

Criminology/Law/SoSS Meetings 14 May 2019

The meeting with the Criminology Team was at 10am.

The meeting with the Law Team was at 11am

- The HoS, Brian Heaphy introduced the new Head of Criminology, Juanjo Medina. Interviews for the Head of Law will conclude on Thursday 16 May. Chris Thornhill will remain the UoA lead.
- The HoS stated that there is likely to be little difference in the first year post the merger. With the appointment of the HoDs for Criminology and Law the next step will be to recruit to the key department roles – Research, T&L, SR etc.
- All the Directors from SoSS and Law are meeting to establish a combined approach for priorities for the next 12 months so that all departments are included. The HoS asked the meeting to think about academic and operational priorities and to liaise with the Directors.

Action: All

- This was an opportunity for Law and Criminology to reflect on and articulate their intellectual agenda, which would then feed into a collective School exercise. We should consider what distinguishes us? How can we raise the profile of each department and the School in the University and beyond? What do we want to achieve in the next five years? What story do we wish to be known for both externally and internally. If Departments and the School is seen to be doing engaging in ambitious and interesting work then resources will follow more readily.

Action: All

- The HoS confirmed that a member of Law and Criminology will sit on SLT. Usually this is not the HoD, who is part of the broader leadership team.
- The first New School Board will take place on 18 June (2.00pm to 5.00pm). The outline agenda for this is that
 - SLT, HoDs will introduce themselves as well as those holding key roles in Law and Criminology and SoSS.
 - Questions and discussion of potential links across the department, some discussion of intellectual vision, and the strategic priorities.
 - There will be a BBQ to follow.

The HoS asked the meeting to think about they would like discussed at the School Board.

Action: All

The HoS gave a PowerPoint presentation which included the following:

- Budget
 - The HoS confirmed that both SoSS and the School of Law are financially sound. In fact SoSS generated a surplus last year. All Schools are expected to contribute an additional £500k next year. This is because of the University's increased pension

contributions and a reduced research targets. The new SoSS has already accounted for this.

- The School needs to plan for a £6.5m reduction in income linked to student fees. This is the same for all schools in the Faculty. Roughly, this represents about 10% of the School's total budget. Therefore priorities need to be considered. However this is a worst-case scenario and the Auger report and Government response may alleviate the loss student fees to some extent in other ways.

- Budget Explained

- RSA (Research Support Allowance) – each core-funded T&R academic is entitled to an RSA of £2k per year. 'T Only' staff are currently entitled to £1k per year in SoSS, but £2k in Law. We will consider how to deal with this and it may be suggested that for next year only, it will be up to Law and Criminology if they wish to use Departmental Budgets to top up their the RSA of teaching staff (the RSA budget was seriously under-coasted in the Law budget, so there is limited School flexibility here).

RSA/SSA Eligible Costs:

- Attendance at academic conferences and associated travel costs (priority activity).
 - Travel to undertake research and associated costs of undertaking said research.
 - Transcription or similar costs towards completing a research paper.
 - Contribution towards organising a conference in Manchester. This can be transferred into a conference finance code in order to subsidise conference costs.
 - Facilitation of research-related meetings or seminars. This can be in support of research networks or groups.
 - IT software not otherwise provided by the University which is required for research (this might also include subscriptions/licenses). This should be purchased through central University IT services where possible so as to take advantage of any discounts the University can obtain but charged to your RSA/SSA account. Laptops are not eligible. Currently The School of Law allows this but shortly this will no longer be the case.
 - Subscription to a professional body if it is a requirement for your research, or if the savings you can make on conference attendance fees outweigh the cost of subscribing to that professional body.
 - Casual research assistance
 - Books (a maximum spend of £250; separate journal subscriptions, unrelated to subscription to a professional body, are not eligible)
- Department Budget – each Department Head has a DAB budget, which is calculated at £800 per Academic FTE, plus an additional small amount for student experience.

