## **Teaching Cultures Survey 2022:**

## Information for participating universities

This summary sheet is designed to provide background information for universities participating in the Teaching Cultures Survey (TCS) 2022. The TCS is built around three cross-sectional surveys, in 2019, 2022 and 2024, with each survey funded by the participating universities.

The TCS is independently conducted: while participating universities invite their academic communities to participate, the survey data is collected, analysed and stored by an external research team. The research team is led by <u>Dr Ruth Graham</u>.

At the launch of each survey, participating universities are asked to sign a letter of collaboration, which summarises the role of both the university and external research team. These responsibilities are outlined below, with links to further resources available on the TCS website<sup>1</sup>.

Each participating university in TCS 2022 is asked to:		
•	identify a suitable two-week time-window between February and May 2022 when the survey will be 'live' at your university	
•	assign an institutional lead who is responsible for the preparation and launch of the survey within the institution	Link to survey timetable
•	assume responsibility for any ethics approval required for the use of the survey within your university	Info to inform ethics approval
•	provide institution-specific information that will allow the survey questions to be tailored to your institution	Download info on tailoring survey
•	distribute the survey to your academic population (the survey link will be circulated to academic staff via email by a suitable university leader) and work to encourage high response rates	Link to info on how to maximise response rates

## The TCS research team will:

- assign a project manager who will liaise with the appointed TCS lead at each participating university to support the development and roll-out of the survey
- prepare and launch the online survey and provide information and resources to support its rollout at participating universities (such as the information sheet that accompanies the survey)
- collect survey data and undertake analysis of: (i) the amalgamated findings from across all participating universities; and (ii) the findings from each participating university
- prepare confidential<sup>2</sup> reports and data tables of findings for each participating university. Please note that, because these reports provide a comparison between survey findings from each participating university and the combined findings from all universities, the preparation of these reports will not begin until after <u>all</u> surveys have closed
- store survey data securely in systems that meet the standards of ISO27001 and securely delete data after the third survey is complete<sup>3</sup>

<sup>&</sup>lt;sup>1</sup> Information for participating universities: <a href="https://www.teachingcultures.com/info/">https://www.teachingcultures.com/info/</a>

<sup>&</sup>lt;sup>2</sup> TCS confidentiality statement: <a href="https://www.teachingcultures.com/resources/Confidentiality.pdf">https://www.teachingcultures.com/resources/Confidentiality.pdf</a>

<sup>&</sup>lt;sup>3</sup> TCS privacy notice: <a href="https://www.teachingcultures.com/resources/Privacy.pdf">https://www.teachingcultures.com/resources/Privacy.pdf</a>