The following guide describes how to initiate, save and submit your Academic Promotion application in Service One. It details the promotion workflow and gives handy tips on completing the form.

1) Navigate to the Service One home screen and select **General > People and Culture > Academic Promotion application**. This will bring you to the application form.

2) Your employee details will auto-populate. Select the ‘College / Portfolio’ you are aligned to. If you hold more than one position at the University, select the position that is relevant to your promotion.

3) Enter your ‘Designated Supervisor’, ‘Employee Type’ and ‘Appointment Type’.

   * Your Employee Type and Appointment Type can be found on your summary page in Workday.
4) Enter your ‘Start Date in Academic Position’, ‘Appointment Fraction’ and ‘Fraction %’ if you work part time.

Your start date is the day you commenced as an academic in a fixed-term, convertible or continuing capacity at the University; this may not be the start date of your current contract.

5) Enter your ‘Current Classification’ and ‘Promotion Sought to’. Enter the year of your last promotion if you have previously been promoted within the University.

6) Select your qualification level and detail the qualification held, the institution from which it was obtained and the year it was conferred in the comment box.
7) Enter the details of your teaching related duties for at least the last three years. To submit your teaching related duties click the ‘Add’ button. Multiple rows can be added. If this section is not applicable to your application select the check box.

![Teaching related duties form](image)

Complete the fields below and then click ‘Add’ to insert a row. Attachments can be uploaded after a draft has been saved.
8) Enter the details of the number of honours and HDR students under your supervision and completions for at least the last three years (based on SETs submitted with application). To submit the figures click the ‘Add’ button. Multiple rows can be added. If this section is not applicable to your application select the check box.

Complete the fields below and click ‘Add’ to insert a row.

- Your role
  - Principal Supervisor
  - Co-Supervisor

- Year

Number of Honours students supervised

Number of HDR students supervised

Number of Honours students who completed

Number of HDR students who completed
9) Enter a summary of awarded internal grants. To submit grant information click the ‘Add’ button. Multiple rows can be added. If this section is not applicable to your application select the check box. Note: There will be an opportunity to attach a print out of externally awarded grants as obtained from FLIP at the end of the application.

![Image of grant information input form]

Complete the fields below and click ‘Add’ to insert a row.

![Image of add row form]

10) Enter any special circumstances if applicable. A maximum of 500 words is allowed.

The committee will take into consideration an applicant's performance relative to opportunity. The applicant may include any matters which may have affected the progress of their career, for example; Significant career interruptions, Family and caring obligations, Employment fraction reductions, Illness, Changes to key responsibilities that have impacted on one or more of the assessment categories etc.

![Image of special circumstances input form]
11) Enter your case for promotion. A maximum of 3,500 words covering areas of academic activity is allowed.

Level D and E Only - Assessors

Click ‘Add’ to insert a row and enter information on assessors. These fields are non-mandatory.

12) Complete the checklist and add any additional information as an attachment. Any additional attachments should be a maximum of 20 pages uploaded as one PDF attachment. Additional documentation should only relate to material covered in the application.

Note: be sure to attach any SET data and a list of publication data from FLIP. This data and any documents from the checklist are not included in the 20 page limit.
Check ‘Submit for assessment’ radio box and select ‘Submit for assessment’.

Your application has been submitted and will flow to your designated supervisor for assessment. It is important to note that once your application is submitted there is no opportunity to edit or add an attachment to your case.

Your application will progress through the promotions work flow (see process maps on next page). After final assessment the application will flow back to you in Service One for final review and comment.

13) Review your application form and add any final comment.

This section provides an opportunity for you to formally note the report. In normal circumstances, the applicant would not need to make any further comment other than to confirm that the assessments have been noted. However, the opportunity is provided for you to comment on these evaluations. Your comments should not exceed 500 words and should not contain any new information.

There is no opportunity to save a draft at this stage so if you are not completing your comment in one session you may wish to write it outside of Service One and copy it in.

Select ‘Submit application’ for final submission to P&C.

That concludes the academic application process. If you have any further questions please contact your P&C Business partner or email acadprom@flinders.edu.au
### Process Map – Level B and C

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Notification to Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Applicant completes an online application form in Service One. Flows to the Designated Supervisor</td>
<td>Your academic promotion application has been submitted for assessment</td>
</tr>
<tr>
<td>2.</td>
<td>Designated Supervisor assesses application, adds comments, then submits. Flows to the Dean (P&amp;R)/Portfolio Head</td>
<td>Your academic promotion application has been assessed by your supervisor</td>
</tr>
<tr>
<td>3.</td>
<td>Dean (P&amp;R)/Portfolio Head assesses application, comments, then submits. Flows back to Applicant</td>
<td>Your academic promotion application is ready for your final comments</td>
</tr>
<tr>
<td>4.</td>
<td>Applicant receives application for final review and then submits application. Flows to People and Culture</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>People and Culture process application and make available to the Promotions Committee via Service One dashboard</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Promotions Committee review application in readiness for the Committee meeting</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Once committee meetings are complete, People and Culture process promotion outcomes from Service One</td>
<td>Applicant will receive a written letter advising of the outcome. If successful, promotion will come into effect on the 1st of January the following year</td>
</tr>
</tbody>
</table>

### Process Map – Level D and E

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</tr>
<tr>
<td>3.</td>
<td>VPED in conjunction with Dean (P&amp;R) identifies Assessors</td>
<td>Your external assessors for your academic promotion application are being confirmed</td>
</tr>
<tr>
<td>4.</td>
<td>VPED assesses application and comments in Service One, then submits. Flows back to Applicant</td>
<td>Your academic promotion application is ready for your final comments</td>
</tr>
<tr>
<td>5.</td>
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Service One Form – Helpful Tips

How to save your first draft?

It is advised that you save a draft of your application before starting to write your case. To save a draft, complete all mandatory fields marked with a red asterisks, scroll to the bottom of the page and select ‘Submit’.

How to save subsequent drafts?

Once a draft has been saved you will now enter draft mode. To save any progress, scroll to the bottom of the page select ‘Draft’ and ‘Save as draft’.

How to save your document as a PDF?

Once a draft has been saved you will now enter draft mode. To save any progress, scroll to the bottom of the page select ‘Draft’ and ‘Save as draft’.
How to access and edit your draft application?

You can access your draft application at any time by selecting 'My Requests'. Clicking on the Academic Promotion request and then selecting 'Edit Details'.