The Department Head is the budget holder for the RSA/DAB budgets, and these are managed using a P code. The Department Head can go into 'My Project Finance' through Staffnet to view spend vs. budget at any point in time. Staff wishing to attend conferences or support activities costing more than £2K should approach the HoD for DAB money or apply to one of the School and/or Faculty schemes for small grants.

- CDA (Career Development Allowance) – this is for fixed-term research contract staff (RCS) who do not have access to project-independent funds of £1,000 pa (pro rata for fractional or less-than-full-year appointments, with a minimum of £500).

Eligible staff are all RCS whose source of funding does not already include a pot of money that they have sole access to for roughly the same purposes. Thus, staff on – for example – British Academy Postdoctoral Fellowships, Leverhulme Early Career Fellowships, and Simon and Hallsworth Fellowships are ineligible.

The purpose of the allowance is to allow the researcher to develop their own research and/or teaching agenda in a way that improves their career prospects, so anything that fits that description is eligible. This may include:

- Attending or presenting papers at conferences and workshops
- Attending training courses
- Organising or attending research networking events aimed at future collaboration/grant applications
- Costs associated with developing teaching expertise or experience.

The following are ineligible:

- Any activities that are directly associated with the research project on which an RCS is employed, and hence for which funding should have been included in the original project proposal (unless it is a 'solo' project that does not come with a research allowance). Thus the CDA must not be, in effect, used by PIs to supplement inadequate funding for project-related activities.
- Laptops and other IT equipment
- Books

- Questions and concerns

The HoS invited the meeting to write down questions/concerns they have and give them to him.

Questions from Criminology:

1. Re potential budget cuts – what control does the HoS have over “red lines” regarding staff retention?
The HoS confirmed that he will fight hard to retain staff, whilst acknowledging the unknown nature of the implications of Brexit, Augur and developments in the international student ‘market’.
2. How are Criminology’s research and teaching strengths perceived by other in SoSS? Have we a recognisable story already?
There is nothing negative. Criminology’s research is acknowledged to be good. But there are opportunities for Criminology to raise its profile.
3. Is there still funding available for visiting/guest lecturers?
The Criminology Budget can be used for this, so it is up to the HoD in consultation with the department to determine priorities for the Department and resources used.
4. Only £1k for T&S conference attendance, etc? What about teaching research? What about those waiting to be on a T&R contract?
The HoD can supplement this through the department budget. We will work towards 2 levels of support - T&R and Teaching and Scholarship will receive £2k per annum, Teaching Focussed staff on temporary contracts £1k per year.
5. How can we deal with inequalities of gender/ethnicity in promotion, etc?
SPC receive data on gender/ ethnicity and are therefore very aware of where potential inequalities may exist. Particular attention is also paid to the recruitment of new staff and starting salary. The SoSS promotions panel is very vigilant and rigorous in this regard.
6. What might happen if similar courses are taught in Criminology to other departments? Will there be some rationalisation?
Not immediately but regular audits of modules and content take place to ensure that there is not a high level of duplication, in addition it may make sense where the topics are similar to combine under a new title that can be team taught.
7. Will we have continuity of PSS staff for teaching support/library, etc?
The T&L office will stay as it is. The Research Office is managed by Faculty, not the School, and so out of our control.
8. What changes might there be to our teaching model in the longer term? Will we have control over our own teaching model (to continue as we are)?
Teaching models are largely determined by the departments, with advice for the Teaching and Learning Director and Committee. However, if it were an over-burdensome model for staff it would be reviewed. Likewise, if the contribution analysis showed that a particular department was not meeting their targets for student numbers or contact with students this would also be reviewed.
9. What PGR Scholarships will we/our students be able to apply for? (School scholarships).

For 2019/20 numbers will be in line with the School of Law budget for Scholarships. However, depending on demand from the other existing departments within new SoSS there may well be some reallocation. Quality is the main driver in offering School PGR Scholarships.

10. Will we be changing location?

There will be no significant changes next year but this may change in the future, for example one department or unit may 'swap' location with another. The HoS is planning to have office hours in the Williamson building the exact times will be subject to his diary.

