

# serviceone - Academic Promotion Guide

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.

**Employee details**

Employee name  
Daniel

Employee ID  
044

Email address  
daniel.

Employee position | Supervisor ?  
7000

\* College / Portfolio  
-- None --

- 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.

**Appointment details**

\* Designated supervisor ?

\* Employee type ?  
-- None --

\* Appointment type ?  
-- None --

- 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.

Start date in academic position ?

DD-MM-YYYY

Appointment fraction

Full time  Part time

- 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.

Current Classification ?

Level A  Level B  Level C  Level D  Level D+

Promotion sought to

Level B  Level C  Level D  Level E

\* Have you been promoted within Flinders University before?  Yes  No

\* What was the year of the promotion

- 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.

**Qualifications**

Have you completed a PhD or EdD?

I have a PhD

I have a EdD

I am currently enrolled in a higher degree

I do not have a PhD or EdD

Academic and professional qualification(s) held ?

- 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 / research related activities**

Teaching related duties not applicable for this application

\* Summary of teaching and related duties

**Add** Remove All

Actions	Year	Semester	Topic number	Topic name	Number of students taught directly	Nature of contribution	Was a SET administered?	Is a SET attached
No data to display								

Complete the fields below and then click **'Add'** to insert a row. Attachments can be uploaded after a draft has been saved.

Add Row ✕

\* Year

\* Semester

\* Topic number

\* Topic name

\* Number of students taught directly  ?

\* Nature of contribution  ?

\* Was a SET administered?  
 Yes  No

Is a SET attached?  
 Yes  No

SET data can be attached to form prior to submission

- 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.

Student supervision/completion details not applicable for this application  
 Number of Honours & HDR students under supervision and completions  

Add Remove All

Actions	Your role	Year	Number of Honours students supervised	Number of HDR students supervised	Number of Honours students who completed	Number
No data to display						

Complete the fields below and click **'Add'** to insert a row.

Add 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  
  

Cancel Add

- 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.

Internal grant information not applicable for this application  
 Summary of awarded internal grants  

Add
Remove All

Actions	Grant type	Title of Grant / Project	List of investigators in order	Amount
No data to display				

Complete the fields below and click **'Add'** to insert a row.

Add Row
X

\* Grant type

\* Title of Grant / Project

List of investigators in order ?

Amount ?

Cancel
Add

- 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.

Special circumstances cited? ?

Yes  No

\* Special circumstances ?

11) Enter your case for promotion. A maximum of 3,500 words covering areas of academic activity is allowed.

Case for Promotion ?

## Level D and E Only - Assessors

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

Suggested external assessors

Add
Remove All

Actions	Name	Phone number	Email address
No data to display			

You may indicate below the names of up to two persons who should **NOT** be invited to be an assessor and your reasons for this.

Exclude assessors

Add
Remove All

Actions	Name	Reason
No data to display		

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.

### Applicant checklist

Read the application form carefully and ensure all sections are completed.

\* I confirm that:

- All information in Appointment Details is correct
- The case for promotion does not exceed the maximum 3,500 word limit
- I have attached my position description
- I have attached evidence of peer and/or supervisor evaluation of teaching (as relevant to my academic profile)
- I have attached Research grant/Research contract data (completed and downloaded) (as relevant to my academic profile).
- I have attached my Curriculum Vitae

Check **'Submit for assessment'** radio box and select **'Submit for assessment'**.



Application progress

Draft  Submit for assessment

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.

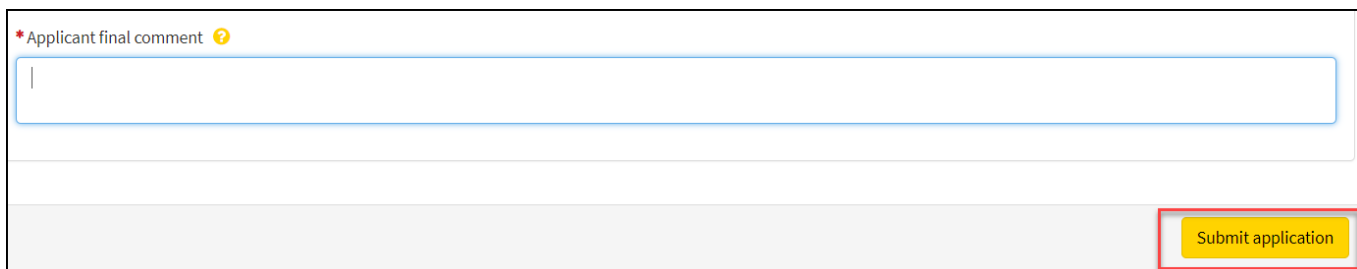
13) Review your application form and add any final comment.

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.

