

Academic Promotion: Online application process - 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 Procedure and FAQ's, available on the <u>Academic Promotion website</u>.

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 following an unsuccessful application in the previous year (if applicable)
 - Provost and Chief Academic Officer, 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 <u>https://my.unisa.edu.au/staff/portal/</u> (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:

Home > About UniSA > Workin		cles	My Profile ▼ Login Help
Home	, , ,	Jobs List	
Job Alert	>	Academic Profe	essional
Job Search Jobs List	>		
		Professional Secondment Register	earch Scholarships

You will then see the list of job vacancies (internal and external) as well as applications for academic promotion.

South Australia STUDY RESEARCH PA	ARTNER NEWS & EVENTS			
Forme + About United + Working at U				
About UniSA	My Profile * Login Help			
Home	Academic Promotion 2021			
Job Alert	All Locals Acalisation to UnitA continuing or Exercisem academic staff members only Acalisation to UnitA continuing or Exercisem academic staff members only			
Job Search	Academic Promotion 2021			
Jobs List	2 UnitSUIs deeply controlled to developing a workforce that is downe, high performing and one in which takened people			
	Evie.			
	Analamic promotion activity with the one includence scall can there is the activity of UANN massion and storagic quality is control ways allowed site that with an exportantly to anoprose their cancer by demonstrating their personal achievements in support of the dravensity's growth.			
	Preparing your Application			
	Please read the academic promotions guide loss [2] and other support materia conthe academic promotion website [2] and searchic appropriate approvals before your begin your approximation for premotion.			
	Lodging your Application			
	Applications for promotion are submitted through the UnSA electroment system.			
	Within the online application form, you will be asked to complete the following. Protonal details			
	Promittien details The workpring the calls officient Decails of your normalized referees			
	Decision of your Decision of Director's non-strated veloces Decision of your Decision of Director's non-strated veloces Decisation			
	Within the online application form, you will be exceed to upload the following documents: • Any pro-approvals (where applicable)			
	 Accessment release to opportunity statement range applicable) 			
	Commentary on your achievements and the convectionales Acodomic curriculum vitae			
	 Pre-sponsed serior academic report C-your response to the report enteries applicable; A part review of reaching report (stoke applicable) 			
	Keydates			
	Applications open — Henday 19 Handi 100: Applications (does — 5 Octors II of etg. 91 June 2021 Periodic Di Mello Elebo esti confecti (d) application — 1 January (2022			
	For faither information, please contact Reportment Consultat Unit& reportment@ormalecta.au 🛱			
	Academic promotion is available to UnISA continuing or fixed-term academic staff members ONLY.			
	How to apply:			
	Applications must be lodged online, please note LinSA does not accept applications via email.			
	 Sind your application by taking the COUP backet. Myou have a mand properties for the maccaning bases larger halons starting your application. Myou have forgettern your light in receases, brice to reserve your pessword. Myou have forgettern your light in receases, brice to reserve your pessword. 			
	 Here is approximate to measure and a diverse worldone and a constructive ensemble in giving in struct evenues can to be. 			
	For further support, contact Recruitment Central on -618 8300, 1000 or email.recruitment@unist.edu.zu and you will receive			
	a response nation one working dep MidligetXXII: The last is a command for the latest variables of instance Database. Safer, Parties and Chrome. Note that earlier remains of any transmer instantiant are apported, but likely to demand and in doma remainse tome.			
	By choosing to continue, you agree to the privacy policy. Show Brivacy, Policy 🗐			
	BACK			
Englite enline	0 6 600 2 6 6m Notine context to leave a section to the section of the section o			
Purifier contest details	Links & legal			
	careen moviliar na oreana			
Nake an entitiny	Automative Technology Average SOUTH			
00000000000000000000000000000000000000	Mit According AUSTRALIA			

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: (<u>staff.member@unisa.edu.au</u>) 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.

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. 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 ensuing 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 <u>prior to the closing date</u>. 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 <u>email</u> 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 <u>AcademicPromotion@unisa.edu.au</u>