

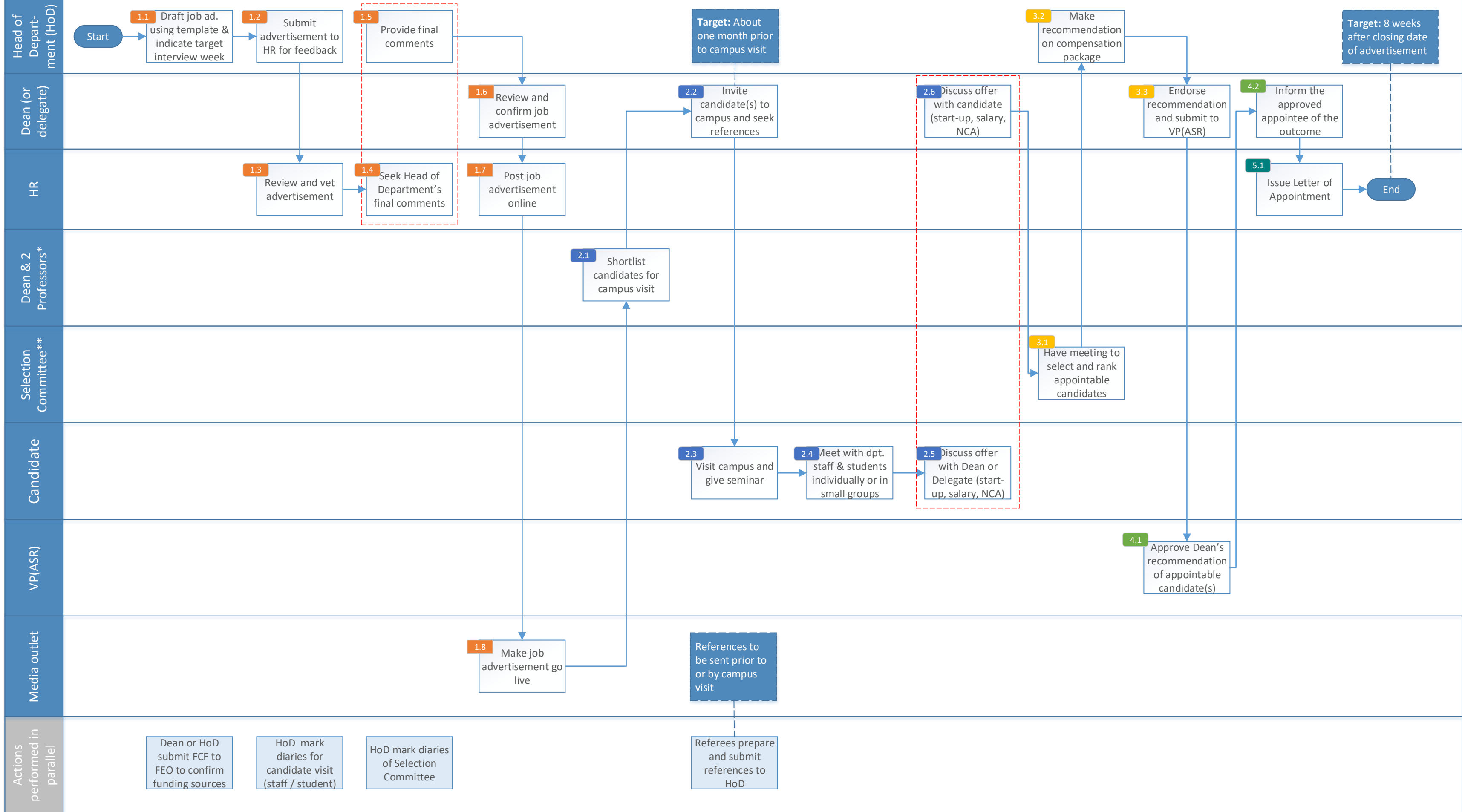
Recruitment Process: (1) Assistant Professor and Associate Professor without Tenure (fixed terms)

