# WORKFLOW FOR DUKE-NUS REGULAR RANK FACULTY APPOINTMENT / PROMOTION FOR PhD RESEARCH INVESTIGATORS

For PhD Research Investigators Whose Faculty Appointments
Reside In ACPs / OoE
(regardless of whether Duke-NUS is their primary employer)

# For PhD Research Investigators Whose Faculty Appointments Reside In SRPs (regardless of whether Duke-NUS is their primary employer)

### **ACP / OoE NOMINATION AND APPOINTMENT COMMITTEE**

- ACP Director / OoE HOO constitutes NAC, chaired by ACP Director / OoE HOO or his / her
  designate and comprised of a minimum of 3 other faculty members from Duke-NUS, NUS
  and / or Duke University and who are of the same academic rank and tenure track and
  type or above that for which the candidate is being considered.
- ACP / OoE NAC assembles candidate's CV, intellectual development statement and reference letters.
- ACP Director / OoE HOO prepares APT cover letter, summarising NAC's discussion and recommendations – including the vote cast by the Committee members - on candidate's faculty appointment / promotion, for inclusion in candidate's dossier. The votes are only required to be recorded for Assoc Prof and full Prof level appointment / promotion.
- ACP Director Office / OoE submits APT cover letter and dossier to AC for review.
   Note: For OoE candidates whose primary employer is not a SingHealth institution, their dossiers need not be surfaced to the AC for review and can be submitted directly to RAD to initiate APT process.

#### **SRP NOMINATION AND APPOINTMENT COMMITTEE**

- SRP Director constitutes NAC, chaired by SRP Director or his / her designate and comprised
  of a minimum of 3 other faculty members from Duke-NUS, NUS and / or Duke University
  and who are of the same academic rank and tenure track and type or above that for which
  the candidate is being considered, to assess and evaluate research and scholarly
  achievements of candidate for faculty appointment / promotion.
- SRP NAC assembles candidate's CV, intellectual development statement and reference letters
- SRP Director presents candidate's dossier and NAC's recommendations to SRP Faculty. SRP
  Faculty members involved in this discussion should be of same academic rank and tenure
  track and type or above that for which candidate is being considered. A secret ballot will
  be cast by each SRP Faculty member to register his/her vote of whether he/she is
  supportive of candidate's appointment / promotion.
- SRP Director Office submits APT cover letter and dossier to RAD for submission to SVD of Research for review.

#### **DUKE-NUS ACADEMIC COUNCIL**

- AC reviews dossier and provides written summary of AC's discussion, including the vote
  cast by AC members and the composition of AC present at the review, which is to be
  included in the dossier. This summary of AC discussion is required only for Assoc Prof and
  full Prof level appointment / promotion.
- If AC recommends appointment / promotion, AC Secretariat submits dossier to RAD to initiate APT process. If AC has concerns, AC Secretariat informs ACP Director Office / OoE.

### DUKE-NUS RESEARCH AFFAIRS DEPARTMENT / OFFICE OF SENIOR VICE DEAN OF RESEARCH

- Upon receipt of the dossier from SRP Director Office, RAD submits to SVD of Research for review.
- SVD of Research informs RAD on outcome of review.
  - If SVD of Research has concerns with the submitted dossier, RAD informs SRP Director Office.
  - (ii) If SVD of Research has no concern with the submitted dossier, RAD initiates APT process.

## DUKE-NUS RESEARCH AFFAIRS DEPARTMENT / DUKE-NUS APT COMMITTEE

- (A) For appointment / promotion of Instructor and Asst Prof on Track IIA / IIB, dossiers require only APT Committee Chair's review. RAD prepares paper, which will include the APT cover letter from the ACP / SRP Director / OoE HOO, the summary of the AC's discussion (where applicable) and the candidate's dossier. RAD surfaces dossier to APT Committee Chair for review and APT Committee Chair makes its recommendation to Dean. RAD seeks Dean's endorsement on the APT Committee Chair's recommendation.
- **(B) For appointment / promotion of Asst Prof on Track IA / IB / IC, Assoc Prof and full Prof**, dossiers require full APT Committee's review. RAD prepares paper, which will include the APT cover letter from ACP / SRP Director / OoE HOO, the summary of AC's discussion (where applicable) and the candidate's dossier. RAD surfaces dossier to APT Committee Chair for review before surfacing dossier to APT Committee for review. APT Committee makes its recommendation to Dean, and RAD seeks Dean's endorsement on the APT Committee's recommendation.
- Note: The APT Chair / APT Committee is advisory to the Dean.
  - (i) If Dean supports appointment / promotion, RAD informs Duke-NUS HR Department and AC Secretariat / SRP Director Office / OoE. AC Secretariat in turn informs ACP Director Office of outcome.
  - (ii) If Dean does not support appointment / promotion, the process ends at this point. RAD informs AC Secretariat / SRP Director Office / OoE. AC Secretariat in turn informs ACP Director Office of outcome.

Note: Please refer to document (File name: Summary of Duke-NUS Appts for APT Committee Chair or Full APT Committee Review) available on RAD intranet for details on dossiers of faculty appointments to be surfaced to APT Committee or APT Committee Chair.

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## DUKE-NUS OFFICE OF ACADEMIC & CLINICAL DEVELOPMENT / OFFICE OF EDUCATION $% \left( \mathcal{L}_{0}\right) =\left( \mathcal{L}_{0}\right) +\left( \mathcal$

• After APT process, OACD / OoE prepares ARC and / or GB paper(s) (where applicable according to table below) and submits together with dossier to Duke-NUS Board Secretariat to initiate ARC and / or GB processes, as appropriate.

Academic Rank	ARC	GB
Assistant Professor	For Information	-
Associate Professor	For Approval	For Information
Professor	For Review and Recommendation	For Approval

Board Secretariat informs OACD / OoE of outcome of ARC and / or GB process and OACD
in turn informs ACP Director Office. If ARC / GB approves appointment / promotion,
Board Secretariat also informs Duke-NUS HR Department, which will issue the
appointment / promotion letter.

## DUKE-NUS RESEARCH AFFAIRS DEPARTMENT

After APT process, RAD prepares ARC and / or GB paper(s) (where applicable according
to table below) and submits together with dossier to Duke-NUS Board Secretariat to
initiate ARC and / or GB processes, as appropriate.

Academic Rank	ARC	GB
<b>Assistant Professor</b>	For Information	-
Associate Professor	For Approval	For Information
Professor	For Review and Recommendation	For Approval

 Board Secretariat informs RAD of outcome of ARC and / or GB process and RAD in turn informs SRP Director Office. If ARC / GB approves appointment / promotion, Board Secretariat also informs Duke-NUS HR Department, which will issue the appointment / promotion letter.

## <u>LEGEND</u>

AC : Duke-NUS Academic Council HR : Duke-NUS Human Resources Department
ACP : Academic Clinical Programme NAC : Nomination and Appointment Committee

APT : Duke-NUS Appointments, Promotion and Tenure OACD : Duke-NUS Office of Academic & Clinical Development

ARC : Duke-NUS Academic and Research Committee OoE : Duke-NUS Office of Education

GB : Duke-NUS Governing Board RAD : Duke-NUS Research Affairs Department
HOD : Head of Department SRP : Duke-NUS Signature Research Programme
HOO : Head of Office

OO : Head of Office SVD : Duke-NUS Senior Vice Dean

## NOTE