit store. **Do not add extra waste(s) as Veolia will not uplift anything that is not already listed.**

• You will receive some forms from Veolia, please sign them and fax back to Veolia. Retain the signed copies in a safe place. These forms have to be retained for a period of 5 years.

• Your waste chemicals will then be uplifted along with the departmental flammable wastes.

4.2 External Orders

As much as possible a University of Glasgow approved supplier should be used. The list of approved suppliers is available on the University Purchasing Office web-site and a new system of E-procurement is also now used, further information can be found at: [http://www.gla.ac.uk/services/agresso/informationforusers/e-procurement/](http://www.gla.ac.uk/services/agresso/informationforusers/e-procurement/)

If you cannot find an approved supplier or the supplier is not already on the system please contact a member of the Purchasing Team in the School Finance Office.

Goods are received in the stores area and a member of the stores team will contact you by e-mail to advise that your order has been received and is ready for collection.

Any enquiries about orders, e.g. non-delivery, delivery of wrong items, etc. should be directed to a member of the stores team (ext. 4388).

4.2.1 Ordering Category 1 Drug Precursors

If you wish to order the following drugs this procedure must be adhered to:

Ephedrine (CN 2939 4100)
Piperonal (CN 2932 9300)
1-phenyl-2-propan (BMK) (CN 2914 3100)
Norephedrine (CN 2939 4400)
Pseudoephedrine (CN 2939 4200)

Use Agresso punch-out to go-online to place the order with the external supplier.

When information of the order is typed in – the supplier will then highlight that a Category 1 Drug Precursor is being ordered. This will require further information i.e. licence number, where licence was issued, licence expiry date etc.

The supplier will state that the requisitioner is required to download their information page and complete a form before they can proceed. Most supplier’s forms are slightly different.

The requisitioner should complete the form with details of drug/s being ordered, then print the form.

The form should then be taken to Elizabeth McLean (Room A4-29), where the requisitioner will complete an internal form with all details of the order.
Elizabeth McLean will then supply the requisitioner with all licence details required and will stamp the form with the Chemistry authorisation stamp (if required). Requisitioner/supervisor will be required to sign the form.

The requisitioner then takes the form to stores.

Stores will send this to the supplier to order the drug precursor required.

Stores will inform the requisitioner when the order arrives.

4.3 Other Orders

There are a number of instances where orders are NOT processed directly through Agresso. These dry ice, liquid nitrogen and gas cylinders. Please check the web-site for details of the correct form to use. [http://www.chem.gla.ac.uk/local/resources/](http://www.chem.gla.ac.uk/local/resources/)

Please note that when a gas cylinder is withdrawn from the Store there is a charge for the gas and for the cylinder rental. Rental will continue to be charged to the identified project code until a Gas Cylinder Order Form is completed and submitted with the returned cylinder. Cylinder rental is charged by the month for full and part months.

4.4 Travel

As much as possible travel should be requested via the School Finance Office and not booked and paid for by individuals.

All requests for flights, trains, conference and hotel bookings etc. should be completed on the appropriate forms (available at [http://www.gla.ac.uk/schools/chemistry/studentstaff/adminresources/index.html](http://www.gla.ac.uk/schools/chemistry/studentstaff/adminresources/index.html) and submitted to the Finance Office (Room A4-04).

It is against University policy to use internet travel agencies, e.g. Travelocity, E-bookers, Expedia, etc. and under NO circumstances should these suppliers be used. If you have any doubts about the correct form to use please contact a member of the Purchasing Team.

You should also remember to ensure that you have arranged the required travel insurance

Access to the travel insurance application can be managed by logging in, using your GUID, via the following link –

[https://frontdoor.spa.gla.ac.uk/tins](https://frontdoor.spa.gla.ac.uk/tins)
5.0 RESEARCH

5.1 Research Applications

The College Research Management Office has responsibility for research management, administration and strategy. Their dedicated team of research support staff provides cradle to grave support for research grants and contracts. This includes support for researchers in the search for funding opportunities, the preparation, costing and submission of applications that comply with funder terms and university policy, the processing of awards, and post award financial administration through to completion.

