

Sessional Staff Handbook

A guide for Sessional Academic Staff working at
Canterbury Christ Church University



Welcome to Canterbury Christ Church University

Our University is fast growing with a rich and varied programme of academic and professional courses attracting students from around the world.

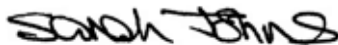
We are proud of our University, from the many students who graduate each year, the academic staff who undertake innovative teaching and research and the professional services staff who ensure that we are 'fit for purpose'.

As an employer, we recognise the important contribution that all our staff make to our students' experience; we value the important role that you will play in our future and we aim to provide an inclusive and engaging employment experience for all our staff wherever they work and in whatever capacity.

This booklet provides useful information about how the University works, where to go for further advice and perhaps most importantly, the way we do things. The section about the University sets out our Purpose, Values and Goals and it is these that inform you how we work.

I hope you find working at Canterbury Christ Church University rewarding and I look forward to working with you in shaping our future.

A version of this handbook is available on the Human Resources and Organisational Development website for you to easily access the web links: www.canterbury.ac.uk/support/human-resources



Sarah Johns

Director of Human Resources and Organisational Development

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The University

Our Purpose

We, the Canterbury Christ Church University community, believe passionately in the power of higher education to transform the futures of individuals, societies and nations.

Our Values

As a Church of England Foundation, we value:

- the power of higher education to transform individuals, communities, society and the economy
- the integration of teaching excellence with high quality research and knowledge exchange
 - by encouraging creativity and innovation
- the development of the whole person
 - by encouraging a spirit of reflection and enquiry and promoting opportunities for learning beyond the curriculum
 - in responsible stewardship of the natural environment
- equality of opportunity
 - by respecting the inherent dignity and potential of each person
- our friendly and supportive community

Our Goals

The University has produced a Strategic Plan for 2011 - 2015, which sets out our goals and outlines how we will anticipate and respond to the needs of our students.

1. To deliver an accessible, innovative and flexible curriculum

Students and the student experience are at the centre of this Strategic Plan and define its ambitions. We will offer a flexible and innovative curriculum that responds quickly to changes within and beyond the University. We will provide local access to a high quality university experience through a distributed campus network for blended and distance learning.

2. To become a national and international centre of excellence for public service education

Canterbury Christ Church University will be recognised nationally and internationally as a centre of excellence for public service professional education, training and development. This clear focus, which builds on an extraordinary track record of achievement, complements work with and in support of, the private sector. Christ Church will be valued by stakeholders and communities as the leading provider of trained personnel for the public services in Kent and Medway.





3. To accelerate our research and knowledge exchange

The University's growth in research and knowledge exchange will be accelerated through targeted investment. Our research and knowledge exchange activity across all our disciplines aims to promote effective policy, enhance professional practice and facilitate social, cultural and economic prosperity.

4. To create transformative partnerships

We will significantly improve the University's positioning in the UK higher education sector and further define its distinctiveness. We will be known as a university that influences national agendas in part through its development and deployment of partnerships. We will use the University's Golden Jubilee to highlight its excellence, showcase its achievements and generate legacy developments.

5. To promote a sustainable future

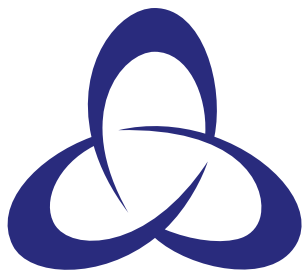
The University will strengthen its sustainability and consistent with its Church of England foundation be an exemplar of excellent environmental practice. We will also ensure we invest in the development of our staff and leadership opportunities, ensuring that individuals can realise their full potential and the Christ Church can respond quickly to new opportunities and risks.

More information on the University's strategic plan is available from the website of the Vice Chancellor, Dr. Robin Baker:

<https://secure.canterbury.ac.uk/staff/StrategicPlan/Home.aspx>



The University



The Organisation

We currently employ over 1,500 full-time and part-time staff across our five campuses. Approximately half of our staff are Academics, while the others work in our Professional Services departments.

