

# How to submit an Academic Promotion application for Level D or E



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 through 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

## VPED Identifies/Assessors

The VPED in conjunction with the Dean P&R identifies Assessors. The Assessors are not disclosed to the applicant.

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

04



## VPED Assessment

The VPED assesses the application and comments in Service One, then submits.

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



05

## Applicant Final Review

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

06



## Processing of Application

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



07

## Promotions Committee

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

08



## 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 1<sup>st</sup> of January the following year.



## Now your Academic Promotion for Level D or E has been completed