In the School of Chemistry, we have Project Coordinator, Andrew Wilson, to support research activity and provide face-to-face support for academic colleagues requiring costing and submission assistance in applying to all funding bodies. His role is to support Principal Investigators (PI) through the whole process of applying for research grants (from “cradle to grave”). The Project Coordinator is supported by a Research Support Assistant, for the School of Chemistry this is Lesley McGown. The team are located in Room 234F Kelvin Building (Monday-Wednesday) and Room A5-27 Joseph Black Building (Thursday-Friday).

Staff should contact Andrew Wilson, to discuss grant proposal submission well before submission deadlines. A costing form will be provided which will then form the basis of the final financial approval by the Head of School. Proposals requiring a letter of support from the School should be discussed with the Head of School in advance, and at least 5 working days before submission deadline.

5.2 Research & Business Development

The College Research and Business Development Managers (glasgow.ac.uk/colleges/scienceengineering/staff/researchsupport/researchbusinessdevelopment) are here to help research staff identify funding opportunities, develop proposals and support external engagement with a view to creating impact. If you have an idea or a more defined proposal and want help, please contact Lynne McCorriston (Ext. 2731), Linsey Robertson (Ext. 6055) or David Nisbet (Ext. 6962). Lynne, Linsey and David work directly for the College of Science & Engineering and are supported by the resources available through Research Strategy & Innovation Office (RSIO). They provide a ready source of information and support to you.

The team can often provide you with examples of successful proposals, template letters, hints and tips for developing proposals and are more than happy to review proposals and provide feedback. If you are working on a First Grant, a Fellowship, a multi-party proposal or a collaborative project with industry please do get in touch with them. The team are also the first point of contact for many local and national funding agencies, and often circulate calls and opportunities via a variety of mailing lists. Please contact them for information on which of these may be relevant to you.
5.3 Research Excellence Framework (REF)

The REF ([www.ref.ac.uk](http://www.ref.ac.uk)) is the system for assessing the quality of research in UK higher education institutions. Beyond this financial contribution, our performance in the REF exercise is one of the key measures by which our research is judged by our peers.

Professor Justin Hargreaves is the School of Chemistry’s Impact Champion. He plays an integral role in facilitating the delivery of the School’s Impact Strategy. The Impact Champion’s role is to ensure that impact case studies are identified and that a pipeline of studies are developed and matured for REF 2021 and for future REF assessments. The Impact Champion works with other Impact Champions across the institution to ensure that Impact is embedded with their respective Schools. The Research Integrity Adviser for the School is Professor Pete Skabara.

5.3 Research Publications

5.3.1 Open Access

Open Access ([glasgow.ac.uk/services/openaccess](http://glasgow.ac.uk/services/openaccess)) to research publications means making the full text freely available on the web. This is a requirement of REF, many funders, and good research practice. The library can provide support. All University of Glasgow academic and research staff who are acting as lead University of Glasgow authors should notify the library as soon as an article or conference proceeding is accepted. This can be achieved by forwarding the acceptance notification and a copy of the author final version (final agreed text before the publisher adds their logo) to research-openaccess@glasgow.ac.uk. The open access team will ensure its inclusion on Enlighten (see below). All papers should include acknowledgement of the funder name(s) and funder grant reference. This should be in the format: ‘This work was supported by the … [grant number XXX].’

5.3.2 Enlighten

Enlighten ([glasgow.ac.uk/services/enlighten](http://glasgow.ac.uk/services/enlighten)) is the University’s system for managing research publications. Details of all research publications must be recorded in Enlighten, as the data is used for a number of key purposes:

- Publicising worldwide the research carried out at the University of Glasgow;
- Populating staff pages with publications details;
- Providing publications details for the University’s REF return;
- Providing publications details for the Performance and Development Review process.

The University’s Publications Policy also requires staff to deposit the full text of journal articles and conference proceedings where this is permitted by publishers. Full details of what you should deposit can be found here: [glasgow.ac.uk/myglasgow/openaccess/managingyourresearchpublications](http://glasgow.ac.uk/myglasgow/openaccess/managingyourresearchpublications).
5.3.3 Early Career Development Programme

The Early Career Development Programme (ECDP) (glasgow.ac.uk/myglasgow/humanresources/all/pay/ecdp) is the University of Glasgow’s commitment to developing its early career academic staff. It aims to develop high achieving, high performing academics who will help the University to deliver its vision and ambitions supporting the strategic objective of being ‘A globally connected globally influential university.’