We are the largest centre of higher education in Kent for public services including Teacher Training, Nursing, Policing, Health and Social Care. In addition we provide a range of programmes within academic and professional areas. In total we offer over a thousand academic and professional study programmes at undergraduate and postgraduate level.

Christ Church has a student population of around 18,000 with a high number of both mature and part time students making up a significant part of this figure.



Campuses

We are located over 5 campuses:

Canterbury

The main campus with 4 key locations at North Holmes Road, Hall Place, Rochester House and Augustine House.

Broadstairs

Focused on employability including programmes such as Commercial Music and Digital Media, to Business Studies and Policing.

Medway

Excellent medical theatre for operating department practice, simulated wards for Nursing and Midwifery, an intensive care unit, occupational therapy suite and extensive X-ray facilities.

University Centre Folkestone

Excellent facilities for the Performing Arts, Business and IT and Fine Art with Digital Media. Also an accredited Apple Mac Training Centre.

Salomons (Tunbridge Wells)

Hosts a number of postgraduate study programmes and boasts excellent conference facilities.

The University also has a presence at sites in **London** and **Glasgow**.

For more details on the campuses and their facilities, visit the website at:

www.canterbury.ac.uk/about/campuses.asp

Key Contacts



Human Resources and Organisational Development

Your main contact for all employment related issues including contracts, policies, procedures and working practices as well as information on pensions and other University schemes and benefits.

www.canterbury.ac.uk/support/human-resources

General Enquires:
01227 783382

Sessional Staff Enquiries:
(Key contact Maxine Horn)
01227 782714

Email:
hr@canterbury.ac.uk

Location:
1st floor Rochester House



Staff Development

For University events, courses and other professional and personal development opportunities such as access to fee remission for further qualifications, induction events and conferences.

General Enquiries:
01227 782746

Email:
staff.development@canterbury.ac.uk

Location:
1st floor Rochester House

Finance and Payroll

Contact for expenditure, income, purchasing, staff expenses and all pay related queries including problems with pay, receipt of timesheets and queries relating to pension contributions.

Email:
finance@canterbury.ac.uk
payroll@canterbury.ac.uk

Location:
2nd Floor Rochester House

Please note that Payroll operate a department split based on surname so please visit their web pages for full details on your direct point of contact.

www.canterbury.ac.uk/services/payroll

Key Contacts (continued)

Staff IT Service Point

The IT Service Point is the first port of call for staff who are experiencing IT faults or who have IT related queries. Tel: ext 2626

For IT Classroom Emergencies:
Dial 2344 or (01227) 782344 if calling from outside the University

You can also visit the Service Point in person to collect user account details or to collect and return AV loan equipment - this is located in Lg44 (Laud building), North Holmes Road, Canterbury campus.

The IT Service Point is part of the Computing Services department who provides the infrastructure for all the computing and ICT facilities within the University. This involves managing and developing the computers, software, servers, networking, printing, scanning, audio visual services, file storage, email and many other systems.

Computing Services are also responsible for the IT Training Team who provide ICT induction sessions and schedule regular IT training for staff.

The Computing Services' website provides a guide to what is available, the rules and regulations for use, together with help and support for staff and students:
www.canterbury.ac.uk/support/computing-services



i-zone

A useful one stop shop for all student queries relating to computer and IT issues, including how to set up student computing accounts, through to answers relating to a range of questions connected with the student experience, services and entitlements.

General Enquiries:
2222 or (01227) 782222 if calling from outside the University

Email:
i-zone@canterbury.ac.uk

Location:
Canterbury Campus
Augustine House (Ground Floor)

Broadstairs Campus
Broadstairs Learning Centre

Medway Campus
Cathedral Court





Learning and Teaching Enhancement Unit

LTEU support University staff in their enhancement of learning and teaching. They provide staff with advice and guidance on learning and teaching, use of learning technologies and University supported software (www.canterbury.ac.uk/lteu). Contact the Faculty Learning Technologists if you require a 1:1 ICT and learning technologies induction session.

