University of St Andrews

SCHOOL OF PHILOSOPHICAL ANTHROPOLOGICAL & FILM STUDIES

2012/13

SCHOOL STAFF HANDBOOK
CONTENTS

1. Introduction from Head of School P4

Section 1: Staff and Departmental Contact Information

2. Head of School and Deputy Head of School P5
3. Departments within the School P5
4. Research Centres within the School P5
5. School Presidents P6
6. External Examiners P6
7. Professorial Fellows P7
8. Departmental Administrative Role Holders P7
9. School Administration Team P9
10. Staff on Leave P9
11. Generic Email Accounts P9
12. Email Circulation Lists P10

Section 2: Staff Roles and responsibilities

13. Remits for School Administrative Team P10
14. Role of External Examiners (Undergraduate & Taught Postgraduate) P13

Section 3: Semester Dates 2012/13

15. Semester Dates 2012/13 P14
16. Key Deadlines and Dates 2012/13 P14

Section 4: School Constitution and School Committees

17. School Constitution P14
18. School Management Committee P18
   18.1 Role and Remit P18
   18.2 Membership 2012/13 P18
   18.3 Dates of Meetings 2012/13 P18
   18.4 Agenda and Minutes P19
19. School Council P19

Section 5: Health & Safety and Building Security

20. Key Health & Safety Contacts P19
21. Fire Safety P19
22. First Aid Emergency P20
23. Reporting Accidents and Dangerous Occurrences/Near Misses P20
24. Risk Assessments of the Workplace P20
25. Display Screen Equipment (DSE) P21
Section 6: School Information Technology (IT)

26. Computer Officer P21
27. Helpdesk P22
28. Your University Computer Account P22
29. Email Accounts P22
30. Connecting to the Network P22
31. Printing P22
32. Security P23
33. Purchasing P23
34. Software P23
35. Websites P23
36. Videoconferencing P24
37. Teaching and Seminar Rooms P24
38. Visitors to the University P24
39. Central File Space P24
40. Backing Up Your Data P24
41. Connecting from Home or While Travelling P25
42. Film and Videos P25
43. Assistive Technology P25
44. Training P25
45. Misuse P25

Section 7: Finance

46. Research Fund (Academic Staff) P26
47. Travel Fund (Research Postgraduate Students) P26
48. Booking Travel Arrangements P26
49. On-line Shop for Sale of Goods and Services P27
50. Staff Expense Claims P27
51. Financial Responsibilities of Principal Investigators (PIs) of Research Grants P28
52. University Insurance Policies P28
52.1 Motor Insurance P28
52.2 Personal Accident & Travel Insurance P28
52.3 Material Damage/Business Interruption P28
52.4 Contact for Insurance Queries P28

Section 8: Research

53. Research Leave Policy P28
54. Research Leave Applications for Leave in 2013/14 and 2014/15 P29
55. Research Grant Bids – Advice & Support P29
56. Research Grants – Approval of Applications via Je-S P29
57. Research Grants – Record of Applications P30
58. PURE Database P30

Section 9: Teaching

59. Teaching Learning and Assessment Policies P30
60. Policy on Student Academic Appeals and Complaints P30
61. Academic Misconduct P30
62. Academic Alerts P30
63. Policy on Postgraduate Students P31
64. Library Resources P31
65. Module Management System (MMS) – User Guides  P31
66. Moodle  P31

Section 10: General (i.e. non-Teaching Policy)

67. Staff Absence from St Andrews  P32
68. Sickness Absence Reporting  P33
69. Approval of Annual Leave  P33
70. Appointment of Visiting Scholars  P33
71. Appointment of Honorary Staff  P33
72. Data Protection  P33
73. Freedom of Information  P33
74. Records Retention and Management  P34

Section 11: School Newsletter

75. School Newsletter  P34

Section 12: Staff Contact Details

76. Alphabetical listing of staff and their contact details  P35
1. Introduction from Head of School

Dear Colleagues,

Welcome to the first edition of the new School Staff Handbook 2012/13. The aim of this Handbook is to provide all members of staff with a short and useful introduction to key information about the School and its activities and about the University in general.

The Handbook is not intended to be exhaustive and it should be used as a reference tool along with existing departmental handbooks and resources for staff and students.

You may also find the University’s Handbook for New Staff and Student Handbook 2012/13 informative: http://www.st-andrews.ac.uk/printanddesign/publications/ http://www.st-andrews.ac.uk/studenthandbook/

I would like to take this opportunity to extend a warm welcome to the following new colleagues who join us in September 2012: Lucy Donaldson, Dennis Hanlon, Brian Jacobson Jonathan Owen and Stephanie van de Peer (Film Studies), Tom Angier, Aaron Cotnoir, Daniel Cavedon-Taylor, Katie Harrington and Benjamin Sachs (Philosophy) and Sabine Hyland and Stavroula Pipyrou (Social Anthropology).

If you have any suggestions about how future editions of this handbook can be improved then please contact Katie Allan (ka22). I am sure you will join me in thanking Katie for her work in creating this handbook.

Best Wishes for a successful year!

Professor Katherine Hawley
Head of School
Section 1: Staff and Departmental Contact Information

2. Head of School and Deputy Head of School

The Head of School is Professor Katherine Hawley. Her office is room G06, Edgecliff e and she can be contacted via telephone on extension 2469 or via email on philhos@st-andrews.ac.uk. Request for meetings or enquiries about availability should be directed to Katie Allan, Senior Administrator (extension 2493; email ka22).

The Deputy Head of School is Dr Mark Harris.

3. Departments within the School

The School of Philosophical Anthropological & Film Studies consists of the following departments:

- **Academic Music**
  - Music Centre, Younger Hall, North Street
  - Email: musicmodules@st-andrews.ac.uk
  - Office Telephone: (46) 2226
  - Office Opening hours: 9.00 – 13.00 and 14.00 – 17.00
  - Departmental Webpage: http://www.st-andrews.ac.uk/music/Home/

- **Department of Film Studies**
  - 99/101A North Street
  - Email: filmstudies@st-andrews.ac.uk
  - Office Telephone: (46) 7473/7480
  - Office Opening hours: 9.00 – 13.00 and 14.00 – 16.00
  - Departmental Webpage: http://www.st-andrews.ac.uk/filmstudies/

- **Departments of Philosophy**
  - Edgecliff e, The Scores
  - Email: philosophy@st-andrews.ac.uk
  - Office Telephone: (46) 2486/2487
  - Office Opening hours: 9.00 – 13.00 and 14.00 – 17.00
  - Departmental Webpage: http://www.st-andrews.ac.uk/philosophy/

- **Dept of Social Anthropology**
  - 71 North Street
  - Email: socanth@st-andrews.ac.uk (sub-honours)
  - socanthadmin@st-andrews.ac.uk (honours & PG)
  - Office Telephone: (46) 2972/2977
  - Office Opening hours: 9.00 – 13.00 and 14.00 – 17.00
  - Departmental Webpage: http://www.st-andrews.ac.uk/anthropology/

4. Research Centres within the School

The following Research Centres are based within the School:

- **Centre for the Philosophy of Logic, Language, Mathematics & Mind (Arché), 17 – 19 College Street**
  - Arché Office Manager: Lynn Hynd (extension 1796; email arche@st-andrews.ac.uk)
  - Office location: Room B17, Edgecliff e, The Scores
5. **School Presidents**

The School President represents students and his/her role is to make representations on behalf of the students within their School to the University. The broad aim of the School president system is to improve communications and cooperation between students and staff, for the mutual benefit of both.

The School President will act as a link between the student sabbatical officers of the Students' Association and the class representatives. The School President is the chair of the Departmental Staff-Student Consultative Committee, will attend all President Forums, and regularly communicate issues to the Director of Teaching on behalf of students. Further information about school president can be found at:

[http://www.st-andrews.ac.uk/students/involve/schoolpresidents/nominate/](http://www.st-andrews.ac.uk/students/involve/schoolpresidents/nominate/)

The School Presidents in 2012/13 are:

**School President (Film Studies)**  
Hillevi Gustafson (hg228)

**School President (Philosophy)**  
Michael Macfarlane (mm786)

**School President (Social Anthropology)**  
Ines M. Geraldes Cardosa (imgc)

6. **External Examiners**

The External Examiners in 2012/13 are:

**Academic Music**  
Dr Jeremy Thurlow  
Robinson College, University of Cambridge  
jrt26@cam.ac.uk
Department of Film Studies

Undergraduate
Dr Lee Grieveson
Centre for Intercultural Studies, University College London,
l.grieveson@ucl.ac.uk

Postgraduate
Professor Andrew Higson
Department of Theatre, Film & Television, University of York
Andrew.higson@york.ac.uk

Departments of Philosophy

Undergraduate
Dr Robin Hendry
Department of Philosophy, University of Durham
r.f.hendry@durham.ac.uk

Dr Ulrike Heuer
Department of Philosophy, University of Leeds
u.heuer@leeds.ac.uk

Postgraduate
Professor Philip Stratton-Lake
Department of Philosophy, University of Reading
p.j.stratton-lake@rdg.ac.uk

one appointment to be confirmed

Department of Social Anthropology

Dr Eric Hirsch
Department of Social Anthropology, Brunel University
eric.hirsch@brunel.ac.uk

7.  Professorial Fellows

Philosophy
Professor Stewart Cohen (Arizona)
Professor Andy Egan (Rutgers)
Professor Graham Priest (CUNY/Melbourne)
Professor Francois Recanti (Institut Jean Nicod)
Professor Roger Scruton
Professor Stewart Shapiro (Ohio State University)
Professor Brian Weatherson (Rutgers)

Department of Film Studies
Professor Richard Dyer (King’s College London)

8.  Departmental Administrative Role Holders

Director of Research

The School Director of Research is Professor John Haldane. His office is room 202, Edgecliffre and he can be contacted via telephone on extension 2488 or via email on jjh1@st-andrews.ac.uk or phildor@st-andrews.ac.uk.
### Academic Music

