

# Academic Promotion to Level B

## Applicant Guide



From 2016, the Academic Promotion to Level B process will be managed in UQ Jobs, UQ's web-based recruitment system. Applications for promotion to Level B may be submitted at any time with a Head of School Assessment and Recommendation. No emailed or incomplete applications will be accepted.

### Benefits

- Secure means of collating and submitting your application.
- Dynamic application form will prompt you to attach the correct documentation and indicates if any mandatory questions have been missed
- Automatic email confirmation after successful online submission.

### Key Points

- The [Academic Promotion to Level B](#) webpage provides links to the guidelines, procedures, policies and forms for your application for Academic Promotion.
- Applications can be submitted at any time, but all applications must be submitted in full before assessment will begin.
- The following documents are required for submission:
  - Case for Promotion (Covering Letter)
  - Form A – Academic Portfolio of Achievement
  - Form D – Assessment and Recommendation for Continuing Appointment and Promotion
  - Teaching/Course Evaluations (SECaTs)
  - Permission to apply/reapply (where relevant)
- The online application process is designed for successful coordination of applications into appropriate groupings of Faculty/Institute for assessment and effective reporting. Thus, it has necessitated requesting information such as Faculty/Institute and Academic Category on more than one occasion.
- During the online submission, applicants can click “Save and Exit” from the application form and return to finalise it at a later time.
  - A reminder email will be sent if you have not submitted your application within one month of starting your application.
  - Applications not submitted within two weeks of the reminder notification will be deleted from the system.
- The submission of your online academic promotion application is not complete until the “Submit application” button is selected at the end of the application form, and a confirmation email is received.

### Starting your application

1. Navigate to the website Applying for Academic Promotion to Level B <http://www.uq.edu.au/current-staff/?page=240797>
2. Click the **Apply** hyperlink associated with the group managing the applications for your organisational unit and you will be linked into the UQ Jobs system to log in.
3. When you log in to UQ Jobs to begin your academic promotion application you will either log in as a **new user** of UQ Jobs (no previous applications using the UQ Jobs system) or as an **existing user** of UQ Jobs (previously submitted an application via the UQ Jobs system).
  - a. **Log in (new user):** Enter your email address, review the privacy policy and then click **Next**. The system will recognise that no account exists with this email address and you will be required to create a password on the Personal Details page. Please note that your password must contain at least one numeric value and at least one letter.

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The first page of the application form will ask whether you wish to auto-prefill your information, please do **NOT** use this function. Click **continue** to skip and proceed to the Personal Details page.

- b. **Log in (existing user):** Carefully enter your email address, review the privacy policy and then click **Next**. The system will recognise that an account has been found with this email address and will prompt you to enter your password.

**NOTE:** The log in instructions above are independent of your role as a 'recruiter' in UQ Jobs, where you log in with your UQ username and password. For this process, your role is 'applicant' and you will require an applicant profile in UQ Jobs.

### Completing the application form

1. Fields that are marked with an asterisk (\*) denotes that answers are mandatory and are required for successful online submission.
2. You can save and exit your application form at any time. You must complete and submit your application for it to be accepted.
3. The application form is split into the following sections:

#### a. Personal Details

The personal details such as date of birth and gender will not be available to the committees involved in the Academic Promotions process. The SMS (text notification) indicator on the personal details page has been disabled at UQ, therefore select 'No'.

#### b. Current Employment Details

Identify your current Faculty/Institute and School/Centre where applicable. You will be required to enter your current Academic Level and the Academic Level for which you applying for promotion.

#### c. Eligibility Criteria

Indicate your Appointment Type and if Fixed Term, record the contract end date. Indicate whether your current Academic Category is 'Research Focused'. If you are a 'Research Focused' Academic indicate whether an authorising officer /financial delegate has completed the 'Funding for Promotion of a Research Focused Academic' section on Form D indicating the funding contract permits the promotion.

#### d. Application Documents (max size limit per document is 5MB)

Indicate your current Academic Category (e.g. Teaching Focussed) to auto-populate the required document list in the application form.

#### Mandatory Documentation

Complete all required documentation for your application and ensure that the following **mandatory** documents are available for the online submission of your academic promotion application:

- Case for Promotion (Covering letter)
- [Form A - Academic Portfolio of Achievement](#)

**Note:** For Academic Promotion, 'Folio 9 Nomination of Referee' must be entered on the online application form in UQ Jobs and not in Form A. Please ensure Folio 9 is blank.

- [Form D - Assessment and Recommendation for Continuing Appointment and Promotion](#)



**Note:** Form D must be completed and signed by your Supervisor, then scanned to PDF, in order to be uploaded as an online application form in UQ Jobs. If you are a 'Research Focused' Academic, ensure an authorising officer /financial delegate has completed the 'Funding for Promotion of a Research Focused Academic' section on Form D indicating the funding contract permits the promotion.

- Teaching/Course Evaluations (SECaTs) are **mandatory** for the Academic Categories Teaching Focused, Teaching & Research and Clinical Academic. All SECaTs must be compiled into one (1) document to be uploaded to the online application form in UQ Jobs.

