



University
of Dundee

Staff Handbook

WELCOME

Last Review Date: December 2023

Next Review Date: June 2024

Welcome from the University Executive Group (UEG)

Dear Colleague,

Welcome to the University of Dundee.

You have joined us at an exciting time as we work towards becoming Scotland's leading university, celebrated internationally for the quality of our graduates and the impact of our research.

The reason we do what we do is to transform lives, working locally and globally through the creation, sharing and application of knowledge and our way of doing this is through a set of core values that have stood the test of time and continue to guide us.

At this University, we pride ourselves on the quality of our research, teaching and scholarship, and our impact on the world around us. Excellence is fundamental to everything we do. We are determined to give staff, students and anyone who comes into contact with us an experience that not only meets but exceeds their high expectations. To do this we recruit the very best people.

As a new member of staff, you embody our ambitions for the future. Working together and supporting each other, all our colleagues from across all academic disciplines and professional services play an important part in shaping our own distinct University. We value your contribution to our high performance community and we will help you to develop and extend your skills, knowledge and experience during your time with us.

Dundee is an exciting place to work and we encourage you to grasp the challenges and opportunities. We are ambitious, as a University and for you, and want you to stretch yourself to fulfill your personal and professional aims and ambitions.

This handbook will help you understand how the University works, where we are heading and how you can make the most of your opportunities here.

Members of the UEG

Professor Iain Gillespie, Principal & Vice Chancellor
Professor Shane O'Neill, Deputy Vice-Chancellor and Provost
Professor Wendy Alexander, Vice-Principal (International)
Professor Blair Grubb, Vice-Principal (Education)
Professor Lisanne Gibson, Vice-Principal (Research) - from 28 August
Dr David McBeth, Vice-Principal (Enterprise & Economic Transformation) - from 28 August
Dr Jim McGeorge, University Secretary and Director of University Executive Office
Peter Fotheringham, Director of Finance
Elise Gallagher, Director of People
Dr Christine Milburn, Director of University Executive and Strategy Office

About our University

The University of Dundee has a clear mission - to transform lives, locally and globally, by the creation, sharing and application of knowledge. We do this with world-class teaching, pioneering research, and work that has social, cultural and economic impact.

We are a Scottish institution operating on a global stage and with an annual turnover of over £300m.

We are also a university that holds social purpose, building on our long-standing values, dear to our hearts. We focus our excellence to make a difference, and though our reach is global we are of Dundee and for Dundee.

We are home to a community of over 3,000 staff and 16,000 students of whom are undergraduates with 28% of our students coming from outside the UK.

As a high-performing community we have embedded the pursuit of excellence we do. With the launch of the new University strategy to 2027, this is an exciting time to join the University and to play a major role in its future success.

Our Core Values

We need to be clear about our way of doing things so that it's easier for people joining us to know what we expect of each other, and for us to transform lives. This has led us to distil and define a set of five core values:

- Valuing People
- Working together
- Integrity
- Making a difference
- Excellence

These aren't new values, they're what have shaped the best actions and decisions we've made so far. We need to make sure everyone knows them, so they're at the heart of every action and every decision we take.

Overview

This handbook has been designed to provide staff with additional information and guidance to support them during their employment.

Your obligation as a new staff member

All staff are provided with a contract of employment and supporting terms and conditions specific to their role. As outlined in your contract of employment, your offer of employment is dependent upon the University being able to employ you without breaching UK immigration or other legislation. To ensure staff have the right to work in the UK it is therefore essential that we validate your identification and any relevant visa or permit. You may be asked to do this in person before you start by making an appointment with our People Directorate. If you hold a UK or Irish passport you may be sent a link to conduct the right to work check online. The link will come from our ID service provider Trust ID. The People Directorate is located on Level 7 and 8 in the Tower Building, with the exception of the School of Medicine, which is located in Ninewells Hospital and Medical School on Level 8, West Wing, Dundee, DD1 9SY. On our website we provide [contact details](#) for our People Partners.

Payroll

Following receipt of the documents outlined above your salary will be paid directly into your bank account on the last working day of the month following payroll cut-off, unless the last day falls on a Saturday or Sunday in which case your salary will be paid on the Friday prior. [Pay dates and cut off dates](#) are available on Payroll's website.

National Insurance

As an employee you are required to pay tax and National Insurance. You pay National Insurance contributions (NICs) to build up your entitlement to certain social security benefits, including the State Pension. The type and level of NIC you pay depends on how much you earn and whether you're employed or self-employed. General information on tax and National Insurance can be found on the [Government Website](#).

Staff Record Form

Please ensure that you complete an [online Staff Record Form](#) prior to your start date or during your first few days of employment.

Change of Personal Details

If during the course of your employment with the University any of your personal details change, you can update these yourself in One University. A [Change of personal details \(staff\) guide](#) is available on our website.

First Week of Employment

During your first week of employment, your line manager will go through the Induction Checklist with you. This will help orientate you into your role, team and the wider University. You can also use this for reference to help you gather information in your early days of employment with the University.

This and other useful documents can be found on the [Staff Welcome SharePoint site](#).

Upon starting your role, you must read or complete the following:

1. Equality, Diversity & Inclusion online training

This online interactive module, Diversity in the Workplace, will give all staff the same introductory grounding and understanding in key principles of Equality, Diversity and Inclusion. The training is available on [My Dundee](#) covers the type of behaviours that are expected of all members of our community, information about equality law, and ways in which we can support Equality, Diversity and Inclusion at the University. The module is designed to be accessible, informative and can be completed in under an hour.

2. Health and Safety online training

All new staff are required to undertake basic online training. The mandatory module for all staff is available on [My Dundee](#). These Core modules are augmented by specialist modules for certain workers and there is further information on [additional training](#).

