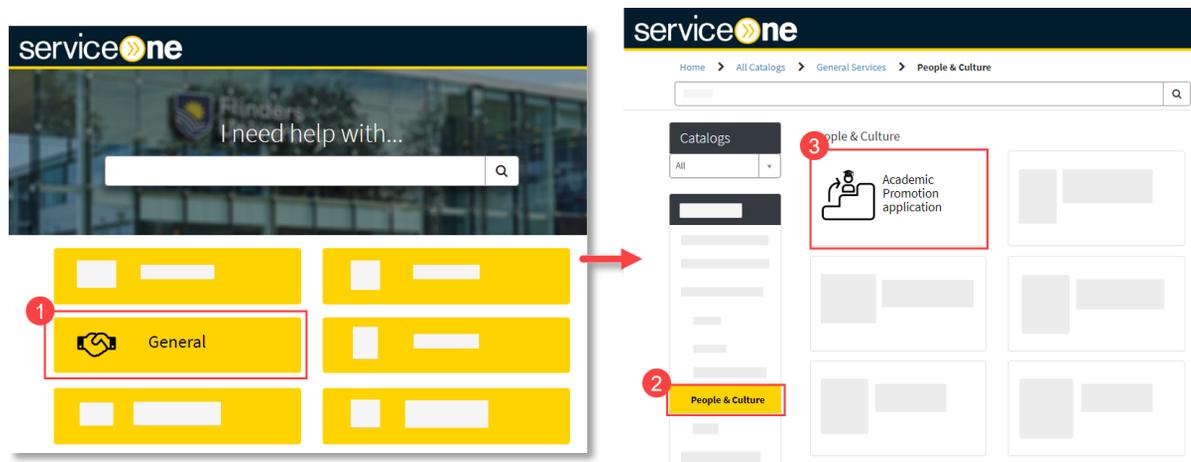The following guide describes how to initiate, save and submit your Academic Promotion application in Service One.

To initiate your application, navigate to the Service One home screen and select *General > People and Culture > Academic Promotion application*. This will bring you to the application form.

In the application form, your employee details will auto-populate. If you hold more than one position at the University, select the position that is relevant to your promotion. Select your *College/Portfolio*. The *Gender* and *Cultural Identity* fields are optional.
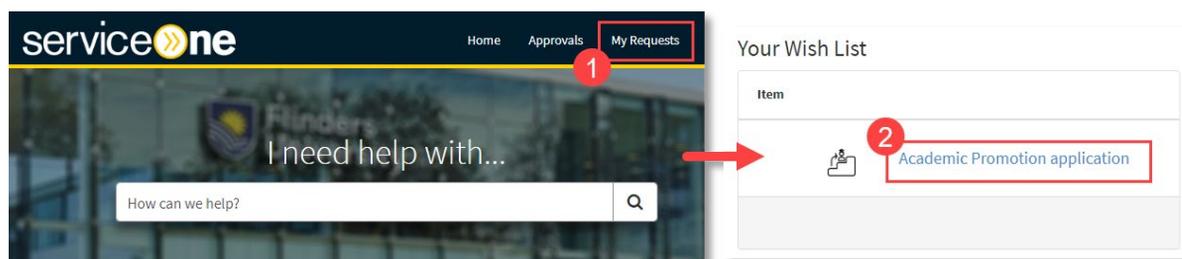
HELPFUL TIP
Saving a draft

Before proceeding to the next section, it is important to know you can save a draft of your application at any time.

To save a draft, scroll down to the bottom of the form and click the '*Add to Wish List*' button.

This will save your progress and you can access your draft at any time by clicking on *My Requests* and selecting the application.

Complete the *Designated Supervisor, Employee Type* and *Appointment Type* fields.

> **?** 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 -- ▾]

Enter your *Start Date in Academic Position* and *Appointment Fraction.* Enter *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

Select *Current Classification* and *Promotion Sought to*. Based on your selections, you might be prompted to answer if you have been promoted within Flinders University before.

Current Classification ❓

○ Level A   ○ Level B   ○ Level C   ○ Level D   ○ Level D+

Promotion sought to

○ Level B   ○ Level C   ○ Level D   ○ Level E

If you have been promoted before within Flinders University, enter the year of your last promotion.

