Introduction

This guide describes how to apply for a New Titleholder application.

Procedure

Prior to initiating an application for a new honorary title, please ensure that you have:

- Considered the nature and the extent of your intended involvement in the academic work of the University.
- A current CV which includes qualifications, relevant teaching and/or research experience, a list of publications (as applicable) and contact details of at least three referees.
- Read and accepted the University Policies for Conferring Honorary Roles, the Behaviour & Conduct Policy, Fraud and Corruption Control Policy, Intellectual Property Policy and Conflict of Interest clause.
- If applicable:
    - Access to the email address used by you during your current or previous association with the University. If the University has a record of that address, an email will be sent containing further information to simplify the application process.
    - The details of any other title held in this or another University (Title, Title End Date, Faculty/School, University and Country).
    - Your APHRA (Australian Health Practitioner Regulation Agency) Registration details, if applying for a Clinical Title.
    - The details of your current Organisation and the Position Held at that organisation as per the Approved Organisations register, if applying for an Affiliate Title.
    - A Working with children check (DCSI) and/or Police check (SAPOL), if applying for an honorary title which is a prescribed position. For more information refer to the Pre-Employment Screening Procedure.

Please note that current staff members working more than 0.5 FTE are not eligible to apply for a title.

Please allow 10 to 15 min to complete an application. If you are unable to complete it in one session, the application will need to be initiated again.

How to apply:

Navigate to the online application form: https://www.adelaide.edu.au/hr/recruitment/titleholders/new-applicants

Select [APPLY]

Initiate an application for an Honorary Title

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

If 'No or Unsure is selected, then select 'Next' to proceed.

If selected 'Yes', please indicate the FTE that you currently hold and enter your University email address and click 'Next'

You will receive an email notification with a verification code, as shown below:
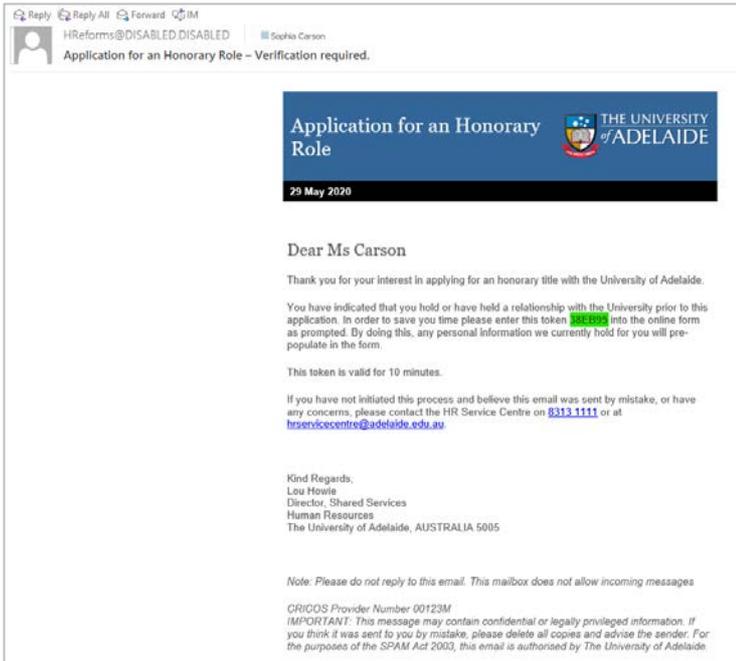
Please enter the code on the verification prompt screen that you will see when you had clicked 'Next' previously.
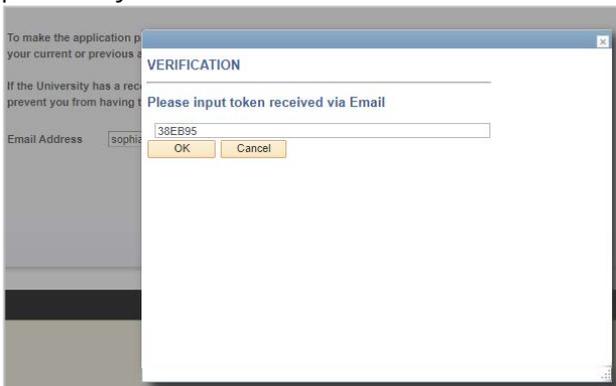
If your details match you will see the pop up message below, and the fields on the first page will be pre-populated with your personal details. Search/Match is the evaluation step necessary to avoid creation of a duplicate staff ID. This will check if the applicant has a current or previous relationship with the University such as a current/ previous employee, student or Visitor. If a match is found, Search/Match Result is displayed. Click **OK**.
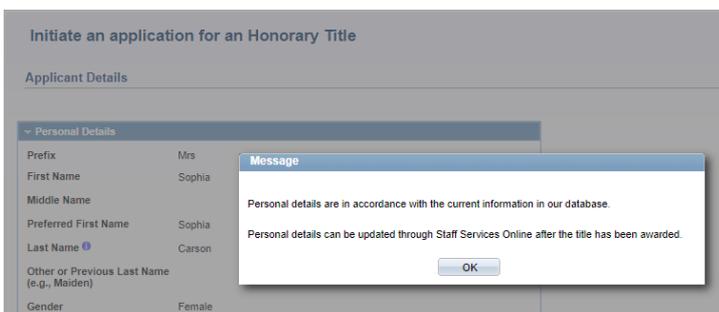
Page one: Applicant Details

