

Principal: Professor Sir Jim McDonald

## SCHOOL OF HUMANITIES

### LECTURER IN JOURNALISM SALARY: £32,901-£35,938 PER ANNUM

#### 1. NATURE OF APPOINTMENT

Journalism is a key part of the University of Strathclyde's strategy, and the School of Humanities seeks to appoint a talented scholar to further strengthen its teaching and research profile. The successful candidate will have a PhD in a relevant subject, and a demonstrable record of academic publication. They will teach a range of practical and theoretical classes at undergraduate and postgraduate level, will supervise research students, will take an active part in the School's vibrant research culture and will participate in the forthcoming REF. While not essential, experience in digital platforms and/or the journalism industry is also desirable.

#### 2. APPLICATION PROCEDURE

Applicants are required to complete an application form and indicate the name of three referees, one of whom must be your current or most recent employer. Please note that these referees may be contacted by the University without permission unless you indicate that you would prefer otherwise.

You should attach to your application, in a single document, a CV and cover letter explaining why you have the energy, skills, knowledge and understanding of Higher Education or other 'not for profit' sectors to make a real difference in the post.

Applications should be completed using the online form where possible. If you need to download the application form, please scan and send it with the accompanying document to [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk), with the job reference in the subject line. Postal applications should be sent to Human Resources, University of Strathclyde, McCance Building, 16 Richmond Street, Glasgow, G1 1XQ.

**All applications must be received by 30 November 2012.**

Online applications will be acknowledged electronically. Applicants who have requested a job pack and wish an acknowledgement of their paper application should address and stamp the enclosed postcard.

Informal enquiries regarding the post can be directed to Dr Michael Higgins, Senior Lecturer, Email: [michael.higgins@strath.ac.uk](mailto:michael.higgins@strath.ac.uk), Tel: (+44)141 548 4678.

**Formal interviews for the post will be held on 17 December 2012.**



### 3. DUTIES OF THE POST

#### BRIEF OUTLINE OF JOB:

To teach a range of practical and theoretical classes at undergraduate and postgraduate level, to supervise research students, to take an active part in the School's vibrant research culture and participate in the forthcoming REF.

#### MAIN ACTIVITIES/RESPONSIBILITIES:

##### 1. To undertake a normal load of undergraduate teaching and examining as agreed with the Head of School and Head of Subject:

- Teach as a member of a teaching team in a developing capacity within a clear and established programme, with the assistance of a mentor if required.
- Identify learning needs of students and define appropriate learning objectives.
- Set, mark and assess work and examinations, with guidance, and provide feedback to students.
- Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
- Develop own teaching materials, methods and approaches with guidance, using appropriate teaching and learning environments.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Supervise the work of students, provide advice on study skills and help them with learning. This may include supervision of practical work and advising students on techniques.

##### 2. To undertake research of sufficient quality and quantity to indicate that a full REF return is likely to be achieved (possibly as an Early Career Researcher):

- Apply, to appropriate external bodies for research funding and manage grants awarded.
- Develop research objectives and proposals for own or joint research, with the assistance of a mentor if required.
- Conduct individual and/or collaborative research projects.
- Continually update knowledge and understanding in field or specialism.
- Translate knowledge of advances in the subject area into the course of study.
- Develop knowledge exchange activities by, for example, establishing appropriate research and/or educational links with external bodies.

##### 3. To undertake appropriate administrative tasks as agreed with the Head of School:

- Collaborate with colleagues on development of research and course activity.  
Attend and contribute to school and subject group meetings.

#### DECISION MAKING:

To take decisions independently as appropriate to the level of the post, and to seek advice when necessary from mentor/other colleagues.

#### COMMUNICATION:

To communicate effectively with students and colleagues.