The Programme will enable this by providing learning and development opportunities in all aspects of the academic role; allocating a mentor to provide support and advice; and setting annual objectives, which enable academics to develop their abilities and achievements with a view to meeting the criteria for promotion to Grade 9 within a defined timescale. All Early Career Researchers are allocated a mentor by their School, and should speak with their line manager to ensure that this commitment is fulfilled.

5.3.4 Research Seminars

The School holds regular research seminars. If you are hosting a visiting researcher, or have an idea of who you would like to see speak, please contact the School’s Seminar Coordinator, Dr Hans Senn.

5.3.5 Staff Web Profiles

All research and teaching staff have an official staff profile that is automatically created for them when they join the School. We encourage you to establish and maintain your profile, which can be an excellent promotional tool to present your research and teaching activities. Before you can manage and update your profile, there are a few simple steps to complete:

- Locate your profile to confirm that it has been created;
- Watch the video tutorials and download the PDF training resources;
- Download and complete the registration form ‘Register to edit a research profile’ and return it to: Web Team, Communications Office, 1 The Square, University of Glasgow, G12 8QQ;
- Receive your login details and password for accessing the University’s content management system, Terminal 4 - SiteManager (t4);
- Use the training materials and your t4 login to edit and update your research profile.

5.3.6 Publicising Research and Teaching

The School is always keen to publicise news and successes. Please contact Alexey Ganin (Alexey.Ganin@glasgow.ac.uk) with any interesting news you would like publicity for.

It is important to flag these opportunities early as the School can then help to maximise the impact of your publicity. It could also help liaise with University’s Communications and Public
Affairs Office to widen dissemination where appropriate (e.g. news on University main page, myGlasgow news, contacts with the press).

Social media (glasgow.ac.uk/myglasgow/staff/brandguidelines/toolkit/guidetosocialmedia) provides a powerful means to improve the visibility of your research and to interact with peers, collaborators and stakeholders. Platforms may include professional or personal blogs, Twitter, Facebook, Google+, YouTube and a broad range of professional networking sites, including LinkedIn and ResearchGate.

The University actively encourages members of its research community to engage responsibly and professionally with social media. However, as the barriers between personal and professional use of social media can be poorly defined, it is important to consider how your activity reflects on both your professional research integrity and the reputation of the University of Glasgow.

The University is very active on Facebook, Twitter, Instagram, Snapchat, YouTube and LinkedIn. The School has a Twitter and Facebook account, @UofGChemistry, and we encourage you to follow and engage with us.

Please consider adding the School website on your e-mail signatures: glasgow.ac.uk/schools/chemistry and promote our Athena Swan Bronze Award. You may want to consider including the Twitter site (which has a growing number of influential followers): Twitter: @UofGChemistry

Add any special interest group or event with which you are associated, or of course your personal website.

The University provides a variety of resources in its Brand Toolkit:

Research Communications Toolkit: glasgow.ac.uk/myglasgow/staff/researchcomms
Word letter template: glasgow.ac.uk/myglasgow/staff/brandguidelines/marketingtoolkit
Powerpoint templates: glasgow.ac.uk/myglasgow/staff/brandguidelines/marketingtoolkit

6.0 SAFETY

The School of Chemistry oversees the health and safety of all staff and students while working or studying degree programmes within the School of Chemistry.

The Head of the School of Chemistry is responsible for safety within the School. He has appointed a Safety Committee to take care of the day-to-day implementation of safety matters.

The maintenance of protection for hazardous equipment and the condition of the laboratory environment is the responsibility of designated School technicians. The provision of local safety instructions and anything particular to any laboratory exercise is the responsibility of the relevant research leader, course leader or supervisor as appropriate. Academic staff
who are running laboratories or directly supervising postgraduate students are responsible for safety in the laboratory. The Safety Committee carries out a monitoring function to ensure that appropriate safety information and procedures are available.

