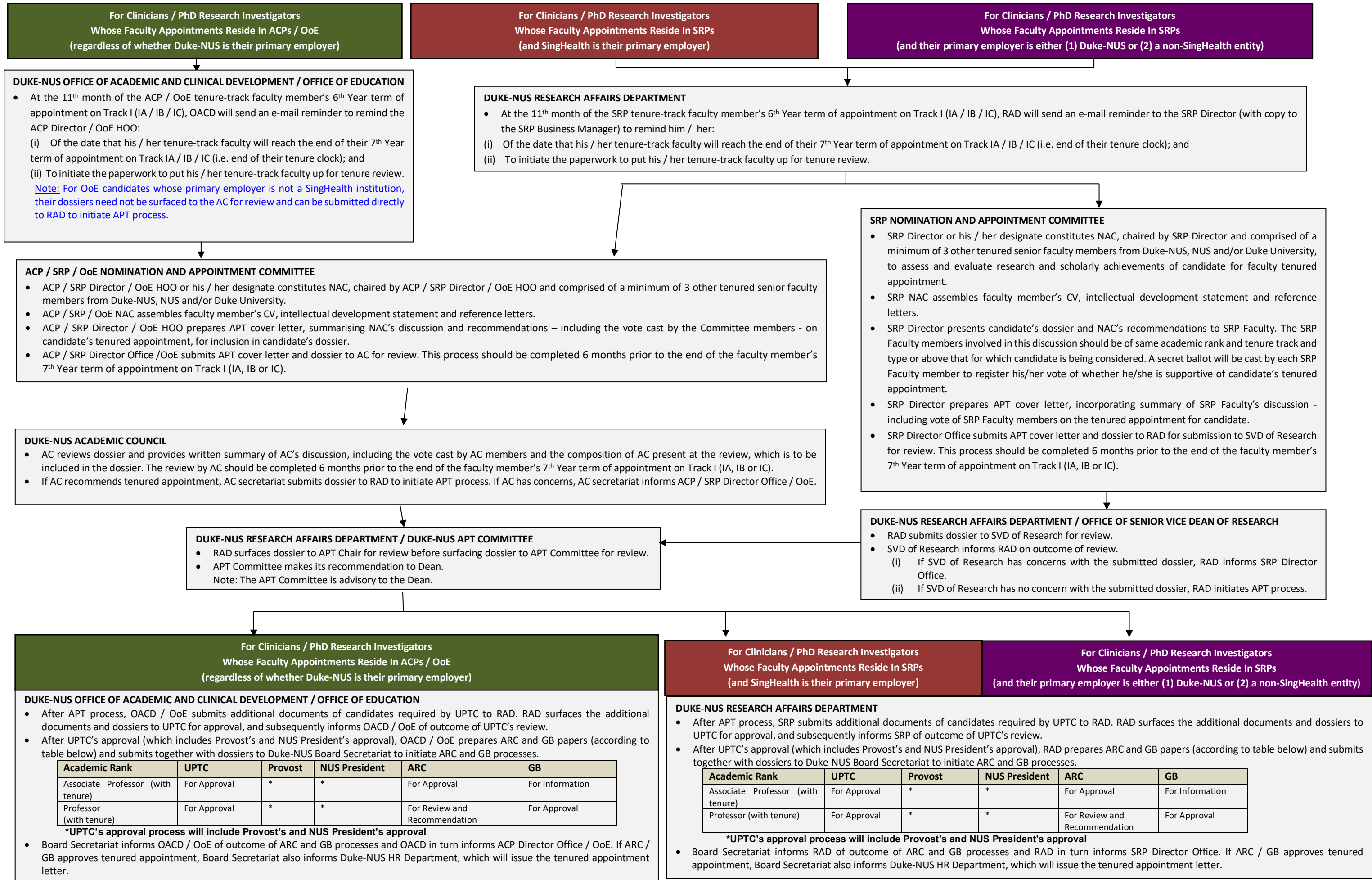**WORKFLOW FOR TENURE REVIEW OF DUKE-NUS REGULAR RANK
TENURE-TRACK FACULTY MEMBERS (CLINICIANS / PhD RESEARCH INVESTIGATORS)**

