

## HUM Financial and Resource Planning Cycle 2019/20

Includes:

1. Financial and Resource Planning Cycle (Page 2)
2. Essential items re planning mapped into the FE Agenda (Page 3)
3. Workload Management Planning Process Timeline (Page 6)
4. Appraisal (Page 6)
5. Full New Course Approval Schedule (Page 7)
6. Faculty Meeting Dates (Page 9)
7. Risk Register [Register](#)
8. School and IAH School Boards and Key Meeting Dates (Page 10)

1. HUM Planning Cycle 2019/20: Financial and Resource Planning



<ul style="list-style-type: none"> <li>➤ Student Census</li> <li>➤ Revised Budget/forecast</li> <li>➤ Agree Student intake number targets for 2020/1</li> <li>➤ Agree Scholarships Funding for 2020/1</li> <li>➤ Module Update for 2020/1</li> <li>➤ HUM Promotions Workshop</li> </ul>	Oct
<ul style="list-style-type: none"> <li>➤ Faculty and School Plans: Review and Evaluate 2018/9 Performance (looking back)</li> <li>➤ Revised budget – impact of load trade on forecast</li> <li>➤ Promotions Committee</li> <li>➤ Study Leave Committee (Applications)</li> <li>➤ Agree Faculty and School ALM roles (the ‘Slate’) for 2020/1</li> <li>➤ Course Update for 2020/1</li> </ul>	Nov
<ul style="list-style-type: none"> <li>➤ Confirm Appraisal data for current year and arrangements for staff appraisals in following year</li> </ul>	Dec
<ul style="list-style-type: none"> <li>➤ Promotions Committee</li> <li>➤ Revised budget – impact of actuals on forecast</li> </ul>	Feb
<ul style="list-style-type: none"> <li>➤ Faculty and School Plans: Planning for 2020/1 and beyond (five year plan – looking forwards)</li> <li>➤ Planning and budget setting meetings with HoS/SM</li> <li>➤ Planning and budget setting meetings with Associate Deans’ group</li> <li>➤ Draft Faculty Budget for 2020/1</li> <li>➤ Study Leave Committee (Reports)</li> <li>➤ Review and Agree Fees for 2020/1</li> </ul>	Mar
<ul style="list-style-type: none"> <li>➤ Workload Management: individual workload allocation process for 2010/1 starts</li> <li>➤ Admin Annual Staff Review</li> </ul>	April
<ul style="list-style-type: none"> <li>➤ Draft Faculty Budget to Finance Committee</li> <li>➤ Promotions Committee</li> <li>➤ Baseline workload allocation published to individual staff</li> <li>➤ Schools publish ‘Slate’ for following year (2020/1)</li> <li>➤ Module planning starts for 2020/1</li> </ul>	May/ June
<ul style="list-style-type: none"> <li>➤ AT Contract staff allocation</li> <li>➤ Initial Scholarship and bursaries offer discussions</li> </ul>	Jun/Jul