### 4. PERSON SPECIFICATION

The following criteria are considered essential:-

- Awarded PhD in a relevant area  
Teaching at undergraduate level



- Evidence of potential for high quality research career and full REF return within the School
- Evidence of commitment to high-quality teaching
- Evidence of administrative ability
- Excellent communication skills
- Evidence of building effective working relationships with colleagues and students

The following criteria are considered desirable:-

- Teaching at postgraduate level
- Administration of courses at undergraduate and postgraduate level
- Evidence of ability to contribute to teaching and research in digital journalism
- Professional experience in news industry
- Experience of seeking funding from research councils and other external bodies
- Track record of identifying and pursuing knowledge exchange opportunities

## 5. THE SCHOOL OF HUMANITIES

For further information on the School of Humanities please visit <http://www.strath.ac.uk/humanities/schoolofhumanities/>

## 6. THE FACULTY

[The Faculty of Humanities and Social Sciences \(HaSS\)](#) is the University's newest and largest faculty, created in 2010 to further contribute to the University's reputation as being the place of useful learning by offering new opportunities for research collaboration and staff and student interaction across the Humanities and Social Sciences.

The Faculty is made up of six schools: The School of Applied Social Sciences, The School of Education, The School of Humanities, The School of Law, The School of Government & Public Policy and The School of Psychological & Health Sciences. It is made up of approximately 280 academic staff, 100 support staff, 4000 undergraduate students, and 1500 postgraduate students.

HaSS is Scotland's largest provider of teacher education, and hosts one of Scotland's top law schools, retaining the emphasis on the development of professional practice. The Faculty offers professionally accredited degrees which enable students to become qualified teachers, lawyers, psychologists, counsellors, speech therapists and social workers, as well as a wide range of continuing professional development (CPD) programmes. The flexible Bachelor of Arts programme allows students to combine up to four subjects over three or four years, including traditional humanities and social sciences subjects such as English, History, Modern Languages and Politics, as well as the professions, and additional options from other faculties.

The Faculty brings together disciplines that have a reputation for teaching and research excellence through the merger of two former faculties of Education and Law, Arts & Social Sciences.

The Faculty's origins go back to the original School of Arts & Social Studies created when the Royal Charter was granted in 1964, and to the work of David Stow, a pioneer in teacher education who founded the first purpose-built teacher training institution in Europe in 1837.

## 7. THE UNIVERSITY OF STRATHCLYDE

In 1796 our founder, Professor John Anderson, questioned the idea of what a university should be. To make education a vital force in people's lives, he established "*a place of useful learning*" - a university whose purpose would be to work for "*the public, for the good of mankind and the improvement of science*". He believed that people and society could be improved by the application of reason and intellect, a belief still firmly maintained here. From our foundation as a place of



useful learning, we take it as our responsibility to research, teach and be of benefit to society - to reach outside the University to make the world better educated, prosperous, healthy, fair and secure.

Our [Strategic Plan](#) is designed to ensure that the University achieves its ambition to be a leading international technological university and that, through research, education and knowledge exchange, we remain engaged with public life globally as a place of useful learning. At Strathclyde, technologies combine the creation and development of materials, methods and processes with an understanding of how people and societies around the world use, adapt and respond to these developments in order to meet current and future challenges.

As a university we educate students and we create, transmit and preserve knowledge. Being a technological university embraces all our academic subjects, from science and engineering to the humanities and social sciences. Fundamentally, our identity as a technological university comes from the principle of using our research and education for the benefit of humankind. We are committed to doing this through partnerships, recognising the mutual benefit achieved by interacting with people who share our ambitions. For our ideal of *a place of useful learning* to be real, the relationship between our research and education and their application in the broader community must be seamless.

We take pride in our place at the heart of the City of Glasgow. Taking our character from our home, we are dedicated to the principle that the world should flow through the University and not around it - the University of Strathclyde is not a place apart. The University of Strathclyde supports the city and region in being modern and multicultural, a focus of opportunity and achievement, cultural and sporting excellence. Our contribution to the city's sustainable economic and social growth positions our institution as a natural partner for our civic and commercial leaders and echoes our traditional strengths and connectivity with the city's evolution.

