One of the world’s top 250 universities (Times Higher Education 2019)

University of Dundee

Welcome to Staff

Professor Andrew Atherton

May 2019
Our purpose

Transform lives, locally and globally through the creation, sharing and application of knowledge

Working with the local community
Our core values

As part of our Transformation vision, the University has defined a set of five core values.

- Working together
- Making a difference
- Valuing people
- Integrity
- Excellence
University strategy to 2022

A high performance community, working together and supporting each other to become Scotland’s leading University, transforming lives, locally and globally
Awarded TEF Gold* and in the UK top ten for teaching for five consecutive years**
Rated among the world’s best universities in terms of impact of scientific research*

*2017 CWTS Leiden Rankings
Transforming the city

Dundee is the UK’s first UNESCO City of Design
Research, Teaching and Innovation impact

- Dundee Rank 58
- Surrey Rank 85
- St Andrews Rank 83
- Loughborough
- Oxford
- Bath
- Essex
- Exeter

TEF flag score

REF GPA

High fliers

University of Dundee

World Top 250 University
Times Higher Education World University Rankings 2019

1st in the World
World’s most influential research institution in pharmaceuticals
Clarivate Analytics 2017

5th in UK
for impact of scientific research
CWTS Leiden Rankings 2017

Top 10 in UK
National Student Survey 2017 and 2018

TEF Gold

University of Dundee

History, Organisational Structure & People

Wesley Rennison, Director of Strategic Planning

29 May 2019
History of the University

Foundation 1881
Inauguration 1883

Good people of Dundee, your voices raise
And to Miss Baxter give great praise
Rejoice and sing and dance with glee
Because she has founded a College in Bonnie Dundee

’Twas on the 5th day of October, in the year of 1883
That the University College was opened in Dundee
And the opening proceedings were conducted in the College Hall
In the presence of ladies and gentlemen both great and small

I hope Miss Baxter will prosper for many a long day
For the money that she has given away
May God shower His blessings upon her wise head
And may all good angels guard her while living and thereafter when dead
Equality of opportunity

‘...a college for promoting the education of persons of both sexes...’

The College is most handsome and magnificent to be seen
And Dundee can now almost cope with Edinburgh or Aberdeen
For the ladies of Dundee can now learn useful knowledge
By going to their own beautiful College
St Andrews relationship

Merged in 1897
Became Queen’s College Dundee in 1954
→ Medicine
→ Dentistry
→ Law
→ Engineering
→ Science
→ Social Sciences

Path to independence
Independence

Robbins report (1963)
Established as University of Dundee
→ Royal Charter
→ 1 August 1967
Growth and development

Duncan of Jordanstone
College of Art & Design (1994)

Fife & Tayside
Schools of Nursing & Midwifery (1998)

Northern College of Education (1998)
University of Dundee in numbers

17,753 students for 2017/18
3,230 staff (2,875 FTE) as at January 2019
£74m research income in 2017/18
£250m turnover in 2017/18
Three campuses (Dundee City, Ninewells, Kirkcaldy)

At least £740m benefit to Scottish economy
→ Supports 1 in 12 jobs in Dundee city
Governance

→ Court
→ Senate
→ Staff Council
→ Students’ Association (DUSA)
→ Graduates’ Association
→ University Executive Group
University Court

The Governing Body

→ Management and administration of the whole of the University
→ General control over the University and all its affairs
→ Accountability, superintendence and oversight
→ Lay Members (majority), Staff and Student Members

Chair: Ronnie Bowie (elected by Court, students & staff)
Senate

Supreme academic body

→ The academic work of the University (research, teaching, student experience, KE)

→ Regulation/superintendence of education and student discipline

Vice-Principals, Deans

Elected Professorial and non-Professorial staff

Students

Elects three assessors to Court

Chair: Principal & Vice-Chancellor
Staff Council

Discussion Forum

→ Discuss and declare opinions on any matter relating to the University

→ “Question Time”

All Staff

Elects two members to Court (one academic/one Professional Services) and two members to the Senate

Standing Committee chaired by Dr Lucina Hackman

Chair: Principal & Vice-Chancellor
Graduates’ Association

Representations to Court
Well-being of the University
All graduates and alumni of the University
Jointly appoints two assessors on Court

Chair: Sarah Baxter
Students’ Association (DUSA)

- Independent Charity
- Board of Trustees
- Student Representation
- Student Support
- Clubs & Societies
- Commercial trading
Management Structure

• University Executive Group
  • Principal (Chair)
  • Vice-Principals (4)
  • University Secretary & Chief Operating Officer
  • Director of External Relations
  • Director of Finance
  • Director of Human Resources & OD

• University Management Group
  • UEG
  • Deans
  • Directors
  • School Managers
# Organisational structure (from 1 August 2019)

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<th>Schools: Vice-Principal (Provost)</th>
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Senior Officers
Chancellor
Dame Jocelyn Bell Burnell

Ambassadorial role
Presides at Graduation
World-famous astrophysicist (Pulsars)
First female President: Royal Society of Edinburgh
Made DBE in 2007

Fifth Chancellor of the University
→ HM The Queen Mother (1967-1977)
→ Lord Dalhousie (1977-1992)
Rector (as from 1 August 2019)
Jim Spence

Elected by students
Sportsman, writer and broadcaster
Former Rectors include:

→ Mark Beaumont
→ Brian Cox
→ Craig Murray
→ Lorraine Kelly
→ Fred MacAulay
→ Stephen Fry
→ Peter Ustinov
Principal and Vice-Chancellor
Professor Andrew Atherton

