

## INFORMATION FOR NEW 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 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>

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### GETTING STARTED – All staff

- You should have already met with HR and the Head of School and covered your OH&S induction. See [http://www.hr.unsw.edu.au/ohswc/ohs/pdf/frm\\_ohs\\_induction.pdf](http://www.hr.unsw.edu.au/ohswc/ohs/pdf/frm_ohs_induction.pdf). You will also need to complete orientation with your immediate supervisor – See <http://www.hr.unsw.edu.au/employee/orientation/EmployeeForm.rtf>
- Introduce yourself to the School Executive Officer in Room G5. Gordon Petzer will arrange your **staff card** with security access. Gordon can provide advice on School and UNSW policies and procedures.
- Apply in person for your Staff ID card. Collect a form from Gordon Petzer and take it to FM Assist, located on Level 2 of the Mathews Building (F23). They are open from 8.00 AM until 4.30 PM Monday to Friday. 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 **UNSW email address and Unipass** at the IT SERVICE DESK office on Level 1 of the UNSW library.  
[http://www.it.unsw.edu.au/support/servdesk/servicedesk\\_home.html](http://www.it.unsw.edu.au/support/servdesk/servicedesk_home.html)

Your Unipass enables you to log into secure websites including the UNSW admin system, NSS, to view timetables and class numbers plus myUNSW for 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.

The required form can be downloaded from <http://www.it.unsw.edu.au/services/forms/>

- Once you have finalised your room and email address, please provide **your contact details** to the HoS Secretary, Silvana Collings, in Room G8A. Also, please ensure you provide your email address to the School Office so that you are included in School explode emails.
- See Dr Ming Sheng in Room G14 to organise an **EET email account**, xxx@ee.unsw.edu.au (in addition to your unsw account – if you would like this) which can be used for webmail and/or pop
- **Required Training**  
All staff should attend OHS awareness training and complete the EO Online training. Please see the links below for more information:

[http://www.hr.unsw.edu.au/ohswc/ohs/ohs\\_training.html](http://www.hr.unsw.edu.au/ohswc/ohs/ohs_training.html)  
<http://www.hr.unsw.edu.au/services/equity/eeonline.html>

- The School Office (Room G1, Ground Floor) can arrange the following for you:
  - Room keys
  - School photocopy card / library photocopy card
  - Staff mailbox
  - Your inclusion on the School website and access to secure areas of the site
  
- **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."

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### ***Getting started - Academic staff - if you will be teaching***

- You need to organise your access to IT facilities in lecture rooms (data projector, etc) To register your swipe card for **CATS room access**, log on to the CATS (Centrally Allocated Teaching Spaces) website [www.cats.unsw.edu.au](http://www.cats.unsw.edu.au), click on "UNSW Teaching Access", then "Swipe Card Access" and then enter your name, Staff ID number and email address, ask for access to all CATS IT lecterns and click on the "Request Access" button. You should be given access to the CATS IT lecterns within 24 hours.
  
- 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). Jiong (Andrew) An 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>

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### ***WHAT YOU NEED TO KNOW – All staff***

- **Organisational structure of School**
  - All teaching academics report directly to the Head of School, Prof Eliathamby Ambikairajah
  - Post-Doctoral positions and Research Assistants report to the Academic staff member employing them.
  - Visiting staff report to the Academics sponsoring the visit.
  - Professional and technical staff will be assigned a supervisor or line manager upon commencement of duties.
  - Within the School, there are several committees and other coordinating roles:

Head of School	Prof Eliathamby Ambikairajah
Deputy Head of School	Prof Chee Yee Kwok
Director of Academic Studies	Dr Ray Eaton
Academic Executive Committee	Chair: Prof Chee Yee Kwok
Research Committee	Chair: Prof Andrey Savkin
OHS Committee	Chair: Dr Iain Skinner
Services and Finance Committee	Chair: Dr Elias Aboutanios
Marketing Committee	Chair: A/Prof Robert Malaney
IT Committee	Chair: Dr Tim Moors
Postgraduate Co-ordinator (Research)	Prof Jinhong Yuan

Postgraduate Coordinator (Coursework)	Dr Deep Sen
Co-op Scholarships Co-ordinator	Dr Iain Skinner
Assessment Committee	Prof Chee Yee Kwok
4 <sup>th</sup> Year Thesis Coordinator	Dr B. T. (Toan) Phung
First Year Mentoring Program	Dr Ray Eaton
Women in Engineering	A/Prof Rodica Ramer
Industrial training	A/Prof Rodica Ramer

