

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

For PhD Research Investigators Whose Faculty Appointments Reside In ACPs / AMEI / 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 / AMEI / OoE NOMINATION AND APPOINTMENT COMMITTEE

- ACP / AMEI Director / OoE HOO constitutes NAC, chaired by ACP / AMEI 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 / AMEI / OoE NAC assembles candidate's CV, intellectual development statement and reference letters.
- ACP / AMEI 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 / AMEI Director Office / OoE submits APT cover letter and dossier to AC for review.
Note: For AMEI and 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 prepares APT cover letter, incorporating summary of SRP Faculty's discussion - including vote of SRP Faculty members on the recommended appointment / promotion level for candidate. This summary of SRP Faculty's discussion is required only for Asst Prof, Assoc Prof and full Prof level appointment; it is not required for Instructor level appointment.
- 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 / AMEI 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.
 - (i) 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 Chair's review. RAD prepares paper, which will include the APT cover letter from the ACP / AMEI / SRP Director / OoE HOO, the summary of the AC's discussion and the candidate's dossier. RAD surfaces dossier to APT Chair for review and APT Chair makes its recommendation to Dean. RAD seeks Dean's endorsement on the APT 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 / AMEI / SRP Director / OoE HOO, the summary of AC's discussion and the candidate's dossier. RAD surfaces dossier to APT 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 / AMEI 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 / AMEI Director Office of outcome.

Note: Please refer to document (File name: Summary of Duke-NUS Appts for APT 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 Chair.

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DUKE-NUS OFFICE OF ACADEMIC & CLINICAL DEVELOPMENT / OFFICE OF EDUCATION

- After APT process, OACD / OoE prepares ARC and / or GB cover letter (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 (via email)	-
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 / AMEI 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 cover letter (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 (via email)	-
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.

LEGEND

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| AC : Duke-NUS Academic Council | HR : Duke-NUS Human Resources Department |
| ACP : Academic Clinical Programme | NAC : Nomination and Appointment Committee |
| AMEI : Academic Medicine Education Institute | OACD : Duke-NUS Office of Academic & Clinical Development |
| APT : Duke-NUS Appointments, Promotion and Tenure | OoE : Duke-NUS Office of Education |
| ARC : Duke-NUS Academic and Research Committee | RAD : Duke-NUS Research Affairs Department |
| GB : Duke-NUS Governing Board | SRP : Duke-NUS Signature Research Programme |
| HOD : Head of Department | SVD : Duke-NUS Senior Vice Dean |
| HOO : Head of Office | |

NOTE

For appointment and promotion of faculty on Track IIC – Practice Track, please refer to “Workflow for Duke-NUS Practice Track Faculty Appointment / Promotion”.