Identifying and communicating general themes within the Department

Reviewer	• On completion of the Reviews, the Reviewer will identify any general feedback themes from their Reviewee(s)* and suggestions for the Department. • The Reviewer will anonymise this feedback and include on the *General Themes* document and send to HoD, for information (after the Mid-Review meeting). This allows the process to have two-way communciation and for suggestions and ideas to be communicated to Heads and UE members. • *Where a reviewer only has one reviewee they should discuss with the reviewee whether the suggestion(s) identified should be documented and shared with the Head, so as to ensure anonymity.
Head of Department	• The HoD will receive a 'General Themes' document from each reviewer within the Department, where applicable. • The HoD will collate the general themes and send to the relevant UE member for discussion (after the Mid-Review meeting).
University Executive	• General themes from the reviews in each department will be considered at University Executive level (Before the end of each DR cycle).

* If the reviewer only has one reviewee, they should seek their permission to include themes to be shared. In some circumstances there may be no themes to be shared.

Examples of general themes:

- Suggestions of what is working well within the department
- Suggestions for improvements within the department
- Challenges
- New systems / ways of working that would be productive for colleagues within the Department

Possible suggestions for the Department

- More regular department meetings
- More wellbeing supports for colleagues
- Examples of what has been working well and we should do more of

Names or references to particular incidences should not be included here. This is not for feedback on individuals or their roles.