



## **Preparation of Dossier for Duke-NUS Adjunct / Clinical Faculty Appointment / Promotion for Submission to Duke-NUS APT Committee**

**Adjunct Faculty** appointments are generally for clinicians / PhD investigators from external institutions (i.e. outside of SingHealth, including from private practice) who are given courtesy-type appointments.

**Clinical Faculty** appointments are for clinically-centric individuals whose focus and contributions are on clinical / medical care at SingHealth, but who also have measureable academic / leadership involvement.

Clinical faculty appointments are not allowed for PhD investigators who are solely doing research (i.e. with no clinical activities) and are from the Duke-NUS / SingHealth partnership umbrella axis, regardless of whether they are clinically qualified or hold a medical degree.

For a Duke-NUS Adjunct / Clinical faculty appointment / promotion, the candidate's dossier for submission to the Duke-NUS Appointments, Promotion and Tenure (APT) Committee will need to include (in chronological order) the following:

- 1. APT Cover Letter** (from Signature Research Programme (SRP) / Academic Clinical Programme (ACP) / SingHealth Duke-NUS Global Health Institute (SDGHI) / Centre Director / Office of Education Head of Office (HOO)) summarising the SRP / ACP / SDGHI / Centre / Office of Education Nomination and Appointment Committee's (NAC's) discussion and recommendations on the candidate's appointment / promotion. The constitution of a NAC is not required for appointment / promotion at Adjunct / Clinical Instructor and Adjunct / Clinical Assistant Professor levels. **APT Cover Letter is required for all Adjunct and Clinical faculty appointments / promotions, regardless of the proposed Adjunct / Clinical faculty academic rank.** Please refer to "[Template – APT Cover Letter For Adjunct / Clinical Faculty Appointment / Promotion](#)"

**Academic Council (AC) Cover Letter** (from AC Chair) summarising AC's discussion and recommendations on candidate's appointment / promotion. AC Cover Letter is required for Adjunct / Clinical Associate Professor and Adjunct / Clinical Professor level appointment / promotion in addition to APT Cover Letter, for (i) Clinician or (ii) PhD investigator whose faculty appointment resides in ACP, regardless of whether a SingHealth institution is his / her primary employer.

For candidates who are being put up to the APT Committee for Adjunct / Clinical faculty promotion, the AC cover letter from the AC Chair and / or APT cover letter from the SRP / ACP / SDGHI / Centre Director / Office of Education HOO should clearly stipulate the following:

- (i) The current Duke-NUS faculty appointment academic rank that the candidate is holding and the date that he / she was appointed at or promoted to this current academic rank.
- (ii) New / additional / expanded / major contributions and achievements made by the candidate from his / her last appointment / promotion till to-date that will warrant the proposed promotion.

For candidates who are PhD investigators or clinicians and are being put up for appointments / promotions under the Adjunct Track, please refer to "[Table 1: Duke-NUS Adjunct / Clinical Track Faculty Appointment / Promotion Criteria](#)".

For candidates who are PhD investigators and are being put up for appointments / promotions under the Clinical Track, please refer to "[Table 1: Duke-NUS Adjunct / Clinical Track Faculty Appointment / Promotion Criteria](#)".

For candidates who are clinicians (i.e. holders of MD / MBBS / etc degrees) and are being put up for appointments / promotions under the Clinical Track, please refer to "[Criteria for Academic Appointment and Promotion of ACP](#)"

## 2. Candidate's CV

For new faculty appointments, use "[Template – Duke-NUS / SingHealth CV](#)" for CV submission.

For promotion of existing faculty members, CVs submitted must be in the Faculty Profile System (FPS) generated CV format. The online FPS can be accessed through: <https://inetapps.duke-nus.edu.sg/fps/home/#/>

For (a) Adjunct / Clinical Associate Professor and (b) Adjunct / Clinical Professor appointments / promotions, CVs of candidates should include H-index information of their publications.

## 3. Reference Letters on Candidate

(i) A minimum of 4 reference letters from arm's length referees external to the candidate's institution is required for appointment / promotion to Clinical Professor level. A minimum of 2 reference letters from arm's length referees external to the candidate's institution is required for appointment / promotion to Adjunct Professor level. Please refer to "[Reference Letter Requirement Criteria for Duke-NUS \(A\) Faculty and \(B\) Senior / Principal Research Scientist Appointments](#)"

(ii) Please refer to "[Template – Letter to Referee Requesting For Reference Letter](#)"

(iii) Exceptions on reference letter requirement can be granted by the Dean of Duke-NUS if the candidate already holds the title of full Professor or equivalent at another reputable institution, via the following process:

- a. SRP / ACP / SDGHI / Centre Director / Office of Education HOO writes an official letter to Dean of Duke-NUS, through the Duke-NUS APT Committee Chair, requesting for the exemption and providing reasons for the request.
- b. SRP / ACP / SDGHI / Centre Director / Office of Education HOO submits the request letter to the Duke-NUS APT Committee Chair for signatory endorsement, followed by to Dean for his signatory approval.
- c. If Dean approves the exemption request, SRP / ACP / SDGHI / Centre / Office of Education to include the endorsed request letter in the candidate's faculty dossier.

## 4. Other Important Points to Note on Adjunct / Clinical Faculty Appointments

(i) Duke-NUS Adjunct / Clinical faculty appointments (i.e. Adjunct or Clinical Instructor / Assistant Professor / Associate Professor / Professor) must reside in a Programme (i.e. ACP / SRP), an Institute (i.e. SDGHI), a Centre or Office of Education.

(ii) Candidates who are being proposed for Clinical Professor appointments / promotions are **strongly encouraged** to include an Education Portfolio in their dossier submission for APT Committee's review and evaluation.

An Education Portfolio is not required for inclusion in the dossier for candidates who are being proposed for:

- (a) Clinical Instructor / Clinical Assistant Professor / Clinical Associate Professor appointments / promotions; and
- (b) Adjunct Instructor / Adjunct Assistant Professor / Adjunct Associate Professor / Adjunct Professor Appointments / promotions.

**Table 1: Duke-NUS Adjunct / Clinical Track Faculty Appointment / Promotion Criteria**

Faculty Academic Rank	Experience* Expected
Adjunct / Clinical Instructor	(i) 2 – 4 years' of relevant postgraduate experience.
Adjunct / Clinical Assistant Professor	(i) 4 - 5 years' postgraduate experience with evidence of making progress in his / her field of work.
Adjunct / Clinical Associate Professor	(i) 10 - 12 years' postgraduate experience, with recent years in senior management or equivalent leadership credentials in a professional capacity.  (ii) Outstanding achievements in a particular endeavour / area or other factors may offset a shortfall in the experience.
Adjunct / Clinical Professor	(i) 15 - 20 years' postgraduate experience, with recent years in top management or practice in his / her profession with distinction.  (ii) Outstanding achievements in a particular endeavour / area or other factors may offset a shortfall in the experience.

\*Postgraduate experience in this context refers to work experience gained upon obtaining a terminal degree (e.g. PhD, MD, MBBS, etc).