3. [Health, Safety and Wellbeing Website](#)

A wide range of useful information can be found in these pages, including:

- a. [Handbooks](#)
- b. [Health and Safety Policies](#)
- c. [Online Incident/Accident Reporting Form](#)

4. [Freedom of Information, Guidance and Procedures](#)

5. [Data Protection - Policy and Guidance](#)

[Staff Privacy Notice](#)

6. [Anti-Bribery Policy](#)

7. [Whistleblowing Policy](#)

8. [Conflicts of Interest Policy](#)

9. [Safeguarding Policy](#)

10. Digital Induction

Digital Technology Services have launched a Digital Induction that, as a new member of staff, it is recommended you attend. These sessions can be [booked online](#), and this should be done after the start date of employment.

11. Information Security Awareness Training

This online course explains various cyber topics through the lens of a Higher Education Institution. Go through the case studies, examples and information it holds to brush up on your knowledge. When ready, undertake the endpoint assessments to test what you know. You can repeat until you pass each element. It takes approximately 30 minutes to complete. Be sure to have headphones at hand before getting started if you work in a shared area. Find this mandatory staff module in [My Dundee](#).

University Strategy

Our vision is to be a University globally renowned for our social purpose, delivered through our intensity and excellence in research, education and engagement.

Over the next five-year period, we will continue to grow and focus on our internationally recognised excellence in life sciences, medicine and health, and art and design. We will reinvigorate and enhance our competitive strengths in science and engineering, business, law, social sciences and humanities to meet contemporary challenges, both local and global, in addressing social problems and in meeting the needs of the employment market.

We will confront head-on the challenges and uncertainties that society is facing and support the delivery of the UN Sustainable Development Goals. We will develop priority academic themes to provide focus and concentrate our impact on those areas where we can make the most difference. These are:

- Population Health and Wealth
- Climate Action and Net Zero
- Equity and Inclusion

Investigating these themes in our curricula will ensure that our students will be active global citizens attuned to social needs from the local to the global as well as the ways in which these are interconnected.

We will also strengthen and form new alliances and partnerships, at home and abroad, based on mutual respect and recognition of the need for co-design and co-delivery that meet all of our needs, particularly of those most disadvantaged. We will be decisive in making choices and initiating changes that will deliver on these themes. For more information visit our [Strategy Website](#).



Graphic showing 3 concentric circles representing Research with Impact; Engagement and Enterprise; and Learning and Teaching. At the centre they converge with under the heading of Social Purpose.

University Structure

UEG Members

Principal & Vice Chancellor:	Prof. Iain Gillespie
Deputy Vice Chancellor and Provost:	Prof. Shane O'Neill
Vice Principal (International):	Prof. Wendy Alexander
Vice Principal (Education):	Prof. Blair Grubb
Vice Principal (Research):	Prof. Lisanne Gibson
Vice Principal (Engagement & Enterprise):	Dr David McBeth
University Secretary:	Dr Jim McGeorge
Director of Finance:	Peter Fotheringham
Director of People:	Elise Gallagher
Director of University Executive and Strategy Office:	Dr Christine Milburn

Schools	Directorates
Dean, School of Art and Design: Prof. Anita Taylor	Director, Academic and Corporate Governance: Dr Neale Laker
Dean, School of Business: Prof. Morris Altman	Director, Estates and Campus Services: Rose Jenkins
Dean, School of Dentistry: Prof. Philip Preshaw	Director, External Relations:
Dean, School of Health Sciences: Prof. Linda Martindale	Director, Finance: Peter Fotheringham
Dean, School of Humanities, Social Sciences and Law: Prof. Jeff Blackford	Director of People: Elise Gallagher
Dean, School of Life Sciences: Prof. Julian Blow	Director, Library and Learning and Culture and Information: Richard Parsons
Dean, School of Medicine: Prof. Rory McCrimmon	Director, Research and Innovation: TBC
Interim Dean, School of Science and Engineering: Prof. Fordyce Davidson	Director, Student Services: Graham Nicholson
	Director, University Executive Office: Dr Christine Milburn
	Director of Digital: Claudette Davidson
	Director of University Executive and Strategy Office: Christine Milburn
	Director of Globalisation: Jason Norris

Further information can be found on this University's [Organisational, History, Structure and People SharePoint page](#).

Useful Contacts

Payroll	01382 384048	payroll-admin@dundee.ac.uk
Pensions	01382 84044	pensionoffice@dundee.ac.uk
People Support	01382 386999	TopDesk
IT		help4u@dundee.ac.uk or TopDesk
Switchboard	01382 388000	
University Emergency	01382 384141	
NHS 24	08454 242424	
Safety Services	01382 384104	safety@dundee.ac.uk
Occupational Health	01382 386948 01382 385419	occupationalhealth@dundee.ac.uk
Disability Services	01382 385402	disability@dundee.ac.uk
Counselling Service	01382 384164	
Talent & Development	01382 381102	talentanddevelopment@dundee.ac.uk
Admissions	01382 383838	contactus@dundee.ac.uk
Enquiry Centre	01382 381900	enquiry@dundee.ac.uk
Library	01382 384087	llc@dundee.ac.uk
Careers Service	01382 384017	careers@dundee.ac.uk

Getting Settled

Getting Around

The University campus has been voted the friendliest in Scotland. With over 3,000 staff and nearly 18,000 undergraduate and postgraduate students coming to the University from all over the UK, Europe and beyond, we have a truly welcoming and diverse campus community.

Take a [virtual tour](#) around our city campus.

Ninewells Campus is located 2.5 miles west of the city campus on Ninewells Avenue, approximately a 10-minute drive from the City Campus. The School of Medicine features facilities primarily used by Medical and Nursing Students.

Kirkcaldy Campus borders the town of Kirkcaldy in Fife. 35 miles from Dundee, it is one of the locations for the School of Health Sciences.

A [map](#) can be found on our website, showing all three campuses in detail.

Travel

By Car

Parking without a permit is not permitted on University grounds. Information on how to purchase a permit and a statement of current parking regulations with details of charges and available car parks, can be found in this [guide](#).

