

## Academic promotion: online application process 2019 FAQ's

All applications for academic promotion need to be submitted via UniSA's e-recruit system. The process is similar to the job application process.

Before you proceed, please ensure you have read, and understood the 'Academic Promotion Guidelines', available on the [academic promotion website](#).

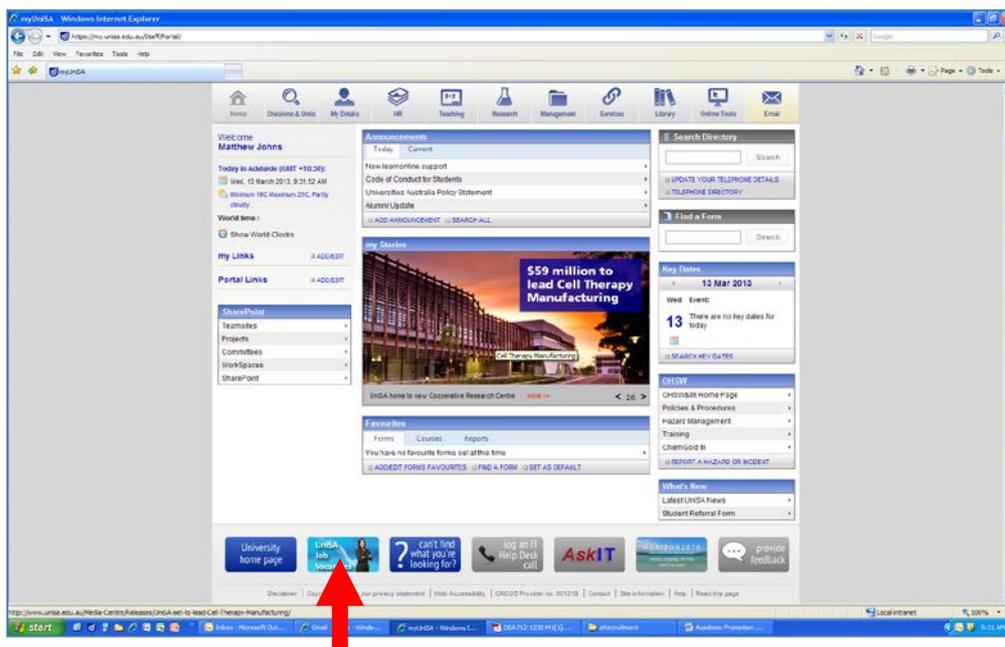
### What documents do I need before I start the application?

Before you commence please ensure that you have access to finalised electronic (pdf) copies of the following documents, as you will be required to upload them onto the system as part of the process:

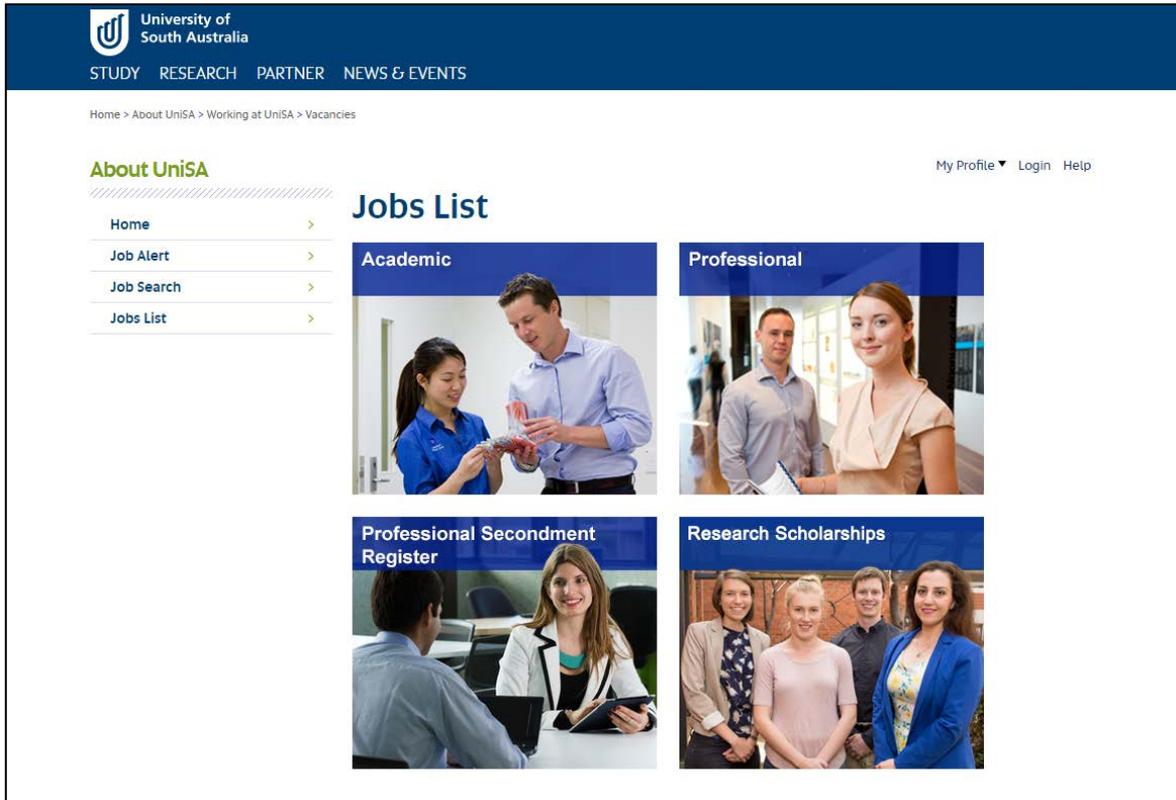
- Curriculum Vitae (CV)
- Commentary on achievements
- Achievement Relative to Opportunity Statement (if applicable) *\*not mandatory*
- Peer Review of Teaching Report *\*mandatory for 'teaching academics' and 'teaching and research academics'; 'research academics' who choose to put a weighting against the teaching criteria MAY choose to submit a report.*
- Accessed and viewed a copy of your Academic staff activity report (not required to be uploaded)
- Approval to reapply for promotion in 2019 following an unsuccessful application in 2018 (if applicable)
  - Pro Vice Chancellor, in the case of applications to Level B or Level C
  - Vice Chancellor (or nominee) in the case of applications to Level D or Level E.

