

## 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 [catharine.king@socsci.ox.ac.uk](mailto:catharine.king@socsci.ox.ac.uk) if you need to request access).

<b>September</b>	
<b>Health and Safety:</b> Departments complete biennial online Health and Safety Self Assurance Questionnaire (odd years only)	
<b>October</b>	
	<b>REF:</b> Units of Assessment working on Environment statements. Workshops have been arranged to assist with this process.
<b>Late October</b>	<b>Space audit:</b> Space Charge Area Data for the forthcoming academic year is issued to departments for checking (data is made available to departments in Feb)
<b>Late October (provisional)</b>	<b>Annual planning round (Part 4):</b> anticipated deadline for submission of departmental strategic plans and updated risk registers
<b>November</b>	
<b>11 November</b>	<b>REF:</b> The University has to indicate to Research England how many outputs it will submit for each research specialism for each unit by 6 December. In order to prepare for this, the Division will collect this information from units.
<b>Across November</b>	Next iteration of assessing who is eligible for REF 2021
<b>November/Dec</b>	<b>REF:</b> Dry-run UOA Review meetings with Division
<b>Late November</b>	<b>Financial planning:</b> submission of Q1 forecast
<b>Late November/early December</b>	<b>Tuition fee proposals (Part 1):</b> tuition fee setting guidance documents and templates issued to departments
<b>January</b>	
<b>Early January</b>	<b>Recognition of Distinction exercise for academic staff (Part 1):</b> deadline for applications for the conferment of the title of Professor and initial circulation of applications to Divisional Recognition of Distinction Committee
<b>Late January</b>	<b>Conferment of the title of Associate Professor:</b> launch of annual exercise by Division
	<b>REF:</b> Main panel board to have met and decided on outstanding staff eligibility issues
<b>February</b>	
<b>Mid-February</b>	<b>Tuition fee proposals:</b> deadline for return of proposals for the next but one academic year (for Overseas UG and all PG students)
	<b>Awards for Excellence:</b> 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
	<b>Financial planning:</b> submission of Quarter 2 forecast
<b>Late February</b>	<b>Financial planning:</b> budget process begins
	<b>Student Number return:</b> deadline for indications of bids to increase student numbers (see May)
<b>March</b>	
<b>Late March</b>	<b>Self-Assessment and Data Collection Exercise:</b> 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.
<b>April</b>	
<b>Conferment of the title of Associate Professor:</b> deadline for applications for academic staff not automatically entitled to use the title of Associate Professor	
<b>Information Security Self-Assessment:</b> departments are asked to assess the technical and non-technical aspects of information security annually	
<b>Information Security Awareness module:</b> anticipated date for users to be asked to take the module again as it is required once a year	
<b>March to April</b>	<b>REF: Eligibility decisions on new starters, promotions. Appeals.</b>
<b>Mid-April</b> <i>(provisional)</i>	<b>Annual planning round (Part 1):</b> Annual reminder to update departmental plans and risk registers or similar. Guidance and template issued to departments, based on divisional reporting requirements to PACS.
<b>End April</b>	<b>Financial planning:</b> departmental budget submission deadline
<b>May</b>	
<b>First half of May</b>	<b>Financial planning:</b> budget review meeting with the division
	<b>Proposals for new and expanded courses:</b> deadline for return of proposals for new courses, and/or for growth of existing courses
<b>Late May</b>	<b>Financial planning:</b> submission of Quarter 3 forecast
<b>June</b>	
<b>May – August</b>	<b>Recognition of Distinction exercise for academic staff (Part 2):</b> <ul style="list-style-type: none"> <li>• Divisional Recognition of Distinction Committee makes recommendations to Senior Appointments Panel</li> <li>• Senior Appointment Panel makes final decisions</li> <li>• Vice-Chancellor writes to applicants to notify outcome</li> </ul>
<b>Mid-June</b>	<b>Annual planning round (Part 2):</b> Division issues 3-year financial workbooks to departments
<b>Late-June</b>	<b>REF:</b> Unit of Assessment meetings - full draft submissions

<b>July</b>	
<b>Early July</b>	<b>Teaching data (Part 1):</b> '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.
<b>Mid-July</b>	<b>Annual planning round (Part 3):</b> deadline for departmental submissions of completed financial workbooks
<b>Mid-late July</b>	<b>Responsibility allowances:</b> reminder about divisional policy and request for information on any new administrative roles
<b>31 July</b>	<b>End of Financial Year</b>

<b>August</b>	
<b>1 August</b>	<b>New Financial Year</b>
<b>Early August</b>	<b>Year-end forms:</b> completion part of the financial year end process
<b>Mid-Late August</b>	<b>Self-assurance exercise:</b> completion as part of the financial year end process
<b>Mid- August (anticipated)</b>	<b>Outside appointments and the HEBCI return from Ruth Kinahan</b>
<b>Late August</b>	<b>Teaching data (Part 2):</b> deadline for return of completed programme data templates to divisional office

<b>Other periodic activities</b>	
<b>As agreed with Divisional Safety Officer</b>	<b>Health and Safety:</b> annual workplace inspection and review of fire risk assessments of departmental buildings. Annual review of Statement of Safety Organisation
<b>Every six years</b>	<b>Overarching assurance:</b> joint Education Committee/Divisional Review of the Department: department prepares self-evaluation document and a review panel is convened for a two-day review. <b>Three years after review:</b> mid-term update on progress against recommendations in last review of department (completion of template)