

This **How To?** guide has been prepared to assist staff members using Academic Promotion templates.

Section 1 - Application Form

Is locked for everything except your response to the questions.

TIP! Enter your response, then use the **Tab** key to move to the next field.

Section 2 - Case for Promotion


Is customisable.

TIP! Normal Word skills apply. Preferred typeface is **Arial, 11 point, left-aligned.**

Section 3 - Curriculum Vitae

Is fully customisable.


While the templates represent the preferred format, applicants may adjust or add to sub-headings as required and within the advised three page limit.

TIP! Normal Word skills apply. Use your mouse pointer, tab or return key to navigate between template tables. Highlight, then click the  **Cut** button to delete them.

Section 4 - Professional Portfolio

Is fully customisable.

While the templates represent the preferred format, applicants may adjust or add to sub-headings as required and within the advised word limit.

TIP! Normal Word skills apply. Use your mouse pointer, tab or return key to navigate between template tables. Highlight, then click the  **Cut** button to delete them.

Section 5 - Referees

Is locked for everything except your response to the questions.

TIP! Enter your response, then use the **Tab** key to move to the next field.

Section 6 – Executive Dean’s/Senior Discipline Leader’s Report (including Applicant’s response)

Is locked for everything except the Executive Dean’s/Senior Discipline Leader’s report and your response to the comments.

TIP! Enter your response, then use the **Tab** key to move to the next field.



Signature Blocks

TIP! All signature blocks, no matter which section they appear, are fully customisable to allow electronic signatures to be inserted.

Word Count

TIP!

To quickly calculate your word count, highlight the words you need to count. The number of words will be displayed here:

NB: The first number indicates the number of highlighted words.

The second number indicates the amount of words in the entire document.