Action done in parallel	Owner	Action	Owner	Working days	Weeks
Submit FCF to FEO to confirm funding sources	Dean or HoD	STAGE 1 PREPARATION & ADVERTISING	a. Draft advertisement (use template; indicate interview week)	5	5
Mark diaries of staff and/or students involved in candidate campus visit(s)	HoD		b. Submit advertisement to HR for feedback		
Mark diaries of Selection Committee	HoD		c. Vet advertisement	HR	
			d. Seek HoD's final comments	Dean	
			e. Confirm advertisement	HR	
			f. Post advertisement (online ONLY)	Media outlet	
			g. Advertisement live		
		STAGE 2 CAMPUS VISIT	a. Shortlist candidates for campus visit	22	TARGET: 8 weeks after closing date of advertisement
Referees prepare and submit references	HoD	b. About one month prior to campus visit: ▪ Invite candidate(s) to campus ▪ Seek references (request submission before/by campus visit)	Dean (or delegate) + 2 professors (or Professoriate staff at least one rank above)(one in the area, one outside)	10	
		c. Campus visit: candidate(s) gives seminar; has individual meetings with departmental staff and students; discusses offer (e.g., start-up; approximate salary, NCA)	Dean (or delegate)	20	
		STAGE 3 SELECTION & ENDORSEMENT	a. Meeting: select and rank appointable candidate(s)	5	
		b. Make recommendation to the Dean on compensation package	Selection Committee*	1	
		c. Endorse recommendation Submit to VP(ASR)	HoD	1	
		STAGE 4 APPROVAL	a. Approve Dean's recommendation of appointable candidate(s)	1	
		b. Inform the approved appointee of the outcome	VP(ASR)	1	
		STAGE 5 OFFER	a. Issue <i>Letter of Appointment</i>	1	7
				2	1

*The Selection Committee comprises the Dean and an FHRC member as non-departmental members; and departmental members including the Head, and two Full/Associate Professors (preferably tenured), one in the area and one outside the area.