Location:
Canterbury main campus

Email:
nicky.galer@canterbury.ac.uk

Other University Contacts

A list of all staff members along with contact details can be accessed via the 'People Search' option on the staff intranet:

<http://search.canterbury.ac.uk/people>



Main University Contact Telephone Numbers:

Campus	Number
Canterbury	01227 767700
Medway	01843 609120
Broadstairs	01634 894450
Folkestone	01303 760 600
Salomons	01892 515152



Who Are 'Sessional Staff'?

Sessional staff means those staff who work for academic departments and who are paid on an hourly, or fixed fee basis.

Most such staff will usually be employed in academic departments to act as a Sessional Lecturer to undertake such duties as formal scheduled teaching, preparation, assessment, marking of internal course work, tests and examinations (where applicable). This will also include the completion of student attendance records, related course administration and appropriate scholarly activity.

New Sessional members of staff will be issued with an employment contract detailing the particulars of the employment relationship including working hours, payment and continuation of service.

Other roles may vary from this slightly. The full range of all sessional roles is indicated in the table (right):

Job Title	Definition of Activity
Hourly Paid Sessional Lecturer	A Sessional Lecturer undertakes the delivery of specialised subject knowledge and teaching as part of the formal teaching curriculum. The delivery is ongoing for a pre agreed period of time and a contract will be issued.
Visiting/Occasional Lecturer	Guest Lecturer, prominent or distinguished expert who is paid a one off fee for delivery for an amount of hours or days of work.
Link Tutor/Pathway Tutoring	Visiting students in schools. They are paid a fixed fee for the assessment of each student.
Instructor	A Practitioner who gives practical instruction, often on a one to one basis.
TTRB Reviewer (Faculty of Education only)	Reviewing of I Teach online materials

It is important that you and the employing department are clear about the duties included in your role and which of the above applies to you.

Getting Paid

The University operates a computerised sessional contracting and claims system, VT 2000 and VTS. You will receive confirmation of the work you have been asked to undertake via your CCCU email address. This “schedule of work” will confirm the details of the work to be done, where appropriate the time and dates of the work and the hourly rate and hours agreed or the fee to be paid on completion of the work.

You should not undertake any work until you have received this emailed scheduled of work.

To claim for work you will need a University computing account (see page 12) to log on to the University sessional claim system which is called **VTS**. This can be accessed through StaffNet services (the University intranet) by selecting the VT2000 sign on button.

Here you can submit your claims for completed work. Once you have made your claim, it will be viewed by the department/faculty claims authorising staff who will then authorise the claim. Claims authorised by the pay claims deadline will be paid at the end of that pay month.

If your claim has been authorised for payment on time, you will receive a confirmation email detailing what claims have been approved and will be paid at the end of the month.

Please note this amount will be gross, tax and NI deductions will be detailed in your payslip which will be sent to you. For training on the VTS system please contact Human Resources.

Rates of Pay

The University adheres to the National Pay Framework for all staff, full details of which can be found on the Human Resources web pages:

www.canterbury.ac.uk/support/human-resources/pay-pensions/sessional_pay.asp

Rates of pay will vary according to the nature of the work you undertake for the University. For Sessional Lecturers and Instructors, the rate of pay includes 3 elements:

- Recognition of preparation time before the taught hours and work done after the taught hour
- Delivery of taught hours
- Compensation for accrued annual leave.

For Sessional Instructors this multiplier is 2 times the base hourly rate of pay and for Sessional Academic staff (FE and HE) this is 2.5 times the base hourly rate.

Incremental Progression (Sessional Lecturers only)

For all new appointments Sessional staff will be appointed to the lowest of the three pay points.

Progression to the next pay spine is subject to the member of staff undertaking no less than 110 hours of teaching within the academic year (1 August to 31 July). If less than 110 hours are worked then payment will continue at the same spine point for the following year. Increments are permanent and will not be lost except where there has been a break in continuous service.



