

Annual Review Timetable 2024/25

Activity	Date	Responsible Person
Application Process Open for Applications	14 th February 2025	BP to get email sent
Closing date for submission of Applications for bonuses and/or increments to HoD/Line Manager (applications for Professorial salary review should be sent directly to annualreview@essex.ac.uk)	By 5pm on 31 st March 2025	Employee applicant or Manager nominating a staff member
Applications are reviewed by line managers/Heads of Department and recommendations signed off by the Exec Dean/Head of Section	By 25 th April 2025	Heads of Department; Exec Dean/Head of Section
Applications should be sent to annualreview@essex.ac.uk for collation by P&C	28 th April 2025	Exec Dean/Head of Section
Provision of feedback on applications not supported by the Faculty/Section	25 th April 2025 to 9 th May 2025	Exec Dean/Head of Section
Submissions will be considered by the relevant salary review group.	15 th May 2025 to 27 th May 2025	Registrar & Secretary, Academic Salary Review Group, Professorial Salary Review Group
Remuneration Committee	30th June 2025	Committee Secretary
HoD/HoS are notified of outcomes via email and informed of when staff letters will be sent	By 18 th July 2025	People and Culture
Applicants/nominees will be notified of the outcome by letter	By 31 st July 2025	People and Culture
Bonuses will be received in salary payments	August 2025 pay date	People and Culture
Increments (accelerated and discretionary) will be awarded	Grades 1-6 August 2025 Grades 7-11 1 st October 2025	People and Culture