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End-to-End process

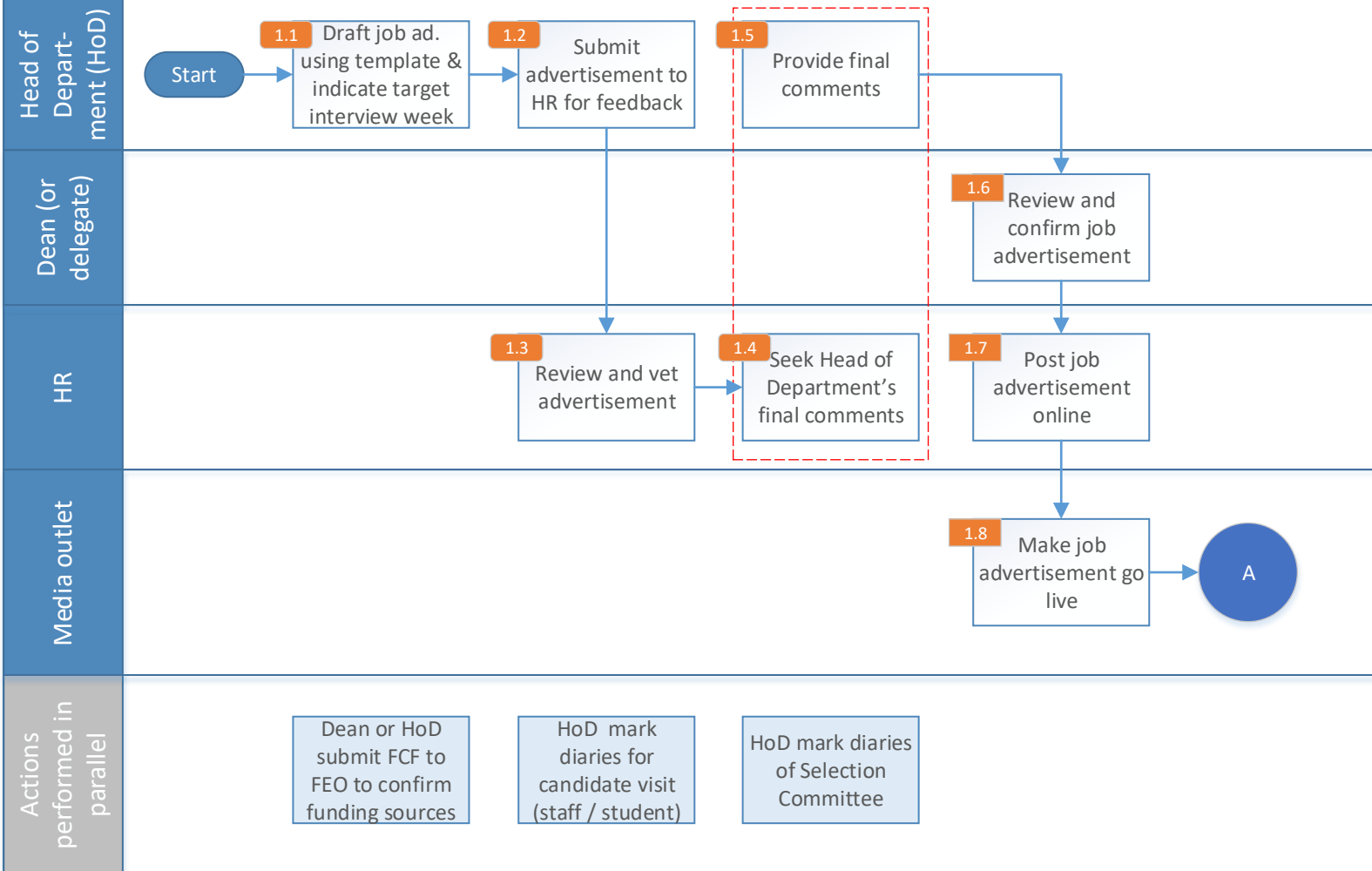


* Shortlisting of candidate performed by Dean (or delegate) and 2 professors (or professoriate staff at least one rank above the candidate) one in the area and one outside
 ** Selection Committee consists of the Dean, an FHRC member as non-departmental member, and department members including the Head of Department, 2 Full/Associate Professors (preferably tenured, one in the area and one outside the area)

- 1.x Preparation and advertising
- 2.x Campus visit
- 3.x Selection and Endorsement
- 4.x Approval
- 5.x Offer

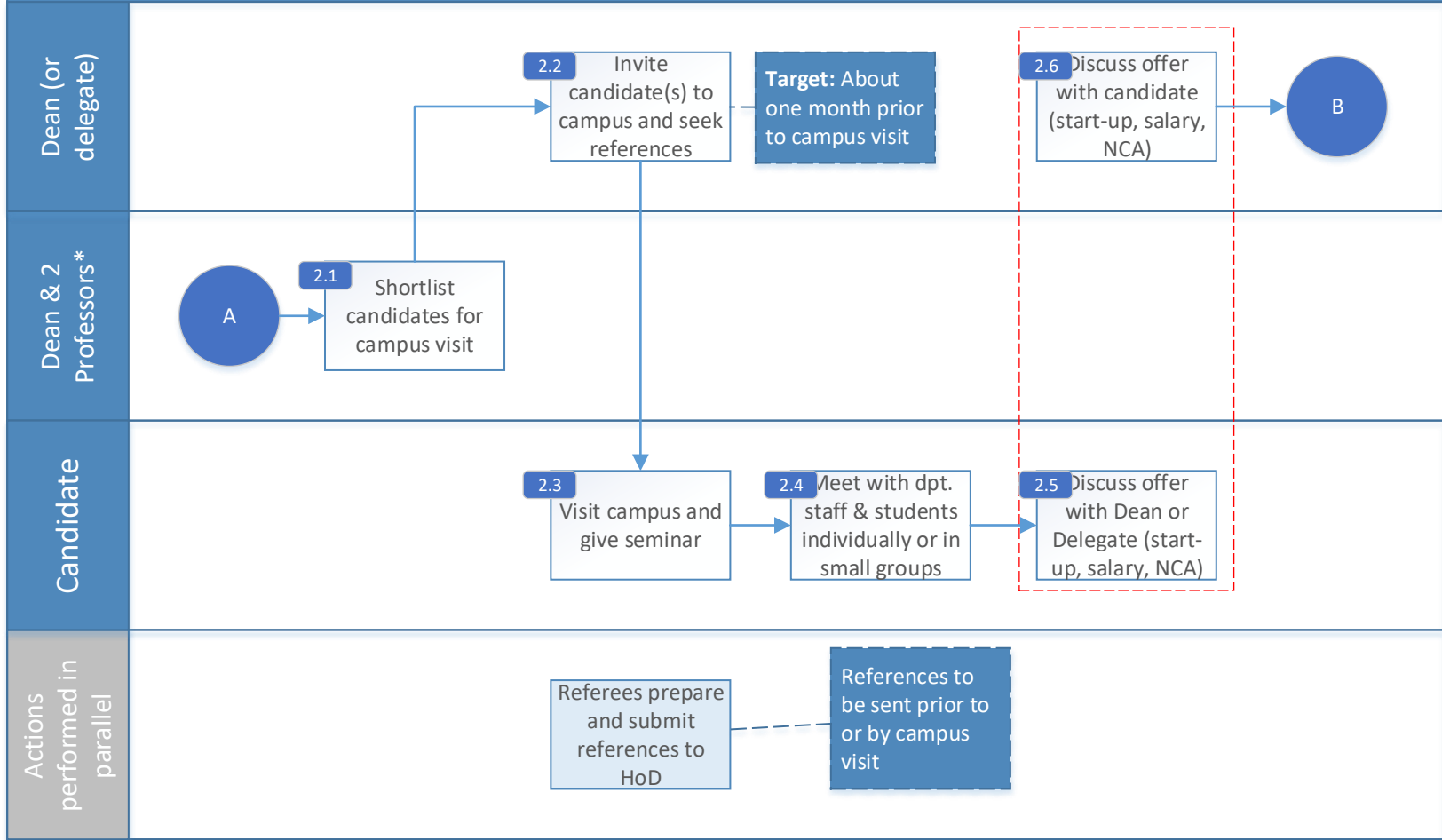
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1. Preparation and advertising