Sick Pay (Sessional Lecturers only)

If you are unable to teach a class for any reason, you should notify the Head of Department immediately and agree a reschedule if possible. If you are absent because of sickness you will be entitled to sick pay based on the University formula for payment of sick pay to Sessional staff. This only applies to Sessional staff employed on the National Pay Framework rates and is subject to you following the requirements of notifying departments of sickness. You will only be paid if the work cannot be rescheduled and payment will be at the base rate.

Starting Your Employment

All new starters are required to complete a PER05 form providing information on your personal and contact details. These forms should be provided by the department for your completion; however they are also available to be downloaded from the Human Resources website:

www.canterbury.ac.uk/support/human-resources/human-resources-forms.asp

Along with the PER05 form, the University is required to see an original copy of your proof of right to work in the UK in the form of a passport, birth certificate or work visa (if relevant) along with a CV detailing both academic and professional achievements.

The PER05 form should be signed by your Head of Department before being returned to HR for processing. It is advisable to keep a copy yourself, either hard copy or electronic, for safekeeping.

Contracts

Sessional staff will be issued an open ended, zero hours contract detailing the particulars of the employment relationship. This contract will then cover any sessional position that you undertake at the University.

Further conditions of sessional employment and a template contract can be found on the Human Resources web pages:

www.canterbury.ac.uk/support/human-resources/Recruitment/SessionalStaff/SessionalStaff.asp



Self Employed Status

Our default position is to generally employ staff on PAYE. However in some cases, payment via self employed status may be agreed. HMRC requirements on self employed status and payments have recently changed and it is important that you and the employing department are fully aware of these criteria and are able to meet them. Their website is a useful source of information: www.hmrc.gov.uk/selfemployed

For self employed individuals in addition to completing the PER05 form, you will also need to provide the following information:

- Proof of your right to work in the UK
- Proof of personal indemnity insurance to the value of £2M
- Proof of self employment
- Employment Status Indicator number (this relates to the employment relationship between the organisation and employee. Human Resources and your department will obtain this number on your behalf).

Payment will be made via submission of an invoice for the work undertaken. Invoices will need to clearly refer to the work undertaken and include your contract number, course activity, date of work, rate of pay agreed and the total claim for work.

Teachers Pension Scheme

As a Sessional member of staff you will automatically be entered into the Teachers Pension Scheme. However, should you wish, you do have the opportunity to opt out, by completing an opt out form. This should be completed and returned to the Human Resources department prior to commencing work.

For opt out forms and further information on the Teachers Pension Scheme please visit their website:

<http://teacherspensions.co.uk>

You can also download opt out forms from the Sessional Staff section of the HR website: www.canterbury.ac.uk/support/human-resources/Recruitment/SessionalStaff/SessionalStaff.asp



Getting Started - Information for New Starters



Computing Services: Obtaining a Computing Account

It is absolutely vital that you set up and activate your University computing account as soon as possible. This enables you access to StaffNet, the University intranet for all staff, where important announcements are made as well as links to useful events and information. Most importantly, it will also give you access to Outlook so you can set up your email account and make use of calendaring and other services. You will be provided with a user ID which you will need to access Blackboard, the University virtual learning environment and other University systems.

The University email system is the only means by which you can access VTS, the payments system for Sessional staff. It is also the means by which we keep in touch with you, notifying you of important updates and news relevant to your working here. We cannot keep in touch with you, or pay you, via personal accounts so please set up and monitor your email account and StaffNet regularly.

To set up your computing account, you need to complete, or have completed for you a 'Computing Account Request form' authorised by your Head of Department: www.canterbury.ac.uk/support/computing-services/downloads/New-Staff-Accounts.pdf

To complete this form you or your Head of Department (HOD) will need your Res ID number which is generated by Human Resources on processing your new starter details (PER05 form). Once authorised by your HOD, you can take your completed form to the IT Service Point (Laud Lg44) who will activate your computing account and provide your username and password. This allows you to log in to your computer, or any computer on the network. You can also send your form via the internal mail and your log in details will be sent on to you.

Staff working remotely should post the form to the IT Service Point remembering to include an address for return of your details.