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Dr Michael Downes</td>
<td>2226</td>
<td>mjd14</td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Ms Sarah Sneddon</td>
<td>2226</td>
<td>sjs4</td>
</tr>
<tr>
<td>Examinations Officer</td>
<td>Dr Jonathan Kemp</td>
<td>2239</td>
<td>jk50</td>
</tr>
</tbody>
</table>

### Department of Film Studies

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department (S1)</td>
<td>Professor Robert Burgoyne</td>
<td>2448</td>
<td>rjb21</td>
</tr>
<tr>
<td>Head of Department (S2)</td>
<td>Dr David Martin-Jones</td>
<td>7475</td>
<td>dm70</td>
</tr>
<tr>
<td>Director of Teaching (S1)</td>
<td>Professor Robert Burgoyne</td>
<td>2448</td>
<td>rjb21</td>
</tr>
<tr>
<td>Director of Teaching (S2)</td>
<td>Dr Joshua Yumibe</td>
<td>2453</td>
<td>jy20</td>
</tr>
<tr>
<td>Research Coordinator (S1)</td>
<td>Professor Robert Burgoyne</td>
<td>2448</td>
<td>rjb21</td>
</tr>
<tr>
<td>Research Coordinator (S2)</td>
<td>Dr David Martin-Jones</td>
<td>7481</td>
<td>brj2</td>
</tr>
<tr>
<td>Director of Postgraduates (S1)</td>
<td>Dr David Martin-Jones</td>
<td>7481</td>
<td>brj2</td>
</tr>
<tr>
<td>Director of Postgraduates (S2)</td>
<td>Dr Tom Rice</td>
<td>7472</td>
<td>twtr</td>
</tr>
<tr>
<td>Honours Advisor</td>
<td>Dr Elisabetta Girelli</td>
<td>7471</td>
<td>eg51</td>
</tr>
</tbody>
</table>

### Departments of Philosophy

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Departments</td>
<td>Professor Sarah Broadie</td>
<td>sjb15</td>
<td>2494</td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Dr Lisa Jones</td>
<td>lj14</td>
<td>2489</td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>Dr Patrick Greenough</td>
<td>pmg2</td>
<td>2481</td>
</tr>
<tr>
<td>Director of MLitt Programme</td>
<td>Dr Patrick Greenough</td>
<td>pmg2</td>
<td>2481</td>
</tr>
<tr>
<td>Director of MPhil &amp; PhD</td>
<td>Dr Derek Ball</td>
<td>db71</td>
<td>1795</td>
</tr>
<tr>
<td>Examinations Officer (S1)</td>
<td>Dr Ephraim Glick</td>
<td>eg35</td>
<td>2415</td>
</tr>
<tr>
<td>Examinations Officer (S2)</td>
<td>Dr Craig Smith</td>
<td>cs210</td>
<td>2411</td>
</tr>
<tr>
<td>Honours Coordinator &amp; Advisor</td>
<td>Professor Sarah Broadie</td>
<td>sjb15</td>
<td>2494</td>
</tr>
<tr>
<td>Sub-Honours Coordinator</td>
<td>Dr Daniel Cavedon-Taylor</td>
<td>dct2</td>
<td>2474</td>
</tr>
<tr>
<td>Sub-Honours Advisor</td>
<td>Dr Ephraim Glick</td>
<td>eg35</td>
<td>2415</td>
</tr>
<tr>
<td>Library Representative</td>
<td>Dr Aaron Cotnoir</td>
<td>ac117</td>
<td>4438</td>
</tr>
<tr>
<td>Admissions Officer</td>
<td>Dr Brian McElwee</td>
<td>bmm1</td>
<td>2453</td>
</tr>
<tr>
<td>Visiting Day Coordinator</td>
<td>Dr Brian McElwee</td>
<td>bmm1</td>
<td>2453</td>
</tr>
<tr>
<td>Outreach Officer</td>
<td>Dr Lisa Jones</td>
<td>lj14</td>
<td>2489</td>
</tr>
<tr>
<td>Philosophy Club</td>
<td>Dr Ben Sachs</td>
<td>bas7</td>
<td>4439</td>
</tr>
<tr>
<td>UG Reading Party</td>
<td>Dr Katie Harrington</td>
<td>kmh9</td>
<td>2470</td>
</tr>
<tr>
<td>PG Reading Party</td>
<td>Dr Tom Angier</td>
<td>tpsa</td>
<td>4437</td>
</tr>
<tr>
<td>Reflectorium Organiser</td>
<td>Professor Katherine Hawley</td>
<td>kjh5</td>
<td>2469</td>
</tr>
<tr>
<td>Reflectorium Organiser</td>
<td>Dr Jens Timmermann</td>
<td>jt28</td>
<td>2469</td>
</tr>
</tbody>
</table>

### Department of Social Anthropology

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Dr Mark Harris</td>
<td>2981</td>
<td>mh25</td>
</tr>
<tr>
<td>Research Coordinator</td>
<td>Professor Nigel Rapport</td>
<td>2978</td>
<td>nir2</td>
</tr>
<tr>
<td>Director of Postgraduates</td>
<td>Dr Adam Reed</td>
<td>2974</td>
<td>ader</td>
</tr>
<tr>
<td>Director of Teaching (Honours)</td>
<td>Dr Stephanie Bunn</td>
<td>2997</td>
<td>sjb10</td>
</tr>
<tr>
<td>Director of Teaching (Sub-Hons)</td>
<td>Dr Mattia Fumanti</td>
<td>2990</td>
<td>mf610</td>
</tr>
<tr>
<td>Examinations Officer</td>
<td>Dr Stan Frankland</td>
<td>2979</td>
<td>mcf1</td>
</tr>
<tr>
<td>Honours Advisor</td>
<td>Professor Roy Dilley</td>
<td>2984</td>
<td>rmd</td>
</tr>
<tr>
<td>Ethics Co-ordinator</td>
<td>Professor Christina Toren</td>
<td>2973</td>
<td>ct51</td>
</tr>
<tr>
<td>Admissions Officer</td>
<td>Dr Huon Wardle</td>
<td>2982</td>
<td>hobw</td>
</tr>
<tr>
<td>Departmental Seminar</td>
<td>Professor Roy Dilley</td>
<td>2984</td>
<td>rmd</td>
</tr>
<tr>
<td>Library Officer</td>
<td>Professor Roy Dilley</td>
<td>2984</td>
<td>rmd</td>
</tr>
</tbody>
</table>

### Library Officer

| Department of Social Anthropology | Professor Roy Dilley | 2984 | rmd |
9. School Administration Team

Members of Staff
Katie Allan School Senior Administrator
Mike Arrowsmith School IT Officer
Karen Drysdale Departmental Secretary, Department of Film Studies (part-time)
Rhona Paterson Departmental Secretary, Department of Film Studies (part-time)
Louise Bain Undergraduate Secretary, Departments of Philosophy (S1)
Lucie Wight Undergraduate Secretary, Departments of Philosophy (S2 part-time)
Rhona Paterson Departmental Secretary, Departments of Philosophy (part-time)
Shaun Darby Postgraduate Secretary/Library Assistant, Departments of Philosophy
Moira Gilruth Journal Manager, Philosophy Quarterly, Departments of Philosophy
Lynn Hynd Arché Administrator, Arché, Departments of Philosophy
Lisa Neilson Departmental Secretary, Dept. of Social Anthropology (part-time)
Panagiota Spanou Departmental Secretary, Dept. of Social Anthropology (S1 part-time)
Mhairi Aitkenhead Departmental Secretary, Department of Social Anthropology & Music

10. Staff on Leave

Department of Film Studies
Professor R Burgoyne Semester 2 2012/13
Dr D Martin-Jones Semester 1 2012/13
Dr L Torchin Semester 1 & Semester 2 2012/13

Department of Philosophy
Dr E Ashford Semester 1 & Semester 2 2012/13
Professor J Brown Semester 1 2012/13
Professor H Cappelen Semester 2 2012/13
Professor B Gaut Semester 1 & Semester 2 2012/13
Dr James Harris Semester 1 & Semester 2 2012/13
Dr L Jones Semester 2 2012/13 (leave from teaching)
Dr S Prosser Semester 1 & Semester 2 2012/13
Dr C Smith Semester 1 2012/13
Dr J Timmermann Semester 1 & Semester 2 2012/13

Department of Social Anthropology
Professor N Rapport Semester 1 & Semester 2 2012/13

11. Generic Email Accounts

Head of School philhos@st-andrews.ac.uk
School Director of Research phildor@st-andrews.ac.uk
Academic Music musicmodules@st-andrews.ac.uk
Arche Administration arche@st-andrews.ac.uk
Film Studies Departmental Office filmstudies@st-andrews.ac.uk
Film Studies Director of Teaching filmdot@st-andrews.ac.uk
Philosophy UG Course Administration philosophy@st-andrews.ac.uk
Philosophy PG Course Administration sasp@st-andrews.ac.uk
Philosophy Director of Teaching phildot@st-andrews.ac.uk
Philosophy Quarterly Journal pq@st-andrews.ac.uk
Philosophy Library philosophylibrary@st-andrews.ac.uk
SA Honours/Postgraduate Administration  socanthadmin@st-andrews.ac.uk
SA Sub-Honours Administration  socanth@st-andrews.ac.uk
SA Postgraduate Contact  pgsocanth@st-andrews.ac.uk
Social Anthropology Director of Teaching  socanhtdot@st-andrews.ac.uk
School Environmental Facilitators  philo-enviro@st-andrews.ac.uk

For details of generic email accounts for School Research Centres, please see item 4 above.

12.  Email Circulation Lists

Arché staff in College St  arche-college-st@googlegroups.com
All Arché People  arche-locals@googlegroups.com
All Film Studies Staff  filmstudies-staff@st-andrews.ac.uk
All Film Research Students  filmstudies-pgstudents@st-andrews.ac.uk
All Film MLitt Students  filmstudies-mlitt@st-andrews.ac.uk
All Philosophy Staff  philosophy-staff@st-andrews.ac.uk
All Philosophy Research Students  philosophy-research-students@st-andrews.ac.uk
All Philosophy MLitt students  philosophy-mlitt-students@st-andrews.ac.uk
All Philosophy Con Diploma Students  philosophy-diploma-students@st-andrews.ac.uk
All Social Anthropology Staff  social-anthropology-staff@st-andrews.ac.uk
Social Anthropology Research Students  socanth-research-students@st-andrews.ac.uk

Section 2:  Staff Roles and Responsibilities

13.  Remits for School Administrative Team

School Senior Administrator (Katie Allan)
Line Manager: Head of School
60% Department of Philosophy, 40% School
Email: ka22  Telephone: 2493

Main responsibilities:
The Senior Administrator has responsibility for all aspects of administrative service provision within the School including: development of administrative structures, systems and processes; financial management, resources planning and allocation; human resources management; and strategic, academic and operational planning. In addition, the Administrator provides technical and administrative support for members of the School Management Committee and other academic members of staff with administrative responsibilities.

