

## Preparation of Dossier for Duke-NUS Adjunct Faculty Appointment / Promotion for Submission to Duke-NUS APT Committee (Wef 1 May 2013)

For a Duke-NUS adjunct 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 SRP / ACP / AMEI / Centre Director / Office of Education HOO) summarising the SRP / ACP / AMEI / 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 Instructor and Adjunct Assistant Professor levels. **APT Cover Letter is required for all adjunct rank appointments / promotions.** Please refer to [Template 5 – APT Cover Letter For Adjunct 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 Associate Professor and Adjunct Professor level appointment / promotion in addition to APT Cover Letter, for (i) Clinician, and (ii) PhD investigator whose faculty appointment resides in ACP / AMEI / Centre.

For candidates who are being put up to the APT Committee for Adjunct faculty promotion, the cover letter from the AC Chair and / or SRP / ACP / AMEI / Centre Director 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.

### 2. Candidate's CV

For new faculty appointments, use [Template 2 – 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 Associate Professor and (b) Adjunct Professor appointments/ promotions, CVs of candidates should include H-index information of their publications.

### 3. Reference Letters on Candidate

- (i) A minimum of 2 reference letters from referees external to the candidate's institution are required for appointment / promotion to Adjunct Professor level. Please refer to [Table 1: Reference Letter Requirement Criteria for Duke-NUS Adjunct Faculty Appointments](#) found at the end of this document.
- (ii) Please refer to [Template 3 – Letter to Referee Requesting For Reference Letter](#). The SRP / ACP / AMEI / Centre / Office of Education NAC may modify this template as it deems appropriate.

- (iii) Exceptions 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 / AMEI / 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 / AMEI / 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 / AMEI / Centre / Office of Education to include the endorsed request letter in the candidate's faculty dossier.

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

- (i) Duke-NUS adjunct faculty appointments (i.e. Adjunct Instructor / Assistant Professor / Associate Professor / Professor) must reside in a Programme (i.e. ACP / SRP), an Institution (i.e. AMEI), a Centre or Office of Education
- (ii) Adjunct faculty appointments are generally for (a) clinicians from Duke-NUS / SingHealth partnership umbrella axis involved in clinical activities or (b) clinicians / PhD investigators from external institutions who are given courtesy-type appointments. Adjunct 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.

**Table 1: Reference Letter Requirement Criteria for Duke-NUS Adjunct Faculty Appointments**

Note:

1. Reference letters (i.e. arm's length / non-arm's length) should be solicited from referees who are of the same academic (a) rank and (b) type (i.e. Regular Rank / Adjunct) or higher than that for which the candidate is being considered. Exceptions can be granted for the following instances:
  - (i) For candidates who are being nominated for Regular Rank Track II Non-Tenure Track Instructor / Assistant Professor appointments, reference letters from referees who hold Adjunct faculty appointments but whose academic rank is higher than that for which the candidate is being proposed, can be counted toward the minimum number of letters required.
  - (ii) Reference letters from referees without academic titles but who (a) hold key leadership positions in any reputable organisation or (b) are highly recognised within the field of their expertise and who are from renowned institutions / organisations, can be counted toward the minimum number of letters required.
2. Arm's length referees are referees who:
  - (i) have not collaborated scientifically with the candidate in the past 5 years;
  - (ii) are not from the same institution as the candidate (Note: The different institutions within SingHealth are considered as 1 single institution as they are all under the same SingHealth cluster.);
  - (iii) are not former or current supervisors of the candidate;
  - (iv) have no personal connections with the candidate (i.e. they could be colleagues in a similar field but have no further substantive connections).
3. Collaborators are defined as individuals with whom the candidate has:
  - (i) published in the past 5 years; or
  - (ii) an on-going research collaboration.
4. For appointment / promotion at Associate Professor or Full Professor levels:
  - (i) Process is through an ACP / SRP Appointments and Promotion Committee
  - (ii) The candidate can recommend names of referees, but Committee makes decision on whom will be contacted. Candidate should not be aware of the names of the referees who provide letters.
5. Local referees are referees based in Singapore, while international referees are those based outside of Singapore.

