

How to submit an Academic Promotion application for progression to Level B or C



01

Initiate Service One request

The applicant completes an online [application form](#) through Service One and will receive notification once successfully submitted.

The applicant can view the status of the request through the Service One portal under *My Requests* at any time.

The applicant can save a draft of their request before submitting. Once saved as a draft, the form can be edited.



02

Designated Supervisor assessment

The request flows to the designated supervisor, where they will assess the application, add comments and then submit.

The applicant will receive a Service One notification informing them that this step is complete. Key dates can be found [here](#).



03

Dean P&R / Portfolio Head assessment

The Dean P&R or Portfolio Head of the area will assess the application, add comments and then submit.

The applicant will receive a Service One notification informing them that this step is complete.



04

Applicant Final Review

The applicant will then receive the application for review, and will submit the application as final.



05

Processing of Application

People and Culture will process the application and make available to the Promotions Committee via the Service One dashboard.



06

Promotions Committee

The Promotions Committee will review the application in readiness for their meeting.



07

Process Promotion

Once committee meetings are complete, People and Culture will process the promotion outcomes from Service One.

The applicant will receive a written letter advising of the outcome. If successful, the promotion will come into effect on the 1st of January the following year.

Now your Academic Promotion for Level B or C has been completed

