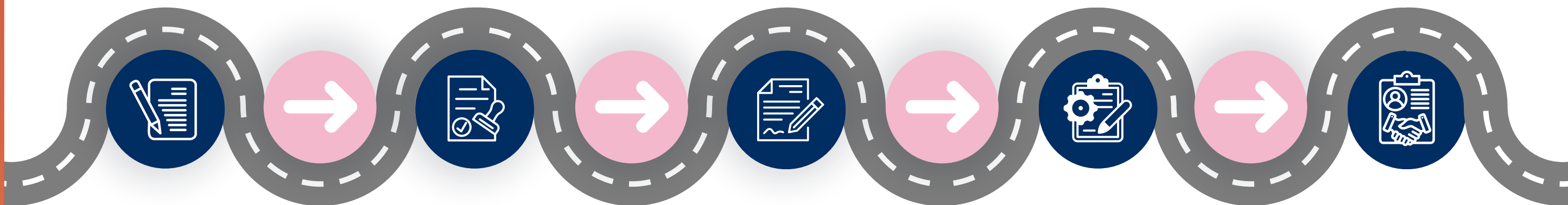


Academic Status Holder Program: Process Workflow



Application	Approvals	On-Boarding	Management	Off-Boarding
<ul style="list-style-type: none"> 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. <p>Approval Process: Once the Application Form is received, the Sponsor initiates the approval process via ServiceOne.</p>	<ul style="list-style-type: none"> Upon submission of the application for an Academic Status Holder, the positional mailbox of the College Support Officer to CNHS 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. 	<ul style="list-style-type: none"> 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. 	<p>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.</p>	<p>Three Months Before End of Tenure:</p> <ul style="list-style-type: none"> The Sponsor and Academic Status Holder are notified of the upcoming end of tenure. This notification includes an offer of renewal. <p>One Week Before End of Tenure:</p> <ul style="list-style-type: none"> 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. <p>Upon Renewal:</p> <ul style="list-style-type: none"> If the affiliation has been renewed, a separate email will be sent.