### Now I have all supporting documents, what do I do?

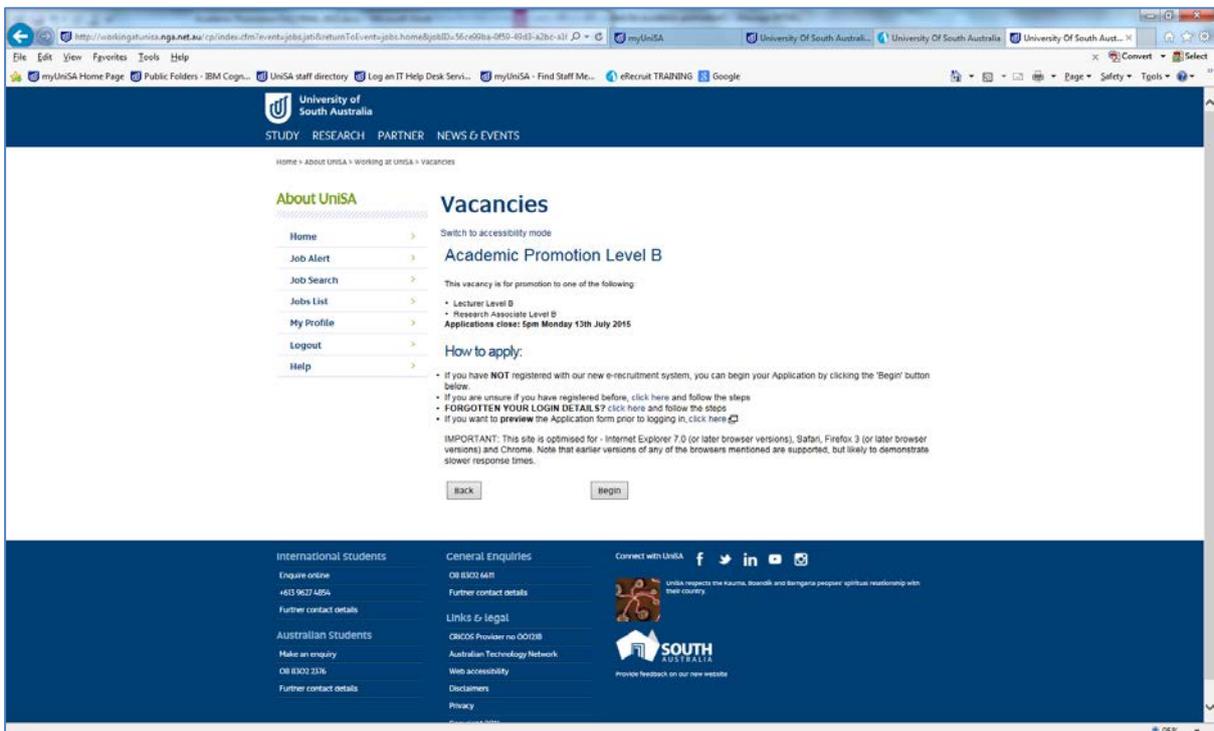
To begin you are required to log in to the staff portal at <https://my.unisa.edu.au/staff/portal/> (password protected) then click on the UniSA job vacancies icon on the lower left hand corner of the page



Choose 'Academic' from the following screen:



You will then see the list of job vacancies (internal and external) as well as applications for academic promotion. Choose the level of promotion that is most relevant, and you will be presented with a screen as per below:



**To login:** If you have NOT registered with our e-recruitment system, you can begin your application by clicking the 'Begin' button.

