



University of
Sheffield

Office
of the
President and Vice-Chancellor

June 2023

Provost and Deputy Vice-Chancellor
Professor Gill Valentine PhD, FAcSS, FRGS, FBA

Dear Colleague,

Time Allocation Survey

I am taking this opportunity to say a big thank you to all staff for your continuing participation in the time allocation survey. Through your efforts, the University achieves a consistently high response rate (over 85%). This is important because it provides confidence in the accuracy of the survey results.

Our funders (OfS and UKRI) require us to carry out the survey. It is a condition of our registration with the OfS and UKRI funding depends upon it. From the University's perspective, it is important because it enables us to:

- Calculate the Indirect, Estates and Technician charge out rates that we can claim on our research awards
- Calculate the cost of teaching per student in each subject area
- Understand how the costs of our activities compare with the income we receive.

For these reasons, completion of the survey is compulsory.

The annual surveys run consecutively, so they appear to be a continuous process. Within each year, we ask you to complete three time allocation surveys, each covering one full week of activity. The survey forms ask you to assign your working time, during each allotted week, to various activity headings. We select your sample weeks for you and you receive an email prior to each allotted week. The email includes a link to the full instructions and guidance and a link to your survey entry form. You complete the survey online.

Your Head of Department (or School) is aware of the survey. As the survey is compulsory, Heads of Departments will receive the names of non-responders and will remind you to complete the survey, if necessary.

The information you provide will remain confidential to the Statistical Services Unit, who are conducting the survey for us. We will only use the data for statistical purposes. University managers will not receive any information that allows them to identify the responses of an individual member of staff.

I thank you for your continuing support, which is greatly appreciated.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Gill Valentine'.

Professor Gill Valentine
Provost and Deputy Vice-Chancellor