

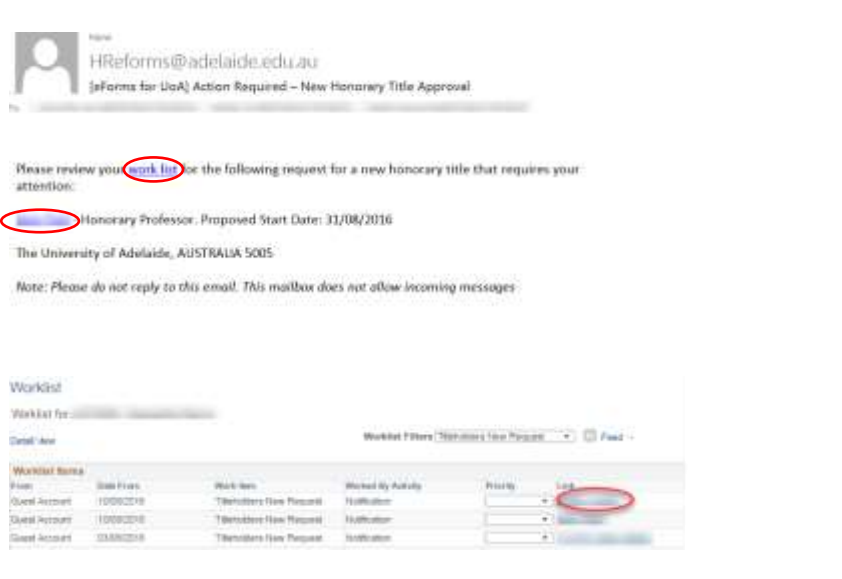
**Action a New Title Task (submitted by an Applicant)**

A New Title Request form is created when an applicant submits an application for conferral of an honorary title via the online application form.

Alternatively, the Faculty/School Delegate (School Contact) can initiate a task on behalf of the applicant.

In each instance, the Faculty/School Delegate will consult with the Head of School/Executive Dean to evaluate the application in accordance with the [Titleholder - Conferral of Honorary Roles Procedure](#).

Requests submitted by the applicant will workflow to the respective Faculty/School Delegate, depending on the Faculty/School nominated by the applicant.



The Faculty/School Delegate receives an **Action Required** email notification.

Click on the **worklist** link to view all tasks assigned to you.

Alternatively click on the **name** link to take you directly to the eForm.

**Page one: Applicant Details**



**Evaluate a Title eForm** is displayed.

**Page one: Applicant Details** (read-only)

Review the details submitted.

Note: Applicants are required to indicate if they have had a previous association with the University.

If yes - applicants are able to verify their identity on submission.

If no - the **Search/Match** step will appear for the Faculty/School Delegate to complete.

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Or

**Search/Match** is the evaluation step necessary to avoid creation of a duplicate staff ID. This will check if the applicant has a current or previous relationship with the University such as a current/previous employee, student or Visitor.

If a match is found, **Search/Match Result** is displayed. Select the appropriate match and click **OK**.

Or

If no match is found, click **OK** to return to the previous screen.

Click **Next**.

**Page two: Title Request**

Review and update (if required) the **Proposed Title Details**.

Note: The **Title End Date** can be no later than 3 years from the **Title Commencement Date**.

