Guidance Note for Colleagues: Presenting School and Discipline Affiliations

Following 01 August, it will be necessary to update a wide range of media to reflect our new organisation including online profiles and email signatures.

These notes aim to preserve an ability for you to identify with disciplines, groups, centres and laboratories as you see appropriate for your audience, but to also ensure the new Schools and the University are clearly presented. This information will refine and improve as the new organisation takes effect but we hope that this note helps provide some guidance for the short term.

Whilst there is no substitute for the quality, depth and breadth of our academic work in terms of raising our profile, colleagues are asked to consider that reputation raising is an aspect of modern academic work in which we need to improve our performance. Correctly identifying and naming units can support how aware people are of the work, success and impact of our University.

There will always be exceptions to the information below. At this stage, rather than be prescriptive about every possible option and location, colleagues who need something different to the suggestions below are asked to ensure that their new School and the University name are included and presented correctly and, beyond that, to apply common sense to their approach.

All Staff

All colleagues are requested to take time to review their online profile.

- Is your picture useful? Could a colleague identify you from your picture?
- Please check for currency and accuracy of your profile
  - Does your profile allow colleagues to understand what it is you do?
  - Are module codes you list correct? Codes aren’t changing in the reorganisation but some colleagues list old codes
  - Do you still have any instances of ‘University of Newcastle upon Tyne’ that ought to be replaced by ‘Newcastle University’? (nb degrees awarded should be presented as ‘University of Newcastle upon Tyne’)
- Check spelling throughout your profile: the single biggest source of errors throughout the Faculty’s websites are spelling errors in colleagues’ profiles

We are working with AlphaGraphics to help them to update business cards, headed paper, and with compliments slips so that when Schools re-order, AG are already aware of our reorganisation.
School of Computing

Following the move to the Urban Sciences Building, the postal address for the School will be:

School of Computing
Urban Sciences Building
Newcastle University
1 Science Square
Science Central
Newcastle upon Tyne
NE5 5TG

Our suggested email signature is:

_____________________________________
Name and letters
Job Title
[Optional: group / laboratory / etc]
School of Computing
Urban Sciences Building
Newcastle University
1 Science Square
Science Central
Newcastle upon Tyne
NE5 5TG
t: +44 (0) 191 208 xxxx
w: www.ncl.ac.uk/computing
<< University International Logo>><<Athena SWAN Silver logo>><<TEF Gold logo>>

For presenting your address in papers, we suggest the following (notwithstanding the Journal’s requirements):

[Optional: group / laboratory], School of Computing, Newcastle University
School of Engineering

Our suggested email signature is:

Name and letters
Job Title
[Optional: subject group / laboratory / etc]
School of Engineering
[Your building]
Newcastle University
Newcastle upon Tyne
NE1 7RU
t: +44 (0) 208 191 xxxx
w: www.ncl.ac.uk/engineering

<< University International Logo>><<Athena SWAN Silver logo>><<TEF Gold logo>>

For presenting your address in papers, we suggest the following (notwithstanding the Journal’s requirements):

[Optional: group / laboratory], School of Engineering, Newcastle University

Some examples:

Dr Nigel Penna
Senior Lecturer in Geomatics
Geomatics
School of Engineering
Cassie Building
Newcastle University
Newcastle upon Tyne
NE1 7RU
t: +44 (0) 191 208 8747
w: www.ncl.ac.uk/engineering

Dr Chris O’Malley
Lecturer
Chemical Engineering
School of Engineering
Merz Court
Newcastle University
Newcastle upon Tyne
NE1 7RU
t: +44 (0) 191 208 xxxx
w: www.ncl.ac.uk/engineering

- Chemical Engineering, School of Engineering, Newcastle University
- Civil Engineering, School of Engineering, Newcastle University
- Electrical and Electronic Engineering, School of Engineering, Newcastle University
- Geomatics, School of Engineering, Newcastle University
- Mechanical Engineering, School of Engineering, Newcastle University
- Marine, Offshore and Subsea Technology, School of Engineering, Newcastle University
Our suggested email signature is:

Name and letters
Job Title
[Optional: group / laboratory / etc]
School of Mathematics, Statistics and Physics
Herschel Building
Newcastle University
Newcastle upon Tyne
NE1 7RU
t: +44 (0) 191 208 xxxx
w: www.ncl.ac.uk/maths-physics
<< University International Logo>><<Athena SWAN Silver logo>><<TEF Gold logo>>

For presenting your address in papers, we suggest the following (notwithstanding the Journal’s requirements):

[Optional: group / laboratory], School of Mathematics, Statistics and Physics, Newcastle University

Some examples:

Dr Tamara Rogers
Reader in Computational Astrophysics
School of Mathematics, Statistics and Physics
Herschel Building
Newcastle University
Newcastle upon Tyne
NE1 7RU
t: +44 (0) 191 208 7294
w: www.ncl.ac.uk/maths-physics
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- Applied Mathematics, School of Mathematics, Statistics and Physics, Newcastle University
- Pure Mathematics, School of Mathematics, Statistics and Physics, Newcastle University
- Statistics, School of Mathematics, Statistics and Physics, Newcastle University
- Joint Quantum Centre, School of Mathematics, Statistics and Physics, Newcastle University
School of Natural and Environmental Sciences

Our suggested email signature is:

Name and letters
Job Title
[Optional: group / laboratory / etc]
School of Natural and Environmental Sciences
[Your Building]
Newcastle University
Newcastle upon Tyne
NE1 7RU
\[t: +44 (0) 191 208 xxxx\]
\[w: www.ncl.ac.uk/nes\]

<< University International Logo>><<Athena SWAN Silver logo>><<TEF Gold logo>>

For presenting your address in papers, we suggest the following (notwithstanding the Journal’s requirements):

[Optional: group / laboratory], School of Natural and Environmental Sciences, Newcastle University

Some examples:

Dr Mike Probert
Lecturer
Chemistry
School of Natural and Environmental Sciences
Bedson Building
Newcastle University
Newcastle upon Tyne
NE1 7RU
\[t: +44 (0) 191 208 6641\]
\[w: www.ncl.ac.uk/nes\]

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Dr Jane Delaney
Senior Lecturer
Dove Marine Laboratory
School of Natural and Environmental Sciences
Newcastle University
Cullercoats, North Shields
NE30 4PZ
\[t: +44 (0) 191 208 3053\]
\[w: www.ncl.ac.uk/nes\]

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- Agriculture, School of Natural and Environmental Sciences, Newcastle University
- Biology, School of Natural and Environmental Sciences, Newcastle University
- Chemistry, School of Natural and Environmental Sciences, Newcastle University
- Geosciences, School of Natural and Environmental Sciences, Newcastle University
- Marine Sciences, School of Natural and Environmental Sciences, Newcastle University