11. Do Recruitment targets need to change?

It's too early to say but we are on target at the moment.

12. What will happen to fixed term contract staff?

They will renewed on a needs basis, for example to cover student numbers and necessary modules.

13. How is it decided which staff will be in the Criminology Team?

This is based on job titles but this is not set in stone. We will work with the new HoDs to decide this and also consider the budget.

Questions from Law

1. There was concern about the reduction in the research allowance to £1k per year for T&S staff.
The HoD can supplement this from the DAB budget. This needs to be discussed at School level. We are working towards 2 levels of support - T&R and T&S will received £2k per annum, TF staff on temporary contracts £1k per year.
2. What about the numbers of T&L/T&R staff?
This is difficult to answer now as current SoSS has a different system. Law will have to consider the rationale for the current balance, and its weaknesses and strengths, and feed into School strategy. Staff need to have clearly defined progression routes.
3. What about credit for admin roles?
The T&L and Research Directors will have credits. The rest will depend on the roles and the percentage of time involved for each job. We will operate to the 40/40/20 model for T&R staff, where research and teaching are allocated 40% of time each over the year, and academic administration at 20%. Both Faculty and the School are looking at the WAM model independently. The HoS and HoDs will meet to discuss and decide on this.
4. Will there be another layer in the decision making process post the merger?
Primarily departments make decisions. Therefore the process will be more integrated rather than having another layer.
5. What about the promotion process?
There is the need to build career paths for existing staff with the support of the HoD. All applications go to the School. SoSS offer a supportive process, with a Promotions Workshop and two stage process so that feedback can be given to allow those applying strengthen their application.
6. How will the School of Law be referred to after the merger?
*Internally it will be known as the Department of Law.
Externally it will be known as the University of Manchester Law School.*
7. Can T only staff have periods of sabbatical funded by SoSS? (eg to do pedagogical research; textbooks, professional development).
Yes the SoSS procedures allow for staff on a teaching and Scholarship route to apply for a sabbatical.
8. Could you tell us something about the proportion of sole carers? If we need to make up for budget, how are we going to accommodate those with caring responsibilities? At the moment we are just very collegial about it. How will this be managed?
SoSS is a very collegial School and teaching time is managed by departments - parity is also important, but overall we encourage will encourage Departments to be flexible.
9. How does SoSS function? How do the different departments relate to one another?
Composition of the School Board?
Departments are fairly autonomous but there is cross collaboration and oversight going on across the School. Every academic and PS member of staff is a member of the School Board which can advise the HoS, there is a HoDs group that collaborates with the Senior Leadership Team (SLT). Membership of SLT is role based – made up of School Directors (including Finance, HR etc). It will include a member of Law. School Director roles are advertised across the School

when they become available. SLT and HoDs are members of SPRC – the School Policy and Resources Committee.

10. What will happen to overlapping courses? Impact on Masters programmes (re overlap) e.g. recruitment, course cutting?

Not immediately but regular audits of modules and content take place to ensure that there is not a high level of duplication, in addition it may make sense where the topics are similar to combine under a new title that can be team taught.

11. Increase in numbers if open in new School. Do they think there will an influx? Do we have to open courses? Will it affect library in terms of resources? Will it affect website issues?

Student intake will be managed according to the targets already set as best we can ie there is no plan to increase student numbers – but external pressures on the sector as a whole – e.g. Augar - may or may not result in taking more overseas students. Ideally, some current Law and SoSS could be offered as options on a wider range of programmes where there is capacity to do so. There is nothing to stop staff proposing new cross-school or specialist course if they wish to. These would be considered by the Teaching and Learning committee. In addition to this there is currently a push across the University to increase online and blended learning course, but University of Manchester Worldwide is managing this, and it is resource dependent.

12. Will our support staff also stay in Williamson?

T&L Professional Support staff will remain in Williamson.

13. School Committee – does it reflect the size of units?

SLT is role based, Law and Criminology will be represented, HoDs collaborate with SLT, and on SPRC large departments may have two representatives, small ones may have one representative.