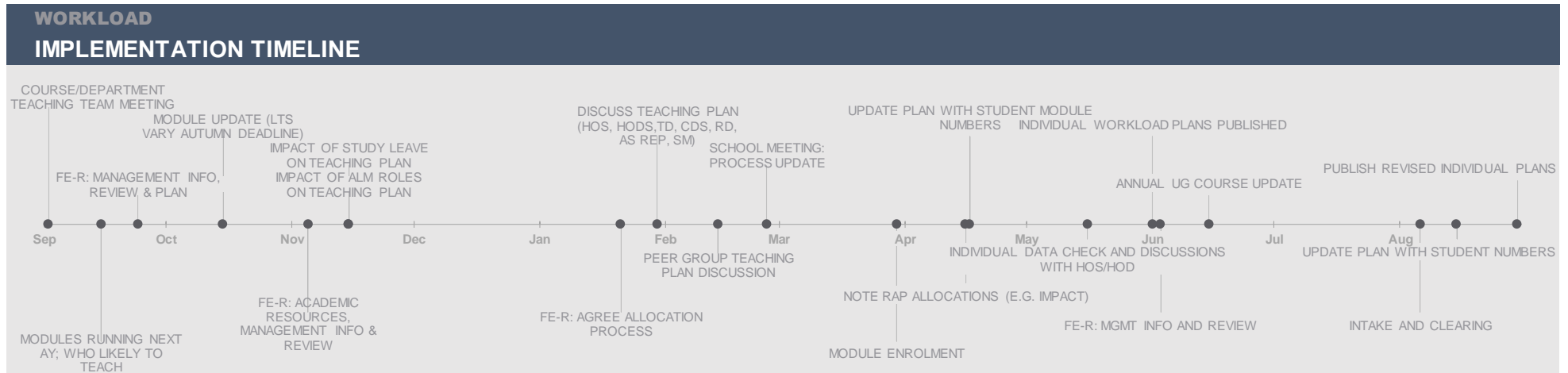
## 2. Faculty Executive Meetings and sponsored meetings 2019/20 (with agenda items referenced to Planning Cycle)

Date	Subject	Lead
<b>FE Tuesday 17 September</b>	NSS action plans with SU officers Confirm Faculty/School Studentships	Heads Faculty Executive
<b>FE Tuesday 1 October</b>	Student Targets for 2020/21 Teaching Excellence Plans and initial NSS highlights Health and Safety governance/Issues	AD Admissions Heads Faculty Manager
<b>FE-R Tuesday 8 October</b>	HUM Financial Recovery Plan review Faculty/Schools Budget (this year/last year) Faculty Level Roles: (1) Succession Planning (2) To confirm arrangements for EOIs for 2020/21 Workload Management Framework: (1) implementation timeline (2) Review management information reports (3) Confirm School Slate2020/1 position	PVC-HUM/SFM/FFM FFM PVC-HUM  Senior Faculty Manager/Heads/SMs
<b>Faculty Open Meeting Wednesday 16 October</b>	A presentation by and Q&A session with the PVC-HUM and another member of the University's Executive Team	All HUM Faculty invited
<b>Faculty Promotions Workshop October 2019</b>		All HUM Faculty invited
<b>FE Tuesday 29 October</b>	Revised Faculty Risk Register/ School Risk Register	Senior Faculty Manager Heads/School Managers
<b>FE Tuesday 12 November</b>	Decolonising the Curriculum	
<b>FE Strategy Day 19 November</b>	Agenda tbc	PVC-HUM/Faculty Executive

<b>FE-R Tuesday 26 November</b>	Finance Quarterly Report: 3 months Review of impact of census numbers on budget/Revised Faculty Budget Staffing Plans and proposals for new posts for 2020/1 onwards Workload Management Framework: (1) Teaching planning update, (2) to note Study Leave for 2012/1, (3) to note Faculty and School 'Slates' for 20120/1, (4) Second review management information reports.	Faculty Finance Manager Faculty Finance Manager PVC-HUM/Heads/SFM  Senior Faculty Manager/Heads/SMs
<b>FE Tuesday 10 December</b>	Appraisals (1) To confirm arrangements for staff appraisals in schools and administration for 2020 (2) Appraisal completion data 2019 WP and Outreach	Heads/SFM  Academic Dir/Head WP
<b>FE Tuesday 21 January</b>	Revise Faculty/schools Risk Register Student Surveys Creative Industries	SFM/Heads, SMs Heads AD E&I, RIN Relationship Mgr
<b>FE Tuesday 4 February</b>	Health and Safety governance/Issues Review of Fees and benchmarking exercise Digital Humanities	Faculty Manager FPG (Peter Courridge) Digital Humanities Manager and Lecturer Digital Humanities
<b>FE-R Tuesday 25 February</b>	HUM Financial Recovery Plan review Finance Quarterly Report: 6 months, including review of actuals on forecast Revised Student Targets and impact on budget Research income targets Workload Management Framework: To note arrangements in Schools for allocation of individual workloads for 2020/21	PVC-HUM/SFM/FFM Faculty Finance Manager Faculty Finance Manager AD Research/ FFM Senior Faculty Manager/Heads/SMs
<b>Faculty Open Meeting 2 22 April</b>	A presentation by and Q&A session with the PVC-HUM and another member of the University's Executive Team	All HUM Faculty invited
<b>FE Tuesday 3 March</b>		