More particularly, how we go about our work is defined by the collegial idea of *One Strathclyde*. This means:

- **Encouraging and supporting** without exception all staff and students to fully realise their potential;
- **Working together** effectively across traditionally perceived divides, such as academic and professional services; staff and students; teaching and research;
- **Working collaboratively** to find the simplest and most effective ways of going about our business, avoiding duplication of effort, sharing good practice and pursuing continual improvement;
- **Encouraging all staff and students to consider the impact their actions have** on others, on society and on the environment;
- **Encouraging inquiry and innovation** in everything we do - in Faculties, Departments, Schools, Directorates and Services - and valuing the contribution every member of staff and each student makes to the University;
- **Making sure that communication within the University is a dialogue and not a monologue**, talking with each other to support and praise achievement;
- **Developing and trusting the creative ability of our people**, all of whom contribute to the development of the institution; every member of staff, every researcher, every student, should have the confidence to suggest how the life of the University and its contribution to civic society could be improved.

It's over 210 years since Professor John Anderson's legacy established in 1796 what is now the University of Strathclyde. Professor Anderson was considered quite a revolutionary among university academics of his day; committed to education for the working men and women of Glasgow, he articulated, loudly and clearly, the link he perceived between education and economic growth and prosperity. When he died in 1796 Professor Anderson left a bequest in his will for the establishment of 'a second higher education institution' in Glasgow which would be a place of 'useful learning' and of education for all, regardless of gender or social class. This remains our mission today: to combine academic excellence with social and economic relevance.

As an institution we are and always will be very much a part of Glasgow and the west coast of Scotland. In the 21st century, we are also Scotland's third largest university with an international reputation and outlook, with students and staff from over 100 countries. As 'the place of useful learning' the University is committed to the advancement of society through the pursuit of excellence in research, education and



knowledge exchange, and through creative engagement with partner organisations at local, national and international levels.

We continue to be committed to 'useful learning' through our provision of relevant, high quality, educational opportunities, the global application of our research and our focus on knowledge exchange, all of which aim to benefit the wider economy and society. Our commitment to 'useful learning' is about:

- Offering a wide range of education opportunities in a flexible, innovative learning environment;
- Developing students who have the aptitudes and capacities to make significant contributions to their communities after graduation as employees, employers and citizens;
- Connecting research through knowledge exchange to make an impact on modern society.

At the heart of the University is its world leading research. In the most recent Research Assessment Exercise, 50% of our research output was rated at a World Leading or Internationally Excellent standard. In terms of Research Power calculations, Strathclyde ranks 4th in Scotland and 31st in the UK.

Industrial relevance is a defining characteristic of the University. Our [research activity](#) across all faculties, but particularly in our areas of strategic importance – engineering, science, business and social sciences - has made us a UK leader in working with business and industry.

We strive to help companies innovate new technologies and services, as well as working to increase opportunities for both established businesses and new start-ups to benefit from our knowledge, expertise and advice. We are committed to investing in people and developing research scholarships, secondments and placements that share our learning with others and enhance opportunities for our staff and students.

Some of our key achievements are:

- Our Engineering faculty is largest and best rated in Scotland in terms of research power and is rated in the top five in the UK for some of its disciplines.
- Our Business School has attained international leadership. Currently ranked number one in Scotland and 7th in the UK by the UK's Research Assessment Exercise 2008, with over 65% of output judged to be world leading or internationally excellent.
- The development of the Strathclyde Institute of Pharmacy & Biomedical Sciences has created a major platform to achieve greater impact on the international research stage.
- Our Law School and English Studies, in our School of Humanities, are performing at high levels of output and School of Education is a national leader.
- In 2011 the University gained the European Commission's HR Excellence in Research award, which acknowledges our alignment with the principles of the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and the UK-wide Concordat to Support the Career Development of Researchers.
- The creation of the University of Strathclyde [Technology and Innovation Centre](#) which revolutionises the way researchers in academia and industry collaborate and innovate together - 850 researchers, engineers and project managers from academia and industry will work side-by-side in a state of the art building in the heart of Glasgow.

