

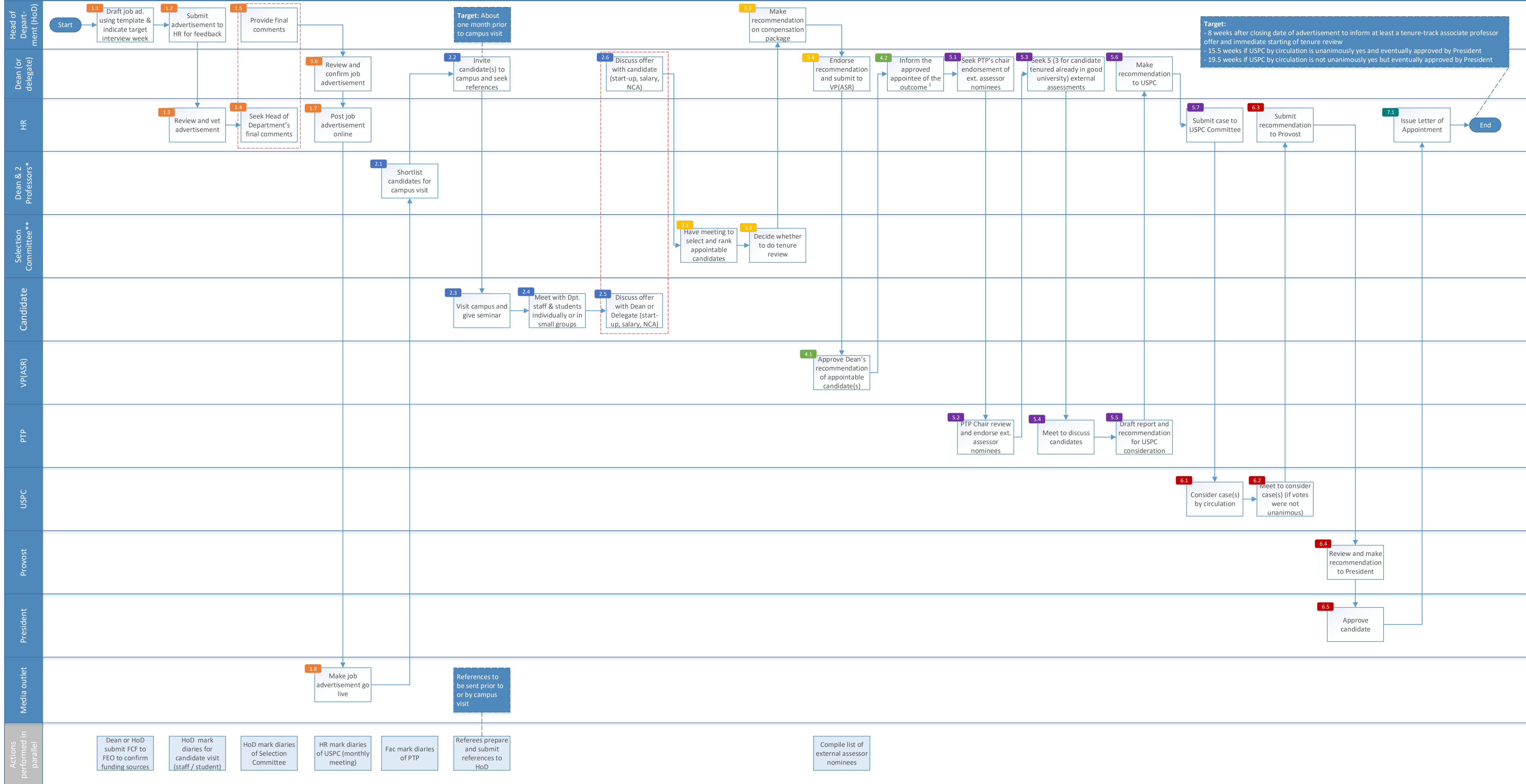
Recruitment Process: (2) Associate Professor with Tenure

