
Post-Doc Forum Meeting

Thursday 26 November 2015, 12noon, GC22

Agenda

1. **Apologies**
Andrea Kells
Stephen Cummins
2. **Report on actions from last meeting**
3. **Mentoring Guidelines**
Suggested list of mentoring responsibilities and guidelines (2015-11-03)
4. **Mentoring Scheme**
 - i) Setting up mentor database
 - ii) Discussion of process for mentor requests
5. **Mentoring Training**
 - i) women@CL will be running a Mentoring Workshop by Sharon Saunders, Thursday 26 November, 1.00pm-2.00pm, FW26
 - ii) Possibility of centrally organised training in Spring– CS to report
6. **Induction Form for all staff**
(2015-11-06)
7. **Contribution Increment Scheme for Researchers**
Deadline for submission from HoD, 4 December 2015 (2015-11-07)
8. **Changes to RA/SRA promotions and responsibilities**
 - i) Faculty Board recently changed SRA promotion procedure
 - ii) Rules on SRA ability to be PI and CI on grants changed (2015-11-08)
9. **Any other business**
10. **Date of next meeting**

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Mentoring Guidelines

Suggestion of guidelines about what a mentor should be/do:
(circulated by Joanne McNeely)

- Help acclimatise to the culture and values of the Lab and University
- Share experience and expertise
- Provide guidance getting used to publishing/grant applications etc.
- Act as a sounding board - someone to talk to outside line management structure
- Provide professional and personal support
- Encourage independent thinking
- Coach the mentee to make the most of their talents
- Build self-confidence
- Act as a role model
- Point to additional resources

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Induction Guidelines and Check List

		Information to disclose and provide.....
✓	Introduction	
	Welcome to the Department	
	Access card and office key	Collect Access Card from Computer Officer and office key from Facilities Manager
	Introduction to staff	Assistant Staff: Admin Group, Stores, Building Services, RAs (include line manager/PI, team, department administrator, mentor for answering questions).
	Postal services: Royal Mail and University Messenger Service (UMS)	Baskets located in GC corridor outside Reception. Collection times: Royal Mail 16:00, UMS 11:00. Small items of private post (under £3) can be paid for at Reception. Larger items use http://www.royalmail.com/ to pay postage.
	Telephone service and demonstration of CISCO phone system	Local private calls are free within reason. Tell Reception if likely to be making regular long distance calls.
	Use of equipment: printers, copiers, etc.	Printers – discuss with relevant Computer Officer. Location of copiers/scanners.
	Use of facilities: parking, stores, cafeteria, etc.	Stationery items from Stores. Café – opening hours 08:30 – 16:00 (various food vans around the edge of WC site). Showers – located near Library and on 2nd floor (must be left in clean state and don't leave any personal belongings).

	Location of kitchens and toilets	Show location of nearest toilet and kitchen. All electrical equipment to be PAT tested. No personal microwave cookers, cookers, fridges, kettles, fans or heaters allowed in offices.
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✓	Documentation	
	University Personnel Division documents: contract, pension form, staff handbook, safety booklet	Contract, pension form and staff handbook are sent from Central Offices. Contract may not arrive for several weeks. http://www.hr.admin.cam.ac.uk/ http://www.pensions.admin.cam.ac.uk/ http://www.safety.admin.cam.ac.uk/
	University Card	Ensure Reception have a photo for University Card. Refer any problems to Departmental Card Coordinator ucard-admin@cl.cam.ac.uk
	Computing account and computing facilities	Information available from members of sys-admin team. Email: sys-admin@cl.cam.ac.uk with any problems – this raises a work ticket
	Employee Induction Checklist (HR24)	Available from Personnel-Admin@cl.cam.ac.uk or on-line http://www.hr.admin.cam.ac.uk/forms
	Probationary period of employment	Refer to contract for length of probation and inform them that a series of progress reviews will be arranged at regular intervals by line manager/PI. Queries to the Departmental Administrator.
	Overtime allowances	Overtime is unusual and only for Assistant Staff. It is authorised in some circumstances. Details can be found at: http://www.admin.cam.ac.uk/offices/hr/staff/handbook/5.html
	List of useful Department contacts with role	Issue them with document from Reception
	Generic email addresses in Department	Refer them to Roles and Responsibilities page https://www.cl.cam.ac.uk/local/roles/