S/N	Appt Type	Academic Track	Type of Tenure Appt	Academic Rank	Minimum No. of Reference Letters Required	No. of Reference Letters to be Solicited From			Notes
						Non-Arm's-Length Referees	Arm's Length Referees		
						Local / International	Local	International	
1	Adjunct	-	-	Prof	2	Not counted toward minimum no.	No Restriction	No Restriction	<ul style="list-style-type: none"><li>The SRP / ACP / AMEI / Centre / Office of Education solicits the letters independently of the candidate.</li><li>Up to half of the no. of referees can be suggested by the candidate. The rest of the referees should be chosen by the SRP / ACP / AMEI / Centre / Office of Education independent of the candidate.</li></ul>
				Instructor / Asst Prof / Assoc Prof	Not Required	N.A.	N.A.	N.A.	

Template 5:  
APT Cover Letter for Adjunct Faculty  
Appointment/ Promotion

*Updated as at 15 April 2020*

<Choose a date>

Appointments, Promotion and Tenure (APT) <Choose Committee Type>  
Duke-NUS Medical School (Duke-NUS)

Dear APT Committee <Choose Members/Chair>,

**Re: Dr** <Enter Candidate's Name>

On behalf of <Enter Name of SRP/ACP/AMEI/Centre/Office of Education>, I hereby present to the Duke-NUS APT Committee the recommendation for the <Choose Proposed Appointment> of Dr <Enter Candidate's Name> at the rank of Adjunct <Choose Proposed Academic Rank> at Duke-NUS <Choose Promotion Date (only applicable for promotion, delete accordingly)> <Enter year for promotion (only applicable for promotion, delete accordingly)> .

(This paragraph is only applicable to candidates being put up for promotion.) Dr <Enter Candidate's Name> joined Duke-NUS as <Choose Current Academic Rank> <Choose Current Academic Track> on <Choose start date of current appointment>. <Please provide a short paragraph of write-up supporting the candidate's promotion. Please indicate a summary of new / additional / expanded / major contributions and achievements made by candidate from his / her last appointment / promotion till to-date.>

Please provide a 1-page write-up supporting candidate's appointment / promotion. The SRP's / ACP's / AMEI's / Centre / Office of Education's recommendation should include:

1. Candidate's educational background and training;
2. Candidate's research achievements and accomplishments;
3. Candidate's participation in educational initiatives and academic service;
4. How candidate's expertise, facilities or resources might benefit Duke-NUS in support of its research and teaching activities. (What does the candidate offer to the academic atmosphere of Duke-NUS?)
5. Candidate's current research and/or teaching interests (Are the candidate's work and interests appropriate / relevant to Duke-NUS?)

6. Summary of the SRP / ACP / AMEI / Centre/ Office of Education Nomination and Appointment Committee (NAC)'s discussion and recommendation on the candidate's faculty appointment / promotion. Note: The constitution of a NAC is not required for appointment / promotion at Adjunct Instructor and Adjunct Assistant Professor levels.
7. For relevant candidates, please include the following statement: "The Academic Council has assessed <candidate's name> credentials and found them to be appropriate for the proposed appointment."

The <Enter Name of SRP/ACP/AMEI/Centre/ Office of Education> recommends that the Duke-NUS APT Committee supports the <Choose an Appointment> of Dr <Enter Candidate's Name> as Adjunct <Choose Proposed Academic Rank> at Duke-NUS.

Sincerely,

<Enter SRP/ACP/AMEI/Centre Director/Office of Education HOO's Name>  
<Enter Academic Rank> and Director  
<Enter Name of SRP/ACP/AMEI/ Centre/Office of Education >

Enclosures:

Candidate's Curriculum Vitae

<Enter Number> (only applicable for Adjunct Prof appointment/promotion) Reference Letters

Please attach photo below:

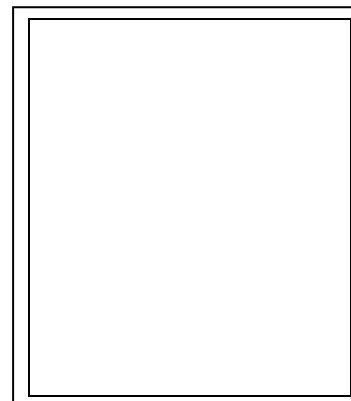
## **Duke-NUS / SingHealth CV Template**

