We encourage and value your suggestions and feedback for continuous improvement. Please direct your input to che.deanpr@flinders.edu.au.

Academic Status Holder Program

SPONSOR INFORMATION BOOKLET

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1. Flinders University

1.1 Academic Status Policy

Please review the Flinders University Academic Status Policy to familiarise yourself with the selection criteria and eligibility to the program.

1.2 Academic Status Overview

Academic status may be awarded to individuals who meet the criteria for full or adjunct academic status. This includes employees of affiliated institutions or external organisations associated with the University, qualified professionals involved in academic teaching or research programs and retiring or former academic staff or graduates of Higher Degrees by Research programs who wish to maintain an active contribution to the University.

1.2.1 Full Academic Status

Full academic status is granted to academically qualified employees or professionals engaged in substantial ongoing collaboration with the University. This collaboration may involve course development, preparation, presentation, or research programs. Examples include partnerships with Flinders Medical Centre for Medicine or major research collaborations with CSIRO. This status is awarded within agreements that facilitate significant and sustained academic interaction and can also be conferred upon former Flinders academic staff and higher degree research graduates.

Criteria for Full Academic Status:

- Appropriate academic qualifications and relevant skills and experience, assessed against Academic Profiles for equivalent positions.
- Regular, significant academic involvement in teaching or research programs, or significant academic leadership.

1.2.2 Adjunct Academic Status

Adjunct academic status is granted to individuals with ongoing but limited involvement in the University's academic programs. Examples include supervising students in clinical placements or teaching specific topics within a course by professionals with specialised expertise. This status may be formalised through agreements with other organisations.

Criteria for Adjunct Academic Status:

- Appropriate academic qualifications and relevant knowledge or skills, assessed against Academic Profiles for equivalent positions.
- Ongoing academic involvement in teaching or research programs.

1.2.3 Benefits and Entitlements

General Entitlements for All Holders of Academic Status:

- Use of the academic status title awarded by the University.
- Membership of the College.
- Participation in academic activities of the College.
- Access to University Library materials under agreed conditions.
- Access to facilities, resources, equipment, and premises at the discretion of the Vice President and Executive Dean of the College concerned.

Additional Entitlements for Holders of Full Academic Status:

- Appointment as a faculty representative on committees and participation in elections for certain committee positions.
- Eligibility to apply for University funded research grants, scholarships, and other research funds.
- Eligibility to apply for promotion in accordance with sections 8.2 and 8.3 of the Academic Status Policy.
- Award of status at an equivalent academic level if promoted by specific University-approved research funding organisations based on meritorious research.

1.2.4 Academic Titles

Classification	Title
Teaching and Research	Professor - Level E
	Associate Professor - Level D
	Senior Lecturer - Level C
	Lecturer - Level B
	Associate Lecturer - Level A
Research	Research Associate - Level A
	Research Associate - Level B
	Senior Research Associate – Level C
	Research Fellow - Level A
	Research Fellow - Level B
	Senior Research Fellow – Level C
	Principal Research Fellow – N/A
	Senior Principal Research Fellow – N/A

2. College of Health and Enablement (CHE)

The College of Health and Enablement is an innovator in contemporary education and is at the heart of advanced learning across the health sector including nursing, midwifery, disability, allied health and health sciences. With over 40 years' experience in nursing, midwifery, speech pathology and nutrition and dietetics education, and over 30 years' experience in disability education, Flinders are leaders in the health education sector.

With strong partnerships in both industry and community, our mission is to produce a safer and more resilient health and social care workforce, producing some of Australia's most enterprising health and care graduates.

In August 2019, Flinders University launched the Caring Futures Institute—Australia's first fully dedicated research centre for the study of self-care and caring solutions leading to better lives, better communities, better care and better systems. Caring is a fundamental element of an inclusive, compassionate and thriving society.

The incredible research that is already underway within the Institute involves a highly collaborative approach with industry, health professionals and communities to pioneer outcome-driven research that makes a positive impact on people's lives.