□ **Who to see for assistance with administrative matters**

		Email	Room	Phone
Examinations – timetabling, papers, results	Gladys Fong	g.fong@unsw.edu.au	G1A	54001
Casual academic pay claims				
Student progression & graduation				
4th year thesis database	Nelly Widjaya	nelly.w@unsw.edu.au	G1	54000
	Jiong (Andrew) An	jiongan@ee.unsw.edu.au	G7	54001
HERDC publications data collection	Nelly Widjaya	nelly.w@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
WebCT (Vista)	Jiong (Andrew) An	jiongan@ee.unsw.edu.au	G7	54001
School website – including secure login				
Keys and security access	School Office	eet@unsw.edu.au	G1	54000
Room bookings				
Printing				
School financial policies, financial management and reporting	Gordon Petzer	g.petzer@unsw.edu.au	G5	56570
Stores & Purchasing	Doug Davison	dougd@ee.unsw.edu.au	G17	54004
	Mervat Farah	m.farah@unsw.edu.au		54285
Travel arrangements	May Park	m.park@unsw.edu.au	G7	54003
Expense reimbursements				
Petty cash				
Accounts receivable (invoicing)	Gordon Petzer	g.petzer@unsw.edu.au	G5	56570
Facilities maintenance, minor building works	Subash Puthanveetil	subash@unsw.edu.au	G17A	54005
Building cleaning	Silvana Collings	s.collings@unsw.edu.au	G8	54009
Undergraduate teaching laboratories	Ming Sheng	m.sheng@unsw.edu.au	G14	54057
Workshop	Subash Puthanveetil	subash@unsw.edu.au	G17A	54005

- School website ([www.eet.unsw.edu.au](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.
- **Maps of campus** available online at <http://www.facilities.unsw.edu.au/Maps/maps.html>
- **Business Cards.** The School may pay for the first 250 for teaching staff and senior administrative staff. See Gordon Petzer for assistance to organise cards with the UNSW Publishing & Printing Unit, P3, located in the Matthews Building.

- **School fax:** (02) 9385 5993 located in Room G2, photocopy room next to School Office on the Ground Floor. 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
- The University runs a general induction as a “Welcome to UNSW” seminar. Get yourself registered for the next one – see the Staff Development website at <http://www.hr.unsw.edu.au/osds/index.html>
- For the **UNSW Calendar**, listing academic sessions, holidays, etc see: <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>
- **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](mailto: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](mailto:XXX@explode.unsw.edu.au)
  - grant-news
  - staff-development
  - Ask about any others for your specific area of interest

### ***What you need to know - Academic Staff***

- **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
- Get a GAMS ID for ARC Grant applications. Contact the **Grants Management Office** for this:
  - Phone: +61 2 9385 7230
  - Fax: +61 2 9385 7238
  - Email: [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au)
- 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)

For more information, see the GMO website <http://www.gmo.unsw.edu.au/>

- The **Higher Education Research Data Collection (HERDC)** is run by the Department of Education, Employment and Workplace Relations (DEEWR). The HERDC comprises research income and research publications data submitted by universities each year. As you publish you should keep records and submit data for the annual UNSW HERDC 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/herdc/herdc.html>
- 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.
- Enrol in a **FULT course** to help with teaching practice – see: [http://www.ltu.unsw.edu.au/ref3-1-2\\_FULT\\_teaching.cfm](http://www.ltu.unsw.edu.au/ref3-1-2_FULT_teaching.cfm)
- Learn about the requirements for **academic promotion** NOW - it is a long and complex procedure and you need to start documenting evidence from day 1.

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## WHERE TO GO FOR UNSW INFORMATION – All staff

- **UNSW Websites**
  - **UNSW HR** (<http://www.hr.unsw.edu.au/>) Information regarding salaries and various staff policies
  - **UNSW news website** ([www.newspaper.unsw.edu.au](http://www.newspaper.unsw.edu.au)) updated every 2 weeks.
  - **UNSW library page** ([info.library.unsw.edu.au](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** ([www.ro.unsw.edu.au](http://www.ro.unsw.edu.au)) Information about grants, RA1 and RA12 forms, publications data collection information
  - **UNSW Learning & Teaching** ([www.ltu.unsw.edu.au](http://www.ltu.unsw.edu.au)) Templates, policies and other assistance for designing courses.
  - **WebCT** ([www.webct.unsw.edu.au](http://www.webct.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** ([www.edtec.unsw.edu.au](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 with your Staff ID and Unipass to check pay slips, apply for leave, etc.

- **UNSW Policies** you are expected to read and observe:

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