Remote and Mobile Working (accessing emails/IT away from campus)

If you need to access your University IT account away from campus (e.g. from home), you can configure your home computer, laptop or mobile to access University systems. For advice on how to do this and who to contact, visit the relevant pages of Computing Services on 'Remote and Mobile Working': www.canterbury.ac.uk/mobile

Accessing email from other computers outside the University network is easiest done by going to the 'WebMail' link on the University home page or by the weblink: <http://owa.canterbury.ac.uk>

Augustine House Library and Obtaining a Library Card

Library Services consists of four collections: Canterbury (Augustine House), Broadstairs, Salomons (Mansion) and Salomons (Hayloft), along with bookshops at Canterbury and Broadstairs (www.canterbury.ac.uk/bookshop). In addition, we work with the Universities of Kent and Greenwich to provide a library service for students studying at the Medway campus and with the public library to provide services to students at the University Centre Folkestone. The main University library is based at Augustine House in Canterbury.

All members of staff at the University are welcome to use the campus libraries and will need a library account to borrow items.

Smart Card: Once you have obtained your computing account it is important you also apply for a staff smart card which can serve as your library card and also enables you to access a number of staff services - see page 17 for further details.

Library Card: You can then apply for a library account online at: www.canterbury.ac.uk/library/help-and-advice/staff/apply-for-a-library-ticket.asp

You will also be given an e-Library account which you will need to access most of the online resources to which the Library subscribes, such as databases, e-books and e-journals. Details of this account will be sent to your University email address once you have both a computing and a library account.

Information on the full range of library services and opening times are available on the library website: www.canterbury.ac.uk/library

Getting Started - Information for New Starters



Staff Association

The Staff Association invites all colleagues to be part of the University community centred on the Staff Common Room (SCR) in the North Holmes Campus. Membership is open to all staff with a monthly subscription providing a discount card for social events and refreshments. For more information on the Staff Association please visit the website: www.canterbury.ac.uk/staff/association

To join the Staff Association, you will need to complete a Staff Association form and send it to Payroll for processing. Forms are available for download from the Staff Association website.

Hot Desks and Locker Areas

There are a number of areas throughout the University that enable you to hot desk. Hot desk facilities on Canterbury's main campus include areas in Augustine House, Laud and Ramsey. Augustine House also offers a number of areas for group study or meetings that contain computing, AV and other electronic equipment. Hot desk areas include access to phones with external lines and Multi-Functional Devices (MFD) that allow you to copy, print and scan to these machines (as long as they are networked).

The staff hot desk room (Lg14) and Augustine House have printers that require use of the staff smart card, or input of a staff user name and password to use them. For all other Staff MFDs, the user should contact the Purchasing Office, 2347 with the reference number of the machine (CCC123, etc.) and their cost centre and they will be able to set up an individual user code.



Where can I go for refreshments and to meet with colleagues?

The University has a number of designated refreshment areas throughout the various campuses. This includes the Staff Common Room (SCR) based in the Anselm building at North Holmes Road, Canterbury which provides a great meeting place for all University staff. There are also a number of refreshment areas within Augustine House and at all other locations.

What about sport and fitness?

Christ Church Sports Centre is a newly built, state of the art facility featuring a fully equipped sports hall, fitness suite and sport and exercise studio. It provides staff and students with a wide range of fitness and wellbeing opportunities as well as the ability to improve athletic or sports performance. This Sports Centre can be found a short walk away from the main campus, in Spring Lane.



Getting to Christ Church

Comprehensive details of the locations of the University's campuses maps and available travel infrastructure can all be found online: www.canterbury.ac.uk/About/Maps/index.asp

The University is committed to sustainability and has developed a comprehensive sustainable transport policy. www.canterbury.ac.uk/projects/sustainable-development

Is there parking available at all sites?

Due to the University's commitment to sustainability, the University policy on parking supports a paid permit scheme. Certain criteria have to be met in order to apply for a permit. Should you not be eligible for a permit, you may need to look at the other public transport options. This scheme only applies to parking Monday to Friday 8.00am to 6.00pm - outside of these times parking is free of charge.

www.canterbury.ac.uk/support/facilities-services/car-parking.asp



What is the University's Transport Provision?