School IT Officer (Mike Arrowsmith)
Line Manager: Head of School
Email: mga10  Telephone: 2480

Main responsibilities:
The IT Officer has responsibility for all aspects of IT service and equipment provision within the School including: development and maintenance of all School websites in consultation with relevant colleagues; technical support for applications, email, support for multi-media requirements to support learning, teaching and research activities; management of the videoconference room; purchasing of IT equipment; maintaining an inventory of all resources and equipment; administering a regular replacement programme for all IT equipment; liaising
with central IT services; strategic and creative application of new IT initiatives and developments, including advice to colleagues on its introduction; providing one-to-one training and guidance as required.

**DEPARTMENT OF FILM STUDIES**

**Departmental Secretary, Department of Film Studies (Karen Drysdale & Rhona Paterson)**
Immediate Line Manager: Head of Department, Film Studies, ultimately to Head of School
Karen Drysdale: Monday, Tuesday, Wednesday, Thursday 9am – 2.30pm
Rhona Paterson: Thursday, Friday
Email: filmstudies@  Telephone: Karen Drysdale 7473, Rhona Paterson 7480

**Main responsibilities:**
The Departmental Secretary is responsible for the day-to-day administration of the teaching programmes and research activities in Film Studies and will work closely with the Head of Department and other members of the Department in executing these responsibilities. This includes supporting all aspects of undergraduate and postgraduate admissions, of supporting teaching, assessment and examining activity at all levels, administrative support and minute-taking for departmental committees, acting as the first point of contact for the Department, financial administration relating to the research/travel budget, staff and student expense claims and the processing of payments and organisational and administrative support for all Film Studies events, activities and visitors, including travel, accommodation and catering arrangements and routine office responsibilities such as processing mail and maintaining office equipment and supplies.

**DEPARTMENT OF PHILOSOPHY**

**Undergraduate Secretary, Departments of Philosophy (Louise Bain/Lucie Wight and Rhona Paterson)**
Immediate Line Manager: Head of Department, Philosophy, ultimately to Head of School
Louise Bain: full-time (semester 1)
Lucie Wight: Monday, Tuesday, Thursday, Friday (semester 2)
Rhona Paterson: Wednesday
Email: philosophy@  Telephone: 2486

**Main responsibilities:**
The Departmental Secretary is responsible for the day-to-day administration of the teaching programmes and research activities in Philosophy and will work closely with the Head of Department and other members of the Department in executing these responsibilities. This includes supporting all aspects of teaching, assessment and examining activity, acting as the first point of contact for the Department, financial administration relating to the research/travel budget, staff and student expense claims and the processing of payments and organisational and administrative support for all Philosophy events, activities and visitors, including travel, accommodation and catering arrangements and day-to-day responsibility for the operation of the Philosophy Departmental Office, including the supervision of the general duties and responsibilities undertaken by the Postgraduate Secretary.

**Postgraduate Secretary/Library Assistant, Departments of Philosophy (Shaun Darby)**
Immediate Line Manager: Head of Department, Philosophy, ultimately to Head of School
Email: sasp@ / philosophylibrary@  Telephone: 2487

**Main responsibilities:**
The Postgraduate Secretary is responsible for the day-to-day administration for the MLitt and PhD/MPhil programmes in Philosophy and will work closely with the Director of Postgraduates and the Director of the MLitt Programme. This will include supporting all
aspects of postgraduate admissions, MLitt modules, especially supporting teaching and assessment activity, and postgraduate research administration such as the annual review process and arrangements for vivas and final examinations. The Secretary will also have routine office responsibilities such as processing mail and maintaining office equipment and supplies and will be supervised by the Undergraduate Secretary in this area. The Departmental Library assistant is responsible for maintaining borrowing records in the Departmental Library, liaising with the University Library and providing support to the Departmental Library Officer.

Journal Manager, Philosophy Quarterly, Departments of Philosophy (Moira Gilruth)
Immediate Line Manager: Chair of the PQ Management Committee, ultimately to Head of School
Email: pq@                      Telephone: 2484

Main responsibilities:
The Journal Manager has sole responsibility for the day to day running of the Philosophical Quarterly. The Manager is responsible for all contact with international authors, referees, book reviewers, copy editors, typesetters and the publisher. The Manager drafts letters and documents, maintains the database and coordinates and facilitates the work of the academic editors. The latter involves dealing with submissions and referees, accurate record keeping and correspondence concerning articles and discussion notes. It also includes work for the reviews section, web and database management, minute taking and preparation for the Management Committee and Editorial Board Annual Meetings, arranging the publisher’s visits, the annual essay prize and general journal publicity.

Arché Administrator, Arché, Departments of Philosophy (Lynn Hynd)
Immediate Line Manager: Director of Arché, ultimately to Head of School
Email: arche@                      Telephone: 1796

Main responsibilities:
The Arché Administrator is responsible for the day-to-day administration of the research activities and events in the Arché research centre and will work closely with the Director of Arché and other members of the centre in executing these responsibilities. This includes acting as the first point of contact for the Centre, financial administration relating to the research/travel budget, staff expense claims and the processing of payments and budget planning and forecasting for future workshop and conference events, organisational and administrative support for all Arché events, activities and visitors, including travel, accommodation and catering arrangements, preparation and distribution of promotional materials, liaising with and maintaining the Arché international network of academics, administrative support for Arché committees and assisting colleagues with the preparation of reports and documentation relating to the research projects.

DEPARTMENT OF SOCIAL ANTHROPOLOGY

Departmental Secretary (Honours & Postgraduate), Department of Social Anthropology (Lisa Neilson/Panagiota Spanou (S1 only))
Lisa Neilson:  Wednesday, Thursday, Friday
Panagiota Spanou:  Thursday, Friday
Immediate Line Manager: Head of Department, ultimately to Head of School
Email: socanthadmin@             Telephone: 2977

Main responsibilities:
The Departmental Secretary is responsible for the day-to-day administration of the Honours and Postgraduate teaching programmes and research activities in Social Anthropology and will work closely with the Head of Department and other members of the Department in
executing these responsibilities. This includes supporting all aspects of postgraduate admissions, supporting all aspects of teaching, assessment and examining activity, administrative support and minute-taking for departmental committees, acting as the first point of contact for the Department, administrative support for the ethics and risk assessment procedures, financial administration relating to the research/travel budget, staff and student expense claims and the processing of payments and day-to-day responsibility for the operation of the Social Anthropology Departmental Office, including the supervision of the general duties and responsibilities undertaken by the Departmental Secretary (Sub Honours).

**Departmental Secretary (Sub Honours Social Anthropology and Academic Music),
Department of Social Anthropology (Mhairi Aitkenhead)**
Immediate Line Manager: Head of Department, ultimately to Head of School
Email: socanth@          Telephone: 2972

**Main responsibilities:**
The Departmental Secretary is responsible for the day-to-day administration of the Sub Honours Social Anthropology and Academic Music teaching programmes and will work closely with the Head of Department and other members of the Department, and with the Director of Teaching for Academic Music, in executing these responsibilities. This includes supporting all aspects of undergraduate admissions, supporting all aspects of teaching, assessment and examining activity (including Academic Music), acting as the first point of contact for the Department, providing administrative support to the established research centres within the Department and organisational and administrative support for all Social Anthropology events, activities and visitors, including travel, accommodation and catering arrangements.

14. **Role of External Examiners (Undergraduate and Taught Postgraduate)**

The External Examining system is a crucial element of the University’s quality assurance structure, providing a means to ensure the quality and standards of awards, the standards of student performance and the validity of assessment processes. Equally importantly, the External Examining system is a valued means by which good practice is shared within the sector.

Specifically, the primary purposes of the External Examining system are to ensure:-

- that the standards set for the University’s awards, or award elements, are appropriate by reference to relevant national Subject Benchmark Statements, the National Qualifications Framework, the relevant Programme Specification and, where appropriate, the requirements of relevant Professional and Statutory Bodies;
- that the standards of student performance in a programme and its constituent modules are appropriate and comparable with those of similar programmes in other UK higher education institutions;
- that the processes for assessment, examination and the determination of awards are sound and have been conducted fairly.
Section 3: Semester Dates 2012/13

15. Semester Dates 2012/13

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Week</td>
<td>Week commencing Monday 10 September 2012</td>
</tr>
<tr>
<td>Martinmas Semester</td>
<td>Monday 17 September 2012 – Friday 21 December 2012</td>
</tr>
<tr>
<td>Graduation</td>
<td>Friday 30 November 2012 (no teaching)</td>
</tr>
<tr>
<td>Revision Period</td>
<td>Monday 3 December 2012 – Sunday 9 December 2012</td>
</tr>
<tr>
<td>Examinations</td>
<td>Monday 10 December 2012 – Thursday 20 December 2012</td>
</tr>
<tr>
<td>Christmas Vacation</td>
<td>Saturday 22 December 2012 – Sunday 6 January 2013</td>
</tr>
<tr>
<td>Candlemas Semester</td>
<td>Monday 28 January 2013 – Friday 31 May 2013</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Saturday 16 March 2013 – Sunday 31 March 2013</td>
</tr>
<tr>
<td>May Day Holiday</td>
<td>Monday 6 May 2013</td>
</tr>
<tr>
<td>Revision Period</td>
<td>Saturday 27 April 2013 – Sunday 12 May 2013</td>
</tr>
<tr>
<td>Examinations</td>
<td>Monday 13 May 2013 – Friday 31 May 2013</td>
</tr>
<tr>
<td>Graduation</td>
<td>Monday 24 June 2013 – Friday 28 June 2013</td>
</tr>
</tbody>
</table>

16. Key Deadlines & Dates 2012/13

Full details of the key deadlines and dates for 2012/13 can be found on-line at:

http://www.st-andrews.ac.uk/media/2012-13_deadlines.pdf

Section 4: School Constitution and School Committees

17. School Constitution

1. Head of School

(i) The Head of School is the officer responsible to the University Court for the overall strategic and operational management of the School. He/she shall be responsible to the Court for all academic, financial, staffing and safety matters within the School, and for any other matters detailed in the ‘Remits and Responsibilities of the Head of School’. The Head of School shall report directly to the Master.

