Approving a New Title Task	
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.	

None HReforms@adelaide.edu.au [eForms for UoA] Action Required – New Honorary Title Approval To Please review your work list for the following request for a new honorary title that requires your attention: - Honorary Professor. Proposed Start Date: 31/08/2016 The University of Adelaide, AUSTRALIA 5005 *Note: Please do not reply to this email. This mailbox does not allow incoming messages* **Worklist** Worklist for Detail View   Worklist Filters Titleholders New Request ▾   🗐 Feed ▾ **Worklist Items**

From	Date From	Work Item	Worked By Activity	Priority	Link
Guest Account	10/08/2016	Titleholders New Request	Notification	▾	
Guest Account	10/08/2016	Titleholders New Request	Notification	▾	
Guest Account	03/08/2016	Titleholders New Request	Notification	▾	

| The approver receives an **Action Required** email notification.

Click on the **worklist** link to view all tasks awaiting approval.

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

Evaluate a Title eForm Title Request **▾ Titleholder Details** Name University ID eForm ID 58097 **▾ Other Titles Held** *Are you a Titleholder in this or any other University? ○ Yes ● No If yes, please provide the details below. **▾ Proposed Title Details** Title Commencement Date 01/01/2017 Titleholder - Conferral of Honorary Role Procedure Title End Date 31/12/2017 **Faculty/Division** **School/Branch** ***Discipline/Unit/Department** ***Title Sought** Title Level Campus/Location Supervisor ID **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.	**Evaluate a Title eForm** is displayed. Review the details and attachments.

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The **Transaction / Signature Log** shows the approval history (see below for further information).

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

Click on **Approve** or **Decline**.

When **Decline** is selected, a comment is mandatory.

Note: If the application is declined by an approver, it will be returned to the Faculty/School Delegate for revision or withdrawal. The Faculty/School Delegate can make revisions and resubmit the form or end the application by withdrawing the form.

(Where the applicant has applied directly, an email will be generated notifying them the application has been unsuccessful).

Action Legend

Submit	Initial submission by applicant or Faculty/School Delegate
Approve	Approved by an approver
Recycle	Declined by an approver for revision or withdrawal
Resubmit	Resubmitted by Faculty/School Delegate
Authorise	Fully Approved by final approver
Execute	Successfully integrated into system

Transaction / Signature Log

Role Name: Approval level
User ID: Approver's Employee ID
User Description: Approver's name
Action: The Approval status of the form

Note:
Status: This is the overall system status for the form and can be ignored by approvers.

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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