## 8. THE CITY OF GLASGOW

Glasgow is the commercial, industrial and shopping capital of Scotland – voted European City of Culture and European City of Architecture and consistently topping surveys of preferred places to live and work in the UK.

The city has a cosmopolitan look and feel, and a lively cultural life – it is home to the national orchestra, opera and ballet and several theatre companies, and possesses a number of fine art galleries. Glasgow is also the headquarters of the national press and broadcasting media,

and is a major education centre, with its numerous higher and further education establishments.

The Scottish countryside and its splendid recreation and sporting facilities are easily reached from Glasgow and from the University, which has excellent transport links. There are regular shuttle services to Edinburgh (by train every 15 minutes) and London (via air, with flights every hour). Many of Glasgow's attractions are within walking distance of the city centre campus, which sits next to the Merchant City district, George Square, Buchanan Galleries and Princes Square.

Over the past decade, Glasgow has been reborn as centre of style and vitality set against a backdrop of outstanding Victorian architecture. Glasgow boasts world-famous art collections, the best shopping in the United Kingdom outside London, and the most vibrant nightlife in Scotland.

Public transport in Glasgow is excellent, and the University's city centre campus is well-situated to take advantage of the train system, the Underground (the only such subway in the UK outside of London's tube), and the many bus lanes. A significant number of University staff cycle to and from work, as more and more cycle routes open up in Glasgow and the wider metropolitan area.

## 9. SALARY, CONDITIONS OF SERVICE AND BENEFITS

The appointment will be made at an appropriate point on Grade 7 Salary Scale (currently £32,901-£35,938 per annum (Appendix 1)), depending on the qualifications and experience of the successful candidate. The conditions of service applicable to the post are detailed at the end of this document.

We also offer staff a range of other outstanding benefits, including:

- Training and Development opportunities underpinned by a 10 year commitment to the [Investors in People](#) Standard.
- Reduced or remitted fees for vocational and non-vocational study.
- Sports, Recreation and [Wellbeing](#) facilities, including Ross Priory, a stunning 17<sup>th</sup> century house situated in 200 acres of land on the south shore of Loch Lomond, just 40 minutes drive from Glasgow.
- [Childcare](#) facilities and [voucher scheme](#).

## 10. POSITIVE ABOUT DISABLED PEOPLE

The University is accredited as a 'Positive about Disabled People' employer and operates a guaranteed interview scheme for disabled candidates who meet all of the essential criteria for the post that they are applying for. On the appropriate section of the application form please indicate if you consider yourself to have a disability **and** wish to be considered under the scheme.

The Equality Act 2010 defines a disability as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Please note that if you indicate that you have a disability then you may be asked to provide information on this at interview. The University needs this information to consider the likely impact of your disability on the duties of the position you are applying for and whether any reasonable adjustments can be made. This allows the University to comply with the Equality Act 2010.

## 11. REMOVAL AND RESETTLEMENT

The University will cover the cost of reasonable removal expenses within the UK on the basis of the lower of at least two estimates. A further contribution towards costs involved in moving to Glasgow may be made at the discretion of the University.

It is the University's custom to agree a fixed sum (indicated at the time of offer of contract) to cover removal and resettlement for new members of staff who reside outwith the UK.

**We value diversity and welcome applications from all sections of the community.**

**The University of Strathclyde is a Registered Scottish Charity, No SCO15263**

*ND/dd October 2012*



INVESTOR IN PEOPLE





**SALARY SCALES FOR ACADEMIC STAFF**

**1 August 2011**

|                        |          |  |
|------------------------|----------|--|
| <u>Lecturer A</u>      | Grade 7  | £32,901<br>£33,884<br>£34,895<br>£35,938<br>£37,012*<br>£38,140*<br>£39,257*   |
| <u>Lecturer B</u>      | Grade 8  | £37,012<br>£38,140<br>£39,257<br>£40,430<br>£41,639<br>£42,883<br>£44,166<br>£45,486<br>£46,846*<br>£48,246*<br>£49,689* |
| <u>Senior Lecturer</u> | Grade 9  | £46,846<br>£48,246<br>£49,689<br>£51,175<br>£52,706<br>£54,283*<br>£55,908*  |
| <u>Reader</u>          | Grade 10 | £54,283<br>£55,908<br>£57,581<br>£59,304*<br>£61,078*  |

