

Year Planner for Academic Heads of Department, Directors of Centre and other academic leaders

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	William Evans Fellowships	Staffing Advisory Committee	Job Evaluation Committee
February							Applications to HoD/Dean/PVC	SAC	JEC
March					Policy released	HoDs/Deans set own due dates	Applications for Round 1 due	SAC	JEC
April					Information sessions	Applications due to PVCs		SAC	JEC
May	Review opens				HoDs/Deans set own due dates	PVCs set own timeframes for decisions		SAC	JEC
June	Submitted to PVCs				Applications due to HR			SAC	JEC
July	Submitted to HR				Divisional Committees meet			SAC	JEC
August							Applications to HoD/Dean/PVC	SAC	JEC
September		Review opens	Review opens		HR seeks reports from referees		Applications for Round 2 due	SAC	JEC
October		HoDs set own due dates	HoDs set own due dates		Outcome letters (all but Profs)				JEC
November		Submitted to Deans (HS only)	Submitted to Deans (HS only)	Review opens	VC committees (Profs)			SAC	JEC
December		Submitted to PVCs	Submitted to PVCs	Submitted to HoD/Supervisor	Outcome letters (Profs)			SAC	JEC
January & February	1 February salary increases	Submitted to HR	Submitted to HR	Submitted to PVCs					
		HR prepares report for VC	1 February salary increases	Submitted to HR					
		VC considers submissions; Salary increases are backdated to 1 February	1 February salary increases	Submitted to HR					
			1 February salary increases	Submitted to HR					
			1 February salary increases	Submitted to HR					

[Academic Promotion](#)

Staff may apply for promotion to a higher academic grade (usually a change in job title) through the annual academic staff promotions process.

[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: 2020, 2022

Associate Professors: 2020, 2022

Professors: 2019, 2021

[Confirmation Path](#)

All new academic staff hired on a confirmation path must prove they can successfully

meet clear performance objectives in three key areas over the 5-year confirmation

period. Due dates for confirmation reports depend on the date of appointment.

Information sessions are run throughout the year.

[Job Evaluation Committee](#)

JEC 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. The process is under review.

[Progress](#)

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

[Research and Study Leave](#)

RSL is leave from normal teaching, research and administrative duties which may be

granted to academic staff in order to pursue an approved research and study programme

that will be of benefit to the University.

[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](#)