Action done in parallel	Owner	Action	Owner	Working days	Weeks	TARGET: <ul style="list-style-type: none"> ▪ 8 weeks after closing date of the advertisement to inform at least a tenure-track associate professor offer and immediate starting a tenure review. ▪ 15.5 weeks if USPC by circulation is unanimously yes and eventually approved by the President ▪ 19.5 weeks if USPC by circulation is not unanimously yes but eventually approved by the President 	
Submit FCF to FEO to confirm funding sources	Dean or HoD	STAGE 1 PREPARATION & ADVERTISING	a. Draft advertisement (use template; indicate interview week)	HoD	5		
Mark diaries of staff and/or students involved in candidate campus visit(s) and interview	HoD		b. Submit advertisement to HR for feedback				
Mark diaries of Selection Committee	HoD		c. Vet advertisement	Dean	10		
Mark diaries of USPC (monthly meetings)	HR		d. Seek HoD's final comments	HR			
Mark diaries of PTP	Fac		e. Confirm advertisement	Media outlet			
			f. Post advertisement (online ONLY)	Dean (or delegate) + 2 professors (or professoriate staff at least one rank above)(one in the area, one outside)			
			g. Advertisement live	Dean (or delegate)			
		STAGE 2 CAMPUS VISIT & INTERVIEW	a. Shortlist candidates for campus visit and interview	20			
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)	5			
		c. Campus visit: candidate(s) : ▪ has interview ▪ gives seminar; has individual meetings with departmental staff and students; discusses offer (e.g., start-up; approximate salary, NCA)	Dean (or delegate)	1			
		STAGE 3 SELECTION & ENDORSEMENT	a. Meeting: select and rank appointable candidate(s) and decide whether to do a tenure review	1			
		b. Make recommendation to the Dean on compensation package	HoD	1			
		c. Endorse recommendation Submit to VP(ASR)	Dean	1			
Compile list of external assessor nominees	HoD	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 EXTERNAL ASSESSMENT	a. Seek PTP chair's endorsement of external assessor nominees	5			
		b. Seek 5 external assessments (based on template); if already with tenure from a good university, then 3 external assessments (require maximum of two pages; indicate submission deadline; include remuneration (suggest USD200))	Dean	15			
		c. Meeting: discuss candidates Draft report and recommendation(s) for USPCconsideration	PTP	5			
		d. Make recommendation(s) to USPC	Dean	1			
		e. Submit case(s) to USPC via HR	Dean	4			
		STAGE 6 APPROVAL	a. Consider case(s) by circulation	5			
		b. Meeting: (if votes were NOT unanimous) to consider case(s)	USPC	15			
		c. Submit recommendation(s) to Provost	HR	3			
		d. Make recommendation to President	Provost				
		e. Submit recommendation(s) to President	Provost				
		f. Approve candidate(s)	President				
		STAGE 7 OFFER	a. Issue <i>Letter of Appointment</i>	2			

*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.