Complete the relevant fields with the required information. If you are an existing employees these fields will be pre-populated.

Initiate an application for an Honorary Title

Applicant Details

▼ Personal Details

*Prefix	[dropdown]
*First Name	[text field]
Middle Name	[text field]
Preferred First Name	[text field]
*Last Name ⓘ	[text field]
Other or Previous Last Name (e.g., Maiden)	[text field]
*Gender	[dropdown]
*Date of Birth	[date field] 📅

*Do you identify yourself as an Australian Aboriginal and/or Torres Strait Islander by descent or heritage? ⓘ

○ No / Prefer not to disclose   ○ Yes, Aboriginal

○ Yes, Both Aboriginal and Torres Strait Islander   ○ Yes, Torres Strait Islander

▼ Education Details

Highest Education Level	[dropdown]
Place of Qualification	[dropdown]
Year Graduated	[text field]

▼ Contact Details

*Phone Type	*Phone Number	Preferred	
[dropdown]	[text field]	☐	[−]

Add Phone

*Email Type	*Email Address		
[dropdown]	[text field]		[−]

Add Email

▼ Emergency Contact Details

*Emergency Contact Name	[text field]
*Emergency Contact Phone	[text field]
*Emergency Contact Relationship	[dropdown]

Does the emergency contact reside at your address?   ○ Yes   ◉ No

▼ Home Address

*Country   AUS 🔍 Australia

*Address   [Edit Address]

▼ Mailing Address

☑ Same as above?

[Next >>]

Page two: Title Request

Enter the Proposed Title Details.

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

Enter the Faculty/Division, School/Branch and Title Sought. TIP: Click on 🔍 beside the fields to look up the details and select from the options provided.

Type your Expected Contributions – approx. 300 words

Check the box ☑ to indicate completion of the necessary Documentation & Checks.

Checks

☐ * If the title position is a prescribed position requiring below mentioned mandatory checks, I confirm to complete them prior to the 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).

Authorisation

☐ * I have read the University's Policies and Procedures for Conferral of Honorary Roles, Behaviour and Conduct, Fraud and Corruption Control, Intellectual Property and should my application be successful, I certify that when undertaking work on behalf of the University:
(a) I will comply with the University Policies and codes of practice.
(b) I will not use the intellectual property, including copyright, of any third party in the work I undertake.
Further, I understand that if appointed as a titleholder I will not have the authority to bind the University to any agreement, contract or other legally binding instrument.

Conflict of Interest

☐ * I agree not to act in conflict with the University of Adelaide's best interests. If any conflict, or potential conflict of interest arises as a result of any other work, I will immediately disclose the conflict or potential conflict of interest to the University and resolve the conflict of interest as reasonably required by the University.

Attach Curriculum Vitae and name and contact details of at least three referees and a list of publications (if appropriate).

☐ *Please attach a 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).

Add File Attachment

Comments can be added in the Your Comment box. Limit your comment to 200 characters.

Click Submit.

Comments

Your Comment:

<< Previous

Submit

When you click the 'Submit' button a number will be generated that you need to enter in the highlighted field and 'Submit'.

Next steps: Your application will proceed through the workflow approval. You will receive an email notification of the outcome.

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au