

On-Boarding: Communications



Level A-E

- Welcome email to be sent to newly appointed Academic Status Holder:
 - Sponsor is cc'd into welcome email (and any subsequent communications sent to the individual).
 - Email template established for use



Level A-E | Sponsor

- Confirmation of appointment email to be sent to Sponsor.
- Email briefly outlines the responsibility of the Sponsor highlighting their involvement as vital to the success of the program and affirming their commitment and support.
 - Email template established for use



Level E | Director P&C

- In aid of the communication process, the approval process will trigger two actions:
 - CNHS P&C will produce a welcome letter from the Director (P&C).
 - Once received by the College Support Officer (Dean P&R), this letter will be attached to a welcome email from the positional mailbox.
 - Email template established for use.

Note: a welcome letter from CNHS VPED will also accompany this email.



Level E | CNHS VPED

- In aid of the communication process, the approval process will trigger two actions:
 - CNHS VPED will provide a welcome letter.
 - Once received by the College Support Officer (Dean P&R), this letter will be attached to a welcome email from the positional mailbox.
 - Email template established for use.

Note: A welcome letter from CNHS P&C (Director P&C) will also accompany this email.

Upon approval of a Level E appointment by the Vice Chancellor's office, a ServiceOne email notification is sent to CNHS (P&C) and the CNHS (P&R) College Support Officer to trigger the communications cycle. In the Level E workflow, the Director of P&C (Flinders) and the CNHS Vice President and Executive Dean (VPED) both formally welcome the new Academic Status Holder. A letter from the Director of P&C (Flinders) and CNHS VPED will accompany the email sent to the newly appointed Academic Status Holder by the College Support Officer to Dean (People & Resources).

*The process is triaged through ServiceOne and managed by the CNHS (P&R) College Support Officer. Please refer to the **Academic Status Holder Program: Operational Procedures Manual** for full outline of draft emails/letters.*