Car Parking for students and visitors to Ninewells Hospital is administered by [Indigo Parking](#) on behalf of NHS Scotland. There is a free car park some distance from the main entrance. Permits are available to staff on the payment of an annual fee - ask your department for further information.

There are two car parking areas at the Kirkcaldy campus. Enter the main car park via Forth Avenue and the second via Whyte Melville Road. There are over 150 parking spaces available to students and staff at no charge.

By Bus

There are regular bus services connecting both City and Ninewells campuses to outlying areas. Details of these services and of connecting bus services from further afield can be obtained from the bus companies:

- [Xplore Dundee](#)
- [Stagecoach](#)

Cycle Scheme

The Cycle to Work scheme is a government initiative that encourages alternative travel and reduces our environmental impact. Not only does it reduce your carbon footprint, but also allows you to spread the cost, and save on Income Tax and National Insurance (where applicable).

This benefit is administered by Cycle Solutions and a guide on [how to apply](#) is on our website.

You can plan your route by using:

- [Dundee City Council's cycling map](#)

- [Sustrans route planner](#)

Cyclists can use the showers at the University swimming pool (DUSA), in the Matthew Building, and at the sports centre (ISE) for free.

Bicycle racks and lockers are available on the main campus. Bike shelters are at Ninewells and there is also a bike stand at Kirkcaldy.

Staff can borrow bikes to use around the city and campus from the [University's bike pool](#).

ID Cards

To [get your Staff ID card](#), please email the following to the Enquiry Centre at enquiry@dundee.ac.uk so that your card can be produced:

- A passport sized photo of yourself. You can smile in your photo.
- Your Staff ID number (this should be provided ahead of your start date, but can also be requested from peoplesupport@dundee.ac.uk)
- Confirmation of your start date

You will receive an email when your card is ready (usually in one working day). ID cards can be collected from the Enquiry Centre beside Campus Green and the DUSA Premier shop. Opening hours are Monday – Friday, 9.00am – 5.00pm except Wednesday from 10.00am. Please note the centre is closed for lunch for 12.30pm – 1.30pm each day.

Once you have received your staff card, you should let your Manager/local Operations manager know the number on the back of your card which is below the black strip (not that associated with the bar code) so they can get your badge activated for your area.

Email Account Access

The University uses Microsoft's Outlook email system. You can access your email via web browser, use the full feature client on your computer, and receive emails to your mobile device via the Outlook app (only if you install and configure the Intune Company Portal app).

Your email account comes with an integrated calendar and full access to the entire Office 365 app suite. When at home and away from the campus networks, you're required to use multi-factor authentication to access these services. This is because the University has applied a second layer of protection to them.

Multi-factor authentication (MFA) is a technology to secure systems and data with more than just a password; using phone calls, SMS text messages or mobile apps to provide an additional layer of security. The University's implementation of security uses a risk-based approach, where most logons do not require any additional authentication steps. However, if accessing your account from an unusual device or location, then MFA may be required, and users who have not registered for MFA may find that their access is blocked. If you wish to register or update your MFA details, please visit the [MFA setup page](#). We would recommend that you register a phone number as one of your MFA options, even if you plan to use the app as your primary MFA method. Digital Technology Services have provided a [guide](#) on the University's MFA implementation.

You can and will receive spam and phishing emails to your account, so be vigilant and question all messages that reach your inbox. Report any suspicious emails you get to Microsoft by forwarding junk to junk@office365.microsoft.com and phishing emails to phish@office365.microsoft.com.

Outlook has many useful features that can help you be efficient and productive in your way of work. The University expects you to be proficient in your use of Outlook and to use it in a secure way. If you aren't familiar with Outlook, Office 365, and email security, there are learning resources available.

Upskill in these areas by accessing video tutorials at LinkedIn Learning, an online education platform that the University has a paid for subscription to. Other [useful IT training resources](#) are listed online.

For help setting up your email account, please contact email help4u@dundee.ac.uk.

More [information](#) about IT services and your account is available on the University's website.

Tax Free Childcare

[Tax Free Childcare](#) is a Government run scheme that works like an online account. You pay money in an account from your next pay, it's taken after Tax and National Insurance has been deducted. Tax Free Childcare is not administrated by the University.

Accommodation Information

If you want to rent or buy a property, the easiest way to find property is to search online.

If you are looking for property for sale in the area, the following sites may be useful:

- [Tayside Solicitors Property Centre](#)
- [Zoopla](#)
- [Rightmove](#)
- [Your Move](#)

A [comprehensive list of Member Solicitor Firms](#) can be found on TSPC's website.

For rental properties in the area, the local agents below could be helpful:

- [Grant Property](#)
- [Lickley Proctor Lettings](#)
- [Pavillion Properties](#)

Please consult the [Dundee City Council website](#) for information on current council tax charges.

Appointees who are about to join the University's staff should be aware that the University has no provision of living accommodation specifically for members of staff. Further advice for appointees relocating to work with us can be found on our [Relocation webpage](#).

Relocation Expenses

The University makes a contribution towards [relocation expenses](#) incurred by newly appointed members of staff in moving to Dundee to take up their appointments. The reimbursement is subject to a maximum of the equivalent of one month's gross pay calculated on basic starting salary. This does not include any shift allowances, availability supplements, allowances for additional programmed activities, distinction awards, etc. Additional assistance may be given in respect of removals from overseas.

If relocation expenses are paid and the member of staff leaves within two years, the University will require repayment of any such relocation expenses. Less than 2 years will be reimbursed on a fractional basis. Recovery will be at the rate of 1/24th for each month less than 2 years worked and will be automatically deducted from the final salary payment.

Reimbursement of Immigration Costs Policy

As an employer of the best talent from across the world, the University is committed to assisting wherever possible with the relocation and immigration costs associated with staff taking up and continuing in their role at the University. We will reimburse the costs associated with meeting immigration requirements where an employee requires a visa to live in the UK and work for the University. The [policy](#) contains further information on eligibility, how to claim and more.

