

**Duke-NUS Medical School Academic Appointment Information Sheet (For Nominees of Academic Clinical Programmes)**

We are pleased to inform that you have been nominated by your ACP for an academic appointment at Duke-NUS. Despite being a young School, Duke-NUS has grown from strength to strength and we look forward to your valuable contributions in the training of our medical students and residents.

We will begin processing your nomination and it will be presented to various committees for approval before the appointment can be formalized. To facilitate a smooth appointment process, we have provided below some brief information on the process and estimated timeline, as well as the actions required on your part.

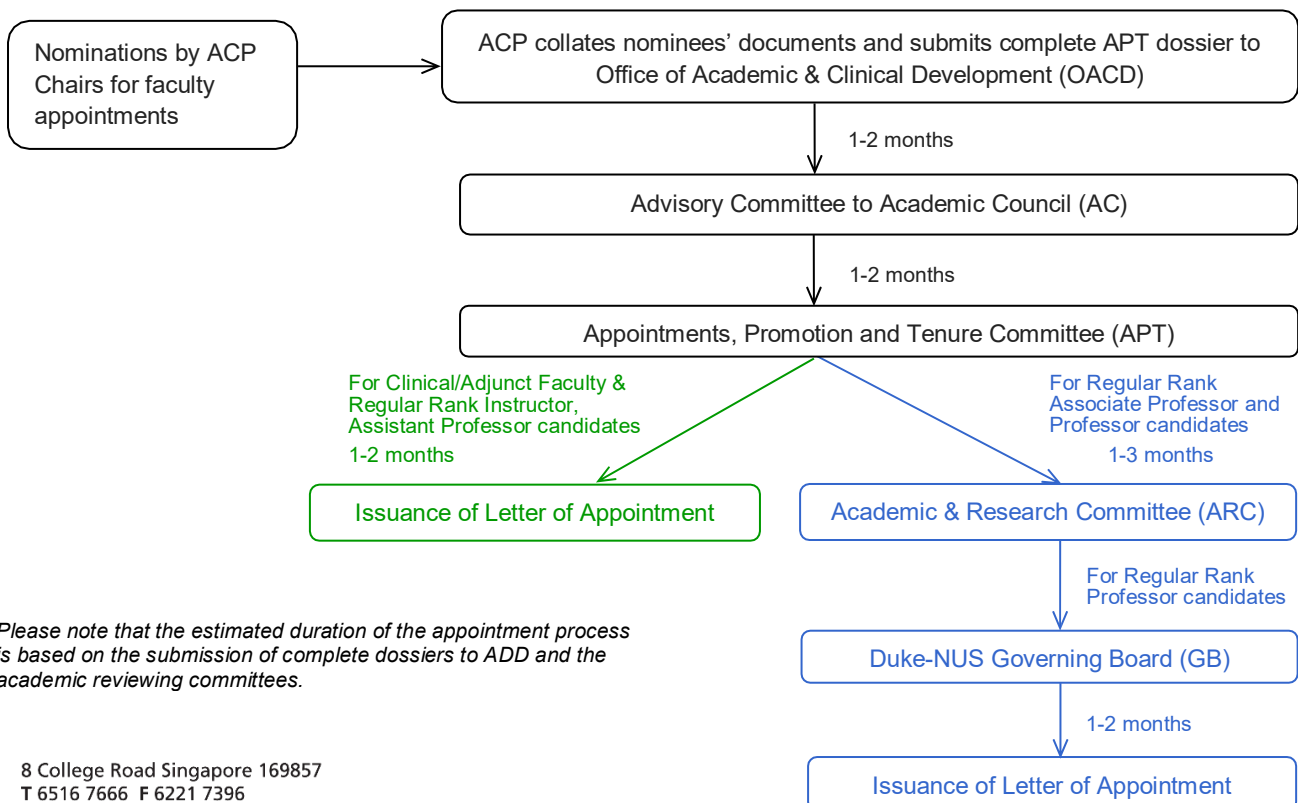
**Possible Academic Ranks**

There are 4 levels of faculty appointments in Duke-NUS: Instructor, Assistant Professor, Associate Professor and Professor. Depending on the nominees' time commitment to Duke-NUS, the role they play, and their primary institution, they will be appointed as either Clinical, Adjunct and Regular Rank faculty. As with all university faculty appointments, the level of appointment will be commensurate with the nominee's academic credentials and accomplishments. Academic appointments in Duke-NUS will only be given to Associate Consultants and above.

For reference, the full list of Clinical, Adjunct and Regular Rank titles accorded by the school are listed below:

<b><u>Clinical / Adjunct Rank Titles</u></b>	<b><u>Regular Rank Titles</u></b>
Clinical Professor / Adjunct Professor	Professor
Clinical Associate Professor / Adjunct Associate Professor	Associate Professor
Clinical Assistant Professor / Adjunct Assistant Professor	Assistant Professor
Clinical Instructor / Adjunct Instructor	Instructor

**Appointment Process**



*Please note that the estimated duration of the appointment process is based on the submission of complete dossiers to ADD and the academic reviewing committees.*

## Documents Required

<b>Clinical / Adjunct Rank Faculty Appointments</b>	<b>Regular Rank Faculty Appointments</b>
<p>Documents required:</p> <ul style="list-style-type: none"> <li>• Curriculum vitae in prescribed template in Word document format</li> <li>• Personal Particulars form</li> <li>• Personal Data Consent form</li> <li>• Education Portfolio / Patient Safety, Quality Improvement &amp; Innovation (PSQI2) Portfolio (Voluntary, or if requested by ACP during the course of your academic development journey)</li> </ul>	<p>Documents required:</p> <ul style="list-style-type: none"> <li>• Curriculum vitae in prescribed template in Word document format</li> <li>• Personal Particulars form</li> <li>• Personal Data Consent form</li> <li>• Intellectual Development Statement</li> <li>• Reference Letters</li> <li>• Education Portfolio (Required for those on Education Track)</li> </ul>

Please note that your CV must be prepared according to the prescribed template, as it will not be accepted by the review committees otherwise and will result in either no conferment of appointment or the delay of the appointment. The committees require all CVs to be in the standardized format so as to facilitate a consistent and fair assessment of all applicants' credentials.

## Appointment Process Timeline

Due to the involvement of several review committees, the entire appointment process will take some time to be completed (estimated to be between 3–10 months upon receipt of full documents, depending on your academic rank). The time taken to process a regular rank appointment would be longer than that for the clinical/adjunct rank. You are advised to provide the required documents promptly to avoid any delay in the appointment process.

## Appointment Offer

After the final approval, you will receive *an official* appointment letter from Duke-NUS Human Resources Department stating the approved academic rank. You must submit the Acceptance Form within the stipulated time frame for the appointment to take effect.

## Approved Academic Rank

You may use the definitive academic rank only upon acceptance of the appointment offer. When using or displaying their academic rank, faculty must do so accurately and completely in all communication materials used in the various capacities, personal/hospital/institutional/academic etc. In particular, a Clinical/Adjunct rank title needs to be reflected by an individual who has been accorded as such, eg "Clinical/Adjunct Associate Professor" (if written in full) or "Clinical/Adj Assoc Prof" (if abbreviated).

We seek your kind understanding and patience whilst your appointment is being processed. Should you have any queries or need any clarification, you may contact your ACP administrators regarding your appointment nomination. Thank you.

Prepared by Office of Academic & Clinical Development  
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