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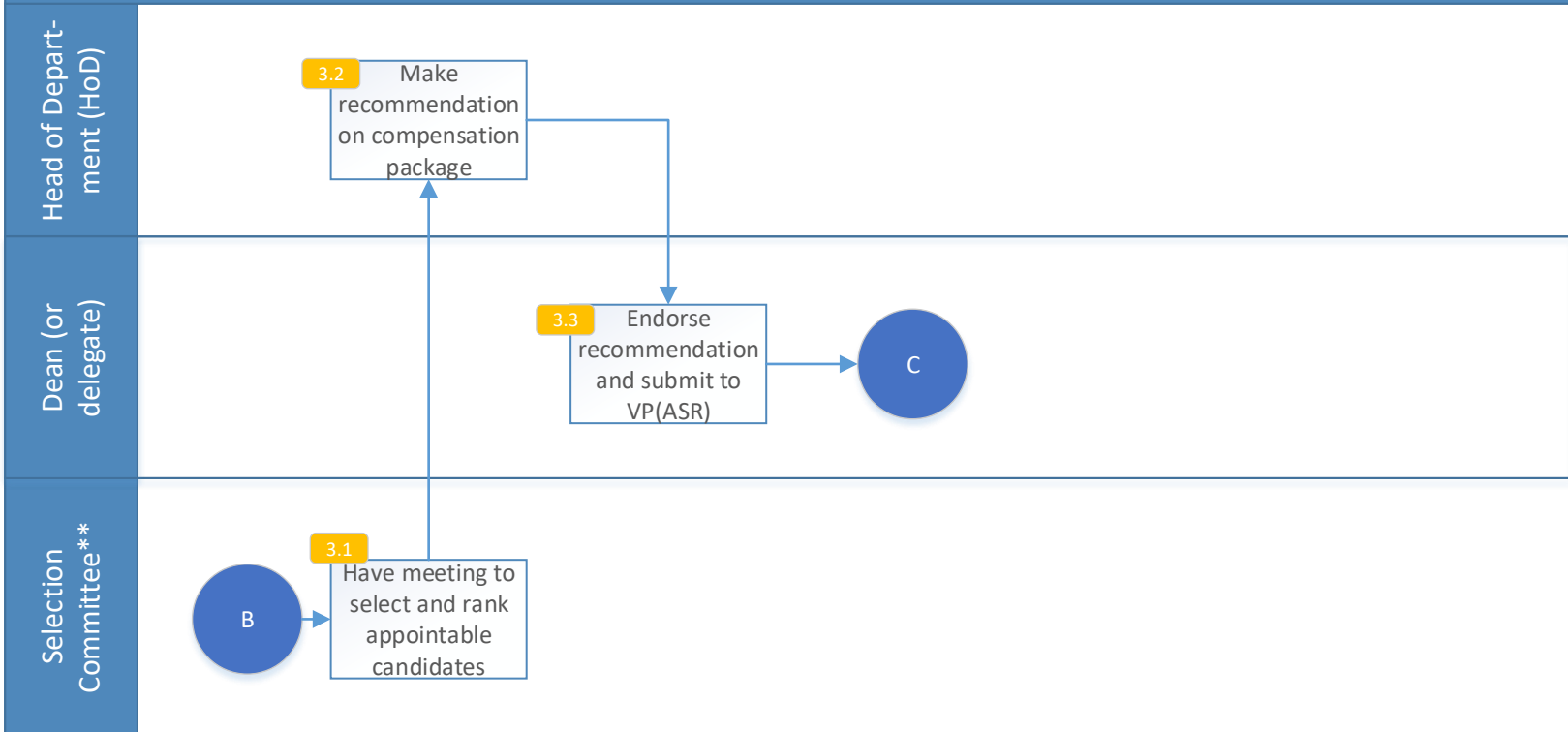
2. Campus visit