Staff Expenses, Travel and Working Overseas Policy

This [policy](#) seeks to clarify procedures for staff whilst ensuring that all arrangements are managed in a manner which:

- safeguards the welfare and safety of our staff travelling on University business;
- represents best value for the use of University funds;
- supports the achievement of operational targets, and those defined by the University Executive Group (UEG);
- where possible supports the achievement of the University's sustainability targets.

Semester Dates

The [semester dates](#) can be found on our website.

Facilities and Services for Staff

ISE (Institute of Sport & Exercise)

Members of staff can use facilities within the Institute of Sport and Exercise which include the gym, 'sweaty fun' classes, squash and tennis courts or the swimming pool. Membership details and prices can be found online at the [ISE website](#).

Chaplaincy

The [Chaplaincy](#) is a relaxing and friendly place and hosts many social activities during term time. In addition to the Chapel, they also have a library, a quiet room, meeting rooms and a Coffee Bar where you can relax and enjoy lunch during term time.

Botanic Garden

University of Dundee [Botanic Garden](#) is open all year round, 10.00am - 16.30pm (15.30pm between November - February). Entry is free to all staff and students. Located in 9.5 hectares of south-facing, gently sloping lands near the banks of the River Tay, the Garden features many species of indigenous British plants as well as representative collections of important plants from all the continents of the world. There is also a café, a gift shop with a plant nursery, and regular art exhibitions are hosted in the Visitor Centre.

Ninewells Community Garden

[Ninewells Community Garden](#) lies in the beautiful arboretum of Ninewells Hospital in Dundee. We promote physical activity and healthy living through community gardening; in an environment where horticulture supports wellbeing, therapy and rehabilitation. The garden is free to visit and is open to all, 7 days a week.

Health, Safety and Wellbeing

The University has a reputation for quality and excellence, including the standards of health, safety and wellbeing of our staff. Avoiding the suffering and losses caused by incidents and ill health is important to us all. Everyone within our University community has a part to play, be that looking after our own health, safety and wellbeing or ensuring that of others. Often it is little things like reporting a trip hazard or making sure we wear the provided protective equipment that can make all the difference. The central health, safety and wellbeing team and health and safety staff within individual schools and directorates can all assist you in staying safe and protecting your physical and mental health, but you must also play your part. Make sure you know how to work safely and ask questions if you are unsure. The [Health, Safety and Wellbeing website](#) has links to a wide range of resources and contact details if you need to ask a question or seek advice.

Talent and Development

The University of Dundee is dedicated to supporting the development of its staff and through its investment in their on-going training and development. [Talent and Development](#) is the University's training and development unit that provides tailored, bespoke workshops and opportunities to all staff (clerical, technical, manual, administrative, academic and research) and postgraduate researchers via an online portal. Their programme has been designed to support individuals, teams and the organisation and to increase efficiency, effectiveness and employability.

The Academic Skills Centre

The [Academic Skills Centre](#) (ASC), part of the Skills Hub in the Student Services Directorate, provides resources, advice and guidance on professional skills development for students and staff. All of our services can be accessed online or on-campus, as appropriate. ASC provides the Teach at Dundee academic induction for all teaching colleagues who are new to the University and continues to support ongoing professional development in university teaching for all career stages. This includes the PG Certificate in Academic Practice in Higher Education (PGCAPHE) course, the first module of which is mandatory for probationary lecturers; support for attainment of a category of HEA Fellowship with Advance HE; and the University teaching awards.

Find out more by contacting asc@dundee.ac.uk.

Occupational Health

[Occupational Health](#) offer an accessible but confidential service to all employees and give impartial advice to achieve the best interests of both employees and the University. You may be referred by your People Partner, your Line Manager, Safety Services, or you may refer yourself. Located on City Campus, within the Old Technical Institute. Please note that appointments must be pre-arranged.

To make an appointment by telephone please call extension 01382 386948 or 01382 385410, or you can e-mail occupationalhealth@dundee.ac.uk.

University Nursery

The University of Dundee Nursery is located in the Dundee University Students' Association (DUSA). From January 2016 we doubled our capacity and are operating an additional campus based facility at Airlie Place, Dundee.

We provide childcare for ages 0-5 years and aim to prepare children for entry into primary education. Places are available full-time or part-time. There is often a waiting list so we are unable to guarantee an on demand service and you are advised to enquire and apply early. Children under 2 can be added to the waiting list in advance. The nursery is registered with several childcare voucher schemes.

For information regarding fees, the availability of spaces or an application form, please visit the [Nursery website](#).

Digital Technology Services

[Digital Technology Services](#) provides the IT services and facilities you need to work and supports the University community by:

- Delivering and maintaining a catalogue of IT services
- Providing high quality IT service and support
- Enabling research, learning and teaching, and administration

If you ever need IT help, contact the [Service Desk](#).

Staff Homepage

The [Staff homepage](#) is where you will find links to E-mail, My Dundee, Apps Anywhere, Campus Map, Useful Dates and Staff Support Guides.

My Dundee

[My Dundee](#) is the University's online interactive learning environment.

Staff and Students can log into My Dundee using their University of Dundee network username and password. Your My Dundee username and password will always match your University network username and password.

One Dundee Blog

To find out about useful stories and information from around the University, a Campus Round-Up, Student and Staff news please see our [One Dundee blog](#).

Library

Library membership is open to all University Staff. With over one million books, the Central Library is located at the heart of the City Campus. The University offers 6 libraries in total, covering medicine, architecture, law, nursing and art and design.

There is a library at Ninewells Hospital, which staff can use. The main University library is not within walking distance from the Ninewells Campus. For a full list of Libraries, and their opening times visit the [Library's homepage](#).

The library also offers electronic resources which allow you to access e-books and e-journals from anywhere in the world.

Careers Service

The [Careers service](#) is located in Airlie Place on the City Campus and provides a service to both staff and students.