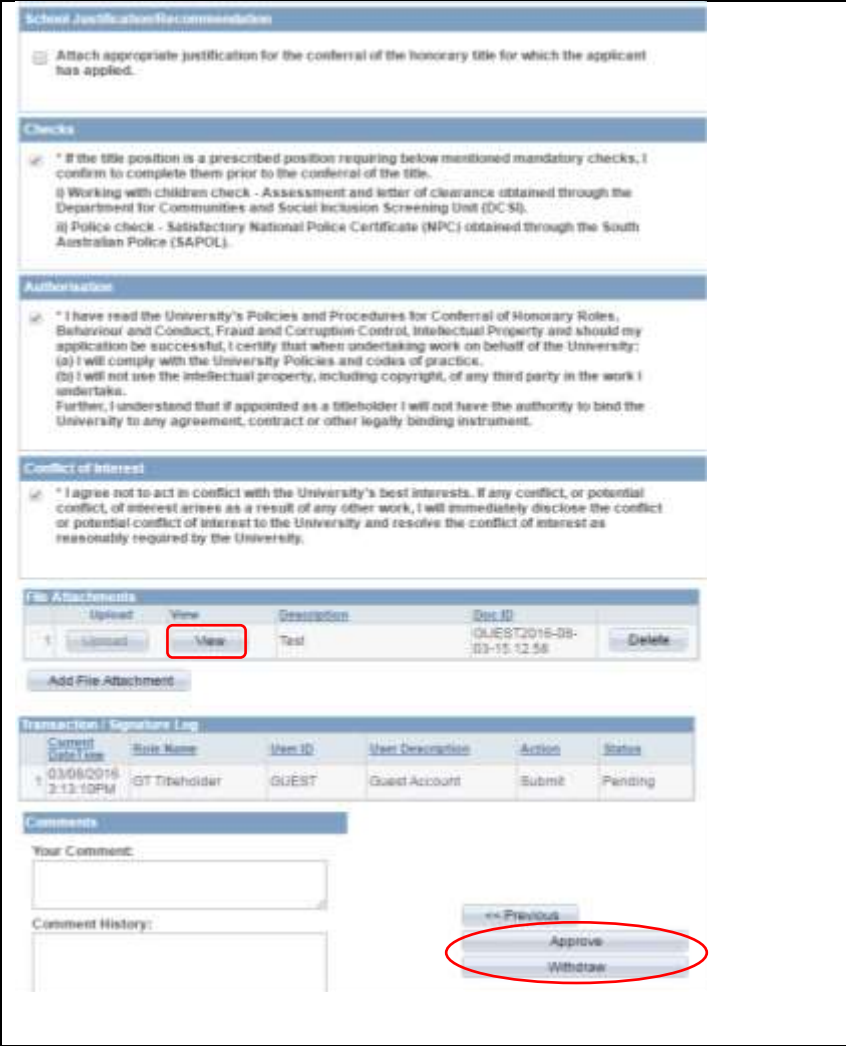
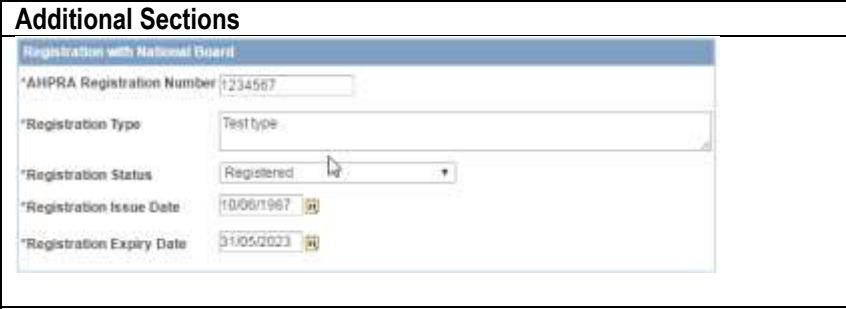
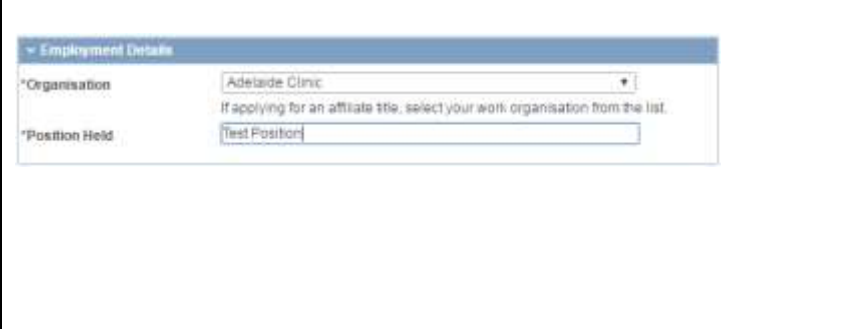
Enter the **Discipline/Unit/Department** and **Supervisor ID**.