For Clinicians / PhD Research Investigators Whose Faculty Appointments Reside In ACPs / OoE (regardless of whether Duke-NUS is their primary employer)	For Clinicians / PhD Research Investigators Whose Faculty Appointments Reside In SRPs (and SingHealth is their primary employer)	For Clinicians / PhD Research Investigators Whose Faculty Appointments Reside In SRPs (and their primary employer is either (1) Duke-NUS or (2) a non-SingHealth entity)

DUKE-NUS OFFICE OF ACADEMIC AND CLINICAL DEVELOPMENT / OFFICE OF EDUCATION
- At the 11th month of the ACP / OoE tenure-track faculty member's 6th Year term of appointment on Track I (IA / IB / IC), OACD will send an e-mail reminder to remind the ACP Director / OoE HOO:
  (i) Of the date that his / her tenure-track faculty will reach the end of their 7th Year term of appointment on Track IA / IB / IC (i.e. end of their tenure clock); and
  (ii) To initiate the paperwork to put his / her tenure-track faculty up for tenure 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.

DUKE-NUS RESEARCH AFFAIRS DEPARTMENT
- At the 11th month of the SRP tenure-track faculty member's 6th Year term of appointment on Track I (IA / IB / IC), RAD will send an e-mail reminder to the SRP Director (with copy to the SRP Business Manager) to remind him / her:
  (i) Of the date that his / her tenure-track faculty will reach the end of their 7th Year term of appointment on Track IA / IB / IC (i.e. end of their tenure clock); and
  (ii) To initiate the paperwork to put his / her tenure-track faculty up for tenure review.

ACP / SRP / OoE NOMINATION AND APPOINTMENT COMMITTEE
- ACP / SRP Director / OoE HOO or his / her designate constitutes NAC, chaired by ACP / SRP Director / OoE HOO and comprised of a minimum of 3 other tenured senior faculty members from Duke-NUS, NUS and/or Duke University.
- ACP / SRP / OoE NAC assembles faculty member's CV, intellectual development statement and reference letters.
- ACP / SRP Director / OoE HOO prepares APT cover letter, summarising NAC's discussion and recommendations – including the vote cast by the Committee members - on candidate's tenured appointment, for inclusion in candidate's dossier.
- ACP / SRP Director Office /OoE submits APT cover letter and dossier to AC for review. This process should be completed 6 months prior to the end of the faculty member's 7th Year term of appointment on Track I (IA, IB or IC).

SRP NOMINATION AND APPOINTMENT COMMITTEE
- SRP Director or his / her designate constitutes NAC, chaired by SRP Director and comprised of a minimum of 3 other tenured senior faculty members from Duke-NUS, NUS and/or Duke University, to assess and evaluate research and scholarly achievements of candidate for faculty tenured appointment.
- SRP NAC assembles faculty member's CV, intellectual development statement and reference letters.
- SRP Director presents candidate's dossier and NAC's recommendations to SRP Faculty. The 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 tenured appointment.
- SRP Director prepares APT cover letter, incorporating summary of SRP Faculty's discussion - including vote of SRP Faculty members on the tenured appointment for candidate.
- SRP Director Office submits APT cover letter and dossier to RAD for submission to SVD of Research for review. This process should be completed 6 months prior to the end of the faculty member's 7th Year term of appointment on Track I (IA, IB or IC).

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. The review by AC should be completed 6 months prior to the end of the faculty member's 7th Year term of appointment on Track I (IA, IB or IC).
- If AC recommends tenured appointment, AC secretariat submits dossier to RAD to initiate APT process. If AC has concerns, AC secretariat informs ACP / SRP Director Office / OoE.

DUKE-NUS RESEARCH AFFAIRS DEPARTMENT / DUKE-NUS APT COMMITTEE
- RAD surfaces dossier to APT Chair for review before surfacing dossier to APT Committee for review.
- APT Committee makes its recommendation to Dean.
  Note: The APT Committee is advisory to the Dean.

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 Director Office.
  (ii) If SVD of Research has no concern with the submitted dossier, RAD initiates APT process.