Recruitment of Associate Professor with Tenure

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

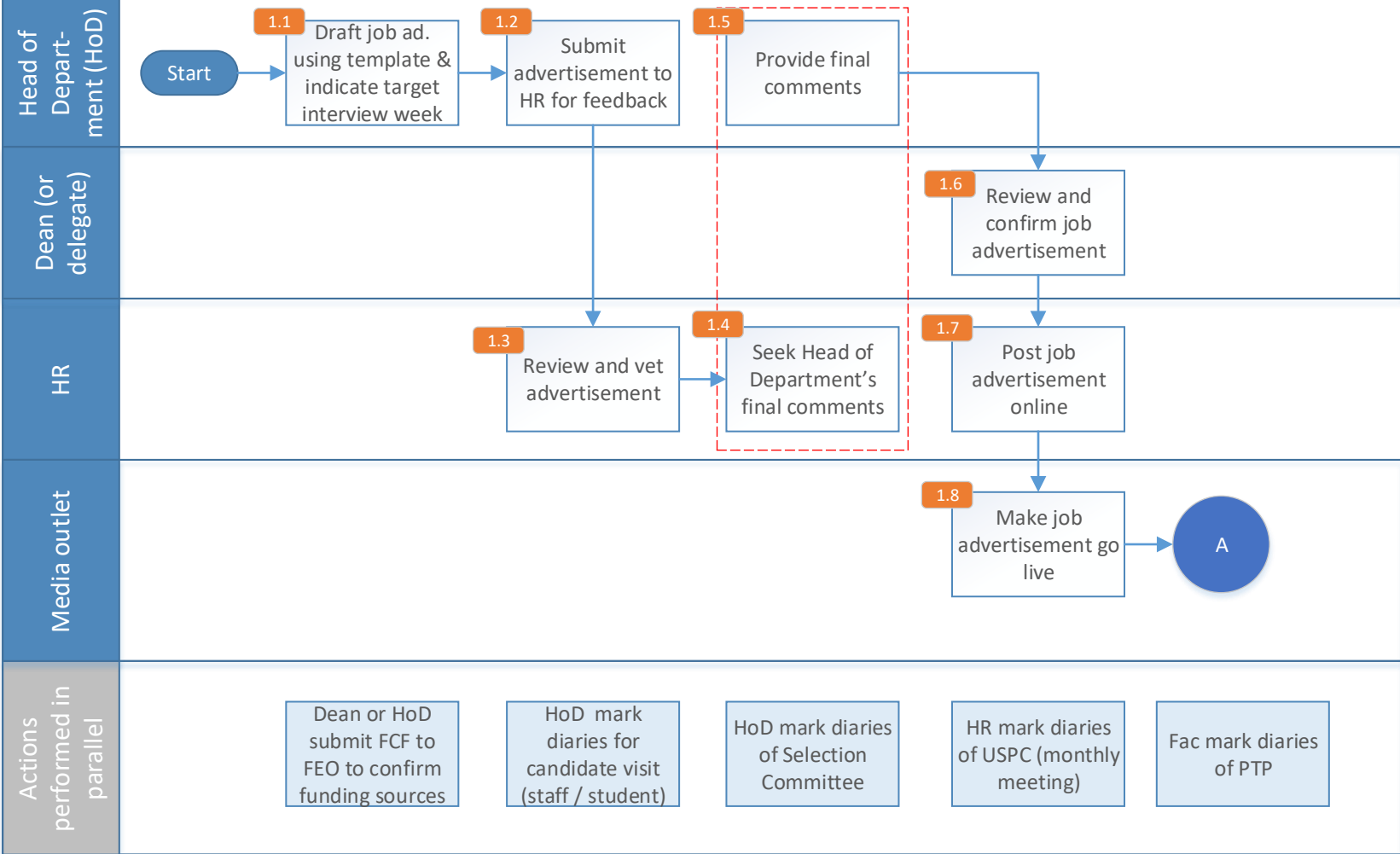
** Selection Committee consists of the Dean, an FHRC member as non-departmental member, and department members including the Head of Department, 2 Full/Associate Professors (preferably tenured, one in the area and one outside the area)

¹ Candidate to be informed of the approval of appointment as tenure track Associate Professor, and the University will proceed to consider the candidate's eligibility for direct tenure on appointment

- 1.x Preparation and advertising
- 2.x Campus visit
- 3.x Selection and endorsement
- 4.x Approval
- 5.x External assessment
- 6.x Approval
- 7.x Offer