We are focused on driving the connection of this outcome-driven research to the education of our current and future workforce, improving lives, empowering communities and enable better health and caring in the world.

3. Strategic Alignment of Academic Status

The purpose of The College of Health and Enablement (CHE) is to improve lives, empower communities, and enable better health and caring in the world. Our role is to shape the future of research, education, policy and practice in Health and Enablement to achieve this purpose.

3.1 Education

Our Ambition is to lead innovative educational design, delivery, and scholarship, shaping and delivering authentic and engaging curricula and careers for health, care and support professionals as well as carers.

Our Aspiration is to co-design and deliver health and care curricula with students, industry partners and consumers, integrating best evidence from research and policy into clinical and community learning experiences. In preparing for future challenges, we will demonstrate the value of care across the life-course, through student-centred experiences that put self-care, care interventions and health, as well as care and wellbeing at the centre of all our curricula.

Our Goals:

1. Co-design and implement curricula that respond to emerging workforce demands, industry requirements and global megatrends (including climate change, pandemics, and the accelerated growth of technology and artificial intelligence in health and care).
2. Provide flexible, stackable, digitally enhanced curricula that meet discipline specific and interprofessional requirements and supports a life-long learning approach.
3. Lead and implement interprofessional student partnerships, strengthen collaborative practice, and respond to community and industry needs with innovative placement opportunities.
4. Ensure that opportunities for student learning and engagement are available to all, irrespective of geographical location, ethnic origin, socio-economic situation or other situations that limit access.

Strategic Alignment:

Affiliation is of strategic value to the College of Health and Enablement based on an ongoing contribution by an individual to the CHE Education portfolio. This may involve contributions to key education projects, curriculum design, teaching delivery, student supervision (e.g. on placement or in student projects) or other activities that align with the CHE education strategy. To ensure our affiliates align with our portfolio's strategic goals for 2023-2027, please consider the following qualifying criteria for selection.

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Area of Interest	Qualifying Criteria
Academic Leadership	The academic status holder can demonstrate previous academic leadership experience, including related to education. This may include leadership of professional development activities and resources, development and delivery of key outcomes of education-related projects, contributions to publicly available content (e.g. TED talks, public presentations or seminars) or co-leadership of educational activities with Flinders University staff.
Course Development	The academic status holder can clearly demonstrate how they will contribute to ongoing quality assurance activities (e.g. CQAGs, accreditation, internal course reviews), as well as development of new/revised topic content, lectures, learning objects etc. They may also contribute to upskilling Flinders staff in educational matters (e.g. digital literacy and skills, knowledge of Artificial Intelligence and its use in higher education, etc.).
Student Supervision	The academic status holder can demonstrate how they will contribute to student supervision, e.g. in work integrated learning (WIL) contexts, research projects or industry projects.
Teaching Topics	The academic status holder can demonstrate how they will contribute to the delivery of CHE topics, include delivery of teaching activities, assessment, marking, topic review and uplift, etc. The academic status holder may also contribute to teaching non-award course activities that may not sit within a CHE topic.

3.2 Research

Our Ambition is to lead and deliver impactful, world-renowned innovative research with engaged partners.

Our Aspiration is far-reaching and our research across the life-course will deliver paradigm shifts in health and care. We will build the evidence base underpinning self-care and caring solutions to transform and respond to contemporary health and care issues. Our partnerships and knowledge translation expertise will ensure research is embedded in education, practice, and policy changes.

Our Goals:

1. Deliver world-leading research by enabling a high-performance research culture.
2. Build and sustain authentic partnerships to deepen engagement and maximise research impact.
3. Lead innovations that create and translate knowledge to improve health, self-care and caring solutions across the life course. 4. Enhance researcher capacity and capability to meet our research ambitions and aspirations.

Strategic Alignment

To ensure our affiliates align with our portfolio's strategic goals for 2023-2027, please consider the following qualifying criteria for selection.

