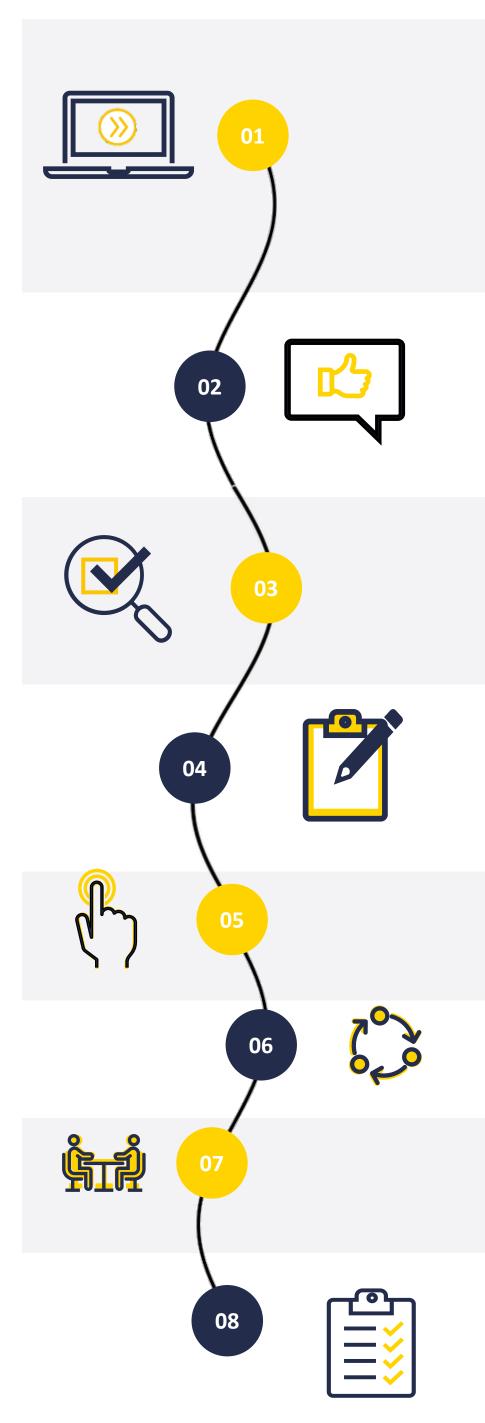# How to submit an Academic Promotion application for Level D or E

01 — Initiate Service One request

The applicant completes an online application form through Service One and will receive notification once successfully submitted.

The applicant can view the status of the request through the Service One portal under *My Requests* at any time.

The applicant can save a draft of their request before submitting. Once saved as a draft, the form can be edited.

02 — Designated Supervisor assessment

The request flows through to the designated supervisor, where they will assess the application, add comments and then submit.

The applicant will receive a Service One notification informing them that this step is complete. Key dates can be found here.

03 — VPED Identifies/Assessors

The VPED in conjunction with the Dean P&R identifies Assessors. The Assessors are not disclosed to the applicant.

The applicant will receive a Service One notification informing them that this step is complete.

04 — VPED Assessment

The VPED assesses the application and comments in Service One, then submits.

The applicant will receive a Service One notification informing them that this step is complete.

05 — Applicant Final Review

The applicant will then receive the application for review, and will submit the application as final.

06 — Processing of Application

People and Culture will process the application and make available to the Promotions Committee via the Service One dashboard.

07 — Promotions Committee

The Promotions Committee will review the application in readiness for their meeting.

08 — Process Promotion

Once committee meetings are complete, People and Culture will process the promotion outcomes from Service One.

The applicant will receive a written letter advising of the outcome. If successful, the promotion will come into effect on the 1st of January the following year.

Now your Academic Promotion for Level D or E has been completed

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