For Clinicians / PhD Research Investigators Whose Faculty Appointments Reside In ACPs / OoE (regardless of whether Duke-NUS is their primary employer)	For Clinicians / PhD Research Investigators Whose Faculty Appointments Reside In SRPs (and SingHealth is their primary employer)	For Clinicians / PhD Research Investigators Whose Faculty Appointments Reside In SRPs (and their primary employer is either (1) Duke-NUS or (2) a non-SingHealth entity)

DUKE-NUS OFFICE OF ACADEMIC AND CLINICAL DEVELOPMENT / OFFICE OF EDUCATION
- After APT process, OACD / OoE submits additional documents of candidates required by UPTC to RAD. RAD surfaces the additional documents and dossiers to UPTC for approval, and subsequently informs OACD / OoE of outcome of UPTC's review.
- After UPTC's approval (which includes Provost's and NUS President's approval), OACD / OoE prepares ARC and GB papers (according to table below) and submits together with dossiers to Duke-NUS Board Secretariat to initiate ARC and GB processes.

Academic Rank	UPTC	Provost	NUS President	ARC	GB
Associate Professor (with tenure)	For Approval	*	*	For Approval	For Information
Professor (with tenure)	For Approval	*	*	For Review and Recommendation	For Approval

*UPTC's approval process will include Provost's and NUS President's approval
- Board Secretariat informs OACD / OoE of outcome of ARC and GB processes and OACD in turn informs ACP Director Office / OoE. If ARC / GB approves tenured appointment, Board Secretariat also informs Duke-NUS HR Department, which will issue the tenured appointment letter.

DUKE-NUS RESEARCH AFFAIRS DEPARTMENT
- After APT process, SRP submits additional documents of candidates required by UPTC to RAD. RAD surfaces the additional documents and dossiers to UPTC for approval, and subsequently informs SRP of outcome of UPTC's review.
- After UPTC's approval (which includes Provost's and NUS President's approval), RAD prepares ARC and GB papers (according to table below) and submits together with dossiers to Duke-NUS Board Secretariat to initiate ARC and GB processes.

Academic Rank	UPTC	Provost	NUS President	ARC	GB
Associate Professor (with tenure)	For Approval	*	*	For Approval	For Information
Professor (with tenure)	For Approval	*	*	For Review and Recommendation	For Approval

*UPTC's approval process will include Provost's and NUS President's approval
- Board Secretariat informs RAD of outcome of ARC and GB processes and RAD in turn informs SRP Director Office. If ARC / GB approves tenured appointment, Board Secretariat also informs Duke-NUS HR Department, which will issue the tenured appointment letter.

FOOTNOTES

1. Tenure-track faculty members are those who are appointed to Track I (IA, IB or IC) and who have not yet attained tenure at Duke-NUS. The 3 levels of academic rank for tenure-track faculty members are Assistant Professor, Associate Professor and full Professor. Tenure is awarded only at the Associate Professor or full Professor level, but not at the Assistant Professor level.

2. Tenure-track faculty members will be reviewed for tenured appointments prior to the end of their 6th Year term of appointment on Track I (IA, IB or IC) at Duke-NUS.

3. For non-tenure track faculty members on Track II (IIA, IIB or IIC) whose appointments are subsequently converted to Track I, the tenure clock will start on the effective date of the Track I appointment. That is, the countdown to the tenure review will commence from the effective date that the faculty member was appointed to Track I. For this group of tenure-track faculty, the Track I appointment effective date will be taken as that stipulated in the appointment letter (for the tenure-track appointment) issued by Duke-NUS HR Department.

4. This workflow process does not apply to Duke University faculty secondees, Duke University fractional faculty members, NUS joint faculty members whose primary employer is NUS and Duke-NUS faculty members who are already on Track I tenured appointments.

5. For faculty members who were initially given Visiting Faculty appointments while pending the official approval of their tenure-track faculty appointments, the countdown to the tenure review will commence from the effective date that the faculty member was appointed to Track I, and not from the start date of the Visiting Faculty appointment.

LEGEND

AC	: Duke-NUS Academic Council
ACP	: Academic Clinical Programme
APT	: Duke-NUS Appointments, Promotion and Tenure
ARC	: Duke-NUS Academic and Research Committee
GB	: Duke-NUS Governing Board
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-NUS Senior Vice Dean
UPTC	: University Promotion and Tenure Committee