

**WORKFLOW FOR DUKE-NUS ADJUNCT 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 / Centres
(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 / 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 and reference letters (where applicable). A minimum of 2 reference letters from referees external to the candidate's institution are required for appointment / promotion at Adjunct Prof level. No reference letter is required for appointment / promotion at Adjunct Asst Prof and Adjunct Assoc Prof level.
- ACP / AMEI Director / OoE HOO prepares APT cover letter, summarising NAC's discussion and recommendations on candidate's faculty appointment / promotion, for inclusion in candidate's dossier.
- ACP / AMEI Director Office / OoE submits APT cover letter and dossier to AC for review.

Note:

- (i) For AMEI / 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.
- (ii) The constitution of a NAC is not required for appointment / promotion at Adjunct Instructor and Adjunct Assistant Professor levels.

SRP / Centre NOMINATION AND APPOINTMENT COMMITTEE

- SRP / Centre Director constitutes NAC, chaired by SRP / Centre 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 or above that for which the candidate is being considered.
- SRP / Centre NAC assembles candidate's CV, reference letters (where applicable). A minimum of 2 reference letters from referees external to the candidate's institution are required for appointment / promotion at Adjunct Prof level. No reference letter is required for appointment / promotion at Adjunct Asst Prof and Adjunct Assoc Prof level.
- SRP / Centre Director prepares APT cover letter, summarising NAC's discussion and recommendations on candidate's faculty appointment / promotion, for inclusion in candidate's dossier.
- SRP / Centre Director Office submits APT cover letter and dossier to RAD for submission to SVD of Research for review.

Note: The constitution of a NAC is not required for appointment / promotion at Adjunct Instructor and Adjunct Assistant Professor levels.

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 Adjunct Assoc Prof and Adjunct 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 / Centre Director Office.
 - (ii) If SVD of Research has no concerns with the submitted dossier, RAD initiates APT process.

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

- **(A) For appointment / promotion of Adjunct Instructor, Adjunct Asst Prof and Adjunct Assoc Prof**, dossiers require only APT Chair's review. RAD prepares paper, which will include the APT cover letter from the ACP / AMEI / SRP / Centre Director / OoE HOO 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 Adjunct Prof**, dossiers require full APT Committee's review. RAD prepares paper, which will include the APT cover letter from ACP / AMEI / SRP / Centre 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 / Centre Director Office / OoE. AC Secretariat in turn informs ACP / AMEI Director Office of outcome. HR Department issues appointment / promotion letter.
 - (ii) If Dean does not support appointment / promotion, the process ends at this point. RAD informs AC Secretariat / SRP / Centre 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.

LEGEND

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