

The Academic Promotion to Level C & D process is managed in UQ Jobs, UQ's web-based recruitment system. No emailed, incomplete or late 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 C & D](#) webpage provides links to the guidelines, procedures, policies and forms for your application for Academic Promotion.
- Even though the UQ Jobs system will have a defined start and end date for the online submission of your completed application documents (refer online [submission timetable](#)), preparation of these documents can commence prior to this start date. These documents include the following:
  - Case for Promotion (cover letter)
  - Form A – Academic Portfolio of Achievement
  - Form B – Achievements and Objectives (optional)
  - Form D – Assessment and Recommendation for Continuing Appointment and Promotion (Applicants from Faculty of Health and Behavioural Sciences will submit Form H – Head/Director Assessment & Recommendation)
  - Teaching/Course Evaluations (SECaTs)
- 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 at any time and return to it later before the closing date.
- 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, [Academic Promotion to Level C & D](#), click on the **Applying for Academic Promotion to Level C & D** hyperlink below the heading Apply.
2. You will be directed to a webpage displaying a table showing the six (6) groups that the Faculties, Institutes and Centres are organised into for the purposes of Academic Promotion to Level C & D and its associated **Apply** hyperlink.
3. Click the **Apply** hyperlink next to the grouping for your organisational unit and you will be directed to a webpage listing the organisational units that are administered by this group.

Faculty of Engineering, Architecture & Information Technology Australian Institute for Bioengineering & Nanotechnology Sustainable Minerals Institute	<a href="#">Apply</a>
Faculty of Health & Behavioural Sciences	<a href="#">Apply</a>

4. Check that your Faculty/Institute is in the list.
  - a. If it is **not** in the list, return to the previous webpage and select the **Apply** hyperlink associated with the group managing the applications for your organisational unit.



- b. If it is in the list, click **Begin Application** at the bottom of this webpage and you will be redirected into the UQ Jobs system to log in.
5. 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.



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 (\*) denote 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 prior to the closing date for it to be accepted.
3. The application form is split into the following sections:

#### a. Personal Details

Please include all Christian names in the First name field.

The personal details of 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 are applying for promotion. You are able to indicate any constraints you may have during the interview period from July to mid-October.

#### 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, or Form H for Faculty of HaBS applicants, 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 Focused) 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 (cover letter)
- [Form A - Academic Portfolio of Achievement](#)  
**Note:** In 2017, the option to create Form A is available from the Academic Portal. Applicants choose "Create my FormA" A UQ Researchers Profile is needed to create an online academic portfolio. It is not mandatory to create the Form A through the Academic Portal, and the resulting Form A is identical to the above in format.

For Academic Promotion, applicants do not complete 'Folio 9 Nomination of Referee'. Applicants nominate referees on the online application form in UQ Jobs. 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.

**NB:** Applicants from the Faculty of Health and Behavioural Sciences will submit Form H – Head/Director Assessment & Recommendation.

- 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) .pdf document to be uploaded to the online application form in UQ Jobs.

#### Optional Documentation

- [Form B - Achievements and Objectives](#) - must be completed and signed by your Supervisor, before being scanned to PDF to be uploaded to the online application form in UQ Jobs.
- Teaching/Course Evaluations (SECaTs) are optional for the Academic Category, Research Focused.
- 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 and the Academic Level to which you are applying for Promotion. 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, do not abbreviate, (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 <http://jobs.uq.edu.au/>
  - b. Click the **Existing applicant login** button above Job Search on the left-hand side of the webpage, and follow the prompts to log in.

A black rectangular button with the text "Existing applicant login" in white.

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 process, click **Save and Exit**. Ensure that you return to complete the online academic promotion application before the closing date.

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

Before the closing date, you are able to update submitted documentation. To do this, please contact your HR Business Partner using the email address for your organisational unit grouping as per table below and request access to edit your application. Updates cannot be made after the closing date.

#### 3. Can I submit my online academic promotion application after the closing date?

All applications must be submitted by the closing date (refer online [submission timetable](#)). If there are exceptional circumstances necessitating a late submission, please contact the HR Business Partner, using the email address for your organisational unit grouping as per table below, to discuss your application.

### 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, Australian Institute for Bioengineering & Nanotechnology, Sustainable Minerals Institute	<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, Teaching & Educational Development Institute, Aboriginal & Torres Strait Islander Studies Unit	<a href="mailto:caphass@uq.edu.au">caphass@uq.edu.au</a>
Faculty of Medicine, Institute for Molecular Bioscience, Queensland Brain Institute	<a href="mailto:capmed@uq.edu.au">capmed@uq.edu.au</a>
Faculty of Science, Centre for Advanced Imaging, Queensland Alliance for Agriculture and Food Innovation, Global Change Institute	<a href="mailto:capscience@uq.edu.au">capscience@uq.edu.au</a>

### Technical Support

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