ServiceOne: Application Submission

OPERATIONS

Nursing & Health Sciences

Flinders University

Flowchart

Application Submission → **Qualification Process**

Qualification Process (top branch):
- Continuing
- Fixed Term
- Casual
- Current Academic Status Holder
- Academic Level

Qualification Process (bottom branch):
- Declarations:
  - Application made within last 12-months
  - Currently holds part-time/casual position (cannot be within the sponsoring college)
- Sponsored academic level

→ **Approvals Workflow** → **Level A-D** / **Level E**

Level A-D

Teaching
Dean (Education)
Dean (People & Resources)

Research
Dean (Research)
Dean (People & Resources)

Level E

Teaching
Dean (Education)
Dean (People & Resources)
CNHS VPED
CNHS P&C
President & Vice-Chancellor

Research
Dean (Research)
Dean (People & Resources)
CNHS VPED
CNHS P&C
President & Vice-Chancellor

→ **Notification**

Approval
1. College Support Officer (Dean P&R) will be advised of the outcome via ServiceOne email notification.
2. College Support Officer (Dean P&R) will progress on-boarding.

Rejection
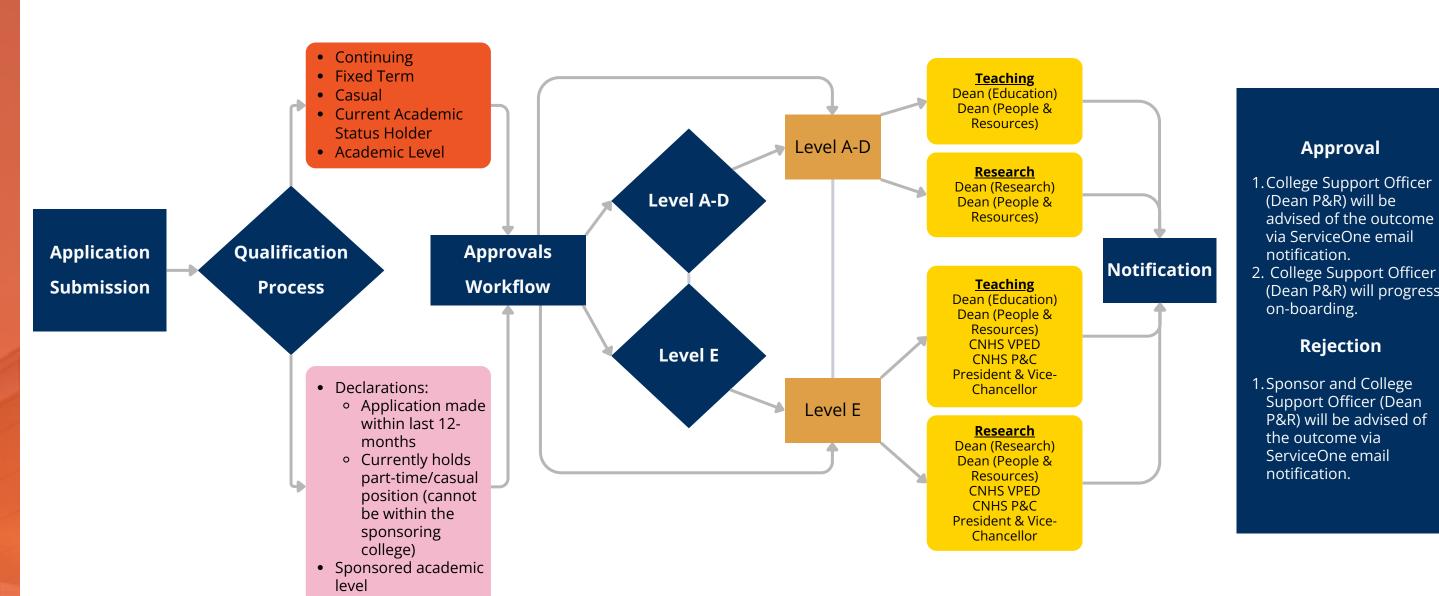1. Sponsor and College Support Officer (Dean P&R) will be advised of the outcome via ServiceOne email notification.

Process

- ServiceOne Application Submission:
- Qualification Process
- Application / approval process:
  - Applicant name / organisation / position held
  - Detailed justification to support recommendation is required
  - *Academic Status Holder Program: Application Form* to be uploaded - mandatory field
  - Current applicant updated CV to be uploaded - mandatory field
- Approvals Workflow
- Notification / On-boarding

Sponsor

- System qualifies whether a staff member is continuing or fixed-term, ensuring that only these categories are eligible to support Academic Status Holder applicants.
  - Casual staff are not permitted to Sponsor an Academic Status Holder.
  - Academic Status Holders who have been sponsored by a university staff member are not permitted to sponsor new Academic Status Holder applications.
- Sponsor's academic level must be greater than the affiliate's application level of engagement, excepting - Level E.

Academic Status Holder

- Individual applications are permitted only once per year and must be submitted by a single sponsor. Multiple applications over a 12-month period using different sponsors is not permitted.
- Where a prospective Academic Status Holder holds a casual / fixed-term position within the University, the appointment must sit outside of the sponsoring college - to qualify for submission.
- Academic level sought must be lesser than the sponsoring academic level.

Approvals Workflow

- The approval process is fully automated in support of expediency and quality control.
- The College Support Officer (Dean P&R) positional mailbox will receive notification upon the initial ServiceOne submission. Further updates can be tracked throughout approval workflow using ServiceOne (back-end).
- All uploaded documentation (2 x Level A-D, 3 x Level E) will be made available to the assignment group via ServiceOne (back-end)