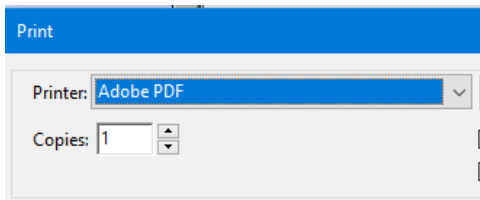


Instructions for Preparation of the Final Document for Submission

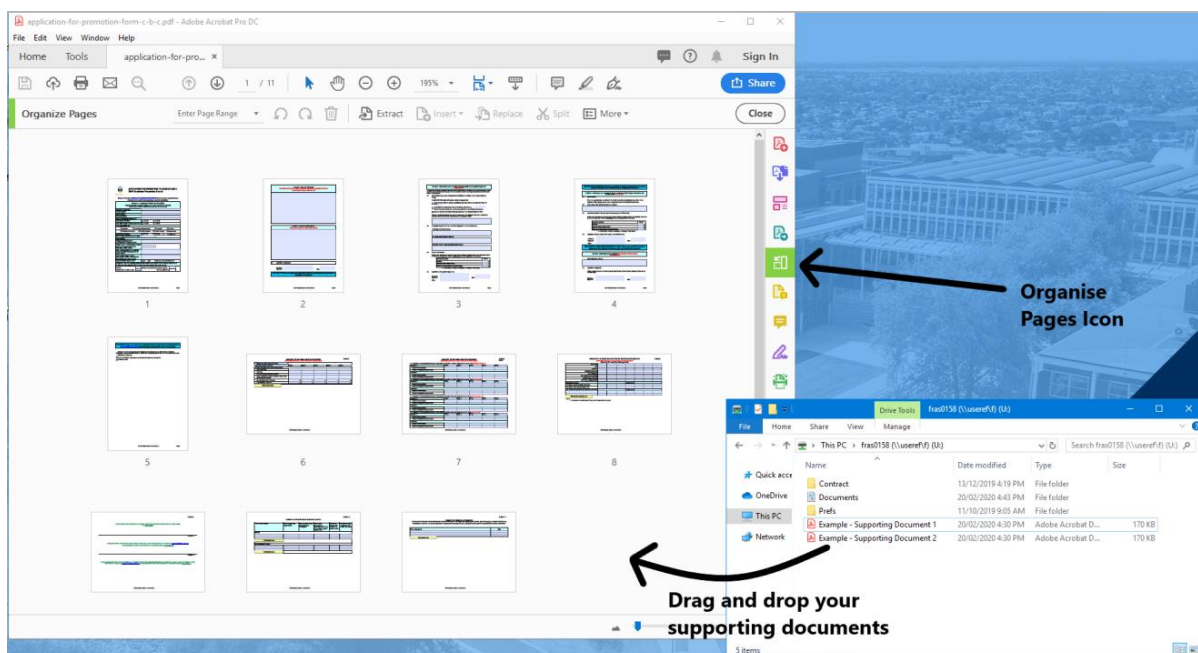
- **Step 1.** Download the current application form from the website and save a copy to your desktop.
- **Step 2.** Complete the Application form according to the instructions outlined within the [Guide to Academic Promotion 2020](#), giving particular attention to the following.
 - Section 2 does not exceed the maximum 4 pages in length. If the response exceeds the maximum length your application will be sent back to amend.
 - Section 3 is completed only if you have advised in Section 1 that you have special circumstances.
 - **The application has been signed** by the appropriate people at each stage and comments have been made where necessary, e.g.:
 - Designated Supervisor
 - Dean (People & Resources) (Lev B/C)
 - Vice-President & Executive Dean/Portfolio Head (Lev D/E)
- **Step 3.** Save the completed Application form.
- **Step 4.** Once completed, save Sections 1-8 for B/C, Sections 1-9 for D/E as a PDF file in order to include the Additional Documents required to support your application.

To do this go to File, Print, Change the Printer to Adobe PDF and click print:



Then use the save as option to save a copy of the file as a PDF and save the application using the file name convention: Lev C Surname, Application. Close this document.

- **Step 5.** Go to your newly saved PDF version and open in Adobe Acrobat.
- **Step 6. Attach any other documents to the PDF of your application to create one combined PDF document as follows:**
 - Save any additional documents as PDF files
 - Open your application PDF file with Adobe Acrobat and select the icon 'Organise Pages' on the righthand side of the page, this will bring up an all page view.
 - Drag and drop your saved PDF files into the appropriate page order on the 'Organise Pages' screen.



- To reorder pages, click on the pages you want to move and drag them to the appropriate section in the Application Form, then delete the insertion page (example below) that makes reference to attachments for Sections 9-11 or 10-13, and save the document.

Section 9

PLEASE INCLUDE EVIDENCE OF PEER AND/OR SUPERVISOR EVALUATION OF TEACHING AS SECTION 9

Section 10

PLEASE ENTER YOUR RESEARCH PUBLICATIONS DATA ON THE REPORTAL SYSTEM AT research.flinders.edu.au AND DOWNLOAD THE COMPLETED LIST AND INCLUDE AS SECTION 10

Section 11

PLEASE ENSURE THAT YOUR EXTERNALLY FUNDED RESEARCH GRANTS/RESEARCH CONTRACTS DATA ARE CAPTURED IN THE REPORTAL SYSTEM AT research.flinders.edu.au AND DOWNLOAD THE COMPLETED LIST AND INCLUDE AS SECTION 11

APPLICANT TO EMAIL YOUR COMPLETED PROMOTION APPLICATION TO acadprom@flinders.edu.au BY THE PUBLISHED CLOSING DATE

including Sections 1-13, including Research Publications and Research Grant/ Research contract data (completed and downloaded from the RDS's RePortal system) and Evidence of Peer and/or Supervisor Evaluation of Teaching; Position description (Research-only and specialised academic positions only); Curriculum Vitae

Due to a known bug in the PDF form, please also include a copy of your original application form (with fillable text fields), as a separate attachment.