The University has limited space for parking so if you wish to reserve a space for visitors you will need to request a permit via the online form. Places cannot be guaranteed.

www.canterbury.ac.uk/support/facilities-services/extranet/CarParking/permit-for-visitor.asp

The University offers various schemes to help you pay for your travel to work - Visit the web pages for more information:

www.canterbury.ac.uk/projects/sustainable-development/transport-travel/index.asp

Is the University committed to Sustainability? Can I get involved?

The University recognises that an institution of its size has an impact upon the environment both locally and globally and is committed to minimising, within the constraints imposed by financial sustainability, any negative effects the delivery of its core activities might have. The University is committed to becoming a sustainable University in all aspects of its' business and has committed to this in a number of key documents and policy statements.

For more information contact the Sustainability Manager, Dr Peter Rands or visit the Sustainability web pages to find out about becoming an Environmental Champion or joining our Green Impact scheme:
www.canterbury.ac.uk/projects/sustainable-development

Equality and Diversity

Canterbury Christ Church University is committed to providing a fair environment in which everyone is treated with dignity and respect. The University takes a proactive approach to promoting equality and is committed to a range of actions intended to create a welcoming and positive environment for all staff, students and stakeholders.

Information on Equality and Diversity, including University policy, can be found on the Equality and Diversity web page:
www.canterbury.ac.uk/about/equal-opportunities

To learn more about Equality and Diversity generally, there are useful online resources available via the Staff Development web pages.

www.canterbury.ac.uk/staff-development

If you would like to get involved in the University's activities in this area please contact the Equality and Diversity Manager, Moira Mitchell.



INVESTOR IN PEOPLE

Health and Safety

Maintaining a safe and positive working and learning environment is a shared responsibility of all of us. All employees of the University are required to comply with health and safety legislation and the University Health and Safety Policy. For more information on the University's policies please visit the web pages: www.canterbury.ac.uk/support/health-safety

The University wishes to ensure all staff are aware of the procedures to follow in case of fire or incident. We recommend that you complete the online Health and Safety related courses available via the Staff Development web pages:

<https://complywise.net/cwcanterburyac>

If you wish to report an incident or any suspicious person or item, you should contact the University Security Team immediately. For action to take in the case of an accident or when in need of first aid, contact details are as follows: (see right)

Health and Safety Incident/Emergency contact numbers:

Campus	Internal	Main Number
Augustine House	Dial 2125	01227 782125
Canterbury North Holmes Road Campus	Dial 2111	01227 782211
Broadstairs	Dial 5120	01843 609120
Hall Place	Dial 2196	01227 782196
Medway	Dial 4450	01634 894450
Salomons	Dial 0	01892 515152
Rochester House	Dial 2887	01227 782887
University Centre Folkestone	Dial 0600	01303 760600

You should receive a health and safety checklist as part of your induction to Christ Church which you should complete with your department induction facilitator or line manager. You can also attend a building fire induction led by the University Fire Officer - see the Staff Development brochure for more information.

How do I get a Staff Smart Card?

The University has a system of 'Smart Cards' for all staff which offers:

- Clear visual association with Canterbury Christ Church University
- Entry to Rochester House and Augustine House in the evening
- Will replace the staff association card and will enable the use of catering facilities
- Access to all multifunctional devices - printers/copiers/scanners
- Can be used as your library card

To apply for your card, firstly you will need to be registered by Human Resources as a staff member and then visit the smartcard website where you can upload your photograph and apply: www.canterbury.ac.uk/smartcards



Learning and Teaching Support

Equipment Loan

The equipment loan service for staff and students provides a small range of digital cameras, camcorders, dictaphones and other equipment for short-term loan. All items are based on a "first come, first served" basis. The service is managed by the Library and you can either visit the Library Point (ground floor Augustine House) or call 2352 (internal) or 01227 782352 (external).

Should you require specialist equipment for certain lectures, you should log a support call request with IT Service Point giving 5 days notice. You will also be asked to provide the following information: date, start and end time together with the room number. See page 6 for further details.