Disability Services

[Disability Services](#) provide a range of services for University staff, ranging from advice and guidance to staff development.

Counselling Services

The University offers staff [Counselling Services](#), which is an invaluable way of getting a new perspective on problems that are causing distress, whether it's a relatively recent worry or something that's been on your mind for a while. It's an excellent means of reducing the stress that inevitably builds up if you're sitting on something because you don't have an opportunity to discuss it with anyone.

Early Dispute Resolution

The University of Dundee runs [edr](#). Its purpose is to assist staff and students in anticipating, avoiding, preventing and resolving disputes.

Complaint Handling Procedure (CHP)

Students, prospective students and members of the public are entitled to make a complaint about the University of Dundee under our CHP. Further details about the CHP, including how to handle a complaint under this Procedure, can be found on [the Disciplines, Complaints and Appeals webpage](#).

Discovery Credit Union

University staff members are being offered easy access to safe saving and borrowing facilities thanks to a new partnership with the local [Discovery Credit Union](#).

Under the terms of the partnership, the University will offer employees a simple payment deduction facility which will see a portion of their salary, as decided by them, transferred to their Credit Union account.

If you would like to access the facilities offered by this partnership, email info@discoverycu.co.uk to ask for a digital application form.

Staff Support Package

To recognise and acknowledge the emotional investment individuals have with the University during times of individual challenges, difficult personal circumstances and through periods of organisational change, the need for a staff support package was identified. The [Staff Support Package](#) collates sources of help that are currently available on campus and how they can be contacted. It also explains what kinds of assistance can be provided and by whom including training, mentoring, coaching, edr and other sources of help which can be used as independent and confidential sounding boards to talk through options.

Reward & Recognition

The University believes people should work in an environment where they are valued and where excellence is recognised. Ensuring the University is seen as an employer of choice for highly talented academic and professional services staff goes beyond solely financial methods of recognition and requires sector leading processes to recognise and reward the contributions of groups and individuals who demonstrate excellence across our staff community.

Our Purpose

The Reward & Recognition Team within the People Directorate are responsible for delivering the University's annual cycle of reward and recognition processes. This includes advising on the application of procedures and ensuring submissions to the various processes are considered by the appropriate committee within the stipulated timescales. The annual processes the team support include Merit Awards, Academic & Research Staff Promotion, Probation and Long Service.

As a team they also support the development and implementation of new strategic reward, recognition and performance initiatives.

Reward Policies and Procedures

Details of the University's Reward & Recognition Policies and Procedures are sprinkled throughout this handbook, and on previous pages you can find further details on these ranging from the Cycle to Work Scheme, Relocation Expenses, Pension Schemes and University Facilities. There are other Reward policies which we would like to take the time to outline here.

The Dundee Difference Awards

The Dundee Difference Awards are employee led awards for employees. They celebrate the excellent contribution our staff make to the success of the University; recognising the hard work, commitment and achievements of all staff both individually and as part of a team. The awards culminate in a celebratory awards event hosted by the Principal and other members of the University's Executive Group. More details can be found here: [The Dundee Difference Awards \(sharepoint.com\)](#)

Staff Recognition Payments Scheme

The Staff Recognition Scheme introduced in 2023 allows staff to be nominated for either a team payment or an individual payment throughout the year. Payments are a one-off non-superannuable payment, of either £250 or £500 (before tax), dependent on the nature of the contribution and the impact it had. You can find out more about this scheme here: [Staff Recognition Payments Scheme \(sharepoint.com\)](#)

Merit Awards

Contribution Related Points (CRPs) are the salary levels beyond the top of each grade (up to Grade 9) on the University pay scales. Contribution Related Points are awarded exceptionally on a permanent basis to recognise sustained outstanding performance. Accelerated Advancement Points (AAs) provide for additional increments within each grade on the University pay scales. Accelerated Advancement awards are also awarded exceptionally to recognise outstanding performance.

CRPs and AAs will be considered on an annual basis and will be available to all groups of staff. Our policy on Merit Awards can be found here: [Merit Awards - Contribution Related Points and Accelerated Advancement Points | University of Dundee, UK](#)

Long Service Awards

When colleagues reach a milestone of 15, 25 or 40 year service they are congratulated by the University by either a local celebration, for 15 years' service or a University celebration for 25 and 40 years' service. Further information about our Long Service Awards can be found here: [Long service award scheme | University of Dundee, UK](#)

Academic & Research Staff Promotion

The University's core values of 'excellence' and 'valuing people' combine in its commitment to achieve timely recognition and reward of Academic and Research staff who are making first rate contributions to the University's excellence agenda at the appropriate point in their career trajectory.

Through this process, the University seeks to encourage staff to continue to improve their performance and develop their careers further in line with nationally and internationally recognized standards of excellence. Further details can be found here: [Academic Appraisal \(sharepoint.com\)](#)

Academic Staff Probation

Newly appointed Academic Staff below the level of Senior Lecturer will complete Academic Probation which is a supportive process which the University asks all new Academic Staff to engage in. During the probationary period the aim will be to develop existing skills and abilities to become an effective and stimulating academic, focusing on either teaching and scholarship or teaching and research, as well as becoming involved with the academic community within and outside the University.

Academic Appraisal

Academic Appraisal supports the University's strategic aims of embedding a culture of positive performance management and continuous improvement. Academic Appraisal has two key aims; to support academic colleagues in furthering their professional development and career aspirations, and to maximise their contribution to achieving shared strategic goals. This is achieved via performance review, setting objectives that are aligned to strategic goals, and identifying ways in which professional and career development can best be advanced, including identifying what support is required from the University to achieve this. It is a joint process, with the appraiser supporting and guiding the reviewee to define and achieve objectives in ways that are aligned to school and university priorities, and to progress towards appropriate professional development ambitions. Further details can be found here: [Academic Appraisal \(sharepoint.com\)](#)

Objective Setting and Review (OSaR)

For non-Academic Staff, our appraisal process is called Objective-Setting and Review (OSaR), and it supports the University's strategic aims of embedding and supporting a culture of performance management and improvement throughout the University to unlock the full productive capacity of staff. For further details on this process, please see: [Objective-Setting and Review \(OSaR\) guidance | University of Dundee, UK](#)

People Policies

The University's People Directorate is here to help staff with all aspects of employment. Our policies and procedures, along with the 'latest news', can be found on [the People webpages](#) which we encourage you to explore.

