

HR Promotions and Remuneration

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	Performance & Development Review (PDR) for Professional Staff	Academic Promotions	Research & Study Leave	William Evans Fellowships	Staffing Advisory Committee	Job Evaluation Committee	Information sessions
February								Applications to HoD/Dean/PVC	SAC	JEC	
March						Policy released	HoDs/Deans set own due dates	Applications for Round 1 due	SAC	JEC	Retirement
April						Information sessions	Applications due to PVCs			JEC	Confirmation
May	Review opens					HoDs/Deans set own due dates	PVCs set own timeframes for decisions			JEC	Promotions
June	Submitted to PVCs					Applications due to HR			SAC	JEC	Retirement
July	Submitted to HR					Divisional Committees meet				JEC	Job Evaluation
August								Applications to HoD/Dean/PVC	SAC	JEC	Confirmation
September		Review opens	Review opens		PDR opens (2018 only)	HR seeks reports from referees		Applications for Round 2 due	SAC	JEC	PDR
October		HoDs set own due dates	HoDs set own due dates		Professional staff meet with managers before end of November	Outcome letters (all but Profs)				JEC	Retirement
November		Submitted to Deans (HS only)	Submitted to Deans (HS only)	Submitted to HoD/Supervisor	PDR closes (2018 only)	VC committees (Profs)			SAC	JEC	Confirmation
December		Submitted to PVCs	Submitted to PVCs	Submitted to PVCs		Outcome letters (Profs)			SAC	JEC	Job Evaluation
January & February	1 February salary increases	HR prepares report for VC	1 February salary increases	1 February salary increases	1 February salary increases	1 February salary increases					Retirement
		VC considers submissions; Salary increases are backdated to 1 February									New Academic Staff Conference

Please note that all dates are approximate. Refer to the webpages below for updated information

[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: 2018, 2020
Associate Professors: 2018, 2020
Professors: 2017, 2019

[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.

[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.

[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 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](#)