

WORKFLOW FOR DUKE-NUS REGULAR RANK PRACTICE TRACK FACULTY APPOINTMENT / PROMOTION

Updated as at 18 November 2020

For Candidates Whose Faculty Appointments Reside In ACPs / SDGHI / OoE
(regardless of whether Duke-NUS is their primary employer)

For Candidates Whose Faculty Appointments Reside In SRPs / Centres
(regardless of whether Duke-NUS is their primary employer)

ACP / SDGHI / OoE NOMINATION AND APPOINTMENT COMMITTEE

- ACP / SDGHI Director / OoE HOO constitutes NAC chaired by ACP / SDGHI 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, tenure track and type or above that for which the candidate is being considered, to assess and evaluate the candidate for faculty appointment / promotion.
- ACP / SDGHI / OoE NAC assembles candidate's CV, intellectual development statement and reference letters.
- ACP / SDGHI Director / OoE HOO prepares AP 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.
- ACP / SDGHI Director Office / OoE submits AP cover letter and dossier to AC for review.
Note: For ACP / SDGHI / 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 AP process.

SRP 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 and tenure track and type or above that for which the candidate is being considered, to assess and evaluate the candidate for faculty appointment / promotion.
- SRP / Centre NAC assembles candidate's CV, intellectual development statement and reference letters.
- SRP / Centre Director presents candidate's dossier and NAC's recommendations to SRP / Centre Faculty. SRP / Centre Faculty members involved in this discussion should be of same academic rank or above that for which candidate is being considered. A secret ballot will be cast by each SRP / Centre Faculty member to register his/her vote on whether he/she is supportive of candidate's appointment / promotion.
- SRP / Centre Director prepares AP cover letter, incorporating summary of SRP / Centre Faculty's discussion - including vote of SRP / Centre Faculty members on the recommended appointment / promotion level for candidate.
- SRP / Centre Director Office submits AP 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.
- If AC recommends appointment / promotion, AC Secretariat submits dossier to RAD to initiate AP process. If AC has concerns, AC Secretariat informs ACP / SDGHI Director Office / OoE.

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.
 - If SVD of Research has concerns with the submitted dossier, RAD informs SRP / Centre Director Office.
 - If SVD of Research has no concern with the submitted dossier, RAD initiates AP process.

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

- RAD submits dossier to AP Chair for review. If AP Chair has concerns with the submitted dossier, RAD inform AC Secretariat / SRP Director Office / Centre Director Office / OoE; AC Secretariat in turn informs ACP / SDGHI Director Office of outcome. If AP Chair has no concern with the submitted dossier, RAD initiates AP process.
- RAD surfaces dossier to AP Committee via email circulation for review and recommendation to the Dean. RAD prepares paper to seek Dean's endorsement on AP Committee's recommendation.
- Note:** The AP Committee is advisory to the Dean.
 - If Dean supports appointment / promotion, RAD informs Duke-NUS HR Department and AC Secretariat / SRP Director Office / Centre Director Office / OoE. AC Secretariat in turn informs ACP / SDGHI Director Office of outcome.
 - If Dean does not support appointment / promotion, the process ends at this point. RAD informs AC Secretariat / SRP Director Office / Centre Director Office / OoE. AC Secretariat in turn informs ACP / SDGHI Director Office of outcome.
- Note:** Please refer to document (File name: Preparation of Dossier for Regular Rank Practice Track Faculty Appointment / Promotion for Submission to AP Committee) available on RAD intranet for details on dossier preparation for Practice Track faculty appointments to be surfaced to AP Committee.

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

- After AP process, OACD / SDGHI / OoE prepares ARC and / or GB paper(s) (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
Associate Professor	For Approval	For Information
Professor	For Review and Recommendation	For Approval

- Board Secretariat informs OACD / SDGHI / OoE of outcome of ARC and / or GB process and OACD in turn informs ACP 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 AP process, RAD prepares ARC and / or GB paper(s) (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
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 / Centre Director Office. If ARC / GB approves appointment / promotion, Board Secretariat also informs Duke-NUS HR Department, which will issue the appointment / promotion letter.

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| AC : Duke-NUS Academic Council | OACD : Duke-NUS Office of Academic and Clinical Development |
| ACP : Academic Clinical Programme | OoE : Duke-NUS Office of Education |
| AP : Duke-NUS Appointments and Promotions | RAD : Duke-NUS Research Affairs Department |
| ARC : Duke-NUS Academic and Research Committee | SDGHI : SingHealth Duke-NUS Global Health Institute |
| GB : Duke-NUS Governing Board | SRP : Duke-NUS Signature Research Programme |
| HOO : Head of Office | SVD : Senior Vice Dean |
| HR : Duke-NUS Human Resource Department | |