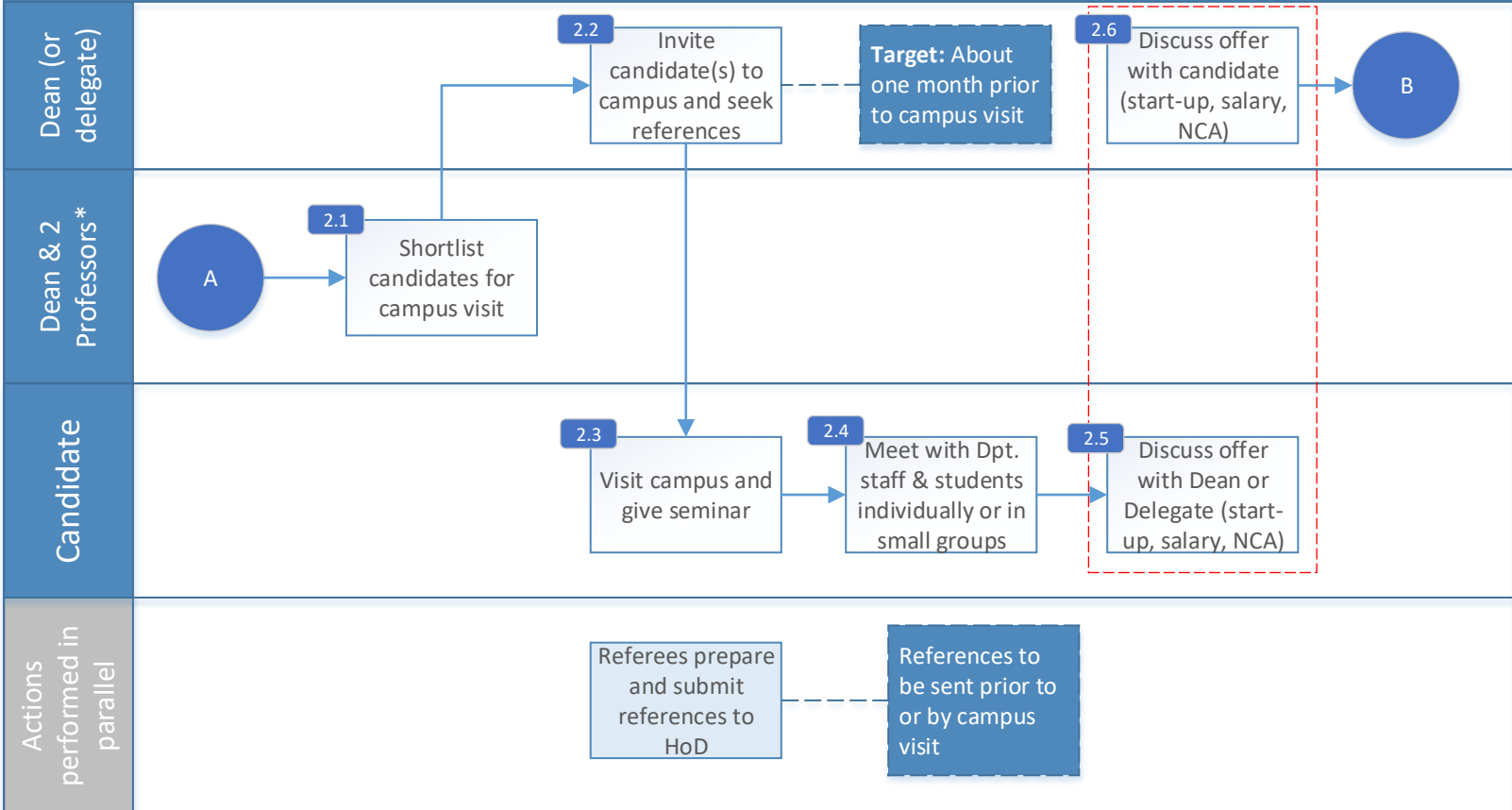
Recruitment of Associate Professor with Tenure