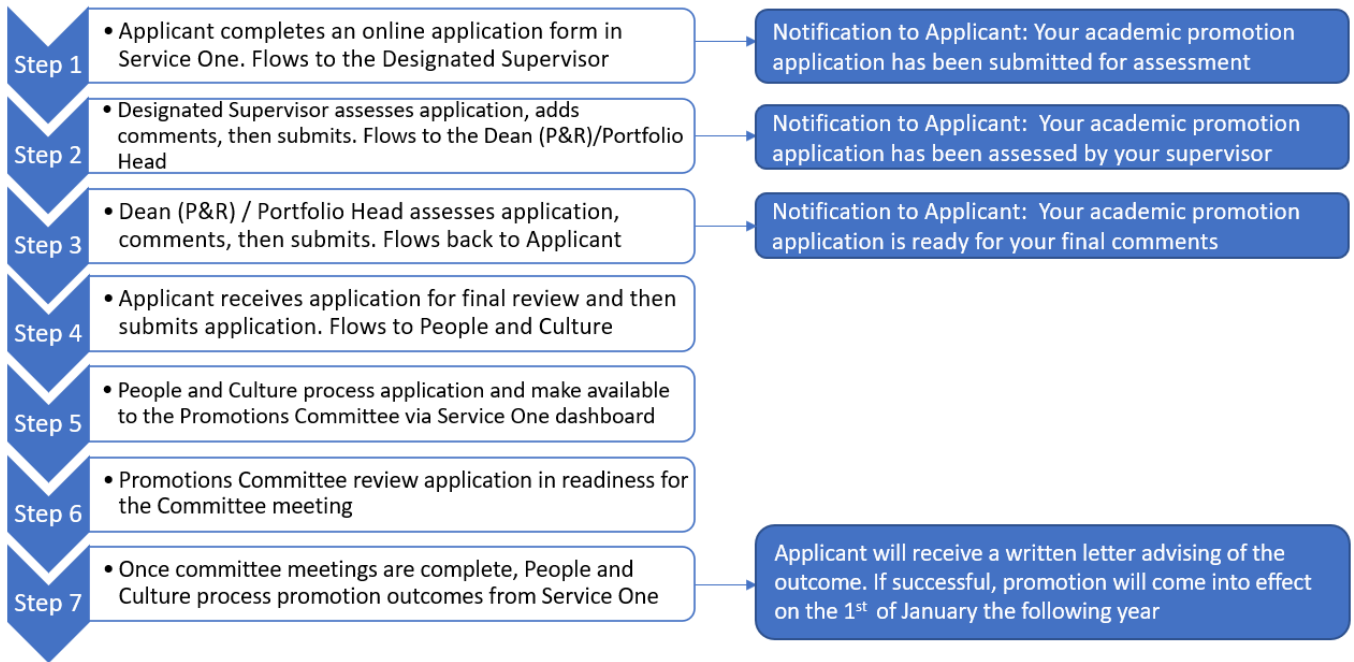
That concludes the academic application process. If you have any further questions please contact your P&C Business partner or email [acadprom@flinders.edu.au](mailto:acadprom@flinders.edu.au)



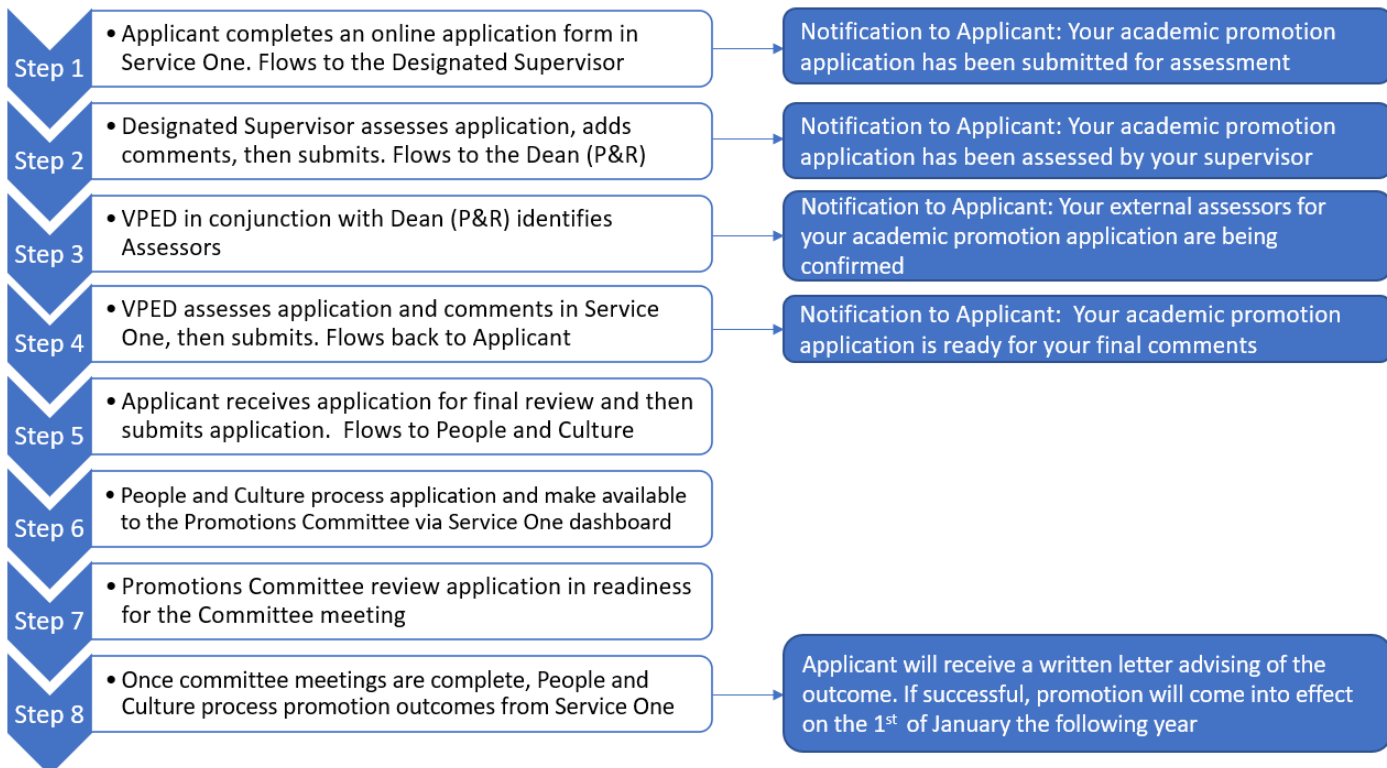
\* Applicant final comment ?

