

Academic Status Holder Program: Process

Identify the need

1

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).



Initiate Service One request

2

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.



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

3

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.



Academic Status Holder Onboarding / Management

4

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.



Academic Status Holder Offboarding or Renewal

5

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.

