UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

EDUCATION & HEALTH SCIENCES

STAFF HANDBOOK

WEB Email

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FACULTY OF EDUCATION & HEALTH SCIENCES (EHS)

Welcome to the Faculty of Education & Health Sciences (EHS) at the University of Limerick. In this handbook we hope you will find answers to some of the most frequently asked questions of new employees of the University, and we will look forward to working with you.

EHS was established in 2008 and has grown to become UL's second largest Faculty. It comprises three departments (Nursing & Midwifery, Physical Education & Sport Sciences and Psychology) and three schools (Allied Health, Education and Medicine). Equality, diversity, and social inclusion principles are at the heart of our Faculty's identity and central to our research and academic missions. All our Departments and Schools have received the higher education award (Athena Swan) for supporting and transforming gender equality in higher education and research.[1] For more information on each unit please click the links below.

EHS Faculty Office	
Departments	**Schools**
School of Nursing & Midwifery	School of Medicine
Department of Physical Education & Sport Sciences	School of Education
Department of Psychology	School of Allied Health

Getting started on your first day...

1. **Identification Card** - It is the policy of the University to issue all staff with identification cards. University ID cards contain the employee's name, picture, and personnel number and are issued to all permanent & contract employees who have been issued contracts of employment by the Human Resources Division. To request a staff ID card please submit your request via email to compandbens@ul.ie. New staff must also forward a photo headshot to this mailbox.
2. **Staff Email** - University of Limerick staff email (user account) is hosted on Microsoft Office 365. UL Accounts are directly linked to an employee's personnel record on CoreHR. Instructions on how to access your account will be emailed to your personal email address (as provided during the recruitment process) the day before your agreed start date.
3. **Equipment needs** (laptop/desktop/monitor/keyboard & mouse etc.) will be provided by your area on your first day.
4. **Getting your space** - Discuss office space with your line manager.
5. **Core Portal** - Core Portal is where UL staff can access their salary, pension and other information and request annual leave.
6. **Car Parking** - Car parking is provided on campus for staff, students & visitors. A valid parking permit is needed to use the staff carparks, and this is issued by the Buildings & Estates (B&E) unit. To secure, please review the information via the quick link 'Parking' of the B&E website.*A valid staff ID is required.

[1] The Athena SWAN charter is a framework that is used across the globe to support and transform gender equality in higher education and research. It was launched in Ireland in 2015 and has since been expanded from a sole focus on gender equality to embrace wider equality grounds.

The Faculty Office Team

Under the leadership of the Faculty Manager, the Faculty Office team provide structured administrative supports in a wide range of areas (**Figure 1**), some of which are in conjunction with university central services (**Figure 2**).

- Faculty Office Team
- EHS Strategy 'Knowledge with Impact 2022-2025'
- LinkedIn Twitter Instagram

Figure 1. Faculty Office Contacts

Staff Recruitment/Strategic Planning/Human Resources	Contact: Mary Heuston
Research Funding	Contact: Dr Elizabeth Guihen
Research Ethics	Contact: Sheila Casey
Education Technology	Contact: Adrienne Horan
Governance & Compliance/Accreditation & Quality/Risk Management/Data Protection	Contact: AnnMarie Kennedy
Space Management/Student Recruitment	Contact: Lynn O'Doherty
Digital Communications & Student Recruitment	Contact: Sinead Liston
Postdoctoral Research and Doctoral Education	Contact: Elaine Moore
Finance Business Partner	Contact: Brian Hartigan
HR Business Partner	Contact: Una O'Donnell
Project Management	Contact: Nicola Kelly
Project Management Support	Contact: Eimear Scully
Assistant Dean Equality, Diversity & Inclusion	Contact: Dr Petra Elftorp
Athena Swan/Equality, Diversity & Inclusion Development	Contact: Hilary Curley
Assistant Dean Research	Contact: Dr Elaine Kinsella
Assistant Dean Internationalisation	Contact: Dr Jennifer Hennessy
Assistant Dean Academic Affairs	Contact: Dr Sarah Dillon (Interim)
Executive Dean PA/Deans Diary/*EHS Forms Approval (FAP)/Support for Faculty Committees	Contact: Miriam Hewitt