*(For Faculty and Senior / Principal Research Scientist Appointments)*

Updated as at \_\_\_\_\_

*Please do not delete any sections and use "NA" for no entry.*

*Please use continuation pages when necessary.*



### **(1) Personal Particulars**

Full Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Nationality : \_\_\_\_\_

Gender : Male / Female

### **(2) Brief Biography** *(Compulsory, in 1-2 paragraphs)*

### **(3) Current Appointment Details**

*Please refer to section (7) Professional Training & Academic Career (Employment History) for more information*

Institution of Primary Appointment: \_\_\_\_\_

Secondary Appointment(s), if any *(include clinical faculty appointment with NUS if applicable)*:  
\_\_\_\_\_

Present Rank(s) and Title(s) in Duke-NUS: \_\_\_\_\_  
\_\_\_\_\_

### **(4) Educational & Training Qualifications**

Qualification	Country	Name of School / Institution / University	Date of Attainment	Input "X" if Highest Qualification

## **(5) Certification & Licensure**

### **(A) Medical Professional License**

Licensing Board	Licensing Number	Date (DD/MM/YYYY)	Country

### **(B) Specialty Certificate**

Certificate Board	Certificate Number	Name of Medical Sub-Specialty	Year	Country

## **(6) Membership in Professional & Academic Societies**

Organisation(s)	Rank / Title / Position	From (YYYY)	To (YYYY)

## **(7) Professional Training & Academic Career (Employment History)**

*Listing of all professional training and work experiences to-date, i.e. training rotations, past and present appointments, beginning with the first postgraduate position.*

### **Academic / Clinical / Research / Administrative / Industry:**

Training Type	Hospital / Institution / Organisation	Rank / Title / Position	From (MM/YYYY)	To (MM/YYYY)

## **(8) Major Personal Events** *(Optional)*



*Inclusive of personal events that might have a bearing on the review of the faculty appointment, promotion or tenure application, e.g. childbirth / maternity leave, major illness requiring extensive leave, loss of property, or disruption of lifestyle.*

## **(9) Publications**

*Inclusive of Authors, Article Title, Journal Name, Date of Publication, Volume / Issue / Page Number with candidate's name in **bold**. For example:*



*Candidates who are being put up for regular rank <sup>Date</sup> (1) Associate Professor with tenure, (2) Professor with tenure (3) Professor (non-tenure) or (4) Senior Principal Research Scientist appointment should include the following:*

- (i) *Journal Impact Factor of every journal published for the last 5 years;*
- (ii) *No. of citations for every publication published for the last 5 years (Optional)*

*Sequential listing of publications (#1 being the oldest) excluding publications that are submitted for review but have not been accepted or published.*

### **(A) Refereed Journals**

*Refereed articles are scientific publications that have active editorial boards and a system of critical review of all submissions for publication. [Ulrichsweb](#) provides a list of refereed journals.*

#### **(i) Original Articles**

#### **(ii) Review Articles**

#### **(iii) Letters (e.g. to Editor), Editorials & Case Reports**

### **(B) Non-Refereed Publications**

*Non-refereed publications refer to those which do not routinely use a system of critical review prior to publication; such articles are often solicited by the publisher.*

#### **(i) Review Articles**

**(ii) Books & Chapters**

*In the format as shown and with name in **bold** (as book author/editor):*

Authors: Albani S, **Carson DA**, 1989, Chapter Title: Molecular mechanisms involved in the association between HLA DR4 and rheumatoid arthritis., Editor: J. Sany, Roudier J, WJ Koopman, in Seventh International workshop on Immuno-Rheumatology, Edition de l'Interligne, 1, 191-195, Page Number: 191-195, Book Title: Seventh International workshop on Immuno-Rheumatology, Name of Publisher: Edition de l'Interligne, Citation: Times Cited: 10, Edition Number: 1

**(iii) Letters (e.g. to Editor), Editorials & Case Reports**

**(iv) Abstracts (Optional)**

**(C) Top 10 Publications** (from the most impactful publication onwards. Optional for regular rank / Adjunct (1) Instructor and (2) Assistant Professor candidates)

Rank	Article Title	List of Authors with candidate's name in <b>bold</b>	Publication Name	Edition no.	Publication Year	Remarks (*Indicate Candidate's Role and Contributions)
1						
2						
3						
4						

