

WORKFLOW FOR MENTORING AND FORMAL 3RD YEAR REVIEW OF DUKE-NUS SIGNATURE RESEARCH PROGRAMME TENURE-TRACK ASSISTANT PROFESSORS

DUKE-NUS RESEARCH AFFAIRS DEPARTMENT

1. Obtains the appointment start date of the tenure-track Assistant Professor (who has not yet attained tenure) from Duke-NUS HR Department. The appointment start date is defined as the date that the faculty member was officially appointed as Assistant Professor on Track IA / IB / IC at Duke-NUS.
2. Two months prior to the end of the tenure-track Assistant Professor's:
 - (i) 1st and 2nd Year term of appointment, RAD sends the:
 - a) SRP Director an e-mail to remind the SRP to conduct the Faculty Mentoring Committee meeting (i.e. the Assistant Professor's 1st and 2nd Year-in-Review mentoring meetings, respectively) with its Assistant Professor; and
 - b) Faculty Mentoring Committee Record Form to be signed at the end of each mentoring meeting by the:
 - (1) Tenure-track Assistant Professor who is being mentored;
 - (2) SRP Faculty Mentoring Committee Chair; and
 - (3) SRP Director (if the Director is not the Chair of the Faculty Mentoring Committee)
 - (ii) 3rd Year term of appointment, RAD sends the SRP Director an e-mail to remind the SRP to:
 - a) Conduct the formal 3rd Year Review with its Assistant Professor; and
 - b) Send the 3rd Year Review Report, duly signed by the (i) SRP Faculty Review Committee Chair and (ii) SRP Director (if the Director is not the Chair of the Faculty Review Committee), to the:
 - (1) SRP's HOO; and
 - (2) With a copy to RAD.



SRP DIRECTOR

1. Constitutes the:
 - (i) **Faculty Mentoring Committee**, chaired by the Director or his / her designate, and comprised of a minimum of 2 other senior (i.e. Associate Professor and above) faculty members from Duke-NUS, to provide guidance and mentorship to its tenure-track Assistant Professor at the end of his / her 1st and 2nd Year of appointment. Additional member(s) of the Faculty Mentoring Committee can be senior faculty members and / or senior investigators from external universities or other public institutions.
 - (ii) **Faculty Review Committee**, chaired by the Director or his / her designate - the composition of which to be determined by the Director and to include a minimum of two tenured faculty members of Duke-NUS - to conduct the formal 3rd Year Review of the Assistant Professor. This is to ensure that the Assistant Professor stays on track in his / her academic career, in terms of his / her research, education and academic service outputs.

[Note: The members of the Faculty Review Committee are generally drawn from the Faculty Mentoring Committee, though this is not required.]

2. The Faculty Mentoring Committee and 3rd Year Review Committee meetings with the Assistant Professor will be coordinated by the SRP Director's Office.
3. Within 2 weeks after the tenure-track Assistant Professor's:
 - (i) Respective 1st and 2nd Year term of appointment, the SRP Director submits the original signed copy of the Faculty Mentoring Committee Record Form to RAD.
 - (ii) 3rd Year term of appointment, the SRP Director prepares and submits the original signed copy of the 3rd Year Review Report to the:
 - a) SRP's HOO; and
 - b) With a copy to RAD.

FOOTNOTES:

1. For non-tenure track faculty members on Track IIA / IIB whose appointments are subsequently converted to Track IA / IB / IC (without tenure), the tenure clock starts on the effective date of the Track IA / IB / IC appointment. As such, the countdown to the 1st and 2nd Year mentoring meetings by the SRP Faculty Mentoring Committee will commence from the effective date that the faculty member was appointed as Assistant Professor to Track IA / IB / IC (without tenure). For this group of tenure-track faculty members, the appointment effective date will be taken as that stipulated in the appointment letter (for the tenure-track appointment) issued by the Duke-NUS HR Department.
2. 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 1st and 2nd Year mentoring meetings by the SRP Faculty Mentoring Committee will commence from the effective date that the faculty member was appointed as Assistant Professor to Track IA / IB / IC (without tenure), and not from the start date of the Visiting Faculty Appointment.

Legend:

- HOO : Duke-NUS Head of Office
HR : Duke-NUS Human Resources
RAD : Duke-NUS Research Affairs Department
SRP : Duke-NUS Signature Research Programme