(ii) The Head of School shall be appointed by the University Court. Following consultation with members of the School Council and with the Dean of the Faculty of Arts, the Principal of the University shall submit a nomination to the Court. Any professor, reader, senior lecturer or lecturer holding a standard contract that has at least five years to run before retirement will be eligible for appointment as Head of School. The Head of School may resign office by giving three months’ notice to the Principal.

(iii) The Head of School shall receive a written contract. Formally, the appointment will be for one year, but may be renewed annually by the Court up to a period of five years. If the Court wishes to continue the appointment for an extended period, the consultation procedure outlined in 1(ii) will be followed every fifth year.
(iv) If the Head of School is to be temporarily absent for a continuous period exceeding twenty-one days, the Principal shall appoint an Acting Head with the authority and responsibilities of the Head of School for the relevant period and notify the Court of the appointment if it is for more than two months.

(v) The Head of School shall take advice from the School Council, but shall not be bound by its recommendations.

(vi) The Head of School may be suspended by the Principal and, following an enquiry by a committee appointed by the Principal on which there shall be Court representation, he/she will be reinstated or removed from office by the next meeting of the University Court.

2. The School Management Committee and School Officers

(i) The Head of School shall appoint and convene a Management Committee that will assist and advise him/her in the fulfilment of his/her contractual duties as Head of School. Members of the Management Committee may be assisted and advised by appropriate committees and other members of staff in any duties assigned to them by the Head of School. The Head of School shall keep the Master informed of the composition of his/her Management Committee.

(ii) The Head of School shall appoint a Deputy Head and shall appoint and assign delegated responsibilities to other School officers as are required by the University as he/she deems appropriate. Such officers may also be replaced by the Head of School who shall be responsible for informing the relevant University Committees and Units of any changes in the assignment of these responsibilities.

(iii) The Head of School may create, reconfigure or disband sub-units of the School, as well as any School committees, sub-committees and working parties, and may appoint and replace Chairpersons of Departments in those Schools where they exist. Decisions regarding the above should be taken following appropriate consultation within the School, and should be discussed by the School Council before implementation.

(iv) The Head of School shall have a duty to ensure that all members of the School are informed appropriately and timeously on matters of School business. Minutes of School committees should be made available to all staff and annual summaries of School accounts should be presented to the School Council.

3. The School Council

(i) The role of the School Council is to advise and support the Head of School and the School Management Committee in their operational management and strategic development of the School.

(ii) The membership of the School Council shall consist of:

(a) professors, readers, senior lecturers, lecturers, teaching fellows, advanced research fellows, academic fellows, senior language tutors and scientific officers of the School holding standard contracts

(b) one representative of the secretarial staff of the School, and two student members of each of the Departmental Staff-Student
Consultative Committees (in Film Studies, Philosophy and Social Anthropology), namely the Student Convenor and a postgraduate, chosen by each committee; and one student member (normally the Convenor) of the Staff-Student Consultative Committee for Academic Music

(c) such other members of staff from the School as may be co-opted by the School Council,

all of whom shall have full voting rights.

The School Council shall have the power to invite other persons, not necessarily from within the School, to attend and contribute to meetings of the Council, but these shall not be members of the School Council. In particular, student members of the Student-Staff Consultative Committee and a representative of the postgraduate community may be invited to contribute to any appropriate School Council discussion.

(iii) The Head of School shall be Convener of the School Council. If the Head of School cannot attend a meeting of the School Council, he/she may appoint a deputy to chair the meeting.

(iv) The School Council shall have regular ordinary meetings at times and dates determined by the Council. There must be at least one meeting per semester on a date agreed before the start of the semester.

(v) Members of the School Council have a duty and responsibility to attend its meetings. The quorum for a meeting of the School Council shall be one third of the number of full members, excluding any who are on approved leave.

(vi) The agenda shall be sent to members of the School Council seven days in advance of an ordinary meeting. It shall be at the discretion of the Convener or, in his/her absence, his/her deputy, to admit business submitted within seven days of the meeting.

(vii) Extraordinary meetings of the School Council may be arranged by the Convener to deal with matters of urgency if at least three days’ notice is given of the time, date and agenda. No items of business shall be taken up at an extraordinary meeting except those for which the meeting is called.

(viii) Minutes of each meeting shall be circulated to all members of the Council. These minutes shall be submitted for approval at the next meeting of the Council.

(ix) Votes by proxy shall not be allowed for absent members of the School Council.

(x) The Convener of the School Council shall vote as an ordinary member of the School Staff Council and shall have no additional casting vote in the event of an equal division of votes.

(xi) The Head of School and the School Management Committee shall keep members of the School informed of executive actions that they have taken and, in particular, of the allocation of the School’s financial income.
4. **The School Student-Staff Consultative Committee**

(i) The School shall have at least one properly constituted Staff-Student Consultative Committee which shall meet once each semester. Student membership shall include both undergraduates and, where appropriate, postgraduates.

(ii) For each meeting of the Student-Staff Consultative Committee at least one week’s notice shall be given to all members and to the Student Association. In all other aspects, the Student-Staff Consultative Committee shall be free to determine its own constitutional and organisational arrangements, subject to the procedures and guidelines approved by Academic Council.

(iii) Minutes of the Student-Staff Consultative Committee shall be kept. They shall be posted publicly in the School and considered at the following meeting of the School Council. Any relevant decisions of the School Council shall be transmitted to the following meeting of the Staff-Student Consultative Committee.

5. **Formal complaint against the Head of School and/or the School Management Committee**

(i) Complaints about the Head of School and/or the Management Committee should in the first instance be dealt with informally and locally. Staff who continue to be dissatisfied have access to the Master to discuss concerns regarding issues affecting the School generally or their own relationship with the Head of School. Finally, a formal complaint may be raised against the Head of School and/or the School Management Committee by calling a Special Meeting of the School Council.

(ii) A Special Meeting of the School Council will be called if a detailed statement of complaint is signed by no less than 30% of the members of the School Council.

(iii) The quorum of a Special Meeting of the School Council shall be one half of the number of full members, excluding any who are on approved leave.

(iv) A Special Meeting of the School Council will elect its own chairman/chairwoman.

(v) A Special Meeting may agree by vote to bring forward a detailed statement of complaint to the Principal.

(vi) The Principal will first attempt to resolve the matter directly, which failing he/she will bring the complaint to the attention of Court.

6. **Amendment of the Constitution proposed by the School**

(i) Amendments to the Constitution proposed by a member of the School may be submitted to any meeting of the School Council, provided that fourteen days’ notice is given.

(ii) A proposed amendment that secures more than two thirds of the votes of all the members of the School Council will be forwarded by the Head of School to the
Master. Following a period of consultation, the Master will take the proposal to Court for consideration.

18. **School Management Committee**

18.1 **Role and Remit**
The role of the School Management Committee is to assist and advise the Head of School in the fulfilment of his/her contractual duties as Head of School. The Head of School shall keep the Master informed of the composition of his/her Management Committee.

18.2 **Membership 2012/13**
Professor Katherine Hawley, Head of School
Email: kjh5 (Chair)

Dr Mark Harris, Deputy Head of School/Head of Department, Dept. of Social Anthropology
Email: mh25

Professor John Haldane, School Director of Research
email: jjh1

Professor Herman Cappelen, Director of Arche (semester 1 only)
Email: hwc1

Professor Jessica Brown, Director of Arche (semester 2 only)
email: jab30

Professor Robert Burgoyne, Head of Department, Dept. of Film Studies (semester 1 only)
email: rjb21

Dr David Martin-Jones, Head of Department, Dept. of Film Studies (semester 2 only)
email: dm70

Professor Sarah Broadie, Head of Department, Departments of Philosophy
email: sjb10

Mrs Katie Allan, Senior Administrator
email: ka22 (Secretary)

18.3 **Dates of Meetings 2012/13**

**Semester 1**
- 5 September
- 19 September
- 17 October
- 7 November
- 28 November

**Semester 2**
- 30 January
- 27 February
- 3 April
- 24 April
- 22 May
- 19 June
18.4 Agenda & Minutes

Items for the agenda should be of School-wide relevance and not issues which should properly be addressed, and/or resolved, within individual departments. If you wish to add an item to the agenda then do so via your Head of Department.

The minutes of the School Management Committee are available on request from the Secretary.

19. School Council

Please refer to the School Constitution (above) for more information on the School Council. The dates of the Council in 2012/13 are:

**Semester 1**

5 December

**Semester 2**

1 May

Both meetings will take place at 2pm in room 104, Edgecliffe.

Section 5: Health & Safety and Building Security

20. Key Health & Safety Contacts

In the case of the School of Philosophical Anthropological & Film Studies ultimate responsibility for Health & Safety issues lies with the Head of School (Professor K Hawley), who delegates the day-to-day duties of monitoring Health & Safety issues within the School to a Health & Safety Co-ordinator (Mrs K Allan, Senior Administrator). Health & Safety issues can be raised directly with either the Health & Safety Co-ordinator or with the Head of School and are also discussed at the Departmental Staff Councils. The Health & Safety Co-ordinator and the Head of School meet regularly to discuss Health, Safety and Security issues. If any members of staff have a health concern, then they should contact the Occupational Health Adviser directly. The Environmental, Health & Safety Services (EHSS) website can be found at: [http://www.st-andrews.ac.uk/ehss/](http://www.st-andrews.ac.uk/ehss/)

21. Fire Safety

In the event of a fire, staff should follow the instructions given in the University of St. Andrews Fire Action Notices that are posted in the School.