Note:- \* Contribution Points

January 2012  
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# Conditions of Employment

## Non-Professorial Academic Staff

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Academic Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The duties are: research, teaching, knowledge exchange and administrative activities organised by agreement with the Head of Department/School/equivalent to produce a reasonable balance of commitment between these duties. The University Court recognises that Academic Staff carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis. For calculation of entitlement, annual leave accrues on the basis of 2.5 days per complete calendar month to be taken within the leave year which begins on 1st October.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

| <b>Period of Continuous Employment at start of absence from work</b> | <b>Full Pay</b> | <b>Half Pay</b> |
|--|-----------------|-----------------|
| Less than 1 year   | 1 month         | 1 month         |
| 1 year but less than 2 years   | 2 months        | 2 months        |
| 2 years but less than 3 years  | 4 months        | 4 months        |
| 3 years but less than 5 years  | 5 months        | 5 months        |
| 5 years or more  | 6 months        | 6 months        |

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

New members of staff, under age 75, will be admitted to membership of the Universities Superannuation Scheme on taking up appointment unless they notify the University in advance, at the point of signing their contract letter, that they do not wish to be admitted to membership of USS. USS requires a contribution from the member (currently 6.5 per cent of salary for the Career Revalued Benefits section of the scheme and 7.5% for the Final Salary section of the scheme), to which a contribution of salary is added by the University as required by USS. If a new member of staff has previously been a member of USS and rejoins the scheme on or after 1 October 2011 they will be eligible to re-join the Final Salary section of the scheme if they:

- left before 1 October 2011 and have deferred benefits in USS and are re-joining before 1 April 2012; or
- leave the Final Salary section after 30 September 2011 and rejoin the scheme within 30 months of leaving.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been members. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section in the first instance.

A new employee's guide to joining USS is issued with the offer letter. Full details of the Scheme are available for reference purposes at the Pensions Section of Finance Office, John Anderson Campus.

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side; termination dates are normally 31 March, 30 June, 30 September and 31 December. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Ordinance 4.3 shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of three months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised May 2012



## Service Commitment to Applicants for Employment

### Our commitment to you as the applicant is:

- Your application will be acknowledged *unless stated otherwise in the advertisement* within five working days of receipt. To enable us to meet this, acknowledgement postcards, where enclosed with further particulars, should be completed and returned with your application. Unless otherwise stated in the advertisement, you will also be informed of the outcome of your application as soon as possible.
- If called for interview you will be advised promptly and clearly of the interview arrangements. Your interview will be conducted in a businesslike and friendly manner and will comply with recognised good employment practice. To assist us in meeting our standards we ask that you promptly confirm your attendance (or otherwise) at interview and advise us of any change in your address or Curriculum Vitae.
- You will also be advised of any major delays in the appointment procedure. We will only approach referees nominated by you.
- You will be informed of the outcome of interview as soon as possible. If you are being offered a post you will be written to within 2 working days of the decision being taken. The offer will normally include a duplicate copy which you are required to sign and return to conclude the contract. **Payment of an appropriate salary is dependent on this.**
- We are committed to achieving the standards we have set and to receiving and acting upon constructive feedback from our clients.
- If you are not satisfied with the service you have received, please raise the matter in the first instance with the person with whom you have been dealing. This person will either deal with the complaint to your satisfaction or else advise you how to proceed next. If you feel that dealing with the matter in this way is inappropriate, then write to me at Human Resources, University of Strathclyde, McCance Building, 16 Richmond Street, Glasgow G1 1XQ, and I will respond.

Sandra Heidinger  
Director

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Human Resources  
University of Strathclyde  
John Anderson Campus  
McCance Building  
Glasgow G1 1XQ