Real Living Wage

Dundee University has paid the Real Living Wage since its introduction in 2014. In 2023, the University sought accreditation to reinforce its commitment as a real living wage employer by the Living Wage Foundation (LWF).

Accredited employers pay the real living wage rate on a voluntary basis. The real living wage is higher than the governments' minimum, or National Living Wage, and is an independently calculated hourly rate of pay that is based on the actual cost of living. It is calculated year and is announced annual by the Living Wage Foundation.



Graphic showing Living Wage Employer logo

Objective Setting & Review (OSAR)

The [OSAR process](#) supports the University's strategic aims of embedding and supporting a culture of performance management and improvement throughout the University to unlock the full productive capacity of staff during the challenging times ahead. Staff meet with their line manager annually to review their achievements over the past year and set objectives for the forthcoming year.

Academic Appraisal

The [Academic Appraisal](#) also supports the University's aims to embed a culture of positive performance management and continuous improvement. It has two key aims; to support academic colleagues in furthering their professional development and career aspirations, and to maximise their contribution to achieving shared strategic goals. This is achieved via performance review, setting objectives that are aligned to strategic goals, and identifying ways in which professional and career development can best be advanced, including identifying what support is required from the University is required to achieve this. It is a joint process, with the appraiser supporting and guiding the reviewee to define and achieve objectives in ways that are aligned to School and University priorities, and to progress towards appropriate professional development ambitions.

Work Life Balance Policies

There are a range of policies designed to support staff to balance work and home life and deal with personal responsibilities, as well as some of life's major events.

- [Adoption Leave](#)
- [Carers' Leave](#)
- [Compassionate Leave - Bereavement](#)
- [Parental Bereavement](#)
- [Family Leave - Children and Dependents](#)
- [Fertility Treatment Leave](#)
- [Flexible Retirement](#)
- [Foster Care Leave](#)
- [Maternity Agreement](#)
- [Menopause](#)
- [Shared Parental Leave](#)

- [Paternity/Partner Support Leave](#)
- [Safe Leave](#)
- [Surrogacy Leave](#)
- [Unpaid Parental Leave](#)

Sickness Absence Management Policies and Procedures

Agreed jointly between the University and the recognised Trade Unions of the University, the University has a [sickness absence management policy](#) which is applied equally to all members of the University.

- Policy Statement
- Notification of sickness absence procedure
- Monitoring and Recording absence
- Return to work
- Entitlement to pay during sick leave
- Notification of sickness absence
- Annual Leave
- Work related injuries
- Sickness absence for plastic/cosmetic surgery
- Reviewing sickness absence
- Medical referrals
- Managing sickness absence
- Early retirement on the grounds of ill health
- Dismissal for incapacity due to ill health

Special Leave

Information about the types of special leave that can be considered by the University can be found in our [Special Leave policy](#). This includes details relating to Jury Duty, Volunteer Reserve Forces & Voluntary Public Service.

Dignity at Work and Study: Addressing Harassment and Bullying

The University of Dundee upholds the right of each member of the University community to be treated with dignity and respect. It is committed to fostering an environment in which staff, students, visitors and sub-contractors can work and study free from harassment, bullying, intimidation and victimisation. This policy applies to all members of the University community. Any incident of harassment or bullying will be regarded extremely seriously and can be grounds for disciplinary action including dismissal or expulsion.

A full copy of the [Dignity at work and study policy and procedures \(harassment and bullying\) policy](#) can be found on our website.

Equality, Diversity and Inclusion

The University has an ongoing commitment to promote equality of opportunity for all staff and students associated with it, in order to maximise everyone's abilities and fulfil their potential to meet the changing and diverse needs of the University. You can find out more about the work [Equality, Diversity and Inclusion](#) do on their website and also view the full [Equality and Diversity policy](#).

We are members of [Stonewall](#), supporting and actively promoting equality in the workplace for LGBT people.

The University is committed to providing equality and diversity development for all staff. Equality, Diversity and Inclusion Training is embedded into core staff development training programmes and the University has

a range of training packages which are mandatory for all staff to complete. It is important that all members of staff undertake the mandatory Equality, Diversity and Inclusion training on [My Dundee](#). It is a condition of probation that you achieve the completion of equality and diversity training modules within six months of your employment.

Management of Stress at Work

The University of Dundee is committed to providing a healthy and safe working environment for all staff. There are considerable pressures in everyday University life. Many of these pressures assist to raise levels of performance to benefit our colleagues, our students and the wider community. Improved levels of performance also contribute to our sense of personal satisfaction and self-esteem. However, the University recognises that excessive levels of work-related stress are potential causes of ill health. The University has a duty in law to ensure that the health of its employees is not adversely affected by their work.

Please visit our website for further details on the [Stress Management at Work Policy](#), which sets out what the University does to manage work-related stress.

Grievance Procedure

The University aims to deal with grievances promptly, fairly, consistently and as near as possible to the point of origin. To view the complete [Grievance Procedure](#), please visit our website.

Disciplinary Procedure

The University aims to ensure that there will be a fair and systematic approach to the maintenance of standards of conduct affecting all grades of employee within the University.

The [Disciplinary Procedure](#) is designed to reflect the ACAS Code of Practice and Guidance on Disciplinary Practice and Procedures post April 2009.

Absence Due to Inclement Weather

It is essential to contact your immediate Line Manager to let them know if you are going to be late or unable to attend the workplace.