<b>March</b>	AMA Planning and budget setting meeting	PVC-HUM, SFM, FM, HoS, SM
<b>March</b>	HIS Planning and budget setting meeting	PVC-HUM, SFM, FM, HoS, SM
<b>March</b>	IIH Planning and budget setting meeting	PVC-HUM, SFM, FM, HoS, SM
<b>March</b>	LDC Planning and budget setting meeting	PVC-HUM, SFM, FM, HoS, SM
<b>March</b>	PPL Planning and budget setting meeting	PVC-HUM, SFM, FM, HoS, SM
<b>March</b>	Associate Deans Planning and budget setting meeting	PVC-HUM, SFM, FM, ADs
<b>FE Tuesday 17 March</b>	Agree Fees following benchmarking exercise Draft Faculty Budget 2020/21 Finance Quarterly Report: 9 months	PVC-HUM /FFM Faculty Finance Manager
<b>FE-R Tuesday 31 March</b>	HUM Financial Recovery Plan review Agree final version of draft Faculty Budget	PVC-HUM/SFM/FFM PVC-HUM/Faculty Finance Manager
<b>FE Tuesday 12 May</b>	Revise Faculty Risk Register CHASE Report Area Studies	Senior Faculty Manager CHASE Lead/co-ordinator Area Studies Lead
<b>FE Tuesday 26 May</b>		
<b>FE Tuesday 9 June</b>	SU/HUM discussion HUM Research Centres Report Faculty Budget 2020/1: An overview for FE Confirm Planning Cycle document for 2020/21	SU/Faculty Executive Deputy ADR PVC-HUM/FFM Senior Faculty Manager
<b>FE-R Tuesday 23 June</b>	Finance Quarterly Report: 9 months Workload Management Framework: Evaluation of workload management framework for current year (a) noting improvements that can be made within the current arrangements, (b) noting issues for the next review of the framework in Spring 2021.	Faculty Finance Manager Senior Faculty Manager/Heads/SMs
<b>FE Strategy Day 7 July</b>	Agenda tbc	PVC-HUM

### 3. Workload Management Timeline



### 4. Appraisal

All staff must have an appraisal each year. Arrangements to be decided by each unit within the Faculty.

Arrangements for the following calendar year to be reported into Faculty Executive-Resources in December.

Completion data at year end for process to be monitored by Faculty Executive-Resources in December.

Arrangements must be clear and communicated to staff by the Head of the unit.

## 5. New Full-Course Proposal Framework

### Undergraduate for 2021/22 Start

Date	Action
To FE by January 2019 <sup>1</sup>	CP1 for proposal to Faculty Executive
Jan 2019 to Sept 2019	Minimum nine months for development, consultation time, journey through approval procedure.
October 2019	To LTC (allowing to hold space in Prospectus as long as approved in principle) Online Publicity from point of approval Included in Prospectus for 2021/22 (deadline October 2019, published March 2020 – latter to be revised re CMA?)
From January 2020 onwards	Marketing and promotion (e.g. UCAS Fairs)
June 2020	Open Days
Mid-September 2020	UCAS opens for applications
Mid-January 2021	UCAS closes for applications
End March 2021	UEA makes offers
Mid-August 2021	Confirmation and Clearing
Mid-September 2021	Student Registration for 2021/2 starters

Total time from start of process to student application = 1 year 9 months; to delivery = 2 year 8 months

<sup>1</sup> This is the recommended last date for receiving new course proposals for a 2021 start. Proposals for courses to start in 2021 may be submitted before this date.

