

Annual timetable of key activities directed to HoAs

- Please note that other activities or tasks may be directed to relevant post-holders in your team.
- The division's Academic Office provides a Quality Assurance calendar on WebLearn for matters pertaining to teaching and learning. See <https://weblearn.ox.ac.uk/x/dKOBxo> (contact the catharine.king@socsci.ox.ac.uk if you need to request access).

January	
Early January	Recognition of Distinction exercise for academic staff (Part 1): deadline for applications for the conferment of the title of Professor and initial circulation of applications to Divisional Recognition of Distinction Committee
Late January	Conferment of the title of Associate Professor: launch of annual exercise by Division
February	
Mid-February	Tuition fee proposals: deadline for return of proposals for the next but one academic year (for Overseas UG and all PG students)
	Awards for Excellence: this is the process by which staff working in Grades 1-10 and with more than 6 months' service are considered for formal recognition of exceptional individual contribution during the past year. Departments should run the process in Hilary term, for implementation in the 1 April payroll
	Financial planning: submission of Quarter 2 forecast
Late February	Financial planning: budget process begins
	Student Number return: deadline for indications of bids to increase student numbers (see May)
March	
Late March	Self-Assessment and Data Collection Exercise: provides a self-assessment checklist for you to reflect on current HR practice in your department; a useful reminder of good practice and assist departments/faculties in complying with the policies and procedures set on behalf of Council by the Personnel Committee and Personnel Services. Plus an online data collection exercise that enables Personnel Services to gather information, monitor longitudinal data, assess trends, set future priorities and inform the work undertaken throughout the year.
April	
Conferment of the title of Associate Professor: deadline for applications for academic staff not automatically entitled to use the title of Associate Professor	
Information Security Self-Assessment: departments are asked to assess the technical and non-technical aspects of information security annually	
Information Security Awareness module: anticipated date for users to be asked to take the module again as it is required once a year	
Mid-April (provisional)	Annual planning round (Part 1): Annual reminder to update departmental plans and risk registers or similar. Guidance and template issued to departments, based on divisional reporting requirements to PACS.
End April	Financial planning: departmental budget submission deadline
May	

First half of May	Financial planning: budget review meeting with the division
	Proposals for new and expanded courses: deadline for return of proposals for new courses, and/or for growth of existing courses
Late May	Financial planning: submission of Quarter 3 forecast
June	
May – August	Recognition of Distinction exercise for academic staff (Part 2): <ul style="list-style-type: none"> • Divisional Recognition of Distinction Committee makes recommendations to Senior Appointments Panel • Senior Appointment Panel makes final decisions • Vice-Chancellor writes to applicants to notify outcome
Mid-June	Annual planning round (Part 2): Division issues 3-year financial workbooks to departments
July	
Early July	Teaching data (Part 1): ‘Programme Data exercise’ guidance and templates for completion issued to departments. This is the mechanism by which departments report annually on the proportion of teaching delivered on all courses on which your academic staff teach in order to inform JRAM splits between departments.
Mid-July	Annual planning round (Part 3): deadline for departmental submissions of completed financial workbooks
Mid-late July	Responsibility allowances: reminder about divisional policy and request for information on any new administrative roles
31 July	End of Financial Year

August	
1 August	New Financial Year
Early August	Year-end forms: completion part of the financial year end process
Mid-Late August	Self-assurance exercise: completion as part of the financial year end process
Mid- August (anticipated)	Outside appointments and the HEBCI return from Ruth Kinahan
Late August	Teaching data (Part 2): deadline for return of completed programme data templates to divisional office
September	
Health and Safety: Departments complete biennial online Health and Safety Self Assurance Questionnaire (odd years only)	
October	
Late October	Space audit: Space Charge Area Data for the forthcoming academic year is issued to departments for checking (data is made available to departments in Feb)
Late October (provisional)	Annual planning round (Part 4): anticipated deadline for submission of departmental strategic plans and updated risk registers
November	
Late November	Financial planning: submission of Q1 forecast

Late November/early December	Tuition fee proposals (Part 1): tuition fee setting guidance documents and templates issued to departments
Other periodic activities	
As agreed with Divisional Safety Officer	Health and Safety: annual workplace inspection and review of fire risk assessments of departmental buildings. Annual review of Statement of Safety Organisation
Every six years	<p>Overarching assurance: joint Education Committee/Divisional Review of the Department: department prepares self-evaluation document and a review panel is convened for a two-day review.</p> <p>Three years after review: mid-term update on progress against recommendations in last review of department (completion of template)</p>