Area of Interest	Qualifying Criteria
Research	• Affiliation is of strategic value based on an ongoing academic contribution by an individual as defined by clause 5 and 6 of the Academic Status Policy.
Education	• Giving guest lecturers/seminars (or other teaching activity) to undergraduate and postgraduate students in area of research expertise.
Publications	• Reading and commenting on draft papers by staff members • Leading development of papers (former staff members).
Supervision	• Joint supervision of honours students • Advisor to (adjunct) or Supervision (full) of Research Higher Degree students.
Collaboration	• Mentoring junior staff • Reading and commenting on draft funding applications by staff members • Submission of funding applications with Flinders as the administrative organisation • Collaborative research work • Research or practice-based activities for mutual organisational benefit.

3.3 Opportunities

There are three categories of opportunity to be considered for application as an Academic Status Holder:

- Employees of an affiliated institution or external organisation with which the University is associated.
- Appropriately qualified professionals who are involved with an academic teaching and/or research program of the University.
- Retiring or former members of the academic staff of the University or graduates of Higher Degree.

3.3.1 (Full) Academic Status

Academic status is the award of an academic title in recognition of an ongoing academic contribution by an individual. Full academic status will normally be awarded within the context of an agreement or arrangement which enables a significant and ongoing level of interaction in an academic program. Full academic status can also be awarded to former Flinders academic staff and graduates of higher degree by research programs.

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3.3.2 Adjunct Academic Status

The award of adjunct academic status may be the subject of an agreement between the University and another organisation.

3.3.3 Arrangements or Agreements with other Organisations

A reciprocal arrangement or an agreement may be entered into to enable academic status to be awarded to suitably qualified staff of another organisation.

Please review the Flinders University Academic Status Policy to familiarise yourself with the selection criterion and eligibility to the program.

3.4 Conditions

As an Academic Status Holder, you will be considered non-paid staff of Flinders University and will be required to adhere to various university policies and procedures.

- Individuals awarded academic status must comply with University Statutes, By-Laws, policies and procedures, including the staff Code of Conduct.
- The award of academic status carries both entitlements and responsibilities.
- Academic status is awarded for a specified term up to a maximum of three years initially and may be renewed after review by the College. It may be reviewed at any time and renewed or rescinded in the University's absolute discretion.

4. Responsibilities

4.1 Academic Status Holder Program - Sponsor

4.1.1 Affiliate Interest

When a potential affiliate is identified through Sponsor collaboration, it is essential to screen the candidate against the Academic Status Policy and the strategic vision of the relevant area.

4.1.2 Sponsor Qualification Criteria for Academic Status

Flinders University employees (continuing or contract) can sponsor applications for full or adjunct academic status, but not at their own level. The ServiceOne system ensures equitable sponsorship by preventing submission if the application-level matches or exceeds the sponsor's level.

Key points:

- Sponsors cannot be casual staff or current Academic Status Holders.
- The system will only accept applications if the sponsor's level is higher than the applicant's, with the exception of Level E.
- Casual or fixed-term staff members applying for the Academic Status Holder title cannot hold an appointment within the sponsoring College. This policy ensures that their responsibilities as an Academic Status Holder are clearly defined and distinct from their casual or fixed-term employment duties.

4.1.3 Affiliate Applications – New / Renewal

Upon qualifying an Academic Status Holder, there are a number of steps that must be followed to progress the approval process:

- **Academic Status Holder Program: Application Form – FILLABLE** – this online document form should be sent to the applicant for completion and returned to the Sponsor.
- **Academic Status Holder Program: [New] Sponsor Application / Approval Process – SERVICEONE** – this is an online approval process managed through ServiceOne. Please ensure that the Academic Status Holder Program: Application Form - FILLABLE and an updated copy of their CV is uploaded when submitting the form for approval.
- **Academic Status Holder Program: [Renewal] Sponsor Application / Approval Process – SERVICEONE** – this is also an online approval process managed through ServiceOne. Please ensure that the Academic Status Holder Program: End-of-Tenure Report - FILLABLE, the original Academic Status Holder Program: Application Form - FILLABLE, and an updated CV are uploaded when submitting the form for approval.