### Postgraduate Taught for 2021/22 Start

Date	Action
To FE by June 2019 <sup>2</sup>	CP1 for proposal to Faculty Executive
June 2019 to Feb 2020	Minimum nine months processing/consultation time including FARME, FLTQC for academic case and FE approval of business case
March 2020	To LTC (allowing to hold space in Prospectus as long as approved in principle) Online Publicity from point of approval Included in Prospectus for 2021/22 (deadline March 2020 – to be revised re CMA?)
From April 2020 onwards	Marketing and promotion
October 2020 –September 2021	Applications to ARM/Schools
Mid-September 2021	Student Registration for 2021/22 starters

Total time from start of process to student application = 1 year 3 months; to delivery = 2 year 3 months

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<sup>2</sup> This is the recommended last date for receiving new course proposals for a 2021 start. Proposals for courses to start in 2021 may be submitted before this date.



## **Meeting Dates**

### **Faculty Executive/Student Union**

Semester 1: 1 October 2019

Semester 2: 9 June 2020

### **Faculty Executive Strategy Days**

Semester 1: 19 November 2019

Semester 2: 7 July 2020

### **Faculty Open Meetings**

Semester 1: 16 October 2019 to include pedagogy showcase

Semester 2: 22 April 2020

### **Faculty Research Showcase**

24 June 2020

## School Boards and Meetings

### AMA

School Meetings	Board Meetings
18 September 2019 15 January 2020	20 November 2019 19 February 2020
<b>Away Day</b> 12 May 2020	

### HIS

School Meetings	Board Meetings
9 October 2019 13 May 2020	30 October 2019 26 February 2020

### IIH

School Meetings
15 October 2019 (Management Meeting) 12 December 2019 17 February 2020 23 April 2020 9 June 2020

### LDC

School Meetings	Board Meetings
2 October 2019 4 December 2019 29 January 2020 13 May 2020	30 October 2019 4 March 2020
<b>Away Day</b> 19 September 2019	

### PPL

School Meetings	Board Meetings
25 September 2019 22 October 2019 21 November 2019 16 December 2019 14 January 2020 13 February 2020 23 April 2020 18 May 2020 16 June 2020	30 October 2019 26 March 2020

## Staff Student Liaison Committee

### AMA – dates tba

**HIS** – 8 October 2019, 27 November 2019, 13 February 2020, 18 March 2020

**IIH** – 30 October 2019, 11 December 2019, 5 February 2020, 6 May 2020

**LDC** – 23 October 2019, 27 November 2019, 5 February 2020, 11 March 2020

**PPL** – 23 October 2019, 27 November 2019, 12 February 2019, 18 March 2020

<p><b>HUM ARM Executive</b> Associate Dean: Dr Clare Connors</p> <p>17 September 2019 31 October 2019 9 December 2019 5 February 2020 18 March 2020 13 May 2020</p>	<p><b>HUM Employability Committee</b> Associate Dean: Dr Claire Cuminatto</p> <p>9 October 2019 27 November 2019 18 March 2020 17 June 2020</p>
<p><b>HUM LTQ Committee</b> Associate Dean: Professor Nick Selby</p> <p>4 September 2019 2 October 2019 6 November 2019 8 January 2020 12 February 2020 18 March 2020 13 May 2020 22 July 2020 5 August 2020</p>	<p><b>HUM Research Executive</b> Associate Dean: Professor Claire Jowitt</p> <p>29 October 2019 17 December 2019 13 February 2020 1 April 2020 20 May2020 9 July 2020</p>

<p><b>HUM PGR/Graduate School Committee</b> Associate Dean: Dr John Turnpenny</p> <p>30 October 2019 8 January 2020 4 March 2020 6 May 2020 24 June 2020</p>	
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