

Titleholder Renewal tasks will be created 3 months prior to the title expiration date.

The School Contact/Delegate, in consultation with the Head of School, will action the title as a renewal or termination.

Tasks will workflow to the respective approvers as outlined in the [Titleholder - Conferral of Honorary Roles Procedure](#).

None
no-reply@adelaide.edu.au
Action Required - Titleholder Task Review [HCM92UAT]

To

Please review your [worklist](#) for the following titleholders whose honorary titles are due to expire and require review.

[Clinical Senior Lecturer](#). Title End Date: 31/07/2016

The University of Adelaide, AUSTRALIA 5005

Note: Please do not reply to this email. This mailbox does not allow incoming messages

CRICOS Provider Number 00123M
IMPORTANT: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM Act 2003, this email is authorised by The University of Adelaide.

Think green: read on the screen.

Worklist
Worklist for a
Detail View

From	Date From	Work Item	Worked By Activity	Priority	Link
TTLR	27/04/2016	Titleholders Renewal	Notification		worklist

View a Titleholder Renewal task

The School Contact receives a **Titleholder Task Review** 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 Renewal eform for a specific Titleholder.

The eform is displayed.

Title Option
Recommended action for the current title Renew Terminate

Renewed Title Details

Start Date: 01/08/2016
End Date: 31/07/2019
Title Held: Adjunct Lecturer
Title Level: LEVEL B
Supervisor: [Searchable field]

School Justification / Recommendation
 *Attach appropriate justification for the renewal or promotion of the titleholder.
Add File Attachment

Comments
Your Comment: [Text box]
Submit

Actioning a Renewal

When **Renew** is selected the **Renewed Title Details** section is displayed and editable.

The **End Date** is pre-populated to the maximum contract period of 3 years from the renewed start date. The **End Date** can be edited.

Click on beside the **Title Held** field to select a different Title level.

The **Supervisor** is pre-populated and can be edited.


The School Contact or Head of School must attach a

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Form Status

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

Process Visualiser



justification, refer to [How to Upload a Document](#).

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

Click **Submit**.

The **Process Visualiser** is displayed. The visualiser indicates who the request has workflowed to.

*** Renewal eform - Additional Sections**

Registration With National Board

*AHPR Registration Number

Registration Type

Registration Status

Registration Issue Date

Registration Expiry Date

Title Option

Recommended action for the current title Renew Terminate

*When renewing a **Clinical** Titleholder, the **Registration With National Board** section is displayed.

Enter the Titleholder's APHRA ([Australian Health Practitioner Regulation Agency](#)) Registration details.

Employment Details

Organisation

Position Held

Title Option

Recommended action for the current title Renew Terminate

*When renewing an **Affiliate** Titleholder, the **Employment Details** section is displayed. The drop-down list contains all [Approved Organisations](#).

Enter the Titleholder's current **Organisation** name and the **Position Held** at that organisation.

Title Option

Recommended action for the current title Renew Terminate

Acknowledgement

*I acknowledge the Titleholder is aware their title is terminating, before submitting the request.

Comments

Your Comment:

Actioning a Termination

When **Terminate** is selected, a comment is required to record why this action was taken.

The School Contact or Head of School must acknowledge that the Titleholder is aware their title is being terminated/lapsed.

Once the eform is fully approved an email will be **automatically generated to the Titleholder** notifying them of the renewal or lapse.

Where the title is renewed, the email will contain a letter confirming the details of the title, including the duration and useful links.

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Tasks that remain unactioned with the School Contact for 45 days after the expected title end date, will be removed from the worklist and processed as a lapsed title. The titleholder will receive an email notifying them of the lapse.

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

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