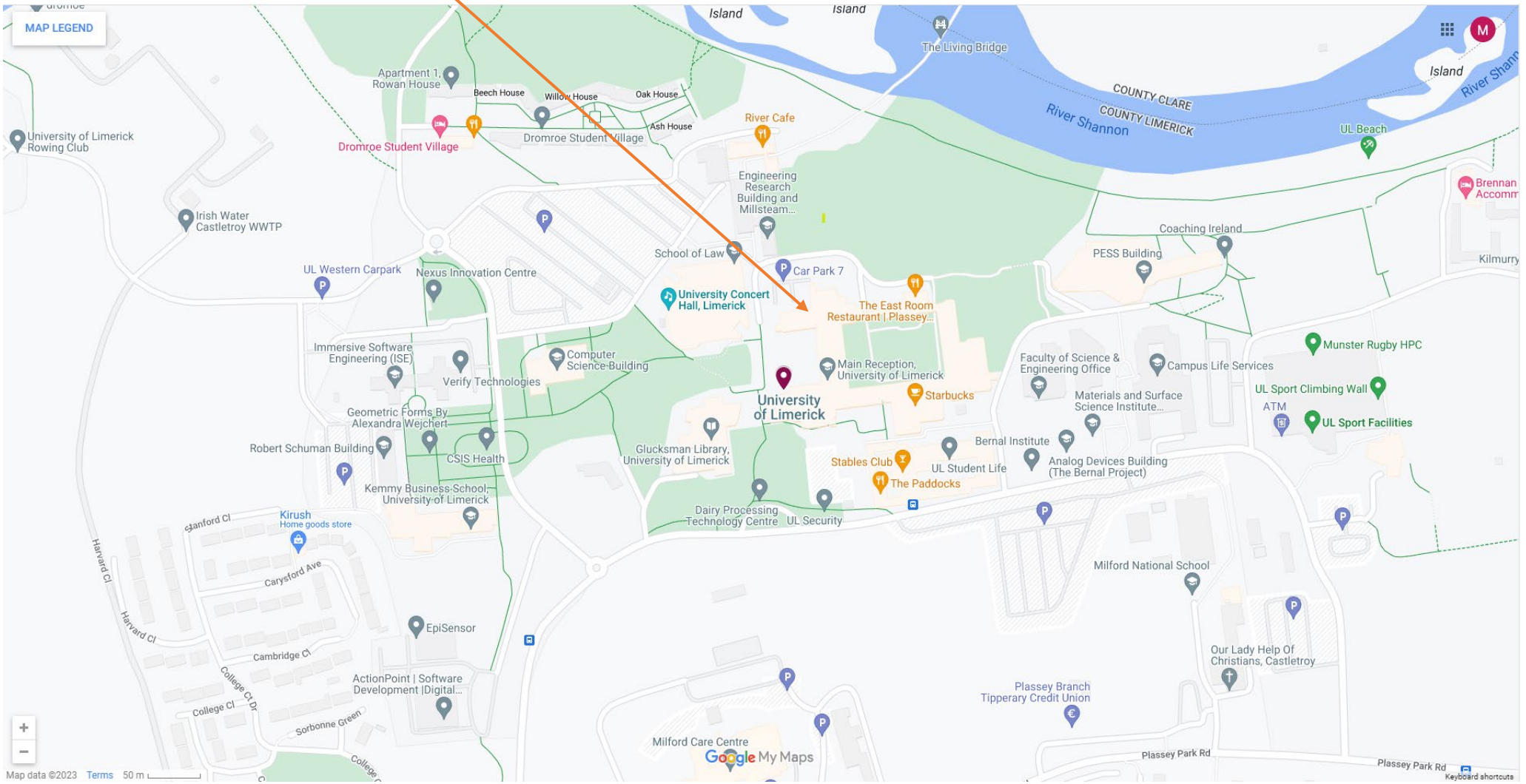
Figure 2. Faculty Administrative Processes

There are a range of different faculty forms and procedures that you will become familiar with over time but for now; it's important to note there is a faculty approval process for all forms that require approval/sign off by the Dean.