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Online form approvals are triaged accordingly:

- **Level A-D:** Approval workflow to Dean (Education/Research - as relevant), Dean (People & Resources).
- **Level E:** Approval workflow to Dean (Education/Research - as relevant), Dean (People & Resources), Vice-President and Executive Dean (VPED), CHE P&C, and Vice-Chancellor (VC).

Note: Upon approval, the Sponsor and Academic Status holder will receive official notification from Dean People & Resources.

4.1.4 Sponsor Responsibilities

The role of the Sponsor of an Academic Status Holder is crucial in supporting the success of the status holder. Key responsibilities include:

- **Initiating and Renewing Status:** Responsible for initiating new and renewal requests for academic status holders via ServiceOne, ensuring the sponsor section is completed comprehensively.
- **Sponsor Annual Check-in:** As part of our commitment to continuous improvement, we will conduct 12-monthly 'Annual Check-ins' through an online form. Both the Sponsor and the Academic Status Holder will complete this form on the 12-month anniversary date to provide information on the progress of the appointment and include an outputs report.

  The data collected from these annual check-ins will help us monitor and enhance the CHE Academic Status Holder Program and contribute to the development of a comprehensive skills library. This skills library will serve as a valuable resource for the College, offering insights into the expertise and capabilities within our community, and facilitating better matching of skills to future projects and initiatives.

  - **Performance Metrics:** Specific goals and achievements related to the sponsorship.
  - **Development Opportunities:** Areas for growth and improvement for both the Sponsor and the program.
  - **Feedback and Support:** Regular feedback sessions to ensure alignment with program objectives.
- **Addressing Concerns:** If any concerns or compliance matters arise, a meeting with the Dean (People & Resources) to be arranged (in person or via Microsoft Teams) to discuss the outcomes or challenges of assigned Academic Status Holder, with the aim of optimising the CHE Academic Status Holder Program.
- **Maintaining Alignment:** Ensure that relationships and contributions remain aligned with university goals.

- **Recognition and Promotion:** Inform the Dean (People & Resources) if any contributions should be formally recognised or promoted throughout the College or University.
- **Sponsor Off-Boarding:** If a Sponsor leaves the College or University, arrangements must be made to ensure the Academic Status Holder continues to receive support through the appointment of a new Sponsor. Details of this arrangement must be communicated as part of the outgoing Exit Checklist to ensure all relevant parties are informed of the change. Please note that the newly appointed Sponsor must be at a higher level than the Academic Status Holder.

4.1.5 Sponsor Accountability Metrics

- Ensuring outputs are reported every 12 months using the online Academic Status Holder Program: Sponsor Annual Check-in.
- The Academic Status Holder is to establish meetings with their academic supervisor regularly throughout their appointment period and to seek feedback and assess performance.
- Future renewal of academic title is contingent upon engagement with the performance and development process.

Sponsors should align with:

- **Strategic goals, directions and vision**: to enhance credibility, rankings and reputation of the University's brand, consistent with the university's pillars.
- **Connection**: to enhance student experience and create people centred environments. Enables the development of new ideas and IP.
- **Engagement**: with all key stakeholders, providing opportunities for interaction and connection to the universities target market – students, partners, industry, community, etc.
- National and global impact demonstrates a commitment to environmental/social justice causes, connects South Australia with other regions of interest in the world, showcases work of students/institutes.
- Creating a measurable value for the University and sponsored party.
- Provided targeted opportunities for the University to connect with other audiences.
- Enhance our reputation in teaching and learning.
- Promote the image of the university as a preferred institution to work or study.
- Ensure effective management and accountability.