5						
6						
7						
8						
9						
10						

**(D) h-index** (Required for (1) Associate Professor with tenure, (2) Professor with tenure, (3) Professor (non-tenure), (4) Adjunct Associate Professor, (5) Adjunct Professor and (6) Senior Principal Research Scientist appointments)

*Inclusive of h-index, method for calculation [e.g. Google Scholar Citations (preferred), Web of Science] and date that the index was determined.*

# **(10) Intellectual Property/ Technology Declarations**

(A) Total number of Duke-NUS affiliated Invention Disclosures submitted :

(B) Total number of Duke-NUS affiliated Trademarks submitted :

(C) Total number of Duke-NUS affiliated Patents filed :   
*Inclusive of provisional and published patents.*

(D) Total number of Duke-NUS affiliated IP granted / registered :   
*Inclusive of copyrights and trademarks registered.*

## **(E) Duke-NUS Patents Published**

Title	Inventor(s)	Publication Date	Publication Number	Patent Office

--	--	--	--	--

**(F) Duke-NUS Copyrights and Trademarks Registered**

Registration Date	Type	Title	Inventor(s)	Registration Number	Country

**(G) Duke-NUS Technology Declarations**

Title	Inventor(s)	Application Date	Application Number	Patent Office	Date Granted	Patent Number (if granted)

**(H) Other Intellectual Property (Trademark / Copyright / Patent)**

Registration / Publication Date	Type of IP	Title	Inventor(s)	Registration / Publication Number	Country	Patent Office

**(I) Other Technology Declarations**

Title	Inventor(s)	Application Date	Application Number	Patent Office	Date Granted	Patent Number (if granted)

**(J) Licences / Agreement with Companies**

Registration Date	Type	Title	Company	Licence/ Agreement Number	Country

### **(11) Editorship**

*Inclusive of roles (e.g. editor, reviewer or member of editorial board) in editorship of journals and books.*

### **(12) Education Activities (Teaching Portfolio)**

*Chronological listing of activities related to Medical Education, or educational activities related to Research / Clinical Innovation, beginning with the oldest.*

#### **(A) Educational Philosophy (500 words max):**

*Inclusive of the following elements: personal theory of learning, goals of instruction, role and responsibility of the student and instructor, and a description of the variables that promote learning.*

#### **(B) Seminars / Lectureships**

**(i) Local**

**(ii) International**

#### **(C) Teaching Activities in Local Institutions** *(Optional for Faculty candidates who are PhD Research Investigators)*

**(i) Undergraduate Education:**

*Inclusive of date, title of teaching, audience and evaluation (if available).*

**(ii) Postgraduate Education:**

*Inclusive of date, title of teaching, audience and evaluation (if available).*

**(D) Leadership Positions or Roles in Education / Clinical Innovation / Commercialisation / Industry**

**(e.g. Course Directorship, Curriculum Planning / Development Committees / Facilitation of Start-Ups, etc.)**

*Inclusive of the title, date / period, audience, a brief description and frequency conducted.*

**(E) Advisory / Mentoring Role:**

*Inclusive of date (range from - to), student name, student level (medical student, fellow, postgraduate, faculty, resident) and title of student work.*

**(F) Educational Administration:**

*Inclusive of the period of engagement, organisation and your title / role.*

**(G) Continuing Medical Education (date, title, certificate):**

*Inclusive of date, title and certificate with description on strategies implemented to improve teaching.*

**(13) Clinical Activities**

*(Applicable to candidates with >50% FTE in Research or Medical Education)*

*List of previous and current year clinical activity - type of practice and estimate of time commitment: (list in order of % time commitment from highest to lowest %)*

#### **(14) Conferences Attended and Speaking Invitations**

*Chronologically listed, beginning with the oldest.*

##### **(A) With Oral Presentations**

##### **(B) With Poster Presentations**

##### **(C) Without Presentations** *(Optional for PhD Research Investigators)*

*Conferences attended (without abstract / poster presentation).*

#### **(15) Research & Innovation Activities**

##### **(A) Research & Commercialisation Funding Support**

###### **(i) Current Funding**

*Listing of Funding Support from role as PI first, followed by that of Co-I / Collaborator.  
As Co-I / Collaborator, to indicate dollar quantum of funds to Co-I / Collaborator's lab.*

