

### 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  
 HRReforms@adelaide.edu.au  
 [eForms for UoA] Action Required – New Honorary Title Approval

To [redacted]

Please review your [worklist](#) for the following request for a new honorary title that requires your attention:

[\[redacted\]](#) 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 [redacted]

Detail View Worklist Filters: Titleholders New Request Feed

From	Date From	Work Item	Worked By Activity	Priority	Link
Guest Account	10/08/2016	Titleholders New Request	Notification	[dropdown]	<a href="#">[redacted]</a>
Guest Account	10/08/2016	Titleholders New Request	Notification	[dropdown]	[redacted]
Guest Account	03/08/2016	Titleholders New Request	Notification	[dropdown]	[redacted]

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 [redacted]  
 University ID [redacted]  
 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 [redacted]  
 School/Branch [redacted]  
 \*Discipline/Unit/Department [redacted]  
 \*Title Sought [redacted]  
 Title Level [redacted]  
 Campus/Location [redacted]  
 Supervisor ID [redacted]

**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.

[Redacted text area]

**Evaluate a Title eForm** is displayed.

Review the details and attachments.

HR Handbook	Quick Reference Card-Approve a New Title Task	Effective Date:	23 August 2016	Version 1.0
Authorised by	Associate Director, HR Shared Services	Review Date:	23 August 2019	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

## Approve a New Title Task – Quick Reference Guide

<p><b>Documentation &amp; Checks</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> * 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 and a list of publications (if appropriate).</li> <li><input checked="" type="checkbox"/> * Attach email signifying applicant's acceptance of University Policy for Conferring Honorary Roles, Behaviour &amp; Conduct, Fraud &amp; Corruption Control, Intellectual Property and Conflict of Interest clause.</li> <li><input checked="" type="checkbox"/> * 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.             <ul style="list-style-type: none"> <li>i) Working with children check - Assessment and letter of clearance obtained through the Department for Communities and Social Inclusion Screening Unit (DCSI).</li> <li>ii) Police check - Satisfactory National Police Certificate (NPC) obtained through the South Australian Police (SAPOL).</li> </ul> </li> </ul> <p><b>File Attachments</b></p> <table border="1"> <thead> <tr> <th></th> <th>Upload</th> <th>View</th> <th>Description</th> <th>Doc ID</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="button" value="Upload"/></td> <td><input type="button" value="View"/></td> <td>Test</td> <td>a16748032016-08-11-15.57.51</td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>2</td> <td><input type="button" value="Upload"/></td> <td><input type="button" value="View"/></td> <td>Test</td> <td>a16748032016-08-11-15.58.03</td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="Add File Attachment"/></p> <p><b>Transaction / Signature Log</b></p> <table border="1"> <thead> <tr> <th>Current DateTime</th> <th>Role Name</th> <th>User ID</th> <th>User Description</th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>11/08/2016 3:58:34PM</td> <td>GT School Contact</td> <td></td> <td></td> <td>Submit</td> <td>Pending</td> </tr> </tbody> </table> <p><b>Comments</b></p> <p>Your Comment:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Comment History:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Approve"/>   <input type="button" value="Decline"/> </div>		Upload	View	Description	Doc ID		1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Test	a16748032016-08-11-15.57.51	<input type="button" value="Delete"/>	2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Test	a16748032016-08-11-15.58.03	<input type="button" value="Delete"/>	Current DateTime	Role Name	User ID	User Description	Action	Status	11/08/2016 3:58:34PM	GT School Contact			Submit	Pending	<p>The <b>Transaction / Signature Log</b> shows the approval history (see below for further information).</p> <p>Comments can be added in the <b>Your Comment</b> box.</p> <p>Click on <b>Approve</b> or <b>Decline</b>.</p> <p>When <b>Decline</b> is selected, a comment is mandatory.</p> <p>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.</p> <p>(Where the applicant has applied directly, an email will be generated notifying them the application has been unsuccessful).</p>																		
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<p>Once the eForm is fully approved, an email will be <b>automatically generated to the applicant</b> 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.</p> <p>The application notification email is copied to the Faculty/School Delegate to organise for essential services using the <a href="#">New Starter Form</a>.</p> <p><i>If you require further information, please contact the HR Service Centre at 8313 1111 or complete the <a href="#">online enquiry form</a>.</i></p>																																																	