Fire alarms will be tested regularly in each of the buildings occupied by the School. These tests are organised and recorded by Estates staff. This check is to ensure that the systems work. The alarm will only ring for a few seconds. If a fire actually breaks out at the time of the test, the alarm will continue to ring.
22. **First Aid Emergency**

In the event of a first-aid emergency, all staff should follow the instructions given on the University of St. Andrews ‘First-Aid Emergency’ notices that are posted in the School. Information on first aid procedures is displayed widely throughout the School (green and blue notices). The School has one qualified first-aider:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Allan</td>
<td>2493</td>
<td>Room B01, Edgecliffe</td>
</tr>
</tbody>
</table>

The School has four first aid appointed persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Drysdale (M/Tu/W/Thu)</td>
<td>7473</td>
<td>Departmental Office, Film Studies</td>
</tr>
<tr>
<td>Moira Gilruth</td>
<td>2484</td>
<td>Room G04, Edgecliffe</td>
</tr>
<tr>
<td>Rhona Paterson (Thu/Fri)</td>
<td>7473</td>
<td>Departmental Office, Film Studies</td>
</tr>
<tr>
<td>Lisa Neilson</td>
<td>2977</td>
<td>Departmental Office, Soc Anth</td>
</tr>
<tr>
<td>Jimmy Ness</td>
<td>3985</td>
<td>(Porter’s Lodge for Arché)</td>
</tr>
</tbody>
</table>

The above-named staff are the ‘designated persons’ to give first aid. Environmental, Health & Safety Services run a training course every year.

First Aid boxes are located in the Departmental Offices of each Department within the School.

23. **Reporting Accidents and Dangerous Occurrences/Near Misses**

All accidents or dangerous occurrences/near misses should be reported to the Head of School and the School Health & Safety Co-ordinator. In turn, they will inform the University Safety Adviser using the appropriate University form.

All incidents including reportable accidents or dangerous occurrences/near misses within the Unit will be investigated by School Health & Safety Co-ordinator or the University Safety Adviser.

24. **Risk Assessments of the Workplace**

In compliance with the University Health and Safety Policy, a systematic survey of the workplace to identify foreseeable hazards has been carried out.

The following significant hazards have been identified within the Unit work activities:

- Fire;
- Slips/Trips/Falls;
- Electrical Equipment;
- Display Screen Equipment;
- Manual Handling Operations;
- Violent Situations;
- Malicious Intruders;
- Stress;
- Work Outside Normal Working Hours;
• Work Out with the University
• Activities potentially affecting new and expectant mothers;
• Lone Working.

The School’s Health & Safety Co-ordinator will ensure that generic risk assessments and, where necessary, risk assessments to comply with specific legislation e.g. Health and Safety (Display Screen Equipment) Regulations 1992, Manual Handling Operations Regulations 1992, are carried out.

25. **Display Screen Equipment (DES)**

The following legislation requires individual risk assessments:

**Health and Safety (Display Screen Equipment) (DSE) Regulations 1992 (As amended in The Health and Safety (Miscellaneous Amendments) Regulations 2002)** - Specific DSE risk assessments will be performed on all DSE workstations. Guidance on the safe use of DSE can be found in the University publication entitled: ‘Guidance Notes for Safe Use of Display Screen Equipment’.

A written record of all DSE risk assessments is kept on file and a copy shown to the relevant user of the workstation.

Where deemed necessary by the risk assessment of the workstations, the School Health & Safety Co-ordinator will arrange for it to be upgraded to meet the minimum requirements of the governing legislation.

All members of staff are required to complete the computerised training program for the use of DSE that is available on the Environmental Health and Safety Services web site at address: [http://www.st-andrews.ac.uk/services/safety/webpages/restrict/ref.html](http://www.st-andrews.ac.uk/services/safety/webpages/restrict/ref.html)

The question set at the end of the program should be completed and the results should be printed out and kept on file.

**Section 6: School Information Technology (IT)**

26. **School IT Officer**

The School Computer Officer is Mike Arrowsmith who can be contacted on extension 2480, in Edgecliffe room B02, or by email at mga10@st-andrews.ac.uk. He is responsible for all aspects of IT service and equipment provision within the School including: development and maintenance of all School websites in consultation with relevant colleagues; technical support for applications, email, support for multi-media requirements to support learning, teaching and research activities; management of the videoconference room; purchasing of IT equipment; maintaining an inventory of all resources and equipment; administering a regular replacement programme for all IT equipment; liaising with central IT services; strategic and creative application of new IT initiatives and developments, including advice to colleagues on its introduction; providing one-to-one training and guidance as required.

The School Computer Officer is not directly responsible for maintenance and support of the University administrative systems, including: Module Management System (MMS), Research Profiles (PURE), Finance and Purchasing (APTOS). Any technical problems or questions
about these services should always be directed in the first instance to the IT Services Helpdesk (see below).

27. **Helpdesk**

The central IT helpdesk is located in the main Library and is normally staffed from Monday to Friday between 08:45 and 18:00 (vacations 09:00 – 17:00). They can be contacted by email at helpdesk@st-andrews.ac.uk or by phone on extension 3333.

28. **Your University computer account**

When a new staff member arrives at the University he/she will need to visit the helpdesk to obtain his/her username and password. This is used to access email, some internal and external online resources, and many of the University's administrative systems.

29. **Email accounts**

The email system goes by the name of Unimail. This is a Microsoft Exchange-based system and can be accessed either through email client software installed on your computer or via a web interface. The recommended software is Microsoft Outlook but many other clients will work, as will mobile devices and tablets.

Unimail provides you with 3GB of filespace but this should be regularly maintained through the permanent removal of deleted messages and organised into folders to keep it working efficiently. If you just keep all your mail in one large Inbox and never get rid of unnecessary messages you may find the system becoming slow.

As well as your personal email account you may also be given access to a non-personal account, used for shared administrative tasks or specific projects. Email is all stored centrally and backed up automatically each day.

30. **Connecting to the network**

All computers connected directly to the University of St Andrews data network must be registered with the IT Helpdesk. If you attempt to connect a device that hasn't been registered it won't have internet or email access.

Equipment supplied by the University will already be registered but if you wish to connect your own laptop you will need to take it first to the IT Helpdesk and tell them which building you are in, as most computers are also restricted to your main office location.

There is also a wireless network that is available across campus which can be used with wireless-enabled devices. This system is called Eduroam, and integrates with other participating institutions so you can log in to their own wireless network with your St Andrews username and password.

31. **Printing**

You may have been issued with a local printer directly connected to your computer. This should be used for low volume page prints. For long print runs you can connect to one of
several workgroup printers within the School. If you don't have access to any of these from your computer, contact the School IT Officer.

Please use double-sided printing wherever possible to save on costs. The setup for this will vary according to which printer you are trying to use, but should be found in the print dialog box (on Windows systems the 'Preferences' section and for Macs under 'Layout').

It is not possible to use the workgroup printers if connected via wireless.

32. **Security**

Your university account is your unique identity within the University systems and you must keep your password secret. Do not give it away or share it.

You can change your password via the University website, but it must always conform to certain standards of strength before it will be accepted by the system.

As with all large organisations, St Andrews is sometimes the target of fraudsters who want to gain access to your email or our wider systems. If you are in any doubt at all about the authenticity of any email that purports to come from the University and asks you to supply your details, please contact the Computer Officer or IT Helpdesk for clarification. Always err on the side of caution, do not directly answer any such emails and remember that no-one genuine will ever ask you for your password.

PC computers are supplied with F-Secure anti-virus software and it is essential that this is kept updated. This should happen automatically, but if you ever see a message telling you that your virus definitions are out of date, contact the Computer Officer or IT Services for help. You will also frequently be asked to install updates for other software on your computer. *It is essential that you install updates when prompted.* Many problems are caused by outdated software and can be avoided. However inconvenient it may be at the time to wait a few minutes to update software, the consequences of not doing so can be much worse!

33. **Purchasing**

All requests for purchasing should be made to the School IT Officer. The University benefits from charitable status, has discount arrangements with preferred suppliers, and has purchased site license for a range of software. Accordingly, if you buy equipment or software yourself you may not be able to subsequently claim all or part back from the University.

All equipment bought by the University remains our property and must be returned upon the expiry of a contract.

34. **Software**

Computers are installed as standard with Microsoft Office (2010 for PCs and 2011 for Macs). If you require specialist software, please contact the School IT Officer.

35. **Websites**

The School websites are designed and managed by the School IT Officer, but are based on a content management system that allows any authorised user to make changes. Arrangements
may differ in each department, but if you have news items or events that need publicising on the website these should be sent to the departmental office.

There are also a number of centre websites to which you may need direct access and this can be arranged with the School IT Officer.

36. **Videoconferencing**

The School has a videoconferencing suite in Edgecliffe which can be used either for a full videoconference using the high quality cameras and encoder, or for Skype conferences. These facilities can be booked through the School IT Officer.

37. **Teaching and Seminar Rooms**

Teaching rooms are all fitted with Windows PCs connected to a projector and speakers. You can use these for presentations and documents stored on USB sticks or the Central File Store. Alternatively you can connect your own laptop to the display equipment.

Film Studies also has a boardroom which is fitted with a Blu-ray player and a Macbook Pro.

38. **Visitors to the University**

From time to time you may need to provide computer facilities for a visitors. We have guest accounts available for this, and also conference accounts for delegates to events you may organise.

39. **Central filesystem**

Administrative staff make extensive use of the University’s Central File Store (CFS) to store documents and information. Academic staff may also need access to some areas of the CFS, in which case contact the School IT Officer.

In addition the School area on the CFS, each member of staff has a personal space of at least 5 GB. As the CFS is backed up overnight, it is useful to keep a copy of all your important data here.

You can access this space on Windows by opening a folder and choosing **Tools** followed by **Map a network drive.** Specify the location as `\nexus\xxx` where `xxx` is your username. On a Mac choose **Go** then **Connect to a server** from the Finder and specify the address as `smb://nexus/xxx` – in both cases you will need to supply your University password.