Booking Rooms

For all room booking and timetabling enquiries please liaise with your Department Administrator or visit the room bookings website:

<http://ontime.canterbury.ac.uk>

When using the IT facilities in the teaching or meeting rooms, if you should encounter difficulties or items not working, call Room Emergencies on 2433.

iBorrow

This service, available in Augustine House enables staff and students to make use of a notebook computer. You are not required to complete any forms, it is as easy as picking a book from a shelf.



iBorrow
laptop borrowing scheme





What are the University's term dates?

A list of term dates can be accessed on the University intranet:

www.canterbury.ac.uk/support/planning-office/term-dates

How do I get training in Blackboard?

The IT Training Team provides assistance and training in Blackboard and can be contacted via the staff intranet. The LTEU also provides guidance on using Blackboard as a virtual learning and teaching environment.



Supporting Students

You may come across a range of situations when dealing with students, some of which require advice and information; some may require the application or adherence to certain policies or procedures. You play an important role in supporting a positive and quality student experience so your response to such issues matter.

What action to take can be informed in most cases through reference to your Programme Director/Leader for academic issues or the i-zone (www.canterbury.ac.uk/faq/Home.aspx) for more general matters. You or students can also access useful information online at the student support services web pages: www.canterbury.ac.uk/support/student-support-and-guidance

Staff Development



Staff Development

The University is fully committed to ensuring that all staff who are employed by it, in whatever capacity, receive appropriate, timely and relevant staff development to enable them to fulfil their roles effectively.

The University has a comprehensive range of development activities, many of which are set out in the Staff Development brochure and available online via the Staff Development calendar:

www.canterbury.ac.uk/support/staff-development/brochure/index.asp

The main departments supporting your development are the Staff Development Office (for all staff), the Learning & Teaching Unit and Research Office & Graduate School for Academic staff. Visit their web pages for the most up to date information, events and useful online resources.

www.canterbury.ac.uk/staff-development

Your faculty/department will also have their own staff development activities and as well as updating your own knowledge and skills, this can be a good way to meet colleagues, learn more about them and the University.



Induction and Conferences

At the start of each term, all University staff are invited to attend **Staff Orientation and Welcome**:

www.canterbury.ac.uk/support/staff-development/brochure/staff-orientation.asp

Staff Development also arrange a number of other useful introductory events, including an induction event specifically for Sessional and Associate staff - visit the Staff Development web pages for further information:

www.canterbury.ac.uk/staff-development

The University and faculties also run a series of staff conferences which staff are invited to and encouraged to attend.

Mentoring

The University offers mentoring to all new staff and views it as an important aspect of supporting staff new to roles and aiding their effectiveness in that role. Where possible, departments are encouraged to provide a mentor for new staff and if you are interested in this, please speak with your Head of Department or contact staff.development@canterbury.ac.uk for advice.

Staff Development will also provide training, advice and guidance to both mentors and mentees on best practice in mentoring.



Further Professional Development

If you are interested in developing your professional qualifications further, for example to a higher degree, then you can apply for either fee remission or funding support under the University Further Qualification policy. Contact staff.development@canterbury.ac.uk for further advice.

Research and Knowledge Exchange

If you wish to explore getting involved in research activity, knowledge exchange or project activity the University offers many opportunities to do so and for academic roles, this would be a usual expectation of your role.

Talk to your Head of Department or department colleagues to discuss this further or visit the websites of the Research Office and Graduate School (www.canterbury.ac.uk/research) or Centre for Enterprise and Business Development (www.canterbury.ac.uk/centres/enterprise-business-development).

Learning and Teaching

Sessional Lecturers new to teaching in HE and interested in formalising their own learning, can apply to undertake and complete the Associate Tutors programme run by the University Learning & Teaching Unit (LTEU). This is a modular assessed programme and details of this can be found online at the LTEU web pages.

www.canterbury.ac.uk/lteu

If your role is to include assessing student work, then you will also need to complete the relevant online assessing and marking student work module. This is accessible via the sessional staff Blackboard – if you should not already be enrolled on this, contact LTEU.



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