OPERATIONS | Health & Enablement | Flinders University

Academic Status Holder Program: Process Workflow

Application

- **Interest Observed:** A staff member (Sponsor) observes interest from a potential Academic Status Holder.
- **Qualification:** The Sponsor qualifies the Academic Status Holder's expression of interest using the Flinders Academic Status Policy
- **Provision of Documents:** Upon qualification, the Sponsor provides the prospective Academic Status Holder with an ***Academic Status Holder Program: Application Form*** and an ***Academic Status Holder Program: Affiliate Information Booklet***.

Approval Process: Once the Application Form is received, the Sponsor initiates the approval process via ServiceOne.

Approvals

- Upon submission of the application for an Academic Status Holder, the positional mailbox of the College Support Officer to CHE Dean P&R will receive a ServiceOne email notification.
- The College Support Officer will track the approval process as email notifications are received.
- Once submitted, the ServiceOne request is triaged to the relevant area for approval (e.g., Dean of Education, Dean of Research etc.) and managed accordingly through the approval workflow process.
- Upon completion of all approvals, the Dean P&R positional mailbox will receive notification from ServiceOne regarding the outcome i.e. approved or rejected. Further actions are undertaken at this stage.
- To access full commentary and all associated documentation, the College Support Officer must use the back-end ServiceOne portal.

On-Boarding

- Refer to the Academic Status Holder Program tracking register for registration of new affiliates and to determine the progress of necessary actions.
- New individual Academic Status Holder folder created to secure all documentation accessed from the ServiceOne portal, including the application form, CV, and Memo to VC (Level E, only).
- A staff profile is created in Workday and is completed before any communication with the new Academic Status Holder can be undertaken.
- Upon creation of new staff profiles, a 'Welcome Email' is dispatched. Note: There are two separate approaches taken depending on the level of the Academic Status Holder: Level A-D and Level E.
- The tracking register is updated to capture comprehensive information, including but not limited to start date, end date, FAN, correspondence dispatch, and more. It is critical to record a personal email address, along with all other pertinent information.

Management

There will be multiple touchpoints with the Sponsor and/or Academic Status Holder throughout their tenure. The tracking register is a reference point, which serves as a guide for actions to be undertaken and the corresponding timeframes.

Off-Boarding

Three Months Before End of Tenure:

- The Sponsor and Academic Status Holder are notified of the upcoming end of tenure. This notification includes an offer of renewal.

One Week Before End of Tenure:

- A final farewell email is sent to the Academic Status Holder. This email reminds them to submit their end-of-tenure report if it hasn't already been received.
- The email will be cc'd to the Sponsor and to the Academic Status Holder's personal email address.

Upon Renewal:

- If the affiliation has been renewed, a separate email will be sent.