Phone list	Issue them with list from Reception or preferably refer them on-line list http://www.cl.cam.ac.uk/people/
Introduce to University Look-up service	Explain Raven look-up service with contact details for all University and College Staff http://www.cam.ac.uk/email-and-phone-search
General list of procedures e.g. catering, room bookings, stationery	Assistant Staff: Issue them with document from Personnel Admin
Introduce to Employee Self-Service to review/update own personal details and for viewing payslips	http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/employee-self-service-ess
Online University Induction Course and the University Central Induction	http://www.training.cam.ac.uk/cppd/course/cppd-orient3
Leaflet of University Training Courses	Refer them to PPD website http://www.training.cam.ac.uk/cppd/ A personal development plan and learning log can be found at http://www.skills.cam.ac.uk/staff/pdp/
Encourage to complete Equality and Diversity online training	http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training
Encourage to attend Dignity@Work training	http://www.training.cam.ac.uk/event/1484512

✓	Working Arrangements	
	Job description and line management	Assistant staff refer to job description. RA's supervised by PI. Other queries refer to Departmental Secretary
	Hours of work, including lunch and tea breaks	Assistant staff refer to offer letter/contract. RA's to consult PI or Departmental Secretary but assume average 35-37 hours per week. Encourage all to take regular breaks
	Leave entitlement and arrangements	Assistant staff refer to offer letter/contract. Discuss plans with line manager. RA's to consult PI or Departmental Secretary

Procedure for reporting sick leave	Contact line manager or Reception. Send message to notify-sickness@cl.cam.ac.uk Complete self-certificate CHRIS/62 form. http://www.hr.admin.cam.ac.uk/forms/chris62-sickness-self-certificate and submit to Joanne McNeely, Room GC08
Departmental policies (health and safety, security, no smoking)	No Smoking in courtyard or balconies. Other policies listed on website http://www.cl.cam.ac.uk/local/policy/
University policies (HR)	Details on website http://www.admin.cam.ac.uk/offices/hr/policy/
Finances, travel and equipment	Always ask the permission of PI before spending money (travel, equipment, etc.). Travel should be preauthorised before expenditure happens and this should comply with Financial Regulations. Equipment or purchase (or any physical item) should usually go through our procurement process (i.e. normally through storekeeper).
Research Grants	Be aware that grants come with requirements, e.g.: - EPSRC: open access publication of papers and data, IP owned by University - EU: timesheets are required, etc. - DARPA: per diem rates on travel, possibly publication restrictions, etc. Discuss queries with the grant PI or Finance Officer.

✓	Pay Arrangements	
Rate of pay	Stated in contract. Refer any queries to Departmental Secretary. Salary scales are published on Human Resources website http://www.hr.admin.cam.ac.uk/pay-benefits/salary-scales	
Time and method of payment	Day 26 of each month by bank credit direct to bank account	
Tax or pay queries	Refer any queries to the Payroll Section of the Finance Division payroll.enquiries@admin.cam.ac.uk	
Pension scheme	Contributory Pension Scheme (CPS) Automatic membership for Assistant Staff http://www.pensions.admin.cam.ac.uk/	

		Academic, Academic Related and Research Staff to Universities and Superannuation Scheme (USS) http://www.pensions.admin.cam.ac.uk/uss
✓	Health and Safety	
	Tour of building	Look at specific needs plus fire exits, signs etc...
	Security of Department	Refer to security policy http://www.cl.cam.ac.uk/local/policy/#security
	Emergency evacuation procedure: alarm system action in event of an emergency, assembly points, notices	Explain action in event of an emergency, assembly point, notices. Alarm system has several states depending on nature of emergency. Explain that it is a voice system, not a bell and include notification of weekly fire test (every Thursday at 08:00). Prime action should be to get out safely. Assembly point outside the building in front of the visitors car park
	Accidents: First Aiders, accident reporting	First Aiders are listed on the phone list and role addresses document. Contact Reception in first instance.
	Work place self-assessment and VDU guidelines	Red book to have/borrow from back of H&S drawer in Reception. Upper limb disorder and VDUs page has details - photocopies from H&S drawer, or Word document on web page and returned to H&S secretary, Reception or DSO. Form to be completed by members of the department.
	Occupational Health Service	Staff can be referred by the Department, after work place assessment or in cases of particular need. Consult H&S secretary or DSO.
	Hazards and the need for Risk Assessment	Usual care to be taken over use of electrical equipment or moving heavy kit. Consult Safety Officer or technical/stores staff as appropriate. Risk assessment information points out that it is everyone's responsibility to do Risk Assessments for all tasks they perform. Most likely problems are poor street lighting in the evening and travelling to/from the department. Completed forms (from web) to be returned to H&S secretary or DSO.
	Encourage to complete Fire safety induction online	http://www.training.cam.ac.uk/ohss/course/ohss-fire6

To be completed by the member of staff

I confirm that I have received the information, guidance, advice and instruction indicated on this checklist and in the associated documents.