Click on beside the fields to look up the details.

Note: If the **Proposed Title Details** requested by the applicant are changed, please inform the applicant and tick the check box to acknowledge.

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## Action a New Title Task – Quick Reference Guide

	<p>The Faculty/School Delegate or Head of School must attach a justification; refer to <a href="#">How to Upload a Document</a>.</p> <p>Click <b>View</b> to view attachments.</p> <p>Comments can be added in the <b>Your Comment</b> box.</p> <p>Click <b>Approve</b> to endorse the application for approval.</p> <p>Click <b>Withdraw</b> to decline the application. The applicant will be sent an email notifying them their application has been unsuccessful.</p> <p>Note: If the application is declined by an approver, it will be returned to the Faculty/School Delegate for revision or withdrawal.</p> <p>The <b>Process Visualiser</b> is displayed. The visualiser indicates who the request has passed to for action/approval.</p>
<p><b>Additional Sections</b></p> 	<p>*For a <b>Clinical</b> Title, the <b>Registration With National Board</b> section is displayed.</p> <p>The applicant's APHRA Registration details should be entered here.</p>
	<p>*For an <b>Affiliate</b> Title the <b>Employment Details</b> section is displayed.</p> <p>The applicant's current <b>Organisation</b> and the <b>Position Held</b> at that organisation should be entered here.</p>

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**Initiate a New Title Task (on behalf on an applicant)**

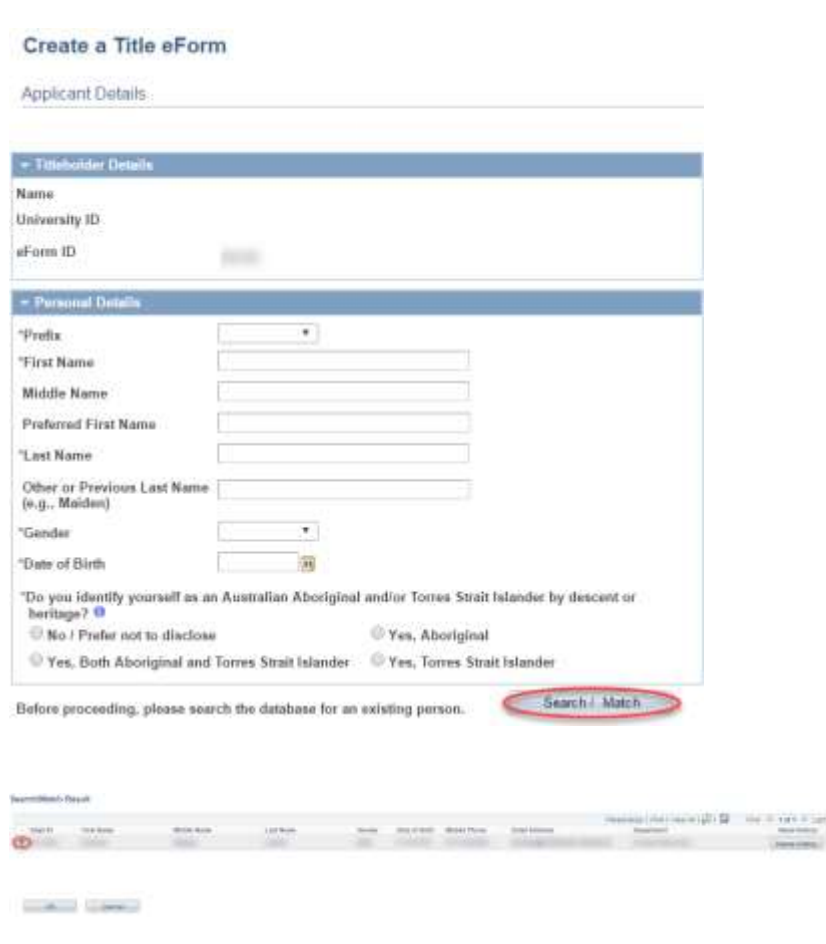
The Faculty/School Delegate can also initiate a New Title task on behalf of the applicant.