4.1.6 Sponsor Reporting

In addition to any meetings with the Dean (People & Resources) to discuss outcomes or challenges of assigned affiliates (at the Sponsor's discretion), Sponsor responsibilities and metrics will be included in the Sponsor Annual Check-in. This check-in will be conducted annually through an online form. Both the Sponsor and the Academic Status Holder will complete this form on the 12-month anniversary date to provide information on the progress of the appointment and include an outputs report.

Notification will be sent by email from the Dean (People & Resources) on the 12-month anniversary date, including a link to the form for the annual check-in. This form must be completed within a week of receiving the email.

4.2 Academic Status Holder Program - Affiliate

4.2.1 Affiliate Expression of Interest

Potential affiliates will be required to be screened by the collaborating Sponsor. The screening will be conducted in accordance with the Academic Status Policy, and the strategic vision of the relevant area.

4.2.2 Affiliate Applications – New / Renewal

- Upon qualifying as an affiliate to the College of Health and Enablement (CHE), the potential Academic Status Holder is required to complete an Academic Status Holder Program: Application Form - FILLABLE. New application forms will be issued to the affiliate by the collaborating Sponsor. An updated copy of their CV must be provided when returning the completed application form. If there is interest in renewing the affiliation with the College, the collaborating Sponsor must submit a renewal application one month prior to the end of the Academic Status Holder's current tenure.
- Affiliate applications must be approved by the Executive Leadership Team (ELT) of the College. Once an application form is received, the Sponsor will progress through the necessary channels. Upon approval or otherwise, the prospective Academic Status Holder and the Sponsor will be communicated with via email - please monitor your email for a message from che.deanpr@flinders.edu.au.

4.2.3 Affiliate Approval

The College of Health and Enablement values its partnerships with affiliates and once an affiliate is approved is excited to welcome them as a new Academic Status Holder. As part of this role, there are several expectations they are required to uphold.

4.2.4 Expectations

- **Celebrating Achievements:** We take immense pride in recognising the outstanding contributions of our academic achievers. Whether it's earning a recent degree, publishing groundbreaking research, or achieving a significant scholarly milestone, we deeply value and honour their dedication to knowledge and excellence. As we embark on our new partnership together, we eagerly anticipate hearing about their latest achievements and contributions. As an Academic Status Holder, they will be required to submit a report one month before the end of tenure - Academic Status Holder Program: End-of-Tenure Report - FILLABLE.
- A more informal opportunity of sharing achievements and undertakings will be given in regular meetings with the Sponsor.
- **Academic Status Holder Annual Check-in:** As part of our commitment to continuous improvement, 12-monthly 'Annual Check-ins' will be conducted through an online form. Both the Sponsor and the Academic Status Holder will complete this form on the 12-month anniversary date to provide information on the progress of the appointment and include an outputs report.

  The data collected from these annual check-ins will help us monitor and enhance the CHE Academic Status Holder Program and contribute to the development of a comprehensive skills library. This skills library will serve as a valuable resource for the College, offering insights into the expertise and capabilities within our community, and facilitating better matching of skills to future projects and initiatives.
- **Adjusting Contributions:** we understand that unexpected circumstances can arise, and expected contributions of the Academic Status Holder may need to be adjusted. If you find that they can no longer contribute as planned or if contributions we can expect from the affiliate have changed, please let us know by contacting che.deanpr@flinders.edu.au. Additionally, we kindly request that the Flinders University Workday affiliate profile is kept up to date. This ensures that we can effectively promote valuable contributions to our staff and other stakeholders. Instructions on how to update profile.
- **Academic Integrity and Collaboration:** to instil academic integrity and collaboration, we request that researchers attribute Flinders University as a by-line in all research outputs. By doing so, we celebrate our collective contributions and highlight our strong affiliation with the university. We appreciate valuable contributions.
- **Adhering to Core Values:** at Flinders University, we take immense pride in adhering to our core values and principles. Our commitment to excellence extends to complying with University Statutes, By-Laws, policies, rules, guidelines, and the Flinders Values and Ethos. By doing so, we create a supportive and respectful environment that fosters growth, collaboration, and success for all members of our community.