Buses may be running but unable to reach some areas and it is not unreasonable to expect someone to walk to a nearby stop on an open route (depending on weather conditions). To avoid waiting indefinitely on public transport in inclement weather staff have an obligation to find out about the public transport situation and act accordingly. Individual arrangements would apply to staff with disabilities.

Terms and Conditions at a Glance

Your contract of employment details your terms and conditions of employment, but listed below are the key areas for reference. Terms and conditions of employment are derived from Employment Legislation and through local and national collective bargaining.

Hours of Work

Grade 1 - 6

The standard full-time working week for staff grades 1 - 6 with defined and normal working hours is 35 hours per week. Normal working hours are from 9.00am to 5.00pm (1 hour for lunch). Part-time and any other arrangements of hours are detailed in your individual contract of employment.

Grade 7 and above

Grade 7 and above hours are that reasonably required to carry out the role, based upon a notional 35 hour week. Part-time and any other arrangements of hours are detailed in your individual contract of employment.

Annual Leave

The entitlement of part-time staff to paid holidays will be in the same proportion to the holiday entitlement of a full-time member of staff as the part-time salary is to a full-time salary.

The holiday year begins on 1 January and ends on 31 December. Staff will automatically be allowed to carry over up to 5 days into the next holiday year. Requests for more than 5 days will require approval from the Dean or Director. This consent will only be given in exceptional circumstances. Annual leave should be requested within [One University](#).

Annual leave allowance for all staff is 42 days annually (pro rata). This will include 7/8 designated days over the existing winter break, and 3 further designated days over Easter and the May bank holiday. Hourly Paid Staff should refer to the detail of their contract for further information.

Christmas Leave

Seven or eight days' leave must be taken on days designated by the University since the University has a [period of closure](#) over Christmas and New Year. It should be noted, however, that staff at Ninewells Hospital and Medical School and the Dental School may have different arrangements depending on the School's needs.

Probation

Grade 1 - 6

The probationary period for staff, grades 1 to 6 is six months.

Academic Related Staff

The probationary period for Academic Related staff is one year.

[View the Probation procedure for academic staff and related forms](#)

Academic Staff

The probationary period for Academic staff is three years. The University's Annual Review [Procedure for Probationary Lecturers](#) is informed by our core value: valuing people. It ensures that probationers are properly supported during their first years of academic life and will benefit from training, development and mentoring opportunities that will help them make the transition to becoming an established and productive member of the University.

Leave of Absence

[Leave of Absence](#) is not an entitlement or contractual right. It can be applied for but is granted only according to the needs of a School, as appropriate. It is also recognised that it provides staff development for an individual's research career. Each application must be accompanied by a robust plan detailing the research activity to be undertaken during the period of leave. Leave of Absence applies only to academic staff of the University for the pursuit of academic endeavour.

Unions

A Trade Union is an organised group of staff, whose aim is to represent the interests of its members. Trade Union membership is optional.

The University recognises the following Unions:

- [Unison](#) represent Clerical and Manual staff
- [Unite](#) represent Technical staff
- [DUCU](#) represent Academic and Academic Related Staff

The University negotiates on terms and conditions of employment, except those negotiated nationally, and consults the unions on other matters including physical conditions of work, superannuation agreements and promotion procedures. These processes are managed via meetings with the employee union representatives.

Pensions

There are seven pension schemes operated by the University of Dundee with around 3,000 scheme members but only three are open to new staff.

The scheme, which you may join, is determined by your job category:

- [Universities Superannuation Scheme \(USS\)](#) is for Academic and Academic Related Staff.
- [Royal London Pension Scheme](#) is for Clerical/Technical/Manual/Support staff.
- [NHS Scheme for Scotland \(NHS SS\)](#) is for Academic staff previously in the NHS Superannuation Scheme.

Universities Superannuation Scheme (USS)

As an eligible employee you will be contractually enrolled into Universities Superannuation Scheme (USS) on your contractual start date, unless you are a Part-Time Tutor (Variable Time Employee) in which case

automatic legislation will apply and you will be postponed for up to 3 months from your contractual start date. Please refer to your contract of employment for more information on this or visit the [USS website](#).

Forms

There are various forms of which you may wish to complete. USS encourages members to complete the [Expression of Wish form](#), which can be sent to Pension's Office, University of Dundee, 2nd Floor, Tower Building, for forwarding to USS. Alternatively, you can send this directly to USS if you prefer.

Transfers-in

If you are interested in enquiring about transferring previous benefits into USS, please complete the [Transfer in Request form](#). It is entirely a personal choice as to whether you transfer your benefits from a previous pension scheme into USS - by completing a Transfer in Request form you are not committing yourself to anything, only enquiring at this stage. *If you receive an offer from USS, you may find it useful to talk to a qualified independent financial adviser to establish if a transfer is right for you.*

Additional Voluntary Contributions

The only option to top up your benefits is via a Defined Contribution Money Purchase AVC. You can start making additional contributions to the Investment Builder through [My USS](#). You can choose to make a one-off payment, or monthly contributions as a percentage of your salary.

Royal London Pension Scheme

Under automatic enrolment legislation you will be postponed for up to three months from your employment start date, although you can opt-in at any time. Please refer to your contract for more details on this. More information on this scheme can be found on the [Royal London website](#).

Forms

Royal London encourages members to complete the [Nomination of Beneficiary Form](#) and return to **Royal London, Royal London House, Alderley Park, Congleton Road, Nether Arderley, Macclesfield, SK10 4EL**.

Transfers-in

If you've got a pension from another provider, you may be able to transfer some or all of it into your Royal London pension. Your transfer options and what you need to do if you're interested in transferring, will depend on what type of Royal London pension you have. If you don't currently have a pension plan with Royal London, you'll need to speak to a financial adviser about whether a Royal London pension is right for your circumstances. Please visit [Transfer a pension to Royal London](#) for more information.

