

PDR, Promotions & OSP 2011	June			July			August				September				October				November				December 2011				Jan 2012					
	13 - 17th	20-24th	27 - 2nd	4-8th	11-15th	18-22nd	25-29th	1-5th	8-12th	15-19th	22-26th	29-2nd	5-9th	12-16th	19-23rd	26-30th	3-7th-	10-14th	17-21st	24-28th	31-4th	7-11th	14-18th	21-25th	28-2nd	5-9th	12 -16th	19-23rd	26-30th			
PDR Training Sessions			Training																													
PDR Sem1 USS data available						USS / RSO data available																										
PDR Discussions & Assessment for OSP & Promotions Applicants							PDR discussions & assessments for Academic Staff applying for OSP & Promotions																									
PDR Discussions & Assessment for all other Academic Staff							PDR discussions & assessment for General Staff and Academic Staff not applying for OSP and/or Promotions																									
OSP information sessions							OSP Info sess																									
OSP: applications to Dean								Applications to Dean 12 Sept																								
OSP: Dean to rank & submit applications to HR													Dean to rank																			
OSP; HR to distribute application folders													Admin																			
OSP: Committee to assess applications														Committee assesses																		
OSP: Committe considers any revisions & finalise recommendations																		Revisions /decisions														
OSP:Applicants notified of outcomes																			HR notifies													
OSP: Lodgement & assessment of any appeals																					Appeals											
OSP : Feedback to candidates																						Feedback										
Promotions: Information sessions							Promotions info sess																									
Promotions: Applications to Deans & HR								Application submitted to HR & Dean by 19 Sept																								
Promotions: Deans complete & forward reports to HR & Applicant													Deans report to HR - 4th Oct																			
Promotions: HR to contact referees													HR collecting referee reports																			
Promotions: HR to collate & distribute folders																		Admin														
Promotions: Committee meeting - expectations & discuss applications																			Meet 1													
Promotions: HR collate and distribute further information & documents to Committee																				Admin												
Promotions: Committee meeting: further discussion/interviews/ decision																					Meet 2											
Promotions: Committee conduct interviews if required																						interviews										
Promotions: VC decisions notified to HR																							VC dec									
Promotions: HR prepares letters & send out																								HR notifies								
Promotions:Lodgement & assessment of any appeals																									Appeals							
Promotions: Announcement by VC of Promotions																										Announcement						
Promotions: Meet with successful applicants																																

2nd December PDR form closed - no longer accessible via HR On-Line