1. Preparation & Advertising



Recruitment of Associate Professor with Tenure

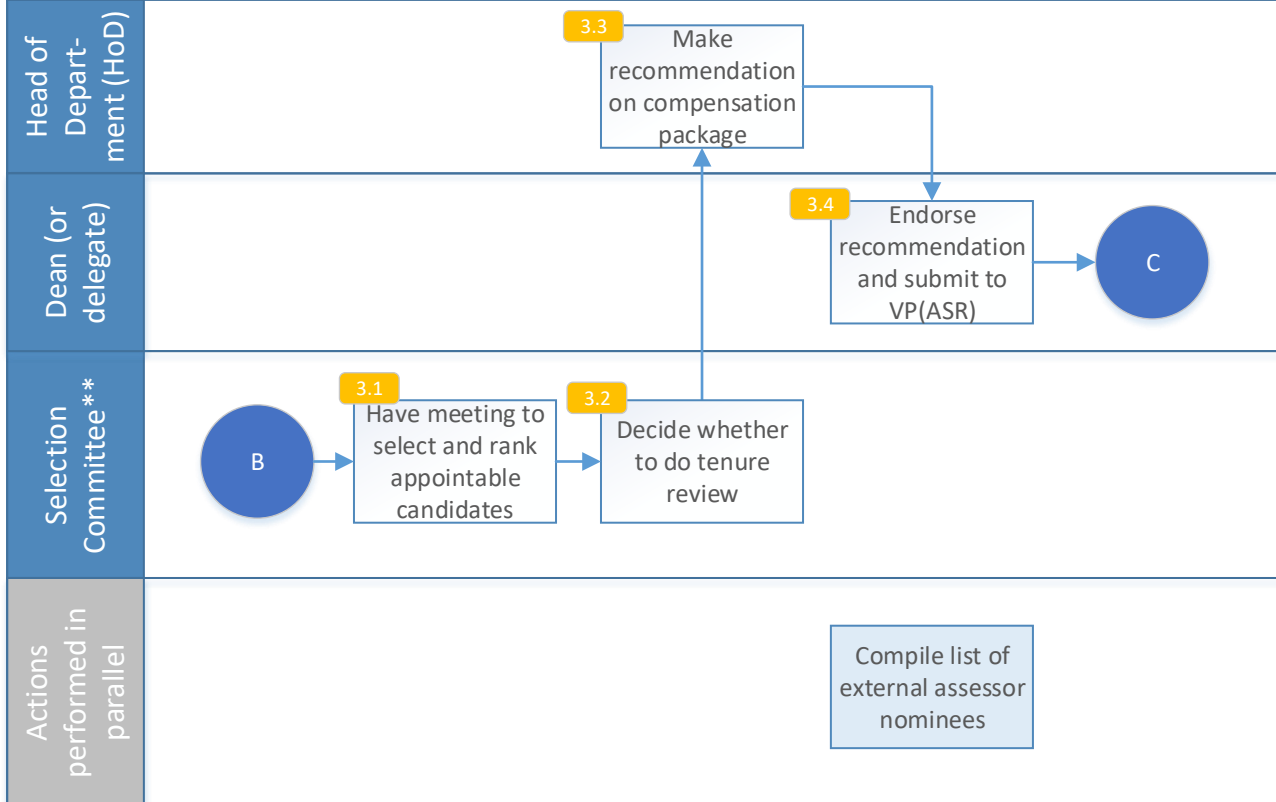
2. Campus visit



* 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

Recruitment of Associate Professor with Tenure

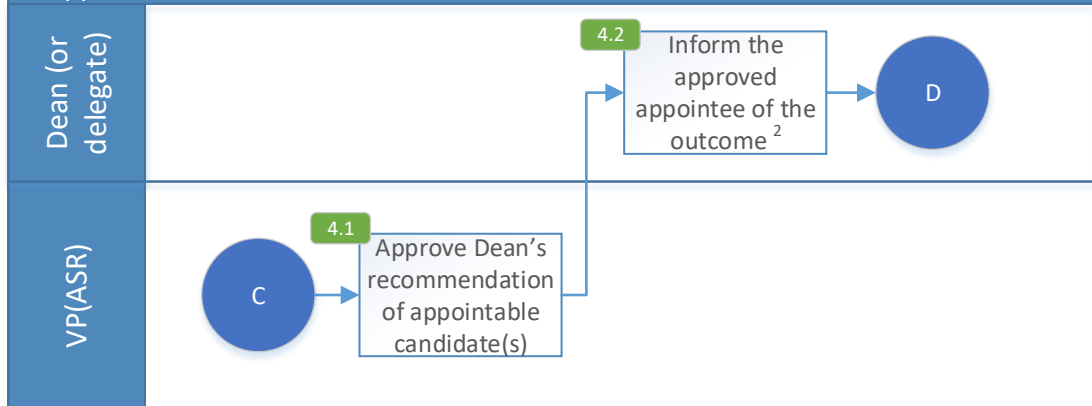
3. Selection & Endorsement



** 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)

Recruitment of Associate Professor with Tenure

