

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	Recognition of Distinction exercise for academic staff (Part 1): deadline for applications for the conferment of the title of Professor
Information Security Self-Assessment: departments are asked to assess the technical and non-technical aspects of information security annually	
February	
Mid-February	Tuition fee proposals (Part 2): 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
April	
Conferment of the title of Associate Professor: deadline for applications for academic staff not automatically entitled to use the title of Associate Professor	
End April	Financial planning: departmental budget submission deadline
May	
First half of May	Financial planning: budget review meeting with the division
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 panel makes recommendations to Senior Appointments Panel • Senior Appointment Panel makes final decisions • Vice-Chancellor writes to applicants to notify outcome
June/July	Annual planning round (Part 1): guidance, template and financial change workbook issued to departments. Annual reminder to update departmental plans.
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
31 July	End of Financial Year

August	
1 August	New Financial Year
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	
15 September	Annual planning round (Part 2): deadline for departmental submissions of completed workbooks
Late September	Communications: deadline for departmental submissions to the division's Annual Report
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)
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 of departmental buildings
Every six years	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. Three years after review: mid-term update on progress against recommendations in last review of department (completion of template)