Forms are processed via a bespoke administrative process called the *EHS Forms Approval Process (FAP) on SharePoint. One (or more) nominee(s) from each Department/School have permission to upload relevant forms to this portal on behalf of staff. The list of forms and School/Department nominees can be viewed via the EHS Hub SharePoint site under the quick link Forms Approval Process.

All recruitment packs (including research packs and those for contract appointments U 11-months) should be submitted via the following HR Online Recruitment system.

Figure 3. Map of the Campus – **EHS Faculty Office (E1-004) is here (Main University Building, Block E, Level 1)**



A little about the University

The UL campus is truly one of the most beautiful university campuses anywhere in the world. Visitors never fail to be impressed by this peaceful green place with its trees, its fountains, the picturesque River Shannon flowing majestically through it and all while blending seamlessly with state-of-the-art teaching & research facilities. Much more information can be found under About UL. For now, we include some snapshots below.

- Acting Presidents Welcome
- University Executive Committee
- Strategic Publications
- New to UL
- Explore our Campus
- Explore Plassey House
- UL Connect
- A-Z Directory

Academic Structure

The academic structure of the University of Limerick is as follows:

Faculties, Departments and Schools

- **Faculty of Education & Health Sciences**
- Faculty of Arts, Humanities and Social Sciences
- Kemmy Business School
- Faculty of Science and Engineering
- Irish World Academy of Music & Dance
- Research

Policy Overview (Statutes, Policies, Procedures)

Policies, Procedures & Statutes are an integral part of any organisation to provide guidance, transparency, fairness, and consistency in decision making and dealing with people.
Information on University Statutes currently resides in the Policy Hub.
Information on University Policies, Procedures and Processes resides partly in the Policy Hub and partly under the section HR Procedures, Processes & Forms, A-Z on the HR website.

Some Key University Services

As a new staff member of EHS you will have many questions. This section hopes to provide you with some of the relevant information as you commence your new role in EHS.

Human Resources

The HR mission is to contribute to the achievement of the University's mission through progressive policies and customer-focused services which ensure that staff are enabled to achieve their full potential and enhance the performance of the organisation.