Submit application

## Process Map – Level B and C



## Process Map – Level D and E






## 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'**.

*Clicking the "Submit" button will save your application as Draft, it will not be automatically sent for assessment from here. You will need to revisit your application and choose "Submit for assessment" for it to be sent to your Supervisor.*

**Submit**

 Add attachments

### 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'**.

*When you are ready to submit your application for assessment, select the Submit for assessment option below and then use the "Submit for Assessment" button.*

Application progress

Draft  Submit for assessment


**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'**.

Form - Service One

Home > **Form**

Search  

CS0211014 

Form Details

\*Category

Print 8 pages

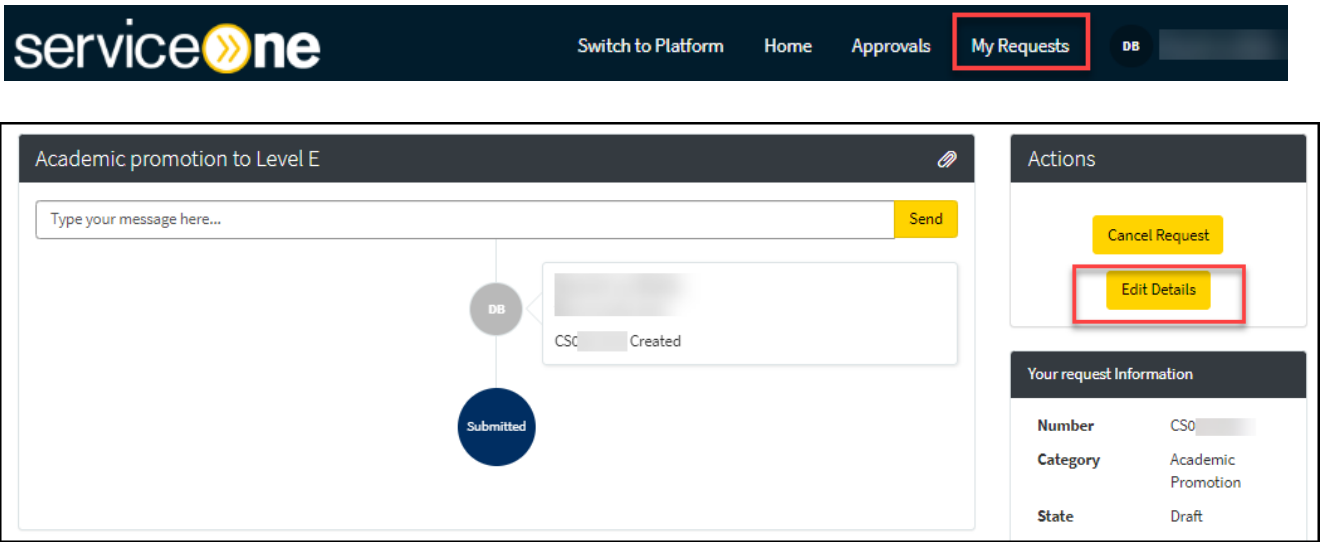
Destination **Save as PDF**

Pages All

Layout Landscape

## 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'**.



The screenshot displays the serviceone web interface. At the top, the navigation bar includes 'Switch to Platform', 'Home', 'Approvals', and 'My Requests' (highlighted with a red box). Below the navigation bar, the main content area is titled 'Academic promotion to Level E'. It features a message input field with a 'Send' button, a 'DB' button, and a 'Submitted' button. A notification box indicates 'CSC Created'. On the right side, the 'Actions' panel contains 'Cancel Request' and 'Edit Details' (highlighted with a red box). Below the actions, the 'Your request Information' panel displays the following details:

Your request Information	
Number	CSC
Category	Academic Promotion
State	Draft