

## 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 [Academic Office](#) if you need to request access).

January	
Early January	<b>Recognition of Distinction exercise for academic staff:</b> deadline for applications <i>for the conferment of the title of Professor</i>
February	
Mid-February	<b>Tuition fee proposals:</b> deadline for return of proposals for the next but one academic year (for Overseas Undergraduate and all Postgraduate 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
Mid-February	<b>Financial planning:</b> submission of Quarter 2 forecast
Late February	<b>Financial planning:</b> budget process begins
April	
<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	
End April	<b>Financial planning:</b> departmental budget submission deadline
May	
First half of May	<b>Financial planning:</b> budget review meeting with the division
Late May	<b>Financial planning:</b> submission of Quarter 3 forecast
June	
May – July	<b>Recognition of Distinction exercise for academic staff:</b> <ul style="list-style-type: none"> <li>• Divisional Recognition of Distinction panel 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>
July	
Early July	<b>Teaching data:</b> 'Programme Data exercise' guidance and templates for completion issued to departments. This is the mechanism by which departments report annually <i>on the proportion of teaching delivered on all courses on which your academic staff teach</i>
31 July	End of Financial Year
August	
1 August	New Financial Year
Late August	<b>Teaching data:</b> deadline for return of completed programme data templates to divisional office

<b>September</b>	
<b>Academic posts:</b> Conference of Colleges requests information on anticipated academic posts that will be seeking a college association	
Late September	<b>Communications:</b> deadline for departmental submissions to the division's Annual Report
<b>Health and Safety:</b> Departments complete online Health and Safety Self Assurance Questionnaire	
<b>Annual planning round:</b> guidance, template and financial change workbook issued to departments	
<b>October</b>	
Late October	<b>Space audit:</b> Space Charge Area Data for the forthcoming academic year is issued to departments, for checking
<b>November</b>	
Early November	<b>Annual planning round: deadline for return of</b> completed template and financial change workbook
Late November	<b>Financial planning:</b> submission of Q1 forecast
Late November/early December	<b>Tuition fee proposals: tuition fee setting</b> guidance documents and templates issued to departments
<b>Other periodic activities</b>	
As agreed with Divisional Safety Officer	<b>Health and Safety:</b> annual workplace inspection of departmental buildings
Every six years	<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)