* Have you been promoted within Flinders University before?   ***** Year effective

○ Yes   ○ No

If you have not been promoted before within Flinders University, enter the year you were appointed to your current classification level.

* Have you been promoted within Flinders University before?

○ Yes   ● No

* When were you appointed to your current level?

Select your qualification level and detail the qualification held in the comment box. If you select 'currently enrolled in a higher degree', you will be prompted to provide details. If you do not hold a PhD or EdD, you will be prompted to make a case for your promotion.

> ? Provide the name of each qualification held, the institution from which it was obtained, and the year it was conferred.

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 ?

| ↶ ↷ | Paragraph ⌄ | **B** *I* | ≡ ≡ ≡ ≡ | ⋮≡ ⋮≡ ⋲ ⋺ | 🔗 ⨯ | 🖼 | {¡} <> |

Enter the details of your teaching/research related duties for at least the last three years. There are five sections. If a section is not applicable to your application, select the check box to disable it.

If a section is applicable, click the *Add* button to enter the details under each type of related duty. You can add multiple rows.

> **?** Attachments, such as FLIP reports, can be uploaded after a draft has been saved.

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
				No data to display		

☐ SET information not applicable for this application

* Summary of SETs (cluster topics and order chronologically)

Add	Remove All					
Actions	Topic code	Topic name	When (Year / Semester)	% Respondents	Number of students	"Teacher is effecti
			No data to display			

☐ 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 I
			No data to display		

If you hold any publications, summarise them in the *Summary of Publications* section and use the comment box to provide relevance to your discipline, including the relevance of the order of authors on publications.

Answer if there are any special circumstances you wish to cite.

> **?** 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

If applicable, please clearly describe the circumstances and how they have impacted your career progression.

* Special circumstances **?**

| ↶ ↷ | Paragraph ∨ | **B** *I* | ≡ ≡ ≡ ≡ | ☰ ☰ ⫶ ⫶ | 🔗 ✂ | 🖼 | {i} <> |

* What was the impact to your career progression as a result of these circumstances? **?**

| ↶ ↷ | Paragraph ∨ | **B** *I* | ≡ ≡ ≡ ≡ | ☰ ☰ ⫶ ⫶ | 🔗 ✂ | 🖼 | {i} <> |

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

* Case for Promotion **?**

| ↶ ↷ | Paragraph ∨ | **B** *I* | ≡ ≡ ≡ ≡ | ☰ ☰ ⫶ ⫶ | 🔗 ✂ | 🖼 | {i} <> |

Based on the promotion levels, you will be prompted with additional questions after the *Case for Promotion* field. If required, access the Academic Promotion Procedures here.

Flinders University

When your application is ready for submission, complete the *Applicant checklist* and the *Evidence and Documentation* section.

Applicant checklist

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

I confirm that:

☐ * All information in Appointment Details is correct

☐ * I have attended the Promotions Information session or viewed the recording

The *Evidence and Documentation* section is dynamic and is tailored to your specific appointment type. Mandatory attachments are marked with red asterisk.

Each attachment needs to be collated into a PDF and saved with the standard naming convention provided in the help text.

Any additional information can be attached as one PDF and should not exceed 20 pages. Additional documentation should only relate to material covered in the application.

Evidence and documentation

Please check the naming conventions match the examples provided below (click on the ? icon for each attachment).

Only 1 document is allowed to be attached per item.

Any document uploaded to the 'Additional optional attachment' item cannot exceed 20 pages.

Position Description ❓
⊕ Upload

* Curriculum Vitae ❓
⊕ Required - Upload

* Evidence of Peer and/or Supervisor Evaluation of Teaching ❓
⊕ Required - Upload

* Student Evaluation of Teaching (SETs) ❓
⊕ Required - Upload

* Research publications data (downloaded from FLIP) ❓
⊕ Required - Upload

* Research grant/Research contract data (downloaded from FLIP) ❓
⊕ Required - Upload

