

Email to Heads of School, Finance Business Partners and School Administrators – January 2022

Dear colleagues,

Please note that from January 2022, there will be a change to the collection frequency for the academic time survey.

Previously, all schools were surveyed for all three terms of each year. From January 2022, each school will be surveyed only once per year on a rotating basis.

So, if the school is surveyed for the Autumn term this year, it will be surveyed in the spring term in the following year.

This change is further to the HoSG meeting of the 23 Nov 2021 when Heads of School agreed to move to this change in frequency of ATS data collection.

As there are genuine changes in working patterns between the terms, the annual average will be calculated using the most recent dataset available for the terms that have not been surveyed in each year.

Please find below a schedule showing which schools will be surveyed and when. It also shows which datasets will be used to calculate the annual average.

2021-22 Schedule (from January 2022)

School Number	School Name	Autumn	Spring	Summer
1	Life Sciences	2021-22	2020-21	2020-21
2	Business School	2021-22	2020-21	2020-21
3	MPS	2021-22	2020-21	2020-21
4	EngInf	2021-22	2020-21	2020-21
5	Psychology	2020-21	2021-22	2020-21
6	Global	2020-21	2021-22	2020-21
7	MAH	2020-21	2021-22	2020-21
8	LPS	2020-21	2020-21	2021-22
9	BSMS	2020-21	2020-21	2021-22
10	ESW	2020-21	2020-21	2021-22

2022-23 Schedule (from January 2023)

School Number	School Name	Autumn	Spring	Summer
1	Life Sciences	2021-22	2022-23	2020-21
2	Business School	2021-22	2022-23	2020-21
3	MPS	2021-22	2022-23	2020-21
4	EngInf	2021-22	2022-23	2020-21
5	Psychology	2020-21	2021-22	2022-23
6	Global	2020-21	2021-22	2022-23
7	MAH	2020-21	2021-22	2022-23
8	LPS	2022-23	2020-21	2021-22
9	BSMS	2022-23	2020-21	2021-22
10	ESW	2022-23	2020-21	2021-22

2022-23 Schedule (from January 2024)

School Number	School Name	Autumn	Spring	Summer
1	Life Sciences	2021-22	2022-23	2023-24
2	Business School	2021-22	2022-23	2023-24
3	MPS	2021-22	2022-23	2023-24
4	EngInf	2021-22	2022-23	2023-24
5	Psychology	2023-24	2021-22	2022-23
6	Global	2023-24	2021-22	2022-23
7	MAH	2023-24	2021-22	2022-23
8	LPS	2022-23	2023-24	2021-22
9	BSMS	2022-23	2023-24	2021-22
10	ESW	2022-23	2023-24	2021-22

The table below shows the survey dates for 2021-22.

Please note that the survey close date is the absolute final date for responses, and Finance will start reviewing response rates 6 weeks prior to this date. This is to ensure that we achieve the TRAC required response rate of 75% at department level for the results to be valid.

		Survey period	Survey period	Survey opens	Survey closes
<u>Term</u>	<u>Year</u>	<u>Start Date</u>	<u>End Date</u>	<u>Open Date</u>	<u>Close Date</u>
AUTUMN	21/22	20-Sep-21	10-Dec-21	24-Jan-22	01-Apr-22
SPRING	21/22	04-Jan-22	01-Apr-22	04-Apr-22	01-Jul-22
SUMMER	21/22	25-Apr-22	03-Sep-22	05-Sep-22	01-Nov-22

If you have any questions please contact Joanne Seddon, Resource Accountant, on J.Seddon@sussex.ac.uk.

Best Regards,

Allan Spencer, Director of Finance