

HR Promotions and Remuneration
Year Planner for Academic Heads

Month	Annual and biennial review processes			Other annual HR processes		Committees	
	Annual Performance & Salary Review for Senior Lecturers and Senior Research Fellows	Biennial Review for Associate Professors or Professors	Biennial Review for Senior Lecturers & Senior Research Fellows beyond the bar	Annual Academic Performance Appraisal for all those not included in other reviews	Academic Promotions	Research & Study Leave	Staffing Advisory Committee
February							SAC
March					Policy released Info sessions	HoDs/Deans set own due dates	SAC
April 1st					HoDs/Deans set own due dates	Applications due to PVCs	SAC
May	Review opens HoDs set own due dates				Applications due 4 May to HR	DVCs and PVCs Group meets	SAC
June	Submitted to PVCs				Divisional Committees meet		SAC
July	Submitted to HR						
August					SAC HR contacts referees		SAC
September		Review opens	Review opens		PPF TF cttee SAC		SAC
October		HoDs set own due dates	HoDs set own due dates	Review opens	Outcome letters		SAC
November		Submitted to Deans (HS only)	Submitted to Deans (HS only)	Submitted to HoD/Supervisor	VC Committee		SAC
December		Submitted to PVCs Submitted to HR	Submitted to PVCs Submitted to HR	Submitted to HR			SAC
January & February	1 February salary increases	HR prepares report for VC VC considers submissions; Salary increases are backdated to 1 February	1 February salary increases	1 February salary increases	1 February salary increases		

HR links:

[Academic Promotion](#)

Annual Academic Performance Appraisal

This review is for all staff who are not covered by other annual or biennial performance reviews.

Annual Performance and Salary Review for Senior Lecturers and Senior Research Fellows (below the bar only)

Senior Lecturers below the bar and Senior Research Fellows below the bar.

Biennial Reviews

Senior Lecturers above the bar and Senior Research Fellows above the bar: 2022, 2024

Associate Professors: 2024, 2026

Professors: 2023, 2025

Confirmation Path

Due dates for confirmation reports depend on the date of appointment. Information sessions are run throughout the year.

Job Evaluation Committee

JEC normally meets twice a month to evaluate the salary levels of new Professional staff positions and re-evaluate existing positions.

New Academic Staff Conference

Run by HEDC in mid-October each year.

Performance & Development Review (PDR)

PDR is the annual appraisal for Professional staff.

Progress

Progress is the online portal for all academic performance and salary reviews.

Research and Study Leave

Retirement

'Planning for your Retirement' seminars run several times a year and are open to all staff.

Staffing Advisory Committee

SAC meets most months February to December to consider final Confirmation Path reports, Emeritus Professor nominations, senior Honorary/Adjunct nominations, academic promotions, and policy matters.

William Evans Visiting Fellowships

These fellowships are awarded to persons of academic distinction to visit the University for between three weeks and six months.

Other useful links:

[HEDC Professional Development workshops](#)

[HR Professional Development for all staff](#)

[HR Toolkit: a page of useful links for managers](#)

[Contact list for staff in HR](#)

HR Promotion and Remuneration team contacts

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