The School undertakes to provide or specify the following in so far as is reasonably practical:

- Provide safety instructions for staff and students;
- Provide protection for hazardous equipment;
- Provide local safety instructions;
- Provide instructions for labs;
- Specify safety clothing;
- Specify supervision required and provided;
- Inform students and staff of emergency services, e.g., first aid;
- Provide instruction on use of mains services;
- Provide instruction to staff about how to deal with problems which could arise during laboratory.

Staff and students must read the School of Chemistry Safety Handbook, available online via https://www.gla.ac.uk/schools/chemistry/local/safety/#d.en.193479

- Food must not be brought into laboratories;
- Clothing worn in laboratories must be appropriate, e.g., no trailing scarves;
- Everyone should behave in a calm manner while in the laboratories, e.g., no running;
- Students should not undertake any experiment without proper guidance and instruction from academic or technical staff;
- Local safety signs must be obeyed.

6.1 Fire Discovery

If you discover a fire:

- warn anybody in the immediate vicinity;
- use one of the “break glass” boxes to sound the alarm;
- only attempt to fight the fire if doing so does not threaten your chance of escape should the fire get out of control.

There are fire extinguishers throughout the building.

Continuous sounding of the alarms will normally mean that there is a fire and that everyone must leave the building and assemble at the nearest muster point. There will be practice fire drills from time to time. Note that the alarm sirens will be tested, in short blasts, weekly during term each Thursday at 5 minutes to the hour, but at a different hour each week. Only evacuate the building if the alarm sounds continuously.
Anyone with mobility impairment should make their way to a designated ‘Refuge’ area. These are on each landing of the main stairwells in B-wing. People should use the call points to summon assistance.

### 7.0 HR POLICIES

There are a number of important HR policies and below are just a few of note. Others can be found at:

https://www.gla.ac.uk/myglasgow/humanresources/

#### 7.1 Performance and Development Review

Performance and Development Review provides the opportunity for all staff and their line manager to reflect upon performance and development in the last year (review period is July – June) and agree objectives and development plans for the forthcoming year. For more information on this process, please refer to the HR website at glasgow.ac.uk/myglasgow/humanresources/all/pay/pdr

#### 7.2 Visitors

The School routinely receives requests for visiting academics and students to come and spend short periods with academic colleagues.

##### 7.2.1 Visiting Academics

All requests for visiting academic staff should be processed through the Head of School Office, as the Head of School requires to approve each of these. You will be required to justify the visit academically; you will need to provide Elizabeth McLean with a copy of the visiting academic’s CV and the appropriate completed form, which can be found at: https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/hon-vis-aff/guidance/

If any visitor requires an invitation letter for a visa application, then this must come from the Head of School. Please Note: Only the Head of School has the authority to write letters of invitation.

##### 7.2.2 Visiting Students

There are various categories of visiting students and information on how these are processed is detailed below.

*Undergraduate:*  
If prospective students are interested in the Erasmus programmes (exchanges/placements) or if they wish to take advantage of University or School study abroad/exchange agreements, these students should be referred to the Dr Goetz Bucher (Goetz.Bucher@glasgow.ac.uk). Any other prospective visiting
undergraduate students seeking a placement/internship, where there is no current Erasmus exchange/placement agreement or other exchange agreements, should also be referred to the School Office.

**PGR:**
Applications for PGR students to visit the University for a short time commonly arise out of academic collaborations. The College of Science and Engineering will allow such visits for up to 6 months without the charge of a tuition fee provided these students have the approval of the Head of School. Any longer than 6 months will require a tuition fee payment from the students. All Visiting PGR applications should be submitted to Roy Thomas in the Teaching Office to be considered and, where appropriate, approved by the Head of School.

7.3 **Dignity at Work and Study Policy**

The University is committed to protecting the dignity of students, staff and visitors in their interactions with others. You will find the Dignity at Work and Study Policy on the HR website at glasgow.ac.uk/myglasgow/humanresources/equalitydiversity/dignityworkstudyover and there is information on the Full Stop Campaign on this link too.

7.4 **Equality and Diversity**

The University is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment.

We all need to be aware of our individual and collective responsibility in relation to equality following the introduction of the Equality Act 2010 and the University has developed a wide range of training resources for staff and students to address this. This training is compulsory for all members of staff. glasgow.ac.uk/myglasgow/humanresources/equalitydiversity/training.

