

WORKFLOW FOR DUKE-NUS APPOINTMENT / PROMOTION FOR SENIOR / PRINCIPAL RESEARCH SCIENTIST

SRP / ACP / SDGHI / CENTRE PRINCIPAL INVESTIGATOR

- SRP / ACP / SDGHI / Centre PI nominates candidate and:
 - (i) Assembles candidate's CV and reference letters; and
 - (ii) Prepares AP cover letter.
- PI submits the AP cover letter and dossier to SRP / ACP / SDGHI / Centre Director for endorsement.



SRP / ACP / SDGHI / CENTRE DIRECTOR OFFICE

- SRP / ACP / SDGHI / Centre Director reviews dossier and signs on the AP cover letter if he / she endorses the appointment / promotion.
- SRP / ACP / SDGHI / Centre Director Office submits the endorsed AP cover letter and dossier to RAD for submission to SVD of Research for review.



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

- RAD submits dossier to SVD of Research for review.
- SVD of Research informs RAD on outcome of review.
 - (i) If SVD of Research has concerns with the submitted dossier, RAD informs SRP / ACP / SDGHI / Centre Director Office.
 - (ii) If SVD of Research has no concern with the submitted dossier, RAD initiates AP process.



DUKE-NUS RESEARCH AFFAIRS DEPARTMENT / DUKE-NUS AP COMMITTEE

- RAD surfaces dossier to AP Committee via email circulation for review and recommendation to the Dean.
- RAD prepares paper to seek Dean's endorsement on AP Committee's recommendation.

Note: The AP Committee is advisory to the Dean.

- (i) If Dean supports appointment / promotion, RAD informs Duke-NUS HR Department (and forwards a copy of the dossier to HR Department) and SRP / ACP / SDGHI / Centre Director Office.
- (ii) If Dean does not support appointment / promotion, the process ends at this point. RAD informs SRP / ACP / SDGHI / Centre Director Office.



DUKE-NUS RESEARCH AFFAIRS DEPARTMENT

- After AP process, for candidates under:
 - (i) SRP / Centre under Office of Research, RAD will prepare the ARC and / or GB paper(s) (where applicable according to table below) and submit together with dossier to Duke-NUS Board Secretariat to initiate ARC and / or GB processes, as appropriate.
 - (ii) ACP, Office of Academic and Clinical Development (OACD) will prepare the ARC and / or GB paper(s) (where applicable according to table below), and submit together with dossier to Duke-NUS Board Secretariat to initiate ARC and / or GB processes, as appropriate.
 - (iii) SDGHI, SDGHI will prepare the ARC and / or GB paper(s) (where applicable according to table below) and submit together with dossier to Duke-NUS Board Secretariat to initiate ARC and / or GB processes, as appropriate.

Appointment Rank	ARC	GB
Principal Research Scientist	For Approval	For Information
Senior Principal Research Scientist	For Review and Recommendation	For Approval

- Board Secretariat informs RAD / OACD / SDGHI of outcome of ARC and / or GB process. RAD will in turn inform SRP / Centre under Office of Research, while OACD informs ACP of the outcome. If ARC / GB approves appointment / promotion, Board Secretariat also informs Duke-NUS HR Department which will issue the appointment / promotion letter.

Note: Please refer to document “**Preparation of Dossier for Duke-NUS Senior / Principal Research Scientist Appointment / Promotion for Submission to Duke-NUS AP Committee**” available on RAD intranet for details on dossiers to be surfaced to AP Committee.

LEGEND

ACP	: Academic Clinical Programme	PI	: Principal Investigator
AP	: Duke-NUS Appointments and Promotions	RAD	: Duke-NUS Research Affairs Department
ARC	: Duke-NUS Academic and Research Committee	SDGHI	: SingHealth Duke-NUS Global Health Institute
GB	: Duke-NUS Governing Board	SRP	: Duke-NUS Signature Research Programme
HR	: Duke-NUS Human Resources Department	SVD	: Duke-NUS Senior Vice Dean