

Staff Connect Self Service User Guide Academic Pathway Change

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OVERVIEW

The **Academic Pathway Change** form is available online through **Staff Connect** and can be used by **supervisors** to alter the academic pathway for an academic staff member.

A change to academic pathway usually occurs following a performance review process, however the online form also supports changes to the academic pathway resulting from other outcomes. An Academic Pathway Change form can **only be submitted following discussions with the staff member** concerned.

Information required to complete this online form:

- New Academic Pathway
- Effective date
- Reason for Change
- Updated probation criteria (if applicable)

Quick Start

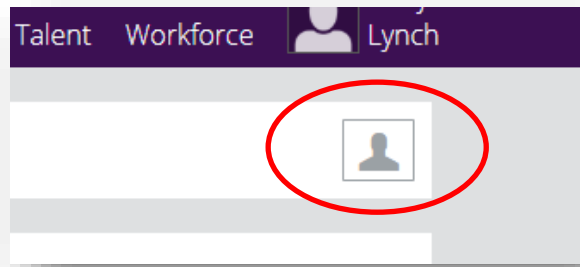
The following steps are a basic guide to creating and submitting an Academic Pathway Change application:

1. Regardless of the reason for the change in Academic Pathway Change, ensure that the **appropriate conversation** has occurred between the supervisor and the staff member prior to submitting the form.
2. ****IMPORTANT**** Log into Staff Connect and select the employee for whom the Academic Pathway Change form is being created.
3. Create a new Academic Career Pathway Change form by following the links:
Dashboard > My Forms > Academic Pathway Change
4. Select the new Academic Pathway
5. Select the **date** from which the new Academic Pathway should become **effective**
6. Select the **reason** for the academic pathway change.
7. Click Next
8. The most likely precursor to an academic pathway change is a Progress Plan discussion. If so, 'Progress Plan' should be selected as the reason for the change. Alternatively, if the change is a result of another reason, 'Other' can be selected. Regardless of the reason, you are required to **describe the reasons** for changing the staff members academic pathway, and you will be required to **upload a copy of the supporting documentation** to the form.
9. If a **probation period exists**, a review of the specific probation criteria will be required. The updated probation criteria should be uploaded to the form and will be approved by the Member of the Executive as part of the workflow.
10. Check the 'Review and Submit' checkbox and submit the form for approval.

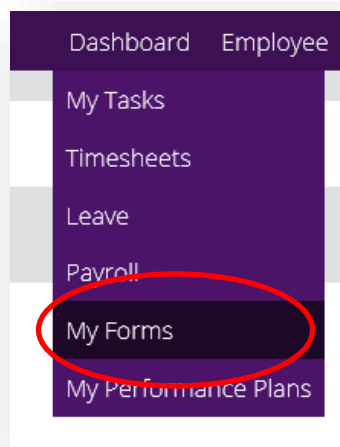
1. SUBMITTING AN ACADEMIC PATHWAY CHANGE FORM

To create a new Academic Pathway Change request in Staff Connect:

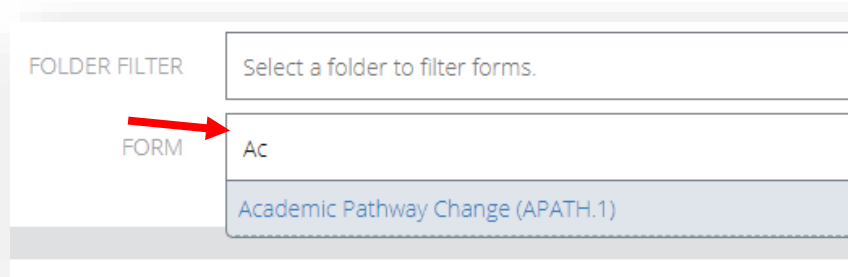
1. Reselect the employee by clicking on the avatar below your username.



2. Select **My Forms** from the **Dashboard** dropdown menu.



3. Click the **+Add** button
4. Start typing “**Academic Pathway Change**” in the **bottom** search bar.



5. Select the **Academic Pathway Change** form from the search result list
6. Click **Next**

****Note: If you receive this error it means you skipped step 1**

Error.
You cannot raise this form as unable to determine the workflow ruleset; No default 'self' ruleset is specified in Business Rule 02849.

7. Fill out the following fields with the relevant responses.

ACADEMIC PATHWAY CHANGE

Current Academic Pathway

RESPONSE:

New Academic Pathway

RESPONSE:

Date Effective

RESPONSE:

Reason for change

RESPONSE:

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8. Click next.
9. Upload supporting documentation e.g. the staff members Progress Plan and provide the reason for the academic pathway change.
10. Upload the updated probation criteria if applicable.
11. Check the “Review and Submit” checkbox and submit for approval.