

**ANNUAL REVIEW TIMETABLE  
2022**

<b>Activity</b>	<b>Date</b>	<b>Responsible person</b>
Closing date for the submission of applications for bonuses and/or increments to HoD/Line Manager (applications for the Professorial salary review should be sent directly to <a href="mailto:annualreview@essex.ac.uk">annualreview@essex.ac.uk</a> )	<b>By 12 noon, 28 March 2022</b>	Employee applicant or Manager nominating a staff member
Applications are considered by Faculty/Section and recommendations signed off by Exec Dean/Head of Section	By 28 April 2022	Exec Dean/Head of Section
Applications should be sent to <a href="mailto:annualreview@essex.ac.uk">annualreview@essex.ac.uk</a> for collation by the Employee Relations team	<b>By 2 May 2022</b>	Exec Dean/Head of Section
Provision of feedback on applications not supported by the Faculty/Section	3 May – 16 May 2022	Exec Dean/Head of Section
Submissions will be considered by the relevant salary review group.	17 May – 13 June 2022	Registrar & Secretary, Academic Salary Review Group, Professorial Salary Review Group
<b>Remuneration Committee</b>	<b>27 June 2022</b>	<b>Committee Secretary</b>
HoD/HoS are notified of outcomes via email and informed of when staff letters will be sent	By 4 July 2022	People and Culture
Applicants/nominees will be notified of the outcome by letter	By 12 July 2022	People and Culture
Bonuses <sup>1</sup> will be received in salary payments	July 2022 pay date	People and Culture
Increments (accelerated and discretionary) will be awarded	Grades 1-6:1 August 2022 Grades 7-10:1 October 2022	People and Culture

<sup>1</sup> Bonus payments will be subject to tax and National Insurance but are non-pensionable.