

Academic Staff Promotion – Applicant Checklist

Have you:

Read both the Academic Staff Promotion Policy <u>and</u> Guidelines documents on the Academic Promotion website ?	<input type="checkbox"/>
Attended an Applicant Information Session?	<input type="checkbox"/>
Requested student evaluation reports from the Corporate Intelligence Unit?	<input type="checkbox"/>
Submitted an 'Intention to apply for Promotion' form?	<input type="checkbox"/>
Provided the required documentation (see clause 14.01.6 of Policy) to your supervisor, prior to meeting with him/her?	<input type="checkbox"/>
Compiled a list of potential assessors for the Head of School's consideration, ensuring no assessors are on the Promotion Committee? It is recommended that this list be available for discussion at your meeting with your supervisor.	<input type="checkbox"/>
Met with your supervisor by Monday, 14 May (within four weeks of applications being called)?	<input type="checkbox"/>
In preparing your application, ensured that the summary for each criteria, and for the application as a whole, is spelt out adequately.	<input type="checkbox"/>
Ensured adequate evidence has been provided under each section to support your case for promotion?	<input type="checkbox"/>
Where inclusion of evidence would result in exceeding page limit, shown documentation to supervisor for verification and attached a list to the application under Section 7?	<input type="checkbox"/>
Noted clause 14.01B.29 of the Promotion Guidelines discouraging the inclusion of testimonials?	<input type="checkbox"/>
Completed the footer on the application form, i.e. Name, School & Level sought and deleted the 'Instructions' page?	<input type="checkbox"/>
Adhered to application specifications (see clause 14.01B.23 of Guidelines)?	<input type="checkbox"/>
Requested critical feedback on your application from at least two colleagues? Provided the application to these colleagues? It is recommended that at least one of these colleagues is not familiar with your discipline	<input type="checkbox"/>
Checked that nominated weightings comply with policy requirements and totals 100%?	<input type="checkbox"/>
Submitted application to HRS and your supervisor by 9 July 2012 ? <i>In exceptional circumstances an extension to the closing date may be granted, this application for extension must be submitted prior to the closing date. Please refer to the Policy.</i>	<input type="checkbox"/>
Provided any supporting evidence not included in your application, to your supervisor for verification and listed it under Section 7?	<input type="checkbox"/>
Checked Committee membership for any conflict of interest and, if relevant, raised concerns with the Chair of the Committee?	<input type="checkbox"/>
Read and signed supervisor's (and, if relevant, senior colleague's) report/s and returned to supervisor for submission to HRS?	<input type="checkbox"/>
If relevant, submitted any rebuttal of comments?	<input type="checkbox"/>

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Submitted any additional material, in pdf, to HRS 10 working days prior to advertised Committee meeting date?	<input type="checkbox"/>
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