14. Hubs budgets – will they change?

SoSS have Department Budgets so the HoD will decide whether money will be allocated for the HUBs out of this.

15. Staff on T&S contracts will have their RSA halved to £1K. This could lead to/create a (two tier relationship or system between T&R and T&S staff.

See Q1

16. How long will Law be given to get up to the target students (e.g. REF, TEF, Times Higher, etc)?

A plan will be agreed with the new HoD, who I am sure will consult with staff on this. All targets would be expected to be SMART. (Specific, Measurable, Achievable, Realistic, Timely)

17. What ambitions do you have to improve equality and diversity in the School?

Current SoSS are extremely attuned and committed to E&D, and this will be key to the new School. There will be a committee that has department reps, each department has their own E&D plan, we have a number of initiatives in mind that have proven to be successful, and are preparing for Athena Swan Silver. Current SoSS is ahead of the rest of the faculty on gender and BAME. See:

<https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/policies-and-procedures/caring-costs-scheme/>

In addition, the new SoSS will take the University's 'Dignity at Work and Study' policy very seriously as does the current SoSS. There is no place disrespectful mutual interaction in the new SoSS.

18. Research Hub Funding – if provided will this come from the DAB budget?
Correct for Academic Hubs, not for the broader Research Support Hub.

19. How are departments represented on Promotions Committee?
They are not. SPC membership is – HoS (Chair), Director T&L, Dir Research, Dir SR, one elected Professorial Rep, one elected non-professorial rep and HR partner, with supporting statements from HoDs. This has worked very successfully in the current SoSS to the satisfaction of Departments.

20. Could you tell us more about the Student Experience budget?
Departments are given some money for Student Experience (£35 per student roughly) for single honours students. We also have a central pot to cover our cross department large programmes BAEcon, BASS, PPE.

21. Short medium term plans for UG student numbers?
Our 5 year plan currently shows a small reduction in UG numbers which is where the School want to go, but we still have to make our contribution, so it depends on a number of factors, not least external pressures. See question 23

22. How much surplus did Law make?
This needs to be directed to the current HoS of Law for exact figures, the Law and SoSS percentage contribution to the Faculty are usually about the same, but from memory I (HoS) believe that SoSS had a higher 'surplus' this year.

23. How much control do we have regarding the possible £6m shortfall?
We have to meet our contribution/ target, and the Faculty is setting up a group to consider the Faculty wide options that will report to the Faculty Leadership Team. The HoS is on both the group and the FLT. I (HoS) expect Schools will have some autonomy in responding to the shortfall. We will need to consider and articulate cross-departmental priority areas as a School, and will seek to engage all staff in setting these.

24. I hardly dare ask but what happened to the lovely new Law School in Copeland 3?
The Estates current Masterplan does not include Coupland 3 and this was communicated several years ago. A new Master Plan is currently being developed.

25. Are there polices on internal promotion and can Law strengthen these? The current promotion procedure is Law -> Faculty. Will that change to bigger SoSS -> Faculty or will it be Law -> SoSS -> Faculty or will it stay the same? (There is an advantage in the last, because otherwise we lose track of the who knows when and a sense of who's a decent candidate in the round)
Economics currently have an internal review process, on which they base the recommendations to the School Promotions Committee that then sends their recommendation to Faculty. It is up the departments how they want to organise this. Fairness and equality are the key issues here, and the School is in a good position to oversee this. See Q5 above

26. Can we enhance resources for financial Law, breaking, financial services, international capital?
Was this requested at the budget planning stage in January? Any requests for additional resource have to be built into the budget.

27. Are we still going to keep our current research hubs funding?

See 14 above

28. How will decisions about staff recruitment be made departmentally or at SoSS level?

All posts have to be approved by HoS, if in budget this is usually automatic, if not in budget then cannot approve if there is not an income stream identified.

29. Can we be sure the new HoD in Law will be research oriented as opposed to teaching law?

All applicants are T&R.