**Exeter Academic Review 2022- Feedback Guidance**

Through October/November 2022 the Exeter Academic review group are seeking feedback from our academic community across the university on probation, promotion and progression structures.

As a review group, we have created a feedback pack to guide colleagues to suggest how to hold feedback sessions and record the feedback received. The feedback pack includes the following:

* PowerPoint Presentation (full version)
* PowerPoint Presentation (short version)
* Guidance document
* Feedback form (word version)
* Suggested communications

This document provides further details on the pack and suggestions for how it may be used.

The feedback we receive during this time will be reviewed and used to inform the first draft of recommendations which will form the basis of a second round of feedback in the new year.

**Feedback timelines**

* **17th October**- feedback sessions to begin
* **18th November**- departmental feedback sessions to have taken place with feedback sent to Charlotte Juggins (cj261@exeter.ac.uk).
* **30th November**- deadline for faculties to collate feedback into one form and sent to the review group. All non-faculty based special interest sessions (eg Responsible Metrics Group) to have taken place and feedback sent to the review group.
* **8th December-** Exeter Academic Review meeting- all feedback to be reviewed.

**Methods of Feedback**

There are two ways that academic colleagues can give the review feedback during this period; via a feedback session or via an online form.

1. **Feedback session**

Feedback sessions can take place at department, research group or discipline level. We realise that departments vary in size and therefore we are flexible in how big or small of a group you wish to collect feedback.

 We realise that some colleagues may not wish to raise issues within departments, therefore the pack has been designed in a way that special interest groups may hold their own sessions (for example UCU, Early Career Research Liaison Forums, Equality, Diversity & Inclusivity groups).

When arranging the feedback sessions, it is important to think about the length of the session. To save time in the session we suggest sending the large PowerPoint presentation as well as the feedback form (Word Document) for colleagues to review in advance of the session so that they can write some opinions down before a session.

**1.1 Communicating about the session**

In the pack you will find suggested text to be used when inviting colleagues to attend and take part in a feedback session. When communicating about the session, please do not use the term consultation, as we need to be clear with colleagues that this is not a formal consultation process which would need to follow certain guidelines. Instead, please make clear to colleagues that this is a chance for them to give feedback and suggestions which will be used to help shape a series of recommendations to the Exeter Academic procedures.

**1.2 Feedback presentation**

There are two PowerPoint presentations to support this collection of feedback. The first is a long presentation which organisers of sessions may wish to share with those attending a session to give them some background information on the review and allow them to see the questions that will be asked as part of the feedback collection in advance.

The questions used in the presentation are designed to guide and stimulate discussion so not all need to be answered and the discussion may wish to focus on other aspects or focus more on some than others.  ***This is the opportunity for staff to feedback what is important to them.*** The questions have been divided into four key themes, for each theme we have provided links to what currently happens at Exeter as well as given a case study example from elsewhere to provide a sense of how things may be different in other institutions (we are undertaking a review of other institutional practices to also inform the review). The case studies are there to highlight examples of where things are done differently to Exeter to help discussion. These should not be referred to as best practice.

The presentation has been created in a way that allows those holding a feedback session can adapt to the people attending the session you also may not wish to use all slides in the pack.

**1.3 Feedback Form**

The feedback form has been created in both a word document format and a Microsoft form format. This is to give groups the flexibility in how they wish to report back the feedback they get during the sessions. When using either the word document or the online form to report on a group’s discussion we ask that colleagues submit collated comments and not a verbatim transcript of what was discussed. We also ask that the form should not include any names of the respondents.

We have included a small section at the top of the form to record the session demographics. This is to ensure we have collected views from a wider range of colleagues from different job families and levels.

All word feedback forms are to be sent to Charlotte Juggins: cj261@exeter.ac.uk.

1. **Online Microsoft Form**

The online Microsoft form we have created can also be used to submit individual feedback not just collective feedback. We realise that some colleagues may feel uncomfortable to raise issues in a session or are unable to attend a session. The questions on the word version and online version of the feedback form are the same.

The link to the online form is here: <https://forms.office.com/r/SEL8KYVYhM>