Your personal filesystem is automatically available if you log into one of the 'classroom' PCs in teaching and seminar rooms.

40. **Backing up your Data**

It is your responsibility to ensure that all your important information is securely backed up. We can supply a small external hard drive for this purpose, but you should also consider making use of the Central File Store (above).
41. **Connecting from home or while travelling**

Access to some University services requires that you are connected to the University network. Your computer will have Virtual Private Networking (VPN) software installed to enable you to do this – contact IT Services for help in setting this up.

A useful way of transporting your data is to use Dropbox software, which allows you to store up to 2GB on a central server and synchronise the latest version across a number of computers. Contact the School IT Officer for more information.

42. **Film and Videos**

The School has an HD video camera that can be booked for use in fieldwork, filming conferences etc. We also have a number of computers with film editing and compression software that can be used for producing digital content.

Media Services (ext 3674) can also supply equipment and may also be available to film certain events for you.

If you are making clips or compilations of published videos or DVDs it is your responsibility to ensure that all copyright legislation is respected.

43. **Assistive Technology**

For users with specific requirements to help their use of IT we can offer assistance through the use of software such as Dragon speech recognition and the supply of specialist furniture or equipment. There is also an IT disabilities support advisor who can be contacted via the Helpdesk.

44. **Training**

There are a number of IT training courses that are open to University students and staff which you may find very useful. For more information see the Computer and IT Support section of the main website, or email it-training@st-andrews.ac.uk.

45. **Misuse**

When you activate your user account you will be issued with a set of terms and conditions to which you are agreeing. The full agreement is available on the University website but we would like to draw your attention in particular to the use of file sharing or peer-to-peer software to infringe copyright. This is regarded as a serious issue and may result in suspension of your account or disciplinary action.
Section 7: Finance

46. Research Fund (Academic Staff)

All members of staff (including all post-doctoral fellows and all teaching fellows on a one year contract), are allocated a £1,300 research budget. These funds are to be used to support research trips and other research-related expenditure.

Staff are permitted to draw forward funds from the next year’s allocation up to a maximum of £650. Provided they have contracts running at least to the end of the following year.

For example, the 2012/13 allocation of £1,300 can be topped to a maximum of £1,950. As a result of this draw forward, in 2013/14 only £650 will be available to spend, unless money is drawn forward from 2014/15. This procedure may be repeated in successive years. All requests to draw forward funds in this way must be applied for in advance and pre-approved by the relevant Head of Department.

All queries related to the travel fund, including confirmation of funds available to spend and budget, should be directed to Karen Drysdale/Rhona Paterson (Film Studies), Louise Bain/Lucie Wight/Rhona Paterson (Philosophy) and Lisa Neilson/Panagiota Spanou (Social Anthropology).

47. Travel Fund (Research Postgraduate Students)

All research postgraduate students have an annual allocation of £300. Students are permitted to draw forward up to a maximum of £150 from the next year’s allocation.

A greater draw forward can only be made at the discretion of the Head of Department and no draw forward beyond the fourth year of registration is permitted (i.e. the final draw forward must be made in year 3 from the year 4 allocation). All requests to draw forward funds in this way must be applied for in advance and pre-approved by the relevant Head of Department.

All queries related to the travel fund, including confirmation of funds available to spend and budget, should be directed to Karen Drysdale/Rhona Paterson (Film Studies), Louise Bain/Lucie Wight/Rhona Paterson (Philosophy) and Lisa Neilson/Panagiota Spanou (Social Anthropology).

48. Booking Travel Arrangements

Due to the closure of the University Travel Service (UTS) in summer 2012, the University has made alternative provision available via the following suppliers:

- DP & L (https://www.st-andrews.ac.uk/media/supplier_info_dpl.pdf)
- Click Travel
- Key Travel
- Northenden Diamond Travel
- Selective Travel Management
- The Co-operative Travel Management

Full details of the revised policy can be found at:
All staff and research postgraduate students can contact these providers directly to discuss travel requirements in detail. In addition, the departmental office staff can do this on behalf of staff, particularly with regards to the travel arrangements for external visitors such as external examiners and visiting speakers.

When arranging for travel providers to send invoices to the School, please ensure that you provide your own name as the person making the booking and travelling or the name of the person who will be travelling and arrange for the invoices to be sent to the relevant departmental office. You should also email the relevant departmental staff to give them some details of the booking made (if they have not made the booking on your behalf) so that they will either know which cost centre to charge upon receipt of the invoice or who to contact with any query about the invoice.

49. **On-line Shop for Sale of Goods & Services**

Schools are now required to use the On-line Shop as much as possible, for the sale of all goods and services. This applies to the sale of course materials to students, to the sale of merchandising products such as T-shirts, to places on workshops and conferences for staff, students and external colleagues and the sale of places on events such as Reading Parties for students. More information about the online shop can be found at:

http://www.st-andrews.ac.uk/staff/money/onlineshop/

The staff in the Departmental Office will take responsibility for completing and submitting the required template forms to the Finance Office and for liaising between colleagues organising an event and the staff in the Finance Office.

Please be aware of the need to establish a realistic timetable for the use of the online shop for the sale of items. Particularly in the case of the sale of places for events, where a deadline for applications will be required, then a realistic period of time when the event is advertised online and available for purchase and the time at the start of the process to create the items in the on-line shop. Please allow at least 2 weeks, and preferably longer, from the point of confirming the details with the Departmental Office and the date when the event will appear on-line.

50. **Staff Expense Claims**

The on-line staff expense claim form is available at:

http://www.st-andrews.ac.uk/staff/money/Salaries/

All claims must be supported by itemised receipts and must be in accordance with the University’s Expenses policy. This is available on-line at:

http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/

Staff expenses are paid at the end of the month for claims that are submitted to the Salaries Office to meet the cut-off deadlines. These are available on-line at:

http://www.st-andrews.ac.uk/staff/money/Salaries/dates/
When submitting expense claims to the relevant Departmental Office, please allow sufficient time for the claims to be processed and signed by the relevant Head of Department.

51. **Financial Responsibilities of Principal Investigators (PIs) of Research Grants**

Principal Investigators (PIs) are responsible for the balances of the research grants that they hold. Further advice and support on the management of research grants can be obtained from Finance Advice and Support (FAS) at is philfas@st-andrews.ac.uk.

52. **University Insurance Policies**

52.1 **Motor Insurance**

Members of Staff who might drive vehicles while undertaking university business (such as driving mini-buses with students and staff members on Reading Parties or fieldwork trips) must be apply to be added to the University’s Insurance policy before they drive. Please refer to the webpage below for further information:

http://www.st-andrews.ac.uk/staff/money/Insurance/Motorinsurance/

52.2 **Personal Accident and Travel Insurance**

Employees of the University who undertake travel for a period of 6 months or less and whose journey is undertaken either for the purpose of business on behalf of the University or for the purpose of a conference, research or field trips approved by the University are covered by the University Travel Insurance policy. Please refer to the webpage below for further information:

http://www.st-andrews.ac.uk/staff/money/Insurance/Travelinsurance/

52.3 **Material Damage/Business Interruption**

Employees who are in possession of IT equipment such as laptops, ipads, iPhones etc might be able to make a claim against the University’s insurance policy for the theft of such items or for the repair costs of any damage to such equipment. In the event that damage is caused to such items belonging to the University, staff must contact the School IT Officer before arranging for any repair personally (as any such repair might invalidate the warranty on the item).

52.4 **Contact for Insurance Queries**

The main contact for queries relating to the University’s Insurance Policy is Kenneth Stewart (EHSS) on extension 2465 or email insurance@st-andrews.ac.uk

Section 8: Research

53. **Research Leave Policy**

Research leave expectation will now be built up via semesters of teaching, not of employment.

1. Colleagues on standard research-teaching contracts can expect a semester’s research leave after completing 6 semesters of teaching; these teaching semesters needn’t be consecutive.
2. For these purposes, ‘teaching’ is any period not on research leave; this includes colleagues partially ‘bought out’ to manage large research projects, and colleagues serving as e.g. Head of School or Dean.

3. For new lecturers, previous full-time teaching at St Andrews (e.g. as teaching fellow) will count towards this six semesters; we will take account of previous teaching elsewhere where possible and by negotiation.

4. Notwithstanding (3), colleagues will be granted research leave in the first year of a new contract only in exceptional circumstances.

All research leave already arranged will go ahead as agreed. All leave accrued (partially or wholly) by September 2010 will be honoured; in addition, colleagues will accrue $\frac{1}{6}$ semester’s research leave for every semester of teaching from September 2010 onwards.

54. Research Leave Applications for Leave in 2013/14 and 2014/15

The deadline for applications for a period of research leave during 2013/14 or 2014/15 is Monday 15 October 2012. Applications should be submitted to the Head of School at philhos@st-andrews.ac.uk. Applicants are asked to provide details of the year and/or semester they wish to take as research leave, whether they intend also to apply for additional external funding to extend the leave period and what research leave they have taken already in the previous 5 years. Applicants are also requested to provide a brief indication of what they intend to work on during their proposed period of leave.

55. Research Grant Bids – Advice and Support

The Finance Department offers a ‘cradle to grave’ support service to academics in all aspects of research awards and contracts from pre-application (idea/finding funding and costing stage) to award (contract negotiation, project account setup, invoicing and financial reporting).

They provide costing and pricing advice for applications, tenders and University consultancy and administer the research grants and contracts once awarded.

Within the Finance Department there are two sections providing research support:
- Research Business Development and Contracts (RBDC)
- Finance Advice and Support (FAS)

For more details visit the Research Support webpages at:

http://www.st-andrews.ac.uk/researchsupport/

The main email contact point for the School is philfas@st-andrews.ac.uk

56. Research Grants – Approval of Applications via Je-S

Staff who are submitting a grant proposal via the Je-S system should ensure that the School Director of Research is given advanced notice that the proposal is pending and of the submission deadline. A minimum of two weeks, and preferably longer, is required. This will ensure that the approver has adequate time to review and approve the proposal and avoids last minute problems.
The following members of staff can approve proposals in the Je-S system: Professor John Haldane (School Director of Research), Professor Katherine Hawley (Head of School) and Dr Mark Harris (Deputy Head of School).