Making Further Pension Contributions

The default entry contribution rates in the Royal London defined contribution arrangement are 5% of Pensionable Salary for members and 10% of Pensionable Salary from the University, but members can choose to pay higher or lower contributions if they wish.

You can make a single contribution into your pension plan at any time. We recommend that you speak to an independent financial adviser before making additional contributions to your pension plan. They can give you personalised advice and recommendations to match your individual needs and circumstances.

Academic Staff Previously in the NHS Superannuation Scheme (NHS SS)

If you satisfy certain criteria you may be able to re-join/remain in the NHS Superannuation Scheme instead of joining USS. For more information on this please view the [NHSSS page](#) or contact the Pensions Office on pensionsoffice@dundee.ac.uk.

More information on the [National Health Service Superannuation Scheme in Scotland \(NHSSSS\)](#) is available on their website.

Pensions Plus

Please note that the University offers a salary sacrifice scheme, Pensions Plus, in relation to pension contributions made by the employee. You will automatically be included in this scheme unless, because of your level of earnings, you do not qualify or you choose to opt out. Information concerning the scheme and opting out, should you wish to do so, is enclosed.

Pensions Plus is a way to contribute to either the University Superannuation Scheme (USS) or the University of Dundee Superannuation Scheme (UoDSS) that will save you and the University National Insurance Contributions (NI). It will therefore increase your take home pay and assist the University in meeting the increased costs of pension arrangements at the University. For further information and to access the Pensions Plus Brochure, please visit the [Pensions Plus webpage](#).

Research at the University of Dundee

Research Integrity Online Training

This [training](#) is mandatory for research staff who will be supervising postgraduate researchers and optional for other members of research staff.

Researcher Development: Our Provision

At the University of Dundee, we are committed to supporting our research staff and postgraduate researchers in their ongoing personal, professional and career development. As a researcher, you are both entitled and expected to undertake ten days of professional development activities every year, built into your workload model.

To find out about our programme of training and development events aimed at researchers, please visit our [researcher development webpages](#).

Vitae

Another valuable source of support for researcher development is [Vitae](#), an independent organisation which works in partnership with Higher Education institutions, research organisations, funders and national organisations to meet society's need for high-level skills and innovation and produce world class researchers. Vitae is supported by Research Councils UK (RCUK), UK HE funding bodies and managed by CRAC, The Career Development Organisation and delivered in partnership with regional Hub host Universities.

Our Commitments

The University of Dundee's formal commitments to the development of researchers are set out in our five-year strategy. In addition to this, we are signatory to several best practice frameworks and initiatives at national level and beyond. These include:

- The Concordat to support the Career Development of Researchers
- The HR Excellence in Research Award
- The Athena SWAN Gender Equality Charter
- The Race Equality Charter
- Other relevant Concordats (The Concordat to Support Research Integrity; The Concordat for Engaging the Public in Research)

The Concordat to Support the Career Development of Researchers

The Concordat to support the Career Development of Researchers is an agreement between the funders and employers of researchers in the UK which sets out the expectations and responsibilities of each stakeholder in research careers – researchers themselves, their managers, employers and funders. It aims to increase the attractiveness and sustainability of research careers in the UK and to improve the quantity, quality and impact of research for the benefit of UK society and the economy.

HR Excellence in Research Award

Graphic showing the HR Excellence in Research

This is a UK-wide process, incorporating the QAA Code of Practice for Research Degree Programmes and the Concordat to support the career development of Researchers, enabling institutions to gain the European Commission's 'HR excellence in research' badge, acknowledging alignment with the principles of the European Charter for Researchers and Code of Conduct for their recruitment. The University of Dundee has been recognised by the European Commission for its '[HR Excellence in Research](#)'. Recognition is granted to European universities whose policies and processes demonstrate continued development of a working environment supporting research excellence and increasing focus and impact.



Athena SWAN Charter

Graphic showing the Athena Swan Bronze Award

Founded in 2005, the [Athena SWAN Charter](#) is a scheme that recognizes excellence in science, technology, engineering, mathematics and medicine (STEMM) employment for women in academia.



In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women. The University of Dundee became a member of the Charter in 2011.

We have been involved in the Athena SWAN Charter Mark programme for a number of years now, and the University and several of our Schools hold bronze Awards.

The Race Equality Charter

Graphic showing the Race Equality Charter Bronze Award logo

The [Race Equality Charter \(REC\)](#) aims to improve the representation, progression and success of minority ethnic staff and students within higher education.



This Concordat sets out five commitments that will provide assurances to government, the wider public and the international community that research in the UK continues to be underpinned by the highest standards of rigour and intensity.

The Concordat for Engaging the Public with Research

The Concordat outlines the expectations and responsibilities of research funders with respect to public engagement, to help embed public engagement in universities and research institutions. This will enhance the future of research and benefit the UK society and economy. By setting out clear expectations for research organisations, researcher managers and supporters and researchers themselves, the Concordat aims to strengthen existing good practice in public engagement by ensuring it is valued, recognised and supported.

Quality Assurance and Enhancement at the University of Dundee

The Quality and Academic Standards team work with colleagues throughout the institution to both ensure that we maintain our threshold standards as outlined in the [UK Quality Code](#) and to support the continuous enhancement of our programmes and the student experience.

There is a comprehensive website for the University's [Quality Assurance Framework](#) which offers further information and guidance on the following areas:

- Policies, procedures, guidance and information relating to our key activities such as annual programme review, assessment and module approval
- Student engagement, including our Student Partnership Agreement and arrangements for student representation as set out between the University and DUSA
- Equality and Diversity and in particular the inclusive curriculum checklist
- Enhancement of Learning and Teaching
- Research Degrees Quality Code

If you have any questions about the University's approach to assuring standards, enhancing the learning and research experience or the broader context of enhancement in Scotland, please don't hesitate to contact the team on qualityandacademicstandards@dundee.ac.uk or the Associate Dean for Quality and Academic Standards in your School.



University
of Dundee