Chief Academic and Executive Officer
Accountable Officer for government funding
Chair of Senate
Chair of University Executive Group
Expert on enterprise, business policy development and China
Vice-Principal: International
Wendy Alexander

Vice-Principal: Education (from 1 August 2019)
Blair Grubb

Vice-Principal: Provost
Nic Beech

Vice-Principal: Research, KE and Wider Impact
John Rowan
Professional Services members of UEG

University Secretary
Jim McGeorge

Director of External Relations
Thomas Veit

Director of Finance
Carol Prokopyszyn

Director of HR & OD
Pam Milne
Questions?
Networking and refreshments with representatives from:

Human Resources and Organisational and Professional Development

Institute of Sport and Exercise

External Relations

Library and Learning Centre

UOD IT

Chaplaincy
• One of the UK’s top 30 universities (*The Times/Sunday Times Good University Guide 2019*)

University of Dundee

Student Services and External Relations

Graham Nicholson
Director of Student Services

• May 2019
The Enquiry Centre

- Located on Campus Green

- Open Monday to Friday, 9am to 5pm (Wednesday from 10am)
University of Dundee

Information legislation, the University and you

Alan Bell, Head of Information Governance and Joint Assistant Director, Culture & Information

May 2019
What is information legislation?

→ General Data Protection Regulation (GDPR) and Data Protection Act 2018

→ Freedom of Information (Scotland) Act 2002

→ Environmental Information (Scotland) Regulations 2004
**GDPR**

→ **Principles**

→ processed lawfully, fairly and in a transparent manner in relation to the data subject (‘lawfulness, fairness and transparency’)

→ collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes (‘purpose limitation’)

→ adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’);
GDPR

→ Principles

→ accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’);

→ kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject (‘storage limitation’)

→ processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (‘integrity and confidentiality’).

→ The controller shall be responsible for, and be able to demonstrate compliance with, paragraph 1 (‘accountability’).
GDPR – what’s changed?

→ Broader definition of personal data
→ Broader definition of sensitive (‘special categories of’) personal data
→ Revised data protection principles
→ ‘Accountability’ principle
→ Records of processing activities
→ DPIAs
→ Changes to ‘lawful’ processing
→ Rules around consent
→ **Individual rights – the right to be informed (privacy notices)**
→ Individual rights – the right of access
→ Individual rights – the right to rectification
→ Individual rights – the right to erasure
→ Individual rights – the right to restrict processing
→ Individual rights – the right to data portability
→ Individual rights – the right to object
→ Individual rights – automated decision making and profiling
→ **Breach notification**
→ Transfer of data outwith the EU
→ Penalties
→ Technical requirements

Key messages

→ Informed consent – who, what why, where, how long?
→ Data minimisation
→ Records of activity
→ Third party - agreement
→ Information security
→ Data loss – prevent, report
→ When in doubt – stop, check
Responsibility
• Think ‘data protection’ when using personal data
• Report data incidents immediately
• Understand the information for which you are responsible (including processes for retention and disposal)

Security
• Use secure systems and devices
• Avoid emailing personal data
• Lock personal data away

Transparency
• Tell people what is happening to their information – privacy notices
• Respect individual rights (access, erasure, rectification etc)

Control
• Only share data when appropriate
• Take advice (Legal, EPDU, RIS, TASC, IG, UoDIT etc) and apply controls
• Complete DPIAs and risk assessments

GDPR compliance
Freedom of Information (Scotland Act) 2002
Environmental Information (Scotland) Regulations 2004

S.1(1) A person who requests information from a Scottish public authority which holds it is entitled to be given it by the authority
Key messages

→ The right information
→ Kept for the right reasons
→ In support of the right processes
→ Retained for an appropriate length of time
→ Information security
→ With proper disposition
Information Governance

→ Records and information management
→ Compliance with information legislation
→ In partnership with Schools and Services
→ Reliant on you

Alan Bell
Head of Information Governance
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University of Dundee

Equality, Diversity & Inclusion

Ajit Trivedi
Equality, Diversity & Inclusion Officer
May 2019
Equality, Diversity & Inclusion

- University commitment
- Moral responsibility
- Legal responsibility
- What we do
- What you should do
- Sources of support and advice
Equality and Diversity Office

Ajit Trivedi
Head of Equality, Diversity & Inclusion
a.trivedi@dundee.ac.uk

Joan Robertson
Equality, Diversity & Inclusion Officer
j.z.z.Robertson@dundee.ac.uk

8th Floor, Tower Building
Safety Services

Health & Safety at the University of Dundee

Damian Leddy
Deputy Head of Safety Services
May 2019
Competent people

Know what they are doing

→ Training
→ Experience
→ Know when to ask for help

Make mistakes

→ Contingency measures in place
→ Learn from mistakes
→ No blame, supportive culture
Who manages health and safety?

We all do

→ **Take care of yourself and others**

→ Follow training/instruction

→ If in doubt, ask for advice

→ Report accidents/near misses

→ Report health and safety concerns

→ Suggest improvements
→ Complete on-line training

→ Introduce yourself to your Health & Safety Adviser

→ Find out what to do in an emergency (4141, 2222, 9-999)

→ Report accidents/ near misses/concerns

→ Contact Occupation Health if you think you are suffering work related ill health

→ Contact First Call if you are feeling upset

→ Suggest improvements
Questions

Also further info at www.dundee.ac.uk/safety
Welcome to Staff

Thank you all for coming today!

- May 2019

Scottish University of the Year 2017