Prior to initiating a task, the following information is required from the applicant:

1. Personal details including full name, gender, date of birth, highest education, emergency contact information and address. (refer screenshots below).
2. Current CV including qualifications, recent relevant teaching and/or research experience (last five to 10 years), name and contact details of at least three referees and a list of publications (if appropriate).
3. An indication whether the applicant holds another title in this or any other University, and details of the other title if applicable (Title, Title End Date, Faculty/School, University and Country).
4. An email signifying the applicant’s acceptance of the University Policies for [Conferring Honorary Roles](#), the [Behaviour & Conduct Policy](#), [Fraud and Corruption Control Policy](#), [Intellectual Property Policy](#) and [Conflict of Interest](#) clause.
5. (If applicable) an email signifying the applicant’s confirmation to complete a Working with children check (DCSI) and/or Police check (SAPOL) if the title position is a prescribed position.
6. (If applicable) APHRA (Australian Health Practitioner Regulation Agency) Registration details for a Clinical Title.
7. (If applicable) the applicant’s current Organisation and the Position Held at that organisation as per the [Approved Organisations](#) register for an Affiliate Title.

Navigation: [HCM PeopleSoft](#) OR [Staff Services Online \(SSO\)](#)

**Page one: Applicant Details**



Enter the applicant’s **Personal Details**.

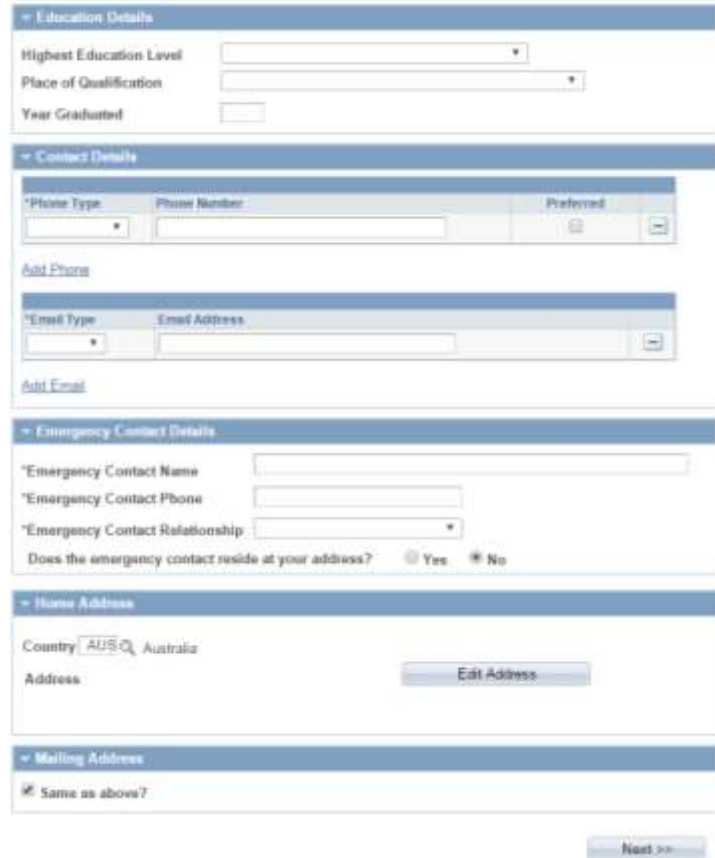
Fields marked with \* are mandatory.

