

Academic promotion: online application process 2020 Frequently Asked Questions

Q. What should I do before I start my application for academic promotion?

Before you start your application, please read the academic promotions guidelines and other support material on the academic promotion website and seek the appropriate approvals.

Q. How do I submit my application for academic promotion?

All applications for academic promotion need to be submitted via the UniSA e-recruitment system (Acendre). The process is similar to the job application process.

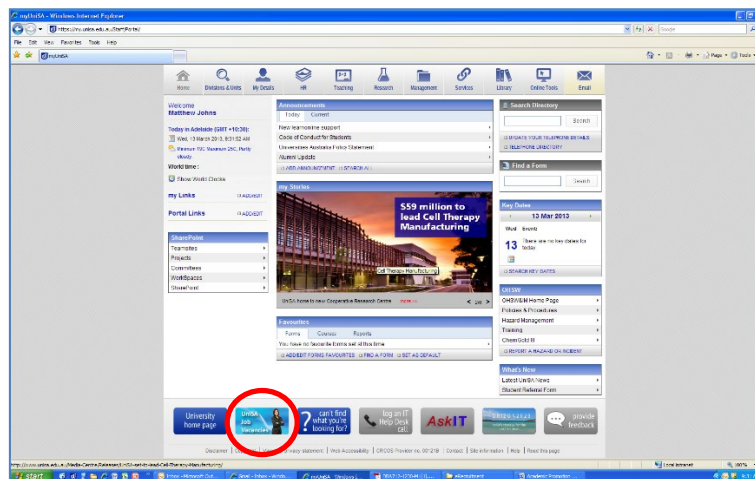
Q. Where do I access the academic promotion application form?

You can access the academic promotion application form using the below link:

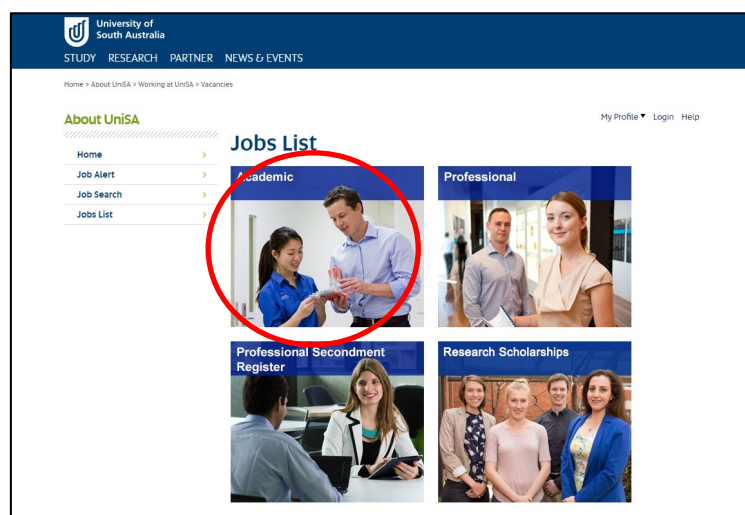
<https://workingatunisa.nga.net.au/?jati=1DE37BE1-910B-3DF8-1555-B648A88A377A>

Q. Where do I access the academic promotion application form without the direct link?

1. **Login** to your staff portal (myUniSA) - <https://my.unisa.edu.au/staff/portal/>
2. Click on the **UniSA job vacancies icon** (bottom left)



3. Click on the **Academic icon**



- Click on the **Academic Promotion 2020** application form

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
Academic Promotions 2020 Job Ref - CHY_2387_A_1	24-Jul-2020 05:00 PM (ACST)	91 days	<ul style="list-style-type: none">Start New ApplicationAccess Existing ApplicationPreview Application FormEmail A Friend

1 - 1 of 1 records

Q. How do I begin/start my application for academic promotion?

- Start your application by clicking the **begin** button

Academic Promotions 2020

Academic Promotion 2020

UniSA is deeply committed to developing a workforce that is diverse, high performing and one in which talented people thrive.

Academic promotion acknowledges that our academic staff contribute to the achievement of UniSA's mission and strategic goals in distinct ways and provides them with an opportunity to progress their career by demonstrating their personal achievements in support of the University's growth.

Preparing your Application

Please read the academic promotions guidelines and other support material on the academic promotion website and seek the appropriate approvals before you begin your application for promotion.