Project Title or Startup Name	Role (eg. PI, Co-I, Founder etc)	Origin	Name of Grant (if applicable)	Funding Agency	Project or Startup Funding Start Date	Duration (if applicable)	Amount	Currency

**(ii) Past Funding**

*In reverse chronological order, with role as PI first, followed by that of Co-I / Collaborator. As Co-I / Collaborator, to indicate dollar quantum of funds to Co-I / Collaborator's lab.*

Project Title or Startup Name	Role (eg. PI, Co-I, Founder etc)	Origin	Name of Grant (if applicable )	Funding Agency	Project or Startup Funding Start Date	Duration (if applicable)	Amount	Currency

**(iii) Pending Proposals**

*Listing of submitted proposals which are under consideration only, from role as PI first followed by that of Co-I / Collaborator. As Co-I / Collaborator, to indicate proposed dollar quantum of funds to Co-I / Collaborator's lab.*

Project Title or Startup Name	Role (eg. PI, Co-I, Founder etc)	Origin	Name of Grant (if applicable )	Funding Agency	Project or Startup Funding Start Date	Duration (if applicable)	Amount	Currency

**(B) Collaboration with Local and Overseas Institution**

*Inclusive of project status, i.e. completed / ongoing*

**(C) Research Interests**

**(16) Committee Work**

**(A) Hospital**



**(B) Ministry of Health**

**(C) University / Medical School**

**(D) Professional Bodies**

**(E) Others**

*Contributions towards Industry may be listed here.*

## **(17) Awards & Honours**

**(A) Academic / Clinical / Research / Innovation Awards**

**(B) Others**

*Features of innovative work may be listed here.*

## **(18) Top 10 Contributions** *(Optional for PhD Research Investigators)*

*List of contributions beginning with the most significant. Committee work and editorship of journals, etc. may be listed here.*

Rank	Description of Contribution	Year of Contribution
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**(19) Hobbies / Special Interests** *(Optional for PhD Research Investigators)*

*Note: In submitting this CV, I hereby agree to it being shared between Duke-NUS and SingHealth in association with any official matters in either or both of these institutions.*

<Date>

Dr <Referee's Name>  
<Referee's Designation>  
<Name of Department>  
<Name of University or Company or Institution>  
<Referee's Address>

Dear Dr <Referee's Surname>:

Dr <Candidate's Name> is being considered for appointment at the rank of <proposed academic rank> <please indicate 'with tenure' if the appointment is with tenure> at the Duke-NUS Medical School (Duke-NUS). We would be most grateful if you could help us by evaluating Dr <Candidate's Surname>'s research and scholarly achievements. We are providing <his / her> curriculum vitae and intellectual development statement for your consideration; reprints of papers can also be provided upon request.

Faculty of the Duke-NUS are expected to stand in competition with the top scholars of similar rank within their fields. In making your evaluation of <his / her> accomplishments, it would be helpful if you would - after defining your relationship to Dr <Candidate's Surname> and the research area in which <he / she> works - evaluate and comment upon the following:

1. Dr <Candidate's Surname>'s achievements and status compared to other scholars in <his / her> field who are at similar stages in their careers;
2. The strengths and weaknesses of <his / her> scholarship and the degree of recognition achieved within <his / her> discipline, noting any distinctive contribution(s);
3. The scope and significance of <his / her> research interests and activities as they have made original or otherwise significant contributions to the discipline;
4. Whether, based on your knowledge of <his / her> work and the enclosed curriculum vitae, Dr <Candidate's Surname> would be appointed as a <proposed academic rank> <please indicate 'with tenure' if the appointment is with tenure> in your institution;
5. Any additional insights that may be helpful in determining whether or not to recommend this appointment as <proposed academic rank> <please indicate 'with tenure' if the appointment is with tenure> be awarded.

We would appreciate a reply by <deadline>, if at all possible. Please send your letter to me at <SRP / ACP / AMEI / Office of Education) Director's or secretary's email address: XXXX> or fax it to me at +65 <fax number>. Thank you in advance for taking the time to do this. Your response will be maintained in confidence.

Sincerely,

<SRP / ACP / AMEI Director / Office of Education HOO's Name>  
<Academic Rank> and Director  
<Name of SRP / ACP / AMEI / Office of Education>

Enclosures:

Candidate's Curriculum Vitae  
Candidate's Intellectual Development Statement