Click on **Search/Match**. This will check if the applicant has a current or previous relationship with the University such as a current/ previous employee, student or visitor.

If no match is found, a message is displayed.

If a match is found, select the appropriate match and click **OK**. Their personal details will be pre-populated in the form and can be edited.

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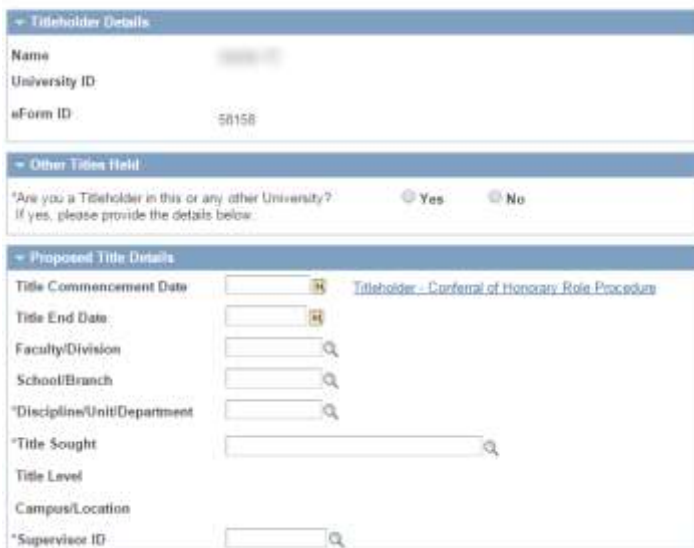
Enter the information required.

Click **Next**.

**Page two: Title Request**

**Create a Title eForm**


Title Request



Enter the information required.

Note: The **Title End Date** can be no later than 3 years from the **Title Commencement Date**.

Enter all mandatory information.

Click on  beside the fields to look up the details.

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**Expected Contributions**

\*Details to outline the nature and extent of the applicant's current and proposed involvement in the academic work of the School/Department.  
If you are recommended for this title, enter the name and contact details of the person who has recommended you.

**School Justification/Recommendation**

Attach appropriate justification for the conferral of the honorary title for which the applicant has applied.

**Documentation & Checks**

\*Attach Current Curriculum Vitae which includes qualifications, recent relevant teaching and/or research experience ( last five to 10 years), name and contact details of at least three referees (optional) and a list of publications (if appropriate).

\* Attach email signifying applicant's acceptance of University Policy for Conferring Honorary Roles, Behaviour & Conduct, Fraud & Corruption Control, Intellectual Property and Conflict of Interest clause.

\* If the title position is a prescribed position requiring below mentioned mandatory checks, attach email signifying applicants confirmation to complete them prior to conferral of the title.

i) Working with children check - Assessment and letter of clearance obtained through the Department for Communities and Social Inclusion Screening Unit (DCSI).

ii) Police check - Satisfactory National Police Certificate (NPC) obtained through the South Australian Police (SAPOL).

**Comments**

Your Comment:

Form Finalized


---

Name: [Redacted]  
University ID: [Redacted]  
eForm ID: 58300

**Form Status**

You have just SUBMITTED this form. This action passed the form to Head of School for further processing.

**Process Visualiser**



The Faculty/School Delegate or Head of School must attach a justification; refer to [How to Upload a Document](#).

Click on the  to indicate completion of the necessary **Documentation & Checks**.

Comments can be added in the **Your Comment** box.

Click **Submit**.

The **Process Visualiser** is displayed. The visualiser indicates who the request has passed to for approval.

Once the eForm is fully approved, an email will be **automatically generated to the applicant** notifying them their application has been successful. The successful email will contain a letter confirming the details of the title, including the duration and useful links.

The application notification email is copied to the Faculty/School Delegate to organise for essential services using the [New Starter Form](#).

*If you require further information, please contact the HR Service Centre at 8313 1111 or complete the [online enquiry form](#).*

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