UL Human Resources (HR) website

- Joining/Relocating to UL - Helpful & practical information on Visas, accommodation, banking, transport links and much more for any international staff member joining the university/EHS.
- UL Induction - Induction Training is mandatory within the first six months of commencing in post and regular induction sessions are run by HR Talent Development throughout the year. The schedule can be found in the section **Learning & Development** on the HR website. Each of the six Schools/Departments within the Faculty also run their own local induction processes for staff to get fully acquainted with their work environment. Information on respective induction processes is available from your department/school on commencing employment.
- Probationary Process - The **First Six Months Checklist** forms part of the probationary process and guides new staff through policies and procedures to read and understand. This checklist should be reviewed at your 3- & 6-month probationary meetings.
- Mandatory Training **-** While at UL, there are several courses that should be completed upon starting, periodically or during your employment as follows:
  Dignity & Respect training should be completed **upon starting** and is delivered in two parts - an eLearning module & in-person training.
  IT Security Training, GDPR eLearning, and Unconscious Bias Training should be completed **in your first 6 months.**
  The following can be completed **as required** - Chairing Interview Boards (if you are Chairing an Interview Board), Interviewer Skills eLearning (if you are sitting on an Interview Board) and Research Integrity (Researchers Only - this is a requirement of most research funding agencies).
- Performance and Development Review System (PDRS) - **PDRS** will be completed annually with your line manager following the probationary period of 11 months.
- Staff ID - Staff ID cards are requested from the **Compensation & Benefits** (C&B) office (room D1- 042, main university building) by emailing compandbens@ul.ie. New staff must include a headshot. Annual leave, sick leave, or any other related queries can be directed to compandbens@ul.ie.
- Blended Working Application **-** All new staff must apply for **blended working**. A discussion with your line manager must be had about the suitability of your role for blended working. The Policy & Procedure for Blended working can be found on the UL Policy Hub. If you have queries regarding the content of your Blended Working Application form, please contact compandbens@ul.ie.
- Career Development Supports - The University is committed to providing opportunities for promotion and progression in your career within the University and beyond. There are a range of supports available from training to mentoring to networking opportunities.
- CORE Portal - This is the **employee self-service portal** for accessing personal, salary & pension details, annual leave, hourly timesheets, and flexitime (where applicable). Further details are available under the section **Employee Self-Service/Core Portal** on the HR website. Please refer to the Frequently Asked Questions section for information on how to use the system or email coreportalemail@ul.ie.
- Employee Support Service - This is a confidential **counselling and advice service** to assist all staff with any personal issues that could pose a threat to health, well-being, relationships, or employment. The service is free, voluntary, confidential, and independent.
- For all **recruitment and vacancy** enquiries: erecruitment@ul.ie
- For all **current and retired staff pension** enquiries: pensions@ul.ie

- For all **research human resource** enquiries: HRresearch@ul.ie
- Contact the **Health and Safety** team: hnsbookings@ul.ie
- For **HR CORE** queries: coreportalemail@ul.ie

Buildings & Estates

The Buildings and Estates Department is responsible for maintaining the physical aspect of the University's buildings and estates and the management of new physical developments within the campus.

UL Building & Estates (B&E) website

- **Car Parking -** Carparking is provided on campus for staff, students & visitors. A valid parking permit is needed to use the staff carparks, and this is issued by the B&E unit. To secure, please review the information under the quick link **Parking**. *A valid staff ID is required.
  Available staff carparks can be viewed via **campus maps** and virtual tours are available via **Explore the Campus** on the HR Website.
- **Campus Security -** Emergency contact numbers are available via the section **Security** on the B&E website.

Finance

The Finance Department at University of Limerick provides financial leadership and professional financial services which support the University's mission of achieving excellence in teaching, learning and research.

UL Finance website

- UL Financial Systems - Contact the **Agresso Helpdesk** for assistance or to arrange training at Ext: (061-21) 3599.
- Payroll - For all **payroll queries** email Payroll Office
- Staff Expenses - For all **expenses queries** email Expenses Office
- Purchase to Pay - **Purchasing/Goods Receiving/Payment Procedure**
- Finance Documents - **Finance Documents**

ITD

The Information Technology Division is the central IT Services function at UL. They are responsible for supporting, maintaining, and developing the information and communications technology of the University.

UL ITD website

- Self Service Portal **-** log in to the **Call Management System** and view information on what IT Services are available at UL, and if required, you can log a call.
- Reset your password
- Connect to Wireless
- Post, Phone & Office Services
- Request a business mobile phone
- IT Security Training and Data Protection

Campus Facilities and Services

- Cafes and Restaurants
- Travel & Transport
- Glucksman Library
- Explore our Campus
- Music, Arts & Culture
- University of Limerick Visitor Centre Store
- UL Sport

Best of Luck!

It is our hope that this brief guide will help you settle into your new position in the Faculty. There is, of course, plenty more information available on the centralised university website. We also recommend speaking to your new colleagues & friends to gain the invaluable 'insider tips' for any issues that you might come across as you begin your new position in the Faculty.

Wishing you all the very best in your new career in the Faculty of Education & Health Sciences.
The Faculty Office Team