

Academic Hybrid Working Principles

Principles

As a campus-based university, your normal place of work is your campus. We are committed to creating vibrant campus spaces for our staff and students, and we want all staff to continue contributing to this environment and atmosphere. Our ambition is to enhance and maximise academic performance through flexible working spaces and enhance our working culture by developing a more progressive approach to space usage, bringing considerable benefits to our staff, students and University.

The purpose of the principles is to support Deans, line managers and academic colleagues to participate in conversations at a local level around how to maximise the use of space and flexibility to maintain their academic excellence.

We acknowledge that there is no universal approach and that the approach to space usage and flexibility will be different depending on academic area, discipline and role.

- As a campus-based university, we want to ensure a vibrant campus atmosphere for staff, students and visitors through regular ongoing academic presence for teaching, research, collaboration, project work and specific meetings (for example, one to ones, team meetings, meetings with students, professional development, etc).
- Working with managers, and enabled by appropriate technology, academics will be encouraged to select their environment to meet their diary and work commitments around teaching, research and PDT activities.
- Collaboration across the University is key to our success. Working arrangements should therefore be flexible in nature and not create operational issues across Schools or departments (e.g. making arrangements that prevent activities progressing due to staff availability).
- Effective engagement is key to our success and the University takes pride in collaborative and supportive team working, partnering with students, colleagues and stakeholders alike and these principles should be core to decisions around working arrangements.



- Where practical, academic staff will have their own allocated desk, however where an on-campus presence is likely to be less than 2-3 days per week, academic staff may be asked to use shared working spaces or to desk share with another colleague. These arrangements will be made at local level.

Space, Technology and Equipment

Working in a hybrid way will give the University an opportunity to use space across the campuses differently and free up more space for learning, teaching and research purposes as well as creating more private and collaboration space.

The University is committed to ensuring that staff have the appropriate technology and equipment to complete their role successfully, both at home and on campus. This is an ongoing process whilst the University continues working on enhancing the spaces and equipment needed to support a more flexible approach to location and the completion of activities.

The University is moving away from fixed desktop PCs for the majority of academic staff and adopting more flexible workspaces. To support this approach, both individually designated desks and shared desk spaces that will have laptop docking facilities, monitors and keyboards installed which a laptop can be connected. Other spaces intended for private meetings, collaborative and/or group working and will have access to power sockets to ensure that they are laptop friendly.

The [End User Device Policy](#) outlines the equipment that will be allocated to each staff member. In most cases this will be a managed laptop with a headset and carry bag, which can be used both at home and on campus. Staff can also request for an additional screen, mouse and keyboard for home working. For any additional furniture required, staff can claim a one-off payment of up to £250, this is to help pay for items such as a chair or desk.

The University will normally be unable to provide dual set-ups (at home and on campus) for all staff. However, as per the [End User Device Policy](#), where staff require specialist equipment to complete their role or where a member of staff has a personal need for a dual set-up (linked to a health condition, or reasonable adjustments), this will be discussed and agreed on an individual basis.



Generic hot desk areas will be created across each campus for staff to use when they are visiting the campus or need some quieter space. They may also be used as additional desk space if required

A clear desk approach is advised and all staff will have responsibility for keeping the desk spaces clear