57.  Research Grants – Record of Applications

Staff are reminded that they should notify the Senior Administrator (ka22) of all research grant applications at the point of submission and of the outcome of the applications. This assists in ensuring that the University’s records on applications made by the School are accurate.

58.  PURE Database

Staff are reminded of the importance of keeping the information held in PURE about their research activities up to date. This information is now publicly available via the University’s webpage and is therefore an important part of School’s public profile.

Section 9: Teaching

59.  Teaching Learning and Assessment Policies

The University’s Teaching Learning and Assessment Policies are available online at:

http://www.st-andrews.ac.uk/staff/policy/tlac/

60.  Policy on Student Academic Appeals and Complaints

The University Policy on Student Academic Appeals and Complaints is available online at:

http://www.st-andrews.ac.uk/students/rules/appeals/policy/

61.  Academic Misconduct

The University Policy on Academic Misconduct is available online at:

http://www.st-andrews.ac.uk/staff/policy/tlac/academicmisconduct/

62.  Academic Alerts

The University Policy on Academic Alerts is available online at:

http://www.st-andrews.ac.uk/staff/policy/tlac/attendance/academicalerts/
63. Policy on Postgraduate Students

The University’s Policy for Supervisors and Students in Taught Postgraduate Programmes is available online at:

http://www.st-andrews.ac.uk/staff/policy/tlac/postgraduate/taught/

The University’s Policy for Supervisors and Students in Research Postgraduate Programmes is available online at:

http://www.st-andrews.ac.uk/staff/policy/tlac/postgraduate/research/

64. Library Resources

The Library Reps for 2012/13 are:

- Film Studies: Dr Elisabetta Girelli
- Music: Dr Jonathan Kemp
- Philosophy: Dr Aaron Cotnoir, philosophylibrary@st-andrews.ac.uk
- Social Anthropology: Professor Roy Dilley

The University Library Guide for Academic Staff can be found at:

http://www.st-andrews.ac.uk/library/information/furtherhelp/libraryguide/

The Arts & Divinity Academic Liaison Librarian is Dr Alice Crawford who can be contacted on extension 2317 or email ac101@st-andrews.ac.uk

65. Module Management System (MMS) – User Guides

MMS is a web-based tool used for the management and administration of modules and module-related tasks. MMS provides a set of tools that provides for the on-line administration of teaching and learning.

MMS is used within the School to record marks for student assessments, to report module grades, degree classifications and progression decisions to the Registry, to monitor student attendance, to monitor self-certificates for absence and to issue academic alerts to students. It also allows students to submit coursework, to receive marks and feedback on coursework and to enrol into tutorial groups.

Detailed guides on the use of MMS can be found at:

https://www.st-andrews.ac.uk/mms/guides.html

66. Moodle

Moodle is the on-line virtual learning environment which is used to provide students with module content such as reading lists, module guides, weekly readings etc. More information on the use of Moodle can be found at:

http://www.st-andrews.ac.uk/itsupport/academic/Moodle/
Section 10: General (i.e. non-teaching) University Policy

67. Staff Absence Policy

Academic staff can have good reasons to spend time away from St Andrews, both for holidays and for work-related travel. But absence at busy times can cause inconvenience or serious difficulties for those left behind, including support staff and students, even when the travelling colleague remains in contact by email. These difficulties can sometimes be mitigated by forward planning.

This document explains (a) when you need to ask permission of the Head of School to be away from St Andrews and (b) when you need to inform colleagues that you will be away. In this context:

- ‘away from St Andrews’ means away from your local home, regardless of whether that is in St Andrews.
- ‘during semester’ includes orientation week, teaching, examinations and marking (for actual dates see below), and includes weeks in which you have no teaching scheduled. It does not include the two-week spring break, or the short period when the university is closed over Christmas/New Year.
- heads of department should inform the head of school (as well as departmental secretary) of their absence; the head of school is required to inform the Master of his/her absences.
- where permission is required, you must obtain this in writing (email) before you make firm commitments, either by accepting invitations or by booking travel. When you are required simply to inform colleagues of your absence, please do this as early as possible.

Whilst on research leave: no need to seek permission to be away. If you will be away for more than 5 working days, you should inform your head of department and your departmental secretary. If you wish to be out of email contact for more than three weeks, you must seek permission from the head of school.

Outside of semester: no need to seek permission to be away. If you will be away for more than 5 working days, you should inform your head of department and your departmental secretary. If you wish to be out of email contact for more than three weeks, you must seek permission from the head of school.

Within semester (including exams etc): if you will be away for more than 2 working days, you should inform your head of department and departmental secretary. If you wish to be away for more than 5 working days, you must seek permission from the head of school.

Dates:

- Autumn semester 2012: ‘during semester’ means 10th September – 18th January inclusive, with the exception of 22nd December – 2nd January inclusive.
- Spring semester 2013: ‘during semester’ means 28th January – 12th June inclusive, with the exception of 16th – 31st March inclusive.

The new calendar means that we will have to review our habits of marking, exam boards etc, so ‘during semester’ may be a somewhat shorter period in following years.
68. **Sickness Absence Reporting**

The University Policy on Sickness Absence Reporting is available on line at:

[http://www.st-andrews.ac.uk/staff/policy/hr/Sicknessabsencepolicy/](http://www.st-andrews.ac.uk/staff/policy/hr/Sicknessabsencepolicy/)

All sickness absence should be reported to the relevant Departmental Office and/or Head of Department on the first day of absence. The Senior Administrator will ensure that the relevant forms are submitted to Human Resources in regard to the absence. Please note that this policy applies to all members of staff, both academic and support.

69. **Approval of Annual Leave**

The University’s guidance on annual leave can be found at:

[http://www.st-andrews.ac.uk/staff/policy/hr/Annualleaveguidance/](http://www.st-andrews.ac.uk/staff/policy/hr/Annualleaveguidance/)

Requests for annual leave for administrative staff, post-doctoral staff and teaching fellows must be made in advance to the relevant Head of Department. The request and the approval should be sent to the Senior Administrator for the purposes of record-keeping. The Senior Administrator will confirm to administrative staff at the start of year their standard annual leave entitlement, any carry forward days available, the arrangements for leave over the Christmas period and any statutory days annual leave.

70. **Appointment of Visiting Scholars**

Guidance on the appointment of Visiting Staff and Students, and the relevant forms, can be found on line at:

[http://www.st-andrews.ac.uk/staff/policy/visitingscholarsandstudents/](http://www.st-andrews.ac.uk/staff/policy/visitingscholarsandstudents/)

71. **Appointment of Honorary Staff**

Guidance on the appointment of Honorary staff, and the relevant forms, can be found on line at:


72. **Data Protection**

Information about your responsibilities under the terms of the Data Protection Act are available on line at:

[http://www.st-andrews.ac.uk/students/rules/dataprotection/](http://www.st-andrews.ac.uk/students/rules/dataprotection/)

73. **Freedom of Information**

Information about Freedom of Information is available on line at:

[http://www.st-andrews.ac.uk/foi/overview/](http://www.st-andrews.ac.uk/foi/overview/)
74. **Records Retention and Management**

Guidance on the management and retention of records, including student data, can be found on line at:

http://www.st-andrews.ac.uk/staff/policy/RecordsManagement/

Section 11: School Newsletter

75. **School Newsletter**

The School Newsletter is circulated on a weekly basis during term time and is intended to allow all staff within the School to advertise the activities and achievements of staff and students from across the School. The content is also used to respond to requests from the University about achievements and activities within the School and is therefore a valuable record.

Please submit any items for inclusion in the Newsletter to the Senior Administrator (ka22) by 12 noon on Thursday each week. The Newsletter is circulated electronically each Friday.
### Alphabetical listing of staff and their contact details

