



Academic Promotion Checklist: Preparation of the application by the applicant

The components of the application that you submit electronically via the UniSA e-recruitment system:

- The weighting for each criterion, within the defined parameters (contained in the online form);
- An up-to-date academic curriculum vitae;
- A summative peer review of teaching report (where applicable) (this can take several weeks to complete, do this as soon as possible to ensure it is completed in time for applications closing);
- A copy of a report from the pre-approved senior academic
- A copy of your response to the report – included as part of the report (where applicable);
- A copy of any pre-approvals to amend your application (where applicable) (Note if you are applying for an approval this needs to be granted at least 5 working day in advance of the closing date of Academic Promotion)
- A copy of your *achievement relative to opportunity* statement (where applicable);
- Commentary on your achievements and the core attributes* (five single-sided A4 pages. Pages 1-4 for the *commentary of your achievements* plus page 5 on the *self-assessment on the core attributes*)
- Details of your nominated independent assessor/s (contained in the online form).