* Shortlisting of candidate performed by Dean (or delegate) and 2 professors (or professoriate staff at least one rank above the candidate) one in the area and one outside

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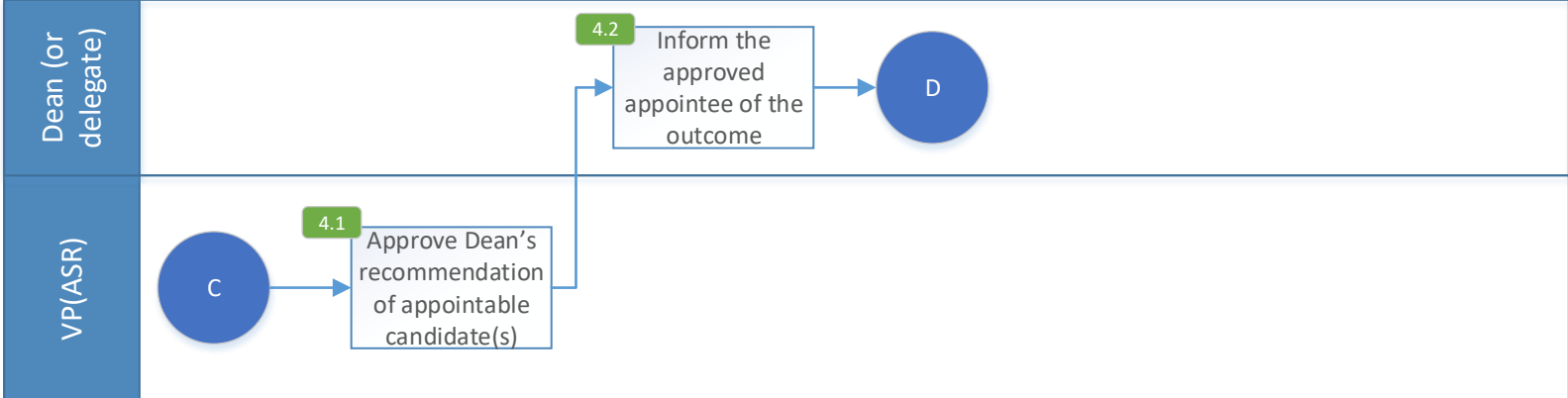
3. Selection & Endorsement



** Selection Committee consists of the Dean, an FHRC member as non-departmental member, and department members including the Head of Department, 2 Full/Associate Professors (preferably tenured, one in the area and one outside the area)

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4. Approval



Recruitment of Assistant Professor and Associate Professor without Tenure (fixed terms)

5. Offer

HR