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>AITKENHEAD, Mhairi</td>
<td>Secretary, Social Anthropology</td>
<td>2972</td>
<td>socanth</td>
</tr>
<tr>
<td>ALLAN, Katie</td>
<td>Senior Administrator</td>
<td>2493</td>
<td>ka22</td>
</tr>
<tr>
<td>ANGIER, Tom</td>
<td>Teaching Fellow, Philosophy</td>
<td>4437</td>
<td>tpsa</td>
</tr>
<tr>
<td>ARROWSMITH, Mike</td>
<td>IT Officer</td>
<td>2480</td>
<td>mga10</td>
</tr>
<tr>
<td>ASHFORD, Elizabeth</td>
<td>Lecturer, Philosophy</td>
<td>2470</td>
<td>ea10</td>
</tr>
<tr>
<td>BAIN, Louise</td>
<td>Undergraduate Secretary, Philosophy</td>
<td>2486</td>
<td>philosophy</td>
</tr>
<tr>
<td>BALL, Derek</td>
<td>Lecturer, Philosophy</td>
<td>1795</td>
<td>db71</td>
</tr>
<tr>
<td>BARON, Marcia</td>
<td>Professor, Philosophy</td>
<td>2474</td>
<td>mb253</td>
</tr>
<tr>
<td>BROADIE, Sarah</td>
<td>Professor, Philosophy</td>
<td>2494</td>
<td>sbj15</td>
</tr>
<tr>
<td>BROWN, Jessica</td>
<td>Professor, Philosophy</td>
<td>2477</td>
<td>jab30</td>
</tr>
<tr>
<td>BUNN, Stephanie</td>
<td>Lecturer, Social Anthropology</td>
<td>2997</td>
<td>sbj20</td>
</tr>
<tr>
<td>BURGOYNE, Robert</td>
<td>Professor, Film Studies</td>
<td>2448</td>
<td>rjb21</td>
</tr>
<tr>
<td>CARRUTHERS, David</td>
<td>Professor, Philosophy</td>
<td>2485</td>
<td>dcd2</td>
</tr>
<tr>
<td>CLARK, Peter</td>
<td>Professor, Philosophy</td>
<td>2492</td>
<td>pjc</td>
</tr>
<tr>
<td>COHEN, Stewart</td>
<td>Professorial Fellow, Philosophy</td>
<td></td>
<td><a href="mailto:cohens@u.arizona.edu">cohens@u.arizona.edu</a></td>
</tr>
<tr>
<td>COTNOIR, Aaron</td>
<td>Lecturer, Philosophy</td>
<td>4438</td>
<td>ac117</td>
</tr>
<tr>
<td>CROOK, Tony</td>
<td>Senior Lecturer, Social Anthropology</td>
<td>2818</td>
<td>tc23</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td>DARBY, Shaun</td>
<td>Postgraduate Secretary, Philosophy</td>
<td>2487</td>
<td>sasp</td>
</tr>
<tr>
<td>DILLEY, Roy</td>
<td>Professor, Social Anthropology</td>
<td>2984</td>
<td>rmd</td>
</tr>
<tr>
<td>DRYSDALE, Karen</td>
<td>Secretary, Film Studies</td>
<td>7473</td>
<td>filmstudies</td>
</tr>
<tr>
<td>DYER, Richard</td>
<td>Professorial Fellow, Film Studies</td>
<td></td>
<td>rwd4</td>
</tr>
<tr>
<td>DONALDSON, Lucy</td>
<td>Teaching Fellow, Film Studies</td>
<td>7483</td>
<td>lfd2</td>
</tr>
<tr>
<td>DOWNES, Michael</td>
<td>Director of Music, Music</td>
<td>2226</td>
<td>mjd14</td>
</tr>
<tr>
<td>EGAN, Andrew</td>
<td>Professorial Fellow, Philosophy</td>
<td></td>
<td><a href="mailto:eganam@gmail.com">eganam@gmail.com</a></td>
</tr>
<tr>
<td>FRANKLAND, Stan</td>
<td>Lecturer, Social Anthropology</td>
<td>2979</td>
<td>mcf1</td>
</tr>
<tr>
<td>FUMANTI, Mattia</td>
<td>Lecturer, Social Anthropology</td>
<td>2990</td>
<td>mf610</td>
</tr>
<tr>
<td>GAUT, Berys</td>
<td>Professor, Philosophy</td>
<td>2490</td>
<td>bng</td>
</tr>
<tr>
<td>GAY y BLASCO, Paloma</td>
<td>Senior Lecturer, Social Anthropology</td>
<td>2950</td>
<td>pgyb</td>
</tr>
<tr>
<td>GILRUTH, Moira</td>
<td>Journal Manager (PQ), Philosophy</td>
<td>2484</td>
<td>mjd4</td>
</tr>
<tr>
<td>GIRELLI, Elisabetta</td>
<td>Lecturer, Film Studies</td>
<td>7471</td>
<td>eg51</td>
</tr>
<tr>
<td>GLICK, Ephraim</td>
<td>Lecturer, Philosophy</td>
<td>2415</td>
<td>eg35</td>
</tr>
<tr>
<td>GREENOUGH, Patrick</td>
<td>Senior Lecturer, Philosophy</td>
<td>2481</td>
<td>pmg2</td>
</tr>
<tr>
<td>GOW, Peter</td>
<td>Professor, Social Anthropology</td>
<td>2817</td>
<td>pgg2</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>HALDANE, John</td>
<td>Professor, Philosophy</td>
<td>2488</td>
<td>jjh1</td>
</tr>
<tr>
<td>HANLON, Dennis</td>
<td>Lecturer, Film Studies</td>
<td>7482</td>
<td>djh22</td>
</tr>
<tr>
<td>HARRINGTON, Katie</td>
<td>Teaching Fellow, Philosophy</td>
<td>2470</td>
<td>kmh9</td>
</tr>
<tr>
<td>HARRIS, James</td>
<td>Senior Lecturer, Philosophy</td>
<td>2432</td>
<td>jah15</td>
</tr>
<tr>
<td>HARRIS, Mark</td>
<td>Reader, Social Anthropology</td>
<td>2981</td>
<td>mh25</td>
</tr>
<tr>
<td>HAWLEY, Katherine</td>
<td>Professor, Philosophy</td>
<td>2469</td>
<td>kjh5</td>
</tr>
<tr>
<td>HYLAND, Sabine</td>
<td>Reader, Social Anthropology</td>
<td>2980</td>
<td>sph</td>
</tr>
<tr>
<td>HYND, Lynn</td>
<td>Arche Secretary, Philosophy</td>
<td>1796</td>
<td>arche</td>
</tr>
<tr>
<td>IORDANOVA, Dina</td>
<td>Professor, Film Studies</td>
<td>7474</td>
<td>di1</td>
</tr>
<tr>
<td>JACOBSON, Brian</td>
<td>Lecturer, Film Studies</td>
<td>7481</td>
<td>brj2</td>
</tr>
<tr>
<td>JONES, Lisa</td>
<td>Senior Teaching Fellow, Philosophy</td>
<td>2489</td>
<td>lj14</td>
</tr>
<tr>
<td>KEMP, Jonathan</td>
<td>Teaching Fellow, Music</td>
<td>2239</td>
<td>jk50</td>
</tr>
<tr>
<td>KHOSRONEJAD, Pedram</td>
<td>Research Fellow, Social Anthropology</td>
<td>1968</td>
<td>pk18</td>
</tr>
<tr>
<td>McELWEE, Brian</td>
<td>Lecturer, Philosophy</td>
<td>2432</td>
<td>bmm1</td>
</tr>
<tr>
<td>MARTIN-JONES, David</td>
<td>Senior Lecturer, Film Studies</td>
<td>7475</td>
<td>dm70</td>
</tr>
<tr>
<td>MULGAN, Tim</td>
<td>Professor, Philosophy</td>
<td></td>
<td>tpm6</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------------</td>
<td>-----------</td>
<td>---------------------</td>
</tr>
<tr>
<td>NIELSON, Lisa</td>
<td>Secretary, Social Anthropology</td>
<td>2977</td>
<td>socanthadmin</td>
</tr>
<tr>
<td>OWEN, Jonathan</td>
<td>Teaching Fellow, Film Studies</td>
<td>7463</td>
<td>jlo2</td>
</tr>
<tr>
<td>PATERSON, Rhona</td>
<td>Secretary, Film Studies</td>
<td>7473</td>
<td>filmstudies</td>
</tr>
<tr>
<td>PATERSON, Rhona</td>
<td>Undergraduate Secretary, Philosophy</td>
<td>2486</td>
<td>philosophy</td>
</tr>
<tr>
<td>PIPYROU, Stavroula</td>
<td>Lecturer, Social Anthropology</td>
<td>1960</td>
<td>sp78</td>
</tr>
<tr>
<td>PLATT, Tristan</td>
<td>Professor, Social Anthropology</td>
<td>2983</td>
<td>tp</td>
</tr>
<tr>
<td>PRIEST, Graham</td>
<td>Professorial Fellow, Philosophy</td>
<td></td>
<td>ggp</td>
</tr>
<tr>
<td>PROSSER, Simon</td>
<td>Senior Lecturer, Philosophy</td>
<td>2473</td>
<td>sjp7</td>
</tr>
<tr>
<td>RAPPORT, Nigel</td>
<td>Professor, Social Anthropology</td>
<td>2978</td>
<td>njr2</td>
</tr>
<tr>
<td>READ, Stephen</td>
<td>Professor, Philosophy</td>
<td>2466</td>
<td>slr</td>
</tr>
<tr>
<td>REED, Adam</td>
<td>Senior Lecturer, Social Anthropology</td>
<td>2974</td>
<td>ader</td>
</tr>
<tr>
<td>RECANATI, Francois</td>
<td>Professorial Fellow, Philosophy</td>
<td></td>
<td><a href="mailto:recanati@ens.fr">recanati@ens.fr</a></td>
</tr>
<tr>
<td>RICE, Tom</td>
<td>Lecturer, Film Studies</td>
<td>7472</td>
<td>twtr</td>
</tr>
<tr>
<td>SACHS, Benjamin</td>
<td>Lecturer, Philosophy</td>
<td>4439</td>
<td>bas7</td>
</tr>
<tr>
<td>SCRUTON, Roger</td>
<td>Professorial Fellow, Philosophy</td>
<td></td>
<td><a href="mailto:rogerscruton@mac.com">rogerscruton@mac.com</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>SHAPIRO, Stewart</td>
<td>Professorial Fellow, Philosophy</td>
<td></td>
<td>ss17</td>
</tr>
<tr>
<td>SKORUPSKI, John</td>
<td>Professor, Philosophy</td>
<td>1778</td>
<td>jms2</td>
</tr>
<tr>
<td>SMITH, Craig</td>
<td>Lecturer, Philosophy</td>
<td>2411</td>
<td>cs210</td>
</tr>
<tr>
<td>SNEDDON, Sarah</td>
<td>Teaching Fellow, Music</td>
<td>2239</td>
<td>sjs4</td>
</tr>
<tr>
<td>SPANOU, Panagiota</td>
<td>Secretary, Social Anthropology</td>
<td>2977</td>
<td>socanthadmin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIMMERMANN, Jens</td>
<td>Reader, Philosophy</td>
<td>2468</td>
<td>jt28</td>
</tr>
<tr>
<td>TORCHIN, Leshu</td>
<td>Lecturer, Film Studies</td>
<td>7476</td>
<td>lt40</td>
</tr>
<tr>
<td>TOREN, Christina</td>
<td>Professor, Social Anthropology</td>
<td>2973</td>
<td>ct51</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAN DE PEER, Stephanie</td>
<td>Research Assistant, Film Studies</td>
<td>7476</td>
<td>sevdp</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WARDLE, Huon</td>
<td>Senior Lecturer, Social Anthropology</td>
<td>2982</td>
<td>hobw</td>
</tr>
<tr>
<td>WEATHERSON, Brian</td>
<td>Professorial Fellow, Philosophy</td>
<td></td>
<td>bjw21</td>
</tr>
<tr>
<td>WIGHT, Lucie</td>
<td>Undergraduate Secretary, Philosophy</td>
<td>2486</td>
<td>philosophy</td>
</tr>
<tr>
<td>WILKINSON, Tom</td>
<td>University Organist, Music</td>
<td>2237</td>
<td>taw21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YUMIBE, Joshua</td>
<td>Lecturer, Film Studies</td>
<td>2453</td>
<td>jy20</td>
</tr>
</tbody>
</table>