

INFORMATION FOR NEW ACADEMIC STAFF

Welcome to the School of EE&T. To help you get settled in, below is a checklist of what to do, who to meet and who to see for various services.

This list is designed for all commencing academic staff in the School, there may be some sections which do not apply to you if your appointment is for a short fixed term (paid or unpaid). Most of the administrative matters relate to all new staff. If in doubt, please ask.

You will find most of this information on the School web in the section dedicated to staff information at <http://www.eet.unsw.edu.au/staffweb/staffweb.html>

- You should have already met with HR and the Head of School and covered your OH&S induction.
- The School Office (Room G1, Ground Floor) can arrange the following for you:
 - Room keys
 - Security access
 - Phone book
 - School photocopy card / library photocopy card
 - Staff mailbox
 - Your inclusion on the School website and access to secure areas of the site
 - Copies of the current Undergraduate Handbook and Postgraduate Handbook (also available online at <http://www.handbook.unsw.edu.au>).
- Introduce yourself to the School Executive Officer in Room G5. Gordon Petzer can provide advice on School and UNSW policies and procedures relating to finance, facilities and human resources.
- Organisational structure of School
 - All Academics report directly to the Head of School
 - Post-Doctoral positions and Research Assistants report to the Academic employing them.
 - Visiting staff report to the Academic sponsoring the visit.
 - Research Students report to their Academic supervisor
 - Within the School, there are several committees and other roles:

Director of Academic Studies	A/Prof Ambikairajah
Academic Executive Committee	Chair: A/Prof Ambikairajah
Research Committee	Chair: Prof Andrey Savkin
OHS Committee	Chair: Vacant
Postgraduate Co-ordinator	A/Prof Chee Yee Kwok
Co-op Co-ordinator	Dr Iain Skinner
Assessment Committee	A/Prof Chee Yee Kwok
4 th Year Thesis Coordinator	Dr Saeid Nooshabadi
First Year Mentoring Program	Dr Ray Eaton

- Academic matters
Please see the Director of Academic Studies, A/Prof Ambikairajah, for assistance with the following
 - Teaching load, tutorials and laboratory demonstrations
 - Setting and marking assignments and examinations
 - School and University academic policies and procedures
- Who to see for assistance with administrative matters

		Email	Room	Phone
Examinations – timetabling, papers, results	Gladys Fong	g.fong@unsw.edu.au	G1A	
Casual academic pay claims				
Student progression & graduation				
4th year thesis database	Nelly Widjaya	nelly.w@unsw.edu.au	G1	54000
	Sai Jeganathan	jsai@ee.unsw.edu.au		54001
WebCT (Vista)	Sai Jeganathan	jsai@ee.unsw.edu.au	G1	54001
School website – including secure login				
Keys and security access	Julia Zak	j.zak@unsw.edu.au	G1C	54003
Travel arrangements				
Accounts payable – AP01				
Petty cash	Sonia Romei	s.romei@unsw.edu.au	G1	54000
School IT Services	Dr Ming Sheng	m.sheng@unsw.edu.au	G14	54057
	Jeff Lee	j.lee@unsw.edu.au	240	54940
Publications data collection	Nelly Widjaya	nelly.w@unsw.edu.au	G1	54000
School financial policies, general and non-general funds management and reporting	Gordon Petzer	g.petzer@unsw.edu.au	G5	56570
Room bookings	School Office	eet@unsw.edu.au	G1	54000
Printing	Martin Sesak	mwsesak@ee.unsw.edu.au	G12A	54038
School safety issues				
Facilities maintenance and cleaning				
Accounts receivable (invoicing)	Mervat Farah	m.farah@unsw.edu.au	G17	54285
Stores & Purchasing	Doug Davison	dougdd@ee.unsw.edu.au	G17	54004
School car	Mervat Farah	m.farah@unsw.edu.au		54285
Undergraduate teaching laboratories	Peter Chen	p.chen@unsw.edu.au	G15A	55509
Workshop	Bob Parsons	bobp@ee.unsw.edu.au	G17A	54005