7.5 **Athena SWAN**

The School of Chemistry is currently holder of an Athena Swan Bronze award. This is a great achievement for the School and to our commitment to ensuring equality for all our staff and students. There is further information on the School’s website at: https://www.gla.ac.uk/schools/chemistry/abouttheschool/athenaswan/

7.6 **Equal Opportunities**

The University has adopted a code of practice on Equal Opportunities for students and staff. The University aims to ensure equality of opportunity for all its students in teaching, learning and assessment, and in the provision of services. The University aims to create conditions whereby students are treated solely on the basis of their merits, abilities and potential,
regardless of age, socio-economic background, religious belief, ethnic origin, gender, marital or family status, sexual orientation or disability.

7.7 Student Disability Service

The University is committed to developing an environment in which students with special needs can pursue their intellectual and personal development with appropriate support. If students have special needs, please contact the Student Disability Service glasgow.ac.uk/services/disability so that appropriate support can be arranged. The disability co-ordinator for the School is Professor David Jackson.

7.8 General Data Protection Regulation (GDPR)

The legislation around Data Protection changed and was implemented on 25th May 2018 (https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/). As a result, the School has been reviewing all the data we hold (both in physical and electronic files) and it was thought that it would be useful for all colleagues to have some guidelines/information and these are set out below.

*Encryption of all mobile devices*

In order to protect any confidential or personal data that you have stored on your mobile devices (phone; laptops; tablets, pen drives), it is important that you have all your devices encrypted. There is useful guidance at the following website, however, Stuart Mackay (support@chem.gla.ac.uk) will also provide help to anyone to ensure compliance with this requirement:

https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/

*Data Security Responsibilities*

The most important question to ask is - do you need the data? If not, then dispose of the data either in confidential waste bags (if they are physical files) or delete them routinely from your electronic sources. Specifically, you may want to consult the Teaching Office if you have any examination/course assessment marks that you want to pass over to them to retain. Also, if you want help with removal of confidential waste bags, please contact the Teaching Office. They will arrange for the removal of any confidential waste bags from your office and store them safely until we arrange for them to be removed for confidential shredding (please be aware this may take a couple of days to arrange an uplift).

There are some general rules to follow – this is not exhaustive:

- Ensure appropriate/secure storage for paper and e-records (either in your office or in an approved School filing system);
- Do not divulge any information on students to third parties (including their parents) unless you have the student’s express consent to do so;
- Encrypt data on laptops, tablets, memory sticks, etc (see point 1 above);
• Do not share any system passwords – find alternative means of sharing data (eg discuss with the IT support Team alternatives such as shared drives, approved cloud providers);
• Destroy records appropriately and securely;
• Use approved cloud providers only (SharePoint; shared drives; OneDrive).

One example is that academic colleagues receive from time to time speculative enquiries from prospective RAs/PhD students – if you do, either ask their permission before passing on their CV to another colleague or suggest that they contact a more appropriate potential supervisor directly.

Student References: Guidance can be found at: https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/references/

**Personal Data**

Personal Data is any information relating to a natural person who can be identified, directly or indirectly, by that information. For example,

- Name
- Identification number
- Location data
- Online identifier
- Pseudonymised data
- Factors specific to physical, physiological, genetic, mental, economic, cultural or social identity.

There is a Frequently Asked Questions page concerning GDPR at https://www.gla.ac.uk/myglasgow/dpfoioffice/faqs/; however, if you have a specific question that is not covered on this page or in this email, please feel free to contact Lynn Kearns (Lynn.Kearns@glasgow.ac.uk). On-line training is available through Moodle.

The UofG online Introduction to GDPR training course (https://moodle2.gla.ac.uk/login/index.php) is a requirement for all University of Glasgow staff and PGR students (login to Moodle required).

**7.9 Smoking**

In accordance with the law, smoking is not permitted in any University building or official vehicle. All areas in all buildings are non-smoking.

**8.0 FREQUENTLY ASKED QUESTIONS**

*The photocopier is not working. What do I do?*

The IT helpdesk is at www.gla.ac.uk/myglasgow/it/helpdesk/ and you will need the photocopier device ID printed on the large sticker on the front of the photocopier.

