



THE UNIVERSITY *of* EDINBURGH

Guidance on Citizenship

Contents

1 Introduction – All Staff.....	2
2 Academic Staff.....	2
3 History and Review.....	3

1.0 Introduction – All Staff

All employees at the University of Edinburgh are expected to uphold our values and be aware of and contribute to the University's Strategy 2030. Being a 'good citizen' can mean many things, but includes being generous with your help and support of others, students, and internal and external colleagues. Citizenship is likely to involve small and large contributions, such as an ongoing demonstration of community-spirited behaviours. Consistency and commitment to good citizenship is key. Good citizenship is very beneficial to the morale of a College/School/Professional Services Group/Department and the University community as a whole, enhancing quality of life across the University as well as supporting good performance.

Good citizenship is defined as engagement with those elements of University life that enable the smooth, collegial and harmonious operation of the institution. Examples of demonstration of good citizenship can include (but is not limited to):

- being principled, considerate and respectful of colleagues, setting a good example to others
- supporting the University's commitment to Equality, Diversity and Inclusion
- supporting the University's commitment to Sustainability
- engaging actively with colleagues and offering support wherever you can
- creating and maintaining good working relationships with colleagues and others
- contributing positively to meetings or training events
- co-operating with valid requests readily and positively
- accepting legitimate criticism of conduct or job performance
- fulfilling commitments consistently
- championing the University's Dignity and Respect Policy

2.0 Academic Staff

Good academic citizens collaborate with colleagues and support junior staff in matters relating to research, learning & teaching, management and knowledge transfer, working for the benefit of your School, College and the University as a whole.

As an academic member of staff, you are expected to demonstrate good citizenship through

your work and conduct, acting as an ambassador of the University at local, national and international levels, offering and providing general support to the academic community.

Good citizenship within the academic community can include (but is not limited to):

- supporting colleagues and students as a formal or informal mentor
- supporting and collaborating appropriately with professional services colleagues,
- making an active contribution to an inclusive community which promotes equality and diversity
- actively acknowledging the value of the support and contribution of others
- undertaking administrative tasks that are assigned by a line manager effectively and efficiently
- attending and making informed contributions to committees, staff meetings and departmental seminars
- contributing to, and adhering to agreed deadlines e.g. to pan-University working groups, research applications or consultations, and examination processes
- offering critical support after reading other’s teaching materials
- supporting colleagues through involvement in internal reviews of research proposals, grant applications, manuscripts or other applications e.g. for promotion
- being involved in the positive promotion of the University through public engagement activities and/or open days
- volunteering for one-off duties.

3.0 History and Review

This document was produced in December 2019 by a working group comprising:

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