*NOTE: If you have accessed the system before April 30th 2012, please re-register using your email address and password to log on to the new system.*

**Please note that to avoid losing data during your application:**

You will be timed out **30** minutes after clicking 'Save' or 'Save and Continue'. Click on 'Save' at the bottom of the screen regularly to ensure no data is lost. Keyboard activity will not keep the session open – you need to click on 'Save' or 'Save and Continue' to ensure your information saves to your application.

You will be required to enter your **UniSA staff email address** in the following format: ([staff.member@unisa.edu.au](mailto:staff.member@unisa.edu.au)) and a password that you have previously chosen yourself.

You will be presented with an online application form.

Note that fields that are marked with \* denotes that answers are **mandatory** otherwise you will be unable to submit your application.

If you have previously used the online e-recruitment system (for job applications, academic promotion or PEP), your personal information will auto populate, duplicating your details from your previous application. (This includes any CV you might have previously attached and information on how to update this is below).

The application form is split up into 4 succinct areas:

**1. Personal details:**

Ensure you have your staff ID number available to you, located on your staff card. You will also need to know which Division/Portfolio and School/Unit you work in. If you are unsure you can check your details in the staff directory and access your staff profile. You can also contact [Justene Knight](#) if your situation doesn't appear to be clear cut.

**2. Promotion Details:**

You will be required to indicate the promotion category for which you are applying, for example: 'Teaching & Research Academic Level B' or 'Research Academic Level B' or 'Teaching Academic Level B'. Choose the most appropriate option from the dropdown menu.

**3. The case for Promotion:**

In this section, you will be required to upload your supporting documents as outlined above. Refer to 'What documents do I need before I start the application?'

Please note that there is a **3MB** limit for each document (if your document is larger than 3MB please contact [Justene Knight](#) for advice). **You will need to click on 'Save' after uploading each any every document. Failure to do so will result in your session terminating and you will have to upload your documents again.**

You will also be required to allocate a weighting % to each area of contribution ensuring the total of the three areas (Teaching and Learning, Research and Engagement) is equal 100%, using numeric characters only.

*\*Please refer to the Academic Promotion Guidelines for information on weighting the areas of contribution.*

**4. Declaration:**

You need to agree that you have accessed and viewed a copy of your Academic Staff Activity Report.

You need to indicate if you have spoken with your Head of School, Director of Research Institute or Director of Unit about your intention to apply for promotion.

You need to agree to the declaration statement in order to finalise and submit your application. You have now finalised the process.

### **Will I receive a response to my application?**

You will receive an immediate automated response to your registration and another for your completed application. Keep checking your emails for further contact about the progress of your application.

### **Do I have to complete my application in one sitting?**

It is possible to complete your application in stages. Just remember to click "Save" before exiting, and have your email address and password handy when you wish to log in again to complete your application.

### **What if I want to edit my application or submit further information?**

You can edit any information which you have submitted prior to the closing date. Save your updated file as a PDF document and upload it over the previously selected document.

*NOTE: If you update and re-upload your CV with a different file name, the original file name remains in place on the e-recruit system. This is standard, but the content of the file will reflect your changes.*

You may submit new information, via email to the senior consultant responsible for academic promotion, for the purpose of:

- Clarifying or updating achievements foreshadowed in your application, for example, acceptance of a grant application or publication submission;
- Providing new information about unanticipated events and/or significant achievements that significantly strengthens your case for promotion, for example an external teaching award.

It is recommended that any new information is provided at least a week before the panel meets (meeting dates are on the academic promotion website). Any superficial or editorial changes to an application will not be accepted.

In exceptional circumstances, new information about significant achievements may be accepted for consideration until the panel has concluded deliberations.

### **What if I have trouble completing my application?**

Firstly, check that your Internet connection is still working and that the problem is not a technical issue with the computer you are using. Ensure that your Internet Service Provider (ISP) will provide you with uninterrupted online access for the entire application process. Many ISP's will automatically disconnect you if there has been no communication from your computer for a set period of time, which can be as little as 10 minutes for some ISPs. \*\*Simply typing information on a web page is not registered as communication with an ISP - you need to save your work to continue communicating with your ISP.

Check the Internet Browser that you use is compatible with the application. Our online recruitment system is optimised for the latest versions of Internet Explorer, Safari, Firefox and Google Chrome. Earlier versions of any of the browsers mentioned are supported, but likely to demonstrate slower response times.

**Application complete but can't submit?**

When all mandatory information is added and documents uploaded into the application, the most common error is not clicking the Submit button to complete the process. 'Save' and 'Next' will take you to a preview of your application and you can then click on the Submit button at the top of the page. You will receive an automated email confirming receipt of your application.

If you continue to experience any technical problems, please contact the Recruitment Central on 83021700 or [recruitment@unisa.edu.au](mailto:recruitment@unisa.edu.au)

**Unsure who to contact?**

Please email [Justene Knight](mailto:Justene.Knight@unisa.edu.au) and she will direct your question to the right person.