*How do I report a fault with a projector in my lecture theatre?*
AV services have a dedicated web page for this [www.gla.ac.uk/myglasgow/avit/fault/](http://www.gla.ac.uk/myglasgow/avit/fault/)

*What if I lock myself out of the building outside office hours?*
Campus security have a non-emergency number Ext 4282, and master keys for all of campus.

*How do I register my phone to me, and not the previous office occupant?*
Contact Graham Tobasnick (2841), technical services manager.

*How do I deal with phishing and other e-mail security issues?*
Avoid clicking on links or opening attachments if you do not recognise the sender. Check out [https://www.gla.ac.uk/myglasgow/it/informationsecurity/emailsecurity/](https://www.gla.ac.uk/myglasgow/it/informationsecurity/emailsecurity/)
9.0 CHECKLIST FOR MANAGERS OF NEW STAFF

This is a checklist of suggested preparations for welcoming new staff to the School of Chemistry. The responsibility would be taken by the Line Manager with appropriate involvement of senior colleagues, such as the Head of Section and/or delegated assistant.

AS SOON AS OFFER ACCEPTED
• Confirm with HR Fixed Length or Fixed End Date.
• (Very important if Visa/working permissions are required, then this can be costly for new employee)

2-WEEKS PRIOR TO START DATE
• Contact Graham Tobasnick about office/lab allocation
• Check appropriateness and cleanliness of office space
• Computer system access organized with IT department
• Consultation with new staff member about IT requirements
• Order required computer equipment ahead of the start date
• Schedule arrival time and location with new start

ON START DATE
• Make sure laptop and any equipment has arrived
• Meet new start at pre-organized location
• Line manager or deputy to take them to their office
• Escorted to Library Help Desk to collect ID
• Introduce to colleagues with whom new employee will work
• Safety forms should be filled out
### 10.0 KEY CONTACTS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Graeme Cooke</td>
<td>5500</td>
</tr>
<tr>
<td>Head of School Administration</td>
<td>Mrs Lynn Kearns</td>
<td>2323</td>
</tr>
<tr>
<td>Director of Research</td>
<td>Professor Pete Skabara</td>
<td>1762</td>
</tr>
<tr>
<td>Head of Learning and Teaching</td>
<td>Dr Beth Paschke</td>
<td>6057</td>
</tr>
<tr>
<td>Laboratory Superintendent</td>
<td>Mr Graham Tobasnick</td>
<td>2841</td>
</tr>
<tr>
<td>Head of Graduate Studies</td>
<td>Dr Andrew Sutherland</td>
<td>5936</td>
</tr>
<tr>
<td>Head of Postgraduate Taught Studies</td>
<td>Dr Stephen Sproules</td>
<td>3716</td>
</tr>
<tr>
<td>Computer Manager</td>
<td>Mr Stuart Mackay</td>
<td>2906</td>
</tr>
<tr>
<td>Stores Manager</td>
<td>Mr Finlay Smith</td>
<td>4388</td>
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### HEADS OF RESEARCH SECTIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Head</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Biology and Medicinal Chemistry</td>
<td>Prof Richard Hartley</td>
<td>4398</td>
</tr>
<tr>
<td>Supramolecular Electronics &amp; Magnetic Systems</td>
<td>Prof Mark Murrie</td>
<td>4486</td>
</tr>
<tr>
<td>Chemical Photonics</td>
<td>Prof Malcolm Kadodwala</td>
<td>4380</td>
</tr>
<tr>
<td>Complex Chemistry</td>
<td>Prof Lee Cronin</td>
<td>6650</td>
</tr>
<tr>
<td>Energy Conversion &amp; Storage</td>
<td>Prof Pete Skabara</td>
<td>1762</td>
</tr>
</tbody>
</table>

### COLLEGE RESEARCH SUPPORT OFFICE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Coordinator</td>
<td>Andrew Wilson</td>
<td>3720</td>
</tr>
<tr>
<td>Research Support Administrator</td>
<td>Lesley McGown</td>
<td>3033</td>
</tr>
</tbody>
</table>

| Out of hours access (staff card activation) | Graham Tobasnick/Jim Tweedie | 2841/6585 |
| Security                                 | security-main-campus@glasgow.ac.uk | 4282/4444 |