

Royal Holloway
University of London

Information for Prospective Staff

Welcome from the Principal

Whether you are approaching Royal Holloway as a prospective academic or professional support staff member, I feel sure you will be impressed by the excellence of our academic programmes, our superb campus environment and our friendly community.

The University of London degree is highly regarded worldwide. At Royal Holloway our cosmopolitan talented students interact with academic staff working at the frontiers of their subjects. Through top-class research, international networks and conferences, we are advancing knowledge and serving society in many different ways.

Royal Holloway is a powerful force in the region, building partnerships with the business community and playing a major role in economic success. We also take a pride in our cultural influence, and welcome visitors to share in the life of the College through public lectures, concerts and open days.

Royal Holloway is a unique blend of history, tradition and innovation. Today we maintain the pioneering spirit of our Founders in a fast-moving world, and our global network of alumni is a legacy of the wealth of opportunities we continue to provide.

Professor Rob Kemp
Acting Principal
Royal Holloway, University of London

College Mission Statement

'Royal Holloway, University of London is committed to providing an environment which nurtures research, learning and teaching of the highest quality, and which advances knowledge, the personal development of its students and staff, and the public good, locally, nationally and throughout the world'.

The College

Royal Holloway is ranked among the UK's top university institutions for both teaching and research. One of the larger colleges of the University of London, we are strong across the sciences, social sciences, arts and humanities. Our 7,000 students work with internationally renowned scholars in 18 academic departments. The University of London degree gained by our talented and high-achieving graduates is valued the world over.

As a cosmopolitan community with students from 120 countries, we focus on the support and development of the individual. Our lively country campus, just 19 miles west of central London, provides a uniquely friendly environment for university study.

Campus Environment

Our beautiful Surrey campus is one aspect that really sets us apart from other colleges of the University of London. Students and staff benefit from a vibrant campus community that is friendly and relaxed on the one hand, dynamic and busy on the other.

We have all the facilities and amenities you might expect from a top class university institution – shops, restaurants and bars, a sports centre, a Chapel, and a bank, together with extensive library resources and a dedicated computer centre – conveniently located in an attractive parkland setting.

The whole community benefits from the rich and varied cultural life of the College. Public lectures, plays, concerts, campus tours, open days and other outreach events are held throughout the year. There are also recreational clubs and activities, such as inter-departmental sports tournaments. The annual Exploring Science Open Day, and the summer Garden Party are particular favourites for staff, their families and the local community alike.

Location

The College campus is situated at Egham in Surrey, in the Green Belt near Windsor Great Park. There are good communications to and from London – Egham is just 35 minutes by train from Waterloo, and the College is one mile from the M25 and 15 minutes' drive from Heathrow Airport.

For further information about the College see our website:

www.rhul.ac.uk

Benefits

For further information on the benefits of working at Royal Holloway please visit our website : <http://www.rhul.ac.uk/Personnel/Policydocs/Benefits25Jan2010.pdf>

Applications

Making an Application

Applications should be made using the standard form accompanying this information. Academic applicants should also provide the names and addresses of a third referee as well as a statement of current research activities and areas of interest, and a list of publications.

Completed applications should be sent to:

HR
Royal Holloway,
University of London,
Egham,
Surrey
TW20 0EX

Tel: 01784 414241

Fax: 01784 274900

Email: recruitment@rhul.ac.uk

Information for Applicants with Special Needs

Royal Holloway encourages and welcomes applications from people with disabilities and special needs. However it is important to note that the Campus is built on a hill-side and that many buildings are of older construction and are not fully accessible. If you have a disability or a special need and wish to discuss any practical aspects of your application, please contact the Personnel Department in confidence on 01784 414058.

General

Members of staff are required to live near or within reasonable travelling time of the College. The College will make a contribution towards the costs of relocation, if this is agreed by the College to be necessary.

In an effort to provide a healthy and comfortable working environment, smoking is prohibited in all areas apart from those specifically designated. Full details of the Smoking Policy are available from the College Safety Officer.

Unfortunately the time and cost involved means that it is not possible to acknowledge each application but if you require an acknowledgement please include a stamped addressed envelope. Only short listed candidates will be notified of the outcome of their applications; if you have not heard within six weeks of the closing date please assume that you have not been successful on this occasion.

Equal Opportunities Statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly and have equality of opportunity, without regard to race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- conforms to all provisions as laid out in legislation promoting equality of opportunity.

Race Equality

The College has developed a race equality policy within the requirements of the Race Relations (Amendment) Act 2000 (*RRAA 2000*).

The College will endeavour to ensure that it meets the requirements of the general duty within the RRAA 2000 by eliminating unlawful race discrimination, promoting equality of opportunity and promoting good relations between people of different racial groups within the College.

The College will seek to achieve the general duty through the following specific duties:

- Prepare and maintain a policy promoting race equality.
- Prepare, maintain and regularly review a race equality action plan, with objectives committed to meeting the general and specific duties of the Act.
- Put measures in place to assess the impact of all policies within the College on all students and staff from different racial groups.
- Monitor by racial group all student admissions and progress, and all staff recruitment and progress, throughout the College, and publish these results annually.
- Publish the race equality policy, action plan, and results of assessment and monitoring as widely as practicable.

The full race equality policy and action plan are available on the web:

www.rhul.ac.uk/college-profile/equal-opps