### Optional Documentation

- Teaching/Course Evaluations (SECaTs) are optional for the Academic Category, Research Focused.
- Permission to apply/reapply is required if you have been employed at UQ at your current Academic Level for less than 2 years OR you have previously applied for promotion to Level B within the last 2 years. This document must be in PDF format.
- DVC (R) approval to apply is mandatory if you are applying for Promotion to Level B for your substantive continuing position within 6 months of commencement of a fellowship other than NHMRC or ARC. (Holders of NHMRC or ARC Fellowship do not require approval to apply under clause 5 of [PPL 5.80.12](#)). This document must be in PDF format.
- There is an option to upload an additional file with a maximum size of 5MB in support of your application. The file can consist of multiple documents merged into a single file.

### **e. Referees (Applicant nominated)**

Indicate your current Academic Category to see the list of required referees. Provide details for your nominated referees and confirm that they have agreed to provide a report. Referees will be contacted by email using the information you provide. Please ensure there is sufficient detail to write to your nominated referees, at minimum the Title, Initials, Surname, Organisation (University or other) and email address are required. This replaces Folio 9 in Form A.

### **f. Statistical Information**

The information collected here is for statistical purposes only and will not be disclosed during the Academic Promotion process.

### **g. Submit**

Click **Submit application** to complete your online academic promotion application. If the online academic promotion application was successfully submitted, an acknowledgement of receipt email will be sent to the email address that you used to log in to UQ Jobs.

If you have not answered all mandatory questions you will be prompted to return to the relevant page in the application form, and missed questions will be highlighted in red. The **Submit application** button will only appear on the final page when all mandatory questions have been answered.

## **Returning to a saved application**

1. If you are returning to your online submission of your academic promotion application after previously clicking **Save and Exit** in your last session, follow these steps to log in to UQ Jobs
  - a. Navigate to [www.uq.edu.au/uqjobs](http://www.uq.edu.au/uqjobs)
  - b. On the left hand side of the webpage click the **Existing applicant login** button and follow the prompts to log in.

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**Existing applicant login**

2. Click **Complete application** next to the relevant application.
3. Once you have completed all mandatory fields, click **Submit application** at the end of the application form. You will receive an email confirming your application has been submitted.

### Frequently asked questions

#### 1. Can I save my online academic promotion application?

Yes, if you wish to stop part-way through submitting your academic promotion application, click **Save and Exit**. A reminder email will be sent to you if you have not submitted your application within 4 weeks of starting. The incomplete application will be deleted two weeks after the reminder email is sent if it has not been submitted.

#### 2. Can I edit or update my documents after I submitted my application?

Before you click **Submit** you are able to update your documentation. Once your application has been submitted no further changes can be made. If there is an issue with your submitted documentation, please contact your HR Manager using the email address for your organisational unit grouping as per table below.

### Support

- For advice on the application process or updating documents, please send an email to the address associated with the grouping for your organisational unit.

|                                                                                                                                             |                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Faculty of Business Economics & Law                                                                                                         | <a href="mailto:capbel@uq.edu.au">capbel@uq.edu.au</a>               |
| Faculty of Engineering, Architecture and Information Technology                                                                             | <a href="mailto:capeait@uq.edu.au">capeait@uq.edu.au</a>             |
| Faculty of Health & Behavioural Sciences                                                                                                    | <a href="mailto:caphabs@uq.edu.au">caphabs@uq.edu.au</a>             |
| Faculty of Humanities & Social Sciences<br>Teaching & Educational Development Institute<br>Aboriginal & Torres Strait Islander Studies Unit | <a href="mailto:caphass@uq.edu.au">caphass@uq.edu.au</a>             |
| Faculty of Medicine<br>UQ Diamantina Institute                                                                                              | <a href="mailto:capmed@uq.edu.au">capmed@uq.edu.au</a>               |
| Faculty of Science<br>Centre for Advanced Imaging<br>Queensland Alliance for Agriculture and Food Innovation<br>Global Change Institute     | <a href="mailto:capscience@uq.edu.au">capscience@uq.edu.au</a>       |
| Australian Institute for Bioengineering & Nanotechnology                                                                                    | <a href="mailto:capinstitutes@uq.edu.au">capinstitutes@uq.edu.au</a> |
| Institute for Molecular Bioscience                                                                                                          | <a href="mailto:capinstitutes@uq.edu.au">capinstitutes@uq.edu.au</a> |
| Queensland Brain Institute                                                                                                                  | <a href="mailto:capinstitutes@uq.edu.au">capinstitutes@uq.edu.au</a> |
| Sustainable Minerals Institute                                                                                                              | <a href="mailto:capinstitutes@uq.edu.au">capinstitutes@uq.edu.au</a> |

### Technical Support

- For assistance with technical difficulties in completing your application online contact **ext. 52041** or log a job with ITS [hrrsystems@uq.edu.au](mailto:hrrsystems@uq.edu.au)