Additional optional attachment (supporting evidence) ❓
⊕ Upload

To submit your application, check *Submit my application for assessment* and then click the *Submit* button.
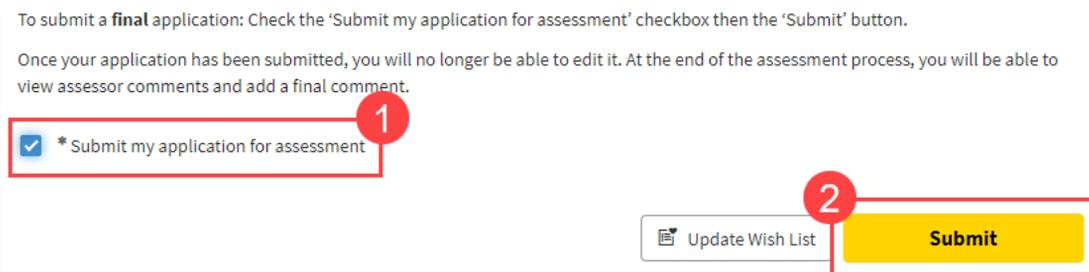
Your application then flows to your designated supervisor. Please be aware that after you submit your application, you have no further opportunity to edit or attach any additional documents.

Your application will progress through the promotions workflow (see process maps on the next page). After the final assessment, it will flow back to you in Service One. This section provides an opportunity for you to formally note the report.
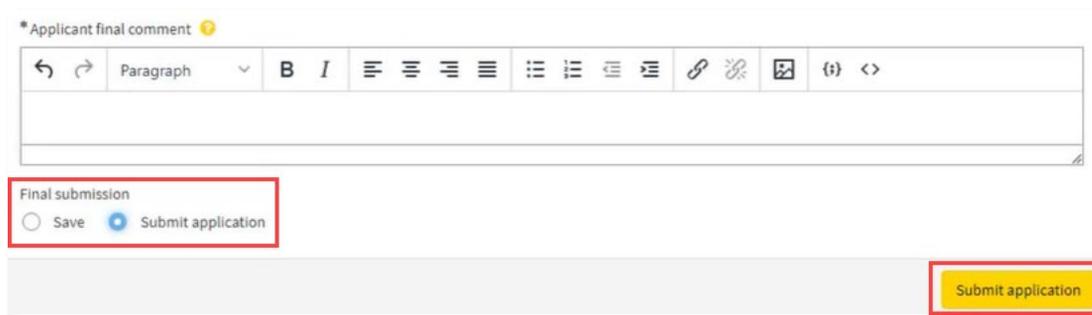
You can then select *Submit Application,* and your application will flow to People and Culture.

This will conclude your Academic Promotion Application process. If you have further questions, please contact your P&C Business Partner or email acadprom@flinders.edu.au.

Process Map – Level B and C

Step 1 • Applicant completes an online application form in Service One. Flows to the Designated Supervisor

Notification to Applicant: Your academic promotion application has been submitted for assessment

Step 2 • Designated Supervisor assesses application, adds comments, then submits. Flows to the Dean (P&R)/Portfolio Head

Notification to Applicant: Your academic promotion application has been assessed by your supervisor

Step 3 • Dean (P&R) / Portfolio Head assesses application, comments, then submits. Flows back to Applicant

Notification to Applicant: Your academic promotion application is ready for your final comments

Step 4 • Applicant receives application for final review and then submits application. Flows to People and Culture

Step 5 • People and Culture process application and make available to the Promotions Committee via Service One dashboard

Step 6 • Promotions Committee review application in readiness for the Committee meeting

Step 7 • Once committee meetings are complete, People and Culture process promotion outcomes from Service One

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

Process Map – Level D and E

Step 1 • Applicant completes an online application form in Service One. Flows to the Designated Supervisor

Notification to Applicant: Your academic promotion application has been submitted for assessment

Step 2 • Designated Supervisor assesses application, adds comments, then submits. Flows to the Dean (P&R)

Notification to Applicant: Your academic promotion application has been assessed by your supervisor

Step 3 • VPED in conjunction with Dean (P&R) identifies Assessors

Notification to Applicant: Your external assessors for your academic promotion application are being confirmed

Step 4 • VPED assesses application and comments in Service One, then submits. Flows back to Applicant

Notification to Applicant: Your academic promotion application is ready for your final comments

Step 5 • Applicant receives application for final review and then submits application. Flows to People and Culture

Step 6 • People and Culture process application and make available to the Promotions Committee via Service One dashboard

Step 7 • Promotions Committee review application in readiness for the Committee meeting

Step 8 • Once committee meetings are complete, People and Culture process promotion outcomes from Service One

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