- School website (<http://www.eet.unsw.edu.au>) includes a section with information specifically for staff, see: <http://www.eet.unsw.edu.au/staffweb/staffweb.html>
- Faculty website (<http://www.eng.unsw.edu.au/>) has a lot of information for staff.
- Apply in person for your Staff ID card. Collect a form from Gordon Petzer or from Julia Zak and take it to E Spot. On the form apply for swipe access to the building (G17), staff tea-room, (126), print room (G12A) and specific areas used in your research group
- Apply in person for your Unipass at the DISCONNECT office on Level 1 of the UNSW library. Unipass enables you to log into the UNSW admin system, NSS to view timetables and class numbers including HR Employee Self Service. It provides access to the Library via net (electronic journals, etc) and your email. Take your Staff ID Card with you and you will be issued with your Unipass on the spot.

- See Dr Ming Sheng in Room G14 to organise an EET email account, xxx@ee.unsw.edu.au (in addition to your unsw account) which can be used for webmail
- Organise your access to CATS IT facilities (lecture room data projector, etc) by visiting the CATS Web page <http://www.cats.unsw.edu.au> and following the link to **UNSW Teaching Access**, you will be asked to supply the following information:
 - Name
 - Staff ID number
 - Email address
- Organise your course materials on the web. Either see Dr Ming Sheng to give you (access to or create) a web-page for your course, or apply for a WebCT (Vista) page -(this requires training by EDTeC). Sai Jeganathan can assist you with your page once you are trained. See the School website for more information
<http://www.eet.unsw.edu.au/staffweb/notes/notes.html>
- Business Cards – organise with the UNSW Publishing & Printing Unit, located in the Chancellery Building. The School may pay for the first 250. See Gordon Petzer for assistance.
- School fax: (02) 9385 5993 located in Room G2, photocopy room next to School Office on Level 1. International access.
- The courier address for EE&T is as follows:
 - Attn: **your name**
 - Electrical Engineering & Telecommunications Store
 - Ground Floor, Electrical Engineering Building (G17)
 - Rear of Quadrangle
 - Gate 2, High Street
 - UNSW 2052
- UNSW telephone directory
UNSW has an online directory at <http://www.dir.unsw.edu.au>.
To have your details appear in this directory, you need to submit the online form available on the Communications Unit website. Go to <http://www.comms.unsw.edu.au> and follow the links to "Forms" > "Online Phone Directory Changes."
- Maps of campus available online at <http://www.facilities.unsw.edu.au/Maps/maps.html>
- Funding
 - Mostly through grants. You may be eligible for School and/or Faculty start-up funding. See the Head of School for details.
 - \$1500 support per annum from School to present a paper at a major international conference
 - \$1500 support per annum from the Faculty to present a paper at a major international conference
 - \$1000 support from Faculty as incentive for early submission of ARC Discovery Grants - having Part E read via the Research Services scheme AND the final draft of the GAMS form submitted by a date nominated by the Dean.
- Get a GAMS ID for ARC Grant applications. Contact Research Services for this:
 - Phone: +61 2 9385 7230
 - Fax: +61 2 9385 7238
 - Email: research@unsw.edu.au

