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| Please use this form to request approval for the following: | |
| [To reapply](#_Reasons_for_Reapplying:)  *(if unsuccessful in previous year)* | *Approved by the Provost & Chief Academic Officer, for applications to Level B or C*  *Approved by the Vice Chancellor for applications to Level D or E* |
| [To vary weightings](#_Weightings:) |
| [To apply outside of academic substantive position](#_Applying_for_Promotion) |
| [To submit a late summative peer review of teaching](#_Submitting_a_late)\* | *Approved by the Provost and Chief Academic Officer for all levels* |
| To request exemption from submitting a late summative peer review of teaching |

* *Please note: As per the Academic Promotion Procedure, if approval is granted for late submission of an SPRT the SPRT must be submitted to* [*AcademicPromotion@unisa.edu.au*](mailto:AcademicPromotion@unisa.edu.au) *by at least two (2) business days prior to the published Shortlisting meeting date..*

Please fill out the relevant section(s) of this form and email to [AcademicPromotion@unisa.edu.au](mailto:AcademicPromotion@unisa.edu.au) no later than 14 days prior to the closing date for applications for Academic Promotion.

Once you have received the response, ensure that you attach this form via pdf to your online application form in the relevant section.

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| **Details** of Applicant for Promotion: | |
| Title |  |
| Name |  |
| Academic Unit / Research Institute / Unit |  |

|  |  |
| --- | --- |
| Applying for Promotion to Level: | |
|  | Level B |
|  | Level C |
|  | Level D |
|  | Level E |

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| Academic Position ‘Appointment Type’ Held: | |
|  | Teaching academic |
|  | Research academic |
|  | Teaching and Research academic |

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| Approval | |
| *Provost & Chief Academic Officer, for applications to Level B or C and requests relating to the lodgement of SPRTs*  *Vice Chancellor for applications to Level D or E* | |
|  | I approve the request(s) outlined below |
|  | I do not the approve the request(s) outlined below |
|  | Further information required |
| Signature: | |
| Reapplying for promotion: | |
| If you have been unsuccessful in your application for promotion in the previous year, you are not eligible to apply for promotion in the next round (i.e. you need to wait a year) unless you have the prior written approval as per section 3in the Academic Promotion Procedure. | |

*Please provide details of your new contribution(s) to the University since last year’s application:*

**Teaching and Learning** (*optional for research academic applicants)*

**Research** (*optional for teaching academic applicants)*

**Engagement**

**Leadership** *(if applicable)*

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| Variation to weightings: |
| Refer to section 8.3 of the Academic Promotion Procedure. |

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| *Normal band of weightings* | *Teaching and Research Academic appointments* | *Research Academic appointments* | *Teaching Academic appointments* | |
| ***Teaching*** | *30-50%* | *0-20%* | *60-90%* | |
| ***Research*** | *30-50%* | *60-90%* | *0-20%* | |
| ***Engagement*** | *10-30%* | *10-30%* | *10-30%* | |
|  | | | | |
| I wish to use weightings: | Teaching and Research Academic appointments | Research Academic appointments | | Teaching Academic appointments |
| **Teaching** | % | % | | % |
| **Research** | % | % | | % |
| **Engagement** | % | % | | % |

*Reason(s) for varying the weightings:*

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| Applying for promotion outside of substantive academic position held: |
| Refer to section 6 of the Academic Promotion Procedure. |

|  |  |  |  |
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| **Academic position held (substantive):** | | **Academic position applying for (acting):** | |
|  | Teaching academic |  | Teaching academic |
|  | Research academic |  | Research academic |
|  | Teaching and Research academic |  | Teaching and Research academic |

*Reason(s) for applying for promotion outside of substantive academic position held:*

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| Submitting a late summative peer review of teaching |
| Refer to section 8.7 of the Academic Promotion Procedure. |

*Reason(s) for submitting a late summative peer review of teaching:*

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| Exemption from submitting a late summative peer review of teaching |
| Refer to section 8.7 of the Academic Promotion Procedure. |

*Reason(s) for requesting exemption for submitting summative peer review of teaching:*