Lodging your Application

Applications for promotion will be submitted through the UniSA e-recruitment system, requiring the following information on the online form:

- Personal details
- Promotion details
- The weighting for each criterion
- Details of your nominated referees
- Details of your Executive Dean or Director's nominated referees
- Declaration

You will also be provided with the opportunity to upload the following documents:

- Any pre-approvals (where applicable)
- Achievement relative to opportunity statement (where applicable)
- Commentary on your achievements and the core attributes
- Academic curriculum vitae
- Pre-approved senior academic report & your response to the report (where applicable)
- A peer review of teaching report (where applicable)

Key dates

Applications open – Monday 27 April 2020
Applications close – 5.00pm Friday 24 July 2020
Promotion is effective for successful applicants – Friday 1 January 2021

For further information, please contact the Academic Promotions team at UniSA- AcademicPromotion@unisa.edu.au

Academic promotion is available to UniSA continuing or fixed-term academic staff members ONLY.

How to apply:

- Start your application by clicking the "begin" button

Applications must be lodged online, please note UniSA does not accept applications via email.

- Start your application by clicking the 'BEGIN' button
- If you have already registered for an account, please login before starting your application
- If you have forgotten your log in details, click here to reset your password
- Preview Application Form

UniSA is committed to developing a diverse workforce and a constructive enterprising culture in which everyone can thrive.

For further support, contact Recruitment Central on +61 8 8302 1700 or email recruitment@unisa.edu.au and you will receive a response within one working day.

IMPORTANT: This site is optimised for the latest versions of Internet Explorer, Safari, Firefox and Chrome. Note that earlier versions of any browsers mentioned are supported, but likely to demonstrate slower response times.

By choosing to continue, you agree to the privacy policy. [Show Privacy Policy](#)

[BACK](#) [BEGIN](#)

- Create a profile if you do not have an existing login. If you have already registered a profile, please login before starting your application
- Complete the online application form
- Submit

Q. What information/documentation will be asked to provide in the application form?

In the application form, you will have the opportunity to complete or upload the following:

1. Personal details:

- Employee ID:*
- Academic Unit / Academic Portfolio (Org Unit 2):*
- Employment type:*
- Contact number:*
- To which gender identity do you most identify?:*

2. Promotion Details:

- Please select your substantive academic appointment type:*
- Please select the promotion level/appointment type you are applying for:*
- Is this your first application for promotion at this level?*
- If no, when did you last apply for promotion? & were you successful in your last application for Academic Promotion?*

3. The case for Promotion:

- Weighting the areas of contribution*
- Achievement relative to opportunity statement (if applicable):
- Commentary on achievements and core attributes:*
- Academic curriculum vitae:*
- Senior academic report:*

Approvals (if applicable)

- Approval to reapply (if unsuccessful in 2019)
- Approval to apply outside of your academic appointment type (Teaching & Research or Teaching or Research)
- Approval to vary weightings
- Approval to submit a late summative peer review of teaching
Note: approval form upload if any of the above selected*

4. Declaration:

- You need to agree that you have accessed a copy of your academic staff activity report (ASAR) and confirm the information is accurate and aligns with your academic curriculum vitae.
- You will also need to indicate that the information is true and accurate.

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

Please review the academic promotions guidelines and other support material on the academic promotion website for more information on the above.

Q. Are all questions in the application for mandatory?

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

Q. Will any of the fields in the application form auto populate?

Yes, 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).

Q. Will I receive a response to my registration and/or application?

Yes, 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.

Q. Why didn't I receive a confirmation email?

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. Once you have submitted your application; you will receive an automated email confirming receipt of your completed application.

Q. Do I have to complete my application in one sitting?

No, you can 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.

Q. How do I edit my application or submit further information?

You can edit any information which you have submitted prior to the closing date by logging in to your application through the Working at UniSA website. 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 AcademicPromotion@unisa.edu.au, 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.

New information, material to the application, should be provided in one email (using the preferred template) two weeks before the relevant panel is due to meet. [Panels and key dates](#) are on the academic promotion website or available by contacting the Executive Officer on AcademicPromotion@unisa.edu.au.

Q. I am having trouble completing my application, what should I do?

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.

If you continue to experience any technical problems, please contact the Academic Promotions team on **(08) 8302 1700** or email **UniSA-AcademicPromotion@unisa.edu.au**.

Q. Who should I contact in regard to Academic Promotions?

For further information, please contact the Academic Promotions team on **(08) 8302 1700** or email **UniSA-AcademicPromotion@unisa.edu.au**.