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

University of Dundee

Welcome to Staff

Professor Andrew Atherton

January 2019
Transform lives, locally and globally through the creation, sharing and application of knowledge
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
Dundee is the UK's first UNESCO City of Design.

Transforming the city.

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

The diagram illustrates the research, teaching, and innovation impact of various universities, including Dundee, Surrey, St Andrews, Loughborough, Bath, Essex, and Exeter. The diagram uses the Teaching Excellence Framework (TEF) flag score and Research Excellence Framework (REF) GPA to rank these institutions.

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

The diagram indicates that Dundee and Surrey are among the high fliers with higher TEF flag scores, while St Andrews and Loughborough have lower scores, placing them near the bottom of the ranking.
University of Dundee

History, Organisational Structure & People

Dr Jim McGeorge, University Secretary & Chief Operating Officer

23 January 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)

£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
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

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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
Mark Beaumont

Elected by students
Sportsman, writer and broadcaster

Former Rectors include:
→ 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's

International
Wendy Alexander

Learning & Teaching
Karl Leydecker

Provost
Nic Beech

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
University of Dundee

Equality, Diversity & Inclusion

Joan Robertson

Equality, Diversity & Inclusion Officer
January 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
Student Services

Student Services at the University of Dundee

Graham Nicholson
Director of Student Services
January 2019
The Enquiry Centre, 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

January 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
→ **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
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

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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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Safety Services

Health & Safety at the University of Dundee

Nicholas Helps
Head of Safety Services
January 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 (on-line form)

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

Contact First Call or Mental Health First Aider if you need support

Suggest improvements
Questions

Please visit www.dundee.ac.uk/safety
Questions?
Scottish University of the Year 2017

Welcome for Staff Event

Thank you all for coming today!

January 2019