

## INTERNAL (STAFF) COMMUNICATIONS POLICY 2016-2020

Internal communications between the broad (all-staff) staff community at the University are *coordinated* by the Department of External Relations, with the Executive Director (External Relations) as the University Executive Team lead.

Our aim is to provide regular, consistent and engaging communications across a range of interests – supporting the University’s strategic plans, our day-to-day operations, and our University Values.

Communications should be concise, clear and honest; giving people the knowledge and information they need to contribute to the University’s mission and vision, while enhancing levels of satisfaction and staff involvement. Attention will be paid to enabling two-way dialogue, feedback, and consultation, as appropriate.

The first phase of Teesside University’s new internal communications and staff involvement strategy launched in **April 2016** with a new visual identity and greater coordination and coherence of communications across a range of platforms.

Notably, we have developed a new email (or *e-bulletin*) platform:

- ❖ A weekly **‘UPDATE’** University newsletter email bulletin. This replaces the monthly edition of *Grapevine* and offers a more timely and flexible platform to update staff regularly on matters ranging from Teesside 2020 strategy developments, visibility of the University Executive Team members and their strategic portfolios, and *staffing* including appointments, staff survey, equality and diversity and health & wellbeing. This will be balanced with some lighter *social* items relating to events, special offers, staff news, fundraising etc. The aim is to strike a balance to ensure that content is both informative and accessible.

We will also be retaining the monthly **Culture and Community** e-bulletin to ensure we are also engaging with our external partners in the community and wider region. This is distributed on the final Thursday of each month.

All other communications to all staff which have historically been circulated via (a ‘UoT All-staff’) email cease from 1 April 2016 (with some exceptions for urgent IT, security, or health & safety information). To submit information to be considered for inclusion in these bulletins contact: [communications@tees.ac.uk](mailto:communications@tees.ac.uk). If inclusion in the bulletin is not appropriate, advice will be given about effective cascading of messages through School & Department administrative structures.

For **extraordinary communications from UET** there will be an occasional ad-hoc all staff e-bulletin to inform staff of urgent and unexpected information. This will be clearly signposted and is at the discretion of *a member of UET only*.

\*Particularly important (urgent) requests for communications to be disseminated through any platform should be sent in writing to [communications@tees.ac.uk](mailto:communications@tees.ac.uk) and flagged as such – a member of the team will make contact to elicit your requirements and offer advice.

Finally, if Schools or Departments have staff without access to email they will need to print out local copies of the communications for them or provide a personal (home) email address for these staff to [communications@tees.ac.uk](mailto:communications@tees.ac.uk). Other communications platforms to be utilised include staff meetings, the Big Screen in Campus Heart, networked plasma screens across campus, noticeboards, and content on Unity, [tees.ac.uk/staff](http://tees.ac.uk/staff) and on Teesside University social media.