- DEST Publications data collection. As you publish you should keep records and submit data for the annual UNSW DEST report. The collection of publication data is managed by the School Office. Nelly Widjaya is the responsible officer. Please see the relevant section of the School website: <http://www.eet.unsw.edu.au/staffweb/dest/dest.html>
- Major grant rounds – ARC Discovery, ARC Linkage (2 per year), ARC LIEF, Faculty Research Grants, RIBG. An early career researcher is someone who received their PhD or started their academic careers within the last 5 years (gets favour in application)
- Introduce yourself as a new academic at the UNSW Bookshop. Learn the difference between “prescribed text” and “recommended text” (defines how many texts will be sourced relative to class size) and be aware of the lead time for the bookshop to get the texts in (2 months). The bookshop gives a discount voucher as a welcome and to encourage you to visit. It is located in the Quadrangle Building (E15), near the Colonnade Food Court beside the Heffron Building. Online information at <http://www.bookshop.unsw.edu.au>
- Enrol in a FULT course to help with teaching practice – see: http://www.ltu.unsw.edu.au/ref3-1-2_FULT_teaching.cfm
- Learn about the requirements for promotion NOW - it is a long and complex procedure and you need to start documenting evidence from day 1.
- For the UNSW Calendar, listing academic sessions, holidays, etc see: <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>
- The University runs a general induction as a “Welcome to UNSW” seminar. Get yourself registered for the next one – see Staff Development.
- Library matters:
 - Your staff ID card is also your library card
 - Register for “Interlibrary Loans”, includes document retrieval services as well.
 - Obtain a library photocopy card (see School Office for form)
 - Optionally register for email notification of TOC (Table of Contents) alerts for various journals
 - electronic journals full text web access
- UNSW Computer Help Desk: x51333
- Mailing Lists (**to join a list send an email to majordomo@explode.unsw.edu.au with no subject and the text: “subscribe XXX”, without quotations and where XXX is the list you want**). **To send a message to the list, send it to XXX@explode.unsw.edu.au**
 - grant-news
 - staff-development
 - Ask about any others for your research group
- UNSW Websites
 - **UNSW HR** (<http://www.hr.unsw.edu.au/>) Information regarding salaries and various staff policies
 - **UNSW news website** (<http://www.newspaper.unsw.edu.au>) updated every 2 weeks.
 - **UNSW library page** (<http://info.library.unsw.edu.au>) Electronic databases, document retrieval (“interlibrary loans”), Open Reserve, etc. Many journal articles are available electronically through this website.
 - **UNSW Research Services** (<http://www.ro.unsw.edu.au>) Information about grants, RA1 and RA2 forms, publications data collection information

- *UNSW Learning & Teaching* (<http://www.ltu.unsw.edu.au>) Templates, policies and other assistance for designing courses.
- *WebCT Vista* (<http://webct.edtec.unsw.edu.au>) is the on-line teaching tool which can include lecture materials, assignments, additional course information, on-line discussion forums and more. Best method for releasing grades. EDTeC offers courses in how to use it, and you also have to register with them for an account.
- *EDTeC* (<http://www.edtec.unsw.edu.au>) look after WebCT and other tools for aiding teaching. They organise seminars as well – get on the mailing list to stay updated.
- *MyUNSW* (<https://my.unsw.edu.au/>) Log in to check pay slips, apply for leave, etc. You need a Unipass
- UNSW Policies you are expected to read and observe:

Code of Conduct	http://www.hr.unsw.edu.au/poldoc/codecond.htm
Equity and Diversity	http://www.infonet.unsw.edu.au/poldoc/equity.htm
Assessment	https://my.unsw.edu.au/student/academiclife/assessment/AssessmentPolicyIndex.html
Plagiarism & Academic Integrity	This requires an explicit description added to course outlines http://www.lc.unsw.edu.au/plagiarism/index.html
Examinations	https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html
Parallel Teaching	http://www.secretariat.unsw.edu.au/acboard/approved_policy/9_04_Parallel_Teaching.pdf
Paid outside work	http://www.infonet.unsw.edu.au/poldoc/pow.pdf
Grievance Procedures	http://www.infonet.unsw.edu.au/poldoc/contact.pdf
Copyright	http://www.copyright.unsw.edu.au/
Privacy	http://www.infonet.unsw.edu.au/poldoc/privacy.htm
Corruption/ Fraud complaint	http://www.infonet.unsw.edu.au/poldoc/protected_disclosure.htm
Education Services for Overseas Students Act	https://my.unsw.edu.au/student/Staff/ESOSstaff.html
The Learning & Teaching Unit	http://www.ltu.unsw.edu.au/ref3-1-3_policies.cfm
Secretariat (for policy approved by Council and Academic Board)	http://www.secretariat.unsw.edu.au/
Acceptable web content	http://www.its.unsw.edu.au/policies/docs/Acceptable_Content_Std.pdf
UNSW policies websites	http://www.unsw.edu.au/staff/hrd/policies.html http://www.infonet.unsw.edu.au/menu/indxpol.htm