Signed:	
Print Name in Capitals:	
Date:	

To be completed by the line manager/PI

The member of staff has received induction training as indicated above.

Signed:	
Print Name in Capitals:	
Date:	

CS/Nov 2015

HR/37 Proposal for Contribution Increment(s) for Research staff

Part 1: To be completed by applicant

(Please note there is no need to complete Part 1 if a line manager is putting forward the member of staff for consideration.)

Contribution increments are awarded to recognise outstandingly good work achieved by the member of staff in comparison with others of the same grade, for which some additional recompense is appropriate; or on the basis of the need to retain the specialist skills possessed by a particular member of staff who would otherwise be likely to seek a more highly paid appointment elsewhere where a recruitment incentive payment cannot be awarded.

If you wish to be considered please complete Part 1 of this form, setting out the reasons for your application and providing evidence of your personal contribution, commitment and exercise of initiative, over and above the level expected of a person performing competently at your grade, in support of the objectives of your Division or Institution. Please submit your completed application to your manager for consideration.

I wish to be considered for (please tick):

One Contribution Increment	<input type="checkbox"/>
Two Contribution Increments	<input type="checkbox"/>
Three Contribution Increments	<input type="checkbox"/>

I confirm that I meet the eligibility criteria set out below:

- I am an un-established research member of staff
- Receiving the above increment(s) will not take me above the maximum contribution point for my grade
- Including the increment(s) above, I will not have received more than 3 contribution increments in a 12 month period

Please set out in full below the reasons for your application

Signature (applicant)	
Date	
Full name	
Job Title	
Institution	

HR Use	
Right to work status	
Date reported to UKBA	



HR/37 Proposal for Contribution Increment(s) for Research staff

Part 2: To be completed by immediate manager

Contribution increments are awarded to recognise outstandingly good work achieved by the member of staff in comparison with others of the same grade, for which some additional recompense is appropriate; or on the basis of the need to retain the specialist skills possessed by a particular member of staff who would otherwise be likely to seek a more highly paid appointment elsewhere where a recruitment incentive payment cannot be awarded.

Institution	
Full name of staff member	
Job title of staff member	
Date started in this position	
CHRIS personal reference number	
Current grade and salary scale point	
Effective date of contribution increment – if not 1 January 2016	<i>(Please state below reason for any backdating)</i>
Number of contribution increments proposed	One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/>
Confirmation funding available to meet the cost	Yes <input type="checkbox"/> (tick to confirm)
Funding code (for post funded entirely or partly from non-UEF/Chest income) if different to current code	

Please provide reasons for proposal (commenting on outstanding performance and/or need to retain specialist skills) and, where applicable, an explanation of why more than one increment is proposed.

(Continue on another sheet if necessary)

Comments of immediate manager where the case is not supported

Signature (immediate manager)		Date	
Full name and position			
Signature (Head of Institution or nominated deputy)		Date	

HR Use	
Right to work status	
Date reported to UKBA	

**UNIVERSITY OF CAMBRIDGE
FACULTY OF COMPUTER SCIENCE & TECHNOLOGY**

Minutes of the 58th meeting of the Faculty Board held at 14.15 on Tuesday 20 October 2015 in the Board Room (FW11), Computer Laboratory, William Gates Building, JJ Thomson Avenue.

Present:

Professor S Hochgreb (Chair)	Dr A Moore
Dr A Benton	Professor S W Moore
Professor S Best	Professor A M Pitts
Dr P Brooks	Mrs D Pounds
Dr D Chisnall	Professor R Prager
Dr D Greaves	Professor P Robinson
Professor A Hopper	Mrs C A Stewart (Secretary)
Mr J Lang	Mrs D Vasile
Professor I M Leslie	

UNRESERVED BUSINESS

EXCEPTIONAL ITEMS

16. Procedure for Promotion to Senior Research Associate

Board members were invited to comment on the procedures for promotion to Senior Research Associate. Professor Hopper (HoD) outlined the current procedures and explained some of the complexities of having a large number of SRAs in the Department. However, he fully appreciated the view of Board Members that it was important for research staff to be given the opportunity to progress their careers. Professor Hopper will consider any changes in light of the comments received but in principle, it was felt the following two procedural points should be put in place:

- i) A Deputy Head of Department and a Senior Member of the Board should assess each application for promotion.
- ii) Any SRA can be a co-investigator on a grant and in exceptional circumstances they can be a principal investigator provided there is mentoring from a senior academic as a co-investigator. This is subject to approval by the Head of Department.