- **Understanding Policies:** understanding the Flinders Academic Status Policy brings clarity, confidence, and alignment with expectations. We are grateful for contributions to our positive academic community.

- **Familiarising with Policies:** familiarising with University policies and procedures, including those related to equal opportunity, work health and safety and supervision of students ensures a positive and informed academic experience. We are grateful for contributions to our supportive and thriving community.

- **Supervising Students:** we greatly appreciate commitment to supervising students. Familiarising with the University's student-related academic policies and procedures ensures a supportive and enriching experience for our students. We are grateful for contributions to their success.

- **ORCiD:** ORCiD is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities. Where there is no existing identifier, please encourage the affiliate to visit https://orcid.org to create an ORCiD ID. Upon activation, please assist them to 'connect' their ORCiD to Flinders University via RePortal (on the Okta dashboard).

Being a valued member of our academic community is important to us and we will seek permission to be able to share all reporting outcomes with our colleagues so that they are aware of contributions and capabilities such that they can engage the affiliate in opportunities.

5. Application Form

5.1 [New] Academic Status Holder

- An expression of interest for Academic Status Holder affiliation must be submitted via the Academic Status Holder Program: Application Form - FILLABLE template.
- The completed form must be completed and returned to the Academic Status Holder (Sponsor) to initiate the approval process.

5.2 [Renewal] Academic Status Holder

Prior to the end of an affiliation term (1, 2, or 3 years), the College of Health and Enablement (CHE) offers an opportunity to extend the Academic Status Holder's affiliation. An email will be sent three months before the end of tenure, advising of the impending end date and report submission, issuing an invite for affiliation renewal. The end of tenure report is an outline of Academic Status Holder achievements and contributions to CHE and Flinders University throughout tenure.

The renewal process is an online process completed by the Sponsor. If a renewal request is raised for approval, the Academic Status Holder's report must be uploaded at the time of submission.

5.3 [Early Cessation] Academic Status Holder

In the event an Academic Status Holder is unable to fulfill their obligations to the program, please notify us by contacting che.deanpr@flinders.edu.au. This will enable us to manage the off-boarding process with you.

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6. Reporting

6.1 Academic Status Holder Program - Sponsor

The Sponsor must ensure that the Academic Status Holder's report is completed and submitted to the Dean (People & Resources) one month before the tenure concludes. Additionally, the Sponsor is responsible for ensuring the Academic Status Holder completes their Annual Check-in within a timely manner and no later than one week of receiving it.

6.1.1 Sponsor Annual Check-ins (12 Monthly)

The Sponsor will report on outputs every 12 months through an online questionnaire called Academic Status Holder Program: Sponsor Annual Check-in. This process supports the University and College's commitment to continuous improvement. The data collected will help monitor and enhance the CHE affiliate program and contribute to developing a comprehensive skills library. This library will be a valuable resource for the College, offering insights into the expertise and capabilities within our community and facilitating better matching of skills to future projects and initiatives. The Sponsor will receive a link to access the questionnaire when it is time to complete it.

Notification will be sent by email from the Dean (People & Resources) on the 12-month anniversary date, including a link to the form for the annual check-in. This form must be completed within a week of receiving the email.

6.2 Academic Status Holder Program – Affiliate

6.2.1 Academic Status Holder Annual Check-ins (12 Monthly)

The Academic Status Holder will report on outputs every 12 months through an online questionnaire called Academic Status Holder Program: Academic Status Holder Annual Check-in. This process supports the University and College's commitment to continuous improvement. The data collected will help monitor and enhance the CHE affiliate program and contribute to developing a comprehensive skills library. This library will be a valuable resource for the College, offering insights into the expertise and capabilities within our community and facilitating better matching of skills to future projects and initiatives. The Academic Status Holder will receive a link to access the questionnaire when it is time to complete it.

Notification will be sent by email from the Dean (People & Resources) on the 12-month anniversary date, including a link to the form for the annual check-in. This form must be completed within a week of receiving the email.

6.2.2 End-of-Tenure Report

As an Academic Status Holder, they are required to submit a report at end of tenure with the College of Health and Enablement (CHE). This report should detail key successes, achievements, and contributions during their affiliation. The provided reporting template is to be used to complete this report. Please ensure the report references the goals and indicators outlined in the initial application.

The completed report is to be submitted to the Sponsor and Dean (People & Resources) no later than one month before end of tenure. If affiliation renewal is sought, report submission is crucial for evaluating contributions and for any potential renewal of affiliation.

Flowchart 1 - Academic Status Holder Program: Process

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1 Identify the need

A staff member (Sponsor) observes interest from a potential Academic Status Holder who wants to become affiliated with Flinders University, either in Full or Adjunct capacity.

The Sponsor qualifies the Academic Status Holder's expression of interest using the Flinders University Academic Status Policy and referring to CNHS Information Booklets.

The Academic Status Holder completes the Application Form and provides this to their Sponsor along with a current CV.

NB. A staff member may only sponsor an Academic Status Holder at a lower academic level (except level E).

2 Initiate Service One request

The Sponsor submits a request through ServiceOne to initiate the approval process to award Academic Status.

The requestor can view the status of the request through the ServiceOne portal under My Requests.

3 Approval flow

The ServiceOne request flows through an approval chain where the request is approved or denied.

Level A - D

Academic Status Holder - Academic Affiliation

Dean Education → Dean People & Resources → Vice-President Executive Dean

Academic Status Holder - Research Affiliation

Dean Research → Dean People & Resources → Vice-President Executive Dean

Level E (Professor)

Dean Education OR Dean Research → Dean People & Resources → Vice-President Executive Dean → Vice-Chancellor*

*Award of Academic Status Level E is determined by Professorial (Non-Employee) Appointment Committee, chaired by Vice-Chancellor (or delegate).

NB. Sponsors and Academic Status Holders will receive notification from Dean People & Resources of the outcome.

4 Academic Status Holder Onboarding / Management

Academic Status Holder profile is created in Workday and access is provided to relevant University systems.

Sponsor welcomes Academic Status Holder to the College and completes onboarding and ongoing support.

Annual 'Academic Status Holder - Check Ins' are completed by Academic Status Holder and Sponsor to monitor progress.

5 Academic Status Holder Offboarding or Renewal

The Sponsor and Academic Status Holder are notified three months before appointment end date.

End of tenure report is completed.

Request for extension of Academic Status Holder appointment will be completed using the above process.

Flowchart 2 - Academic Status Holder Program: Sponsor Responsibilities

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Affiliate Interest

Interested affiliates will be evaluated based on the Academic Status Policy and the strategic vision of the area. Upon successful evaluation, the Sponsor will send the Affiliate the **Academic Status Holder Program: Affiliate Information Booklet** to review, and the **Academic Status Holder Program: Application Form** to complete.

Qualification

Upon receiving the **Academic Status Holder Program: Application Form** from the Affiliate the Sponsor will compile the necessary information to advance the candidate through the ServiceOne application submission and approval process.

Application

The Sponsor ensures that all relevant information and documents are gathered to initiate the approvals process via ServiceOne. Please refer to the relevant flowchart workflow in the **Academic Status Holder Program: Staff Information Booklet**.

Program Undertakings

Supporting Success of Academic Status Holders:

- **Reporting**: Completion of annual anniversary questionnaire demonstrating commitment to continuous improvement through the Sponsor Annual Check-in online survey.
- **Alignment**: Maintain alignment with university goals.
- **Recognition**: Promote and recognise the achievements of the status holder.

Accountability/Metrics

- Sponsor responsibilities and metrics will be included in the Sponsor's annual online survey reporting cycle.
- Ensure the Academic Status Holder end of tenure report is received one month before the end tenure.

Outputs

Focus on strategically enhancing the University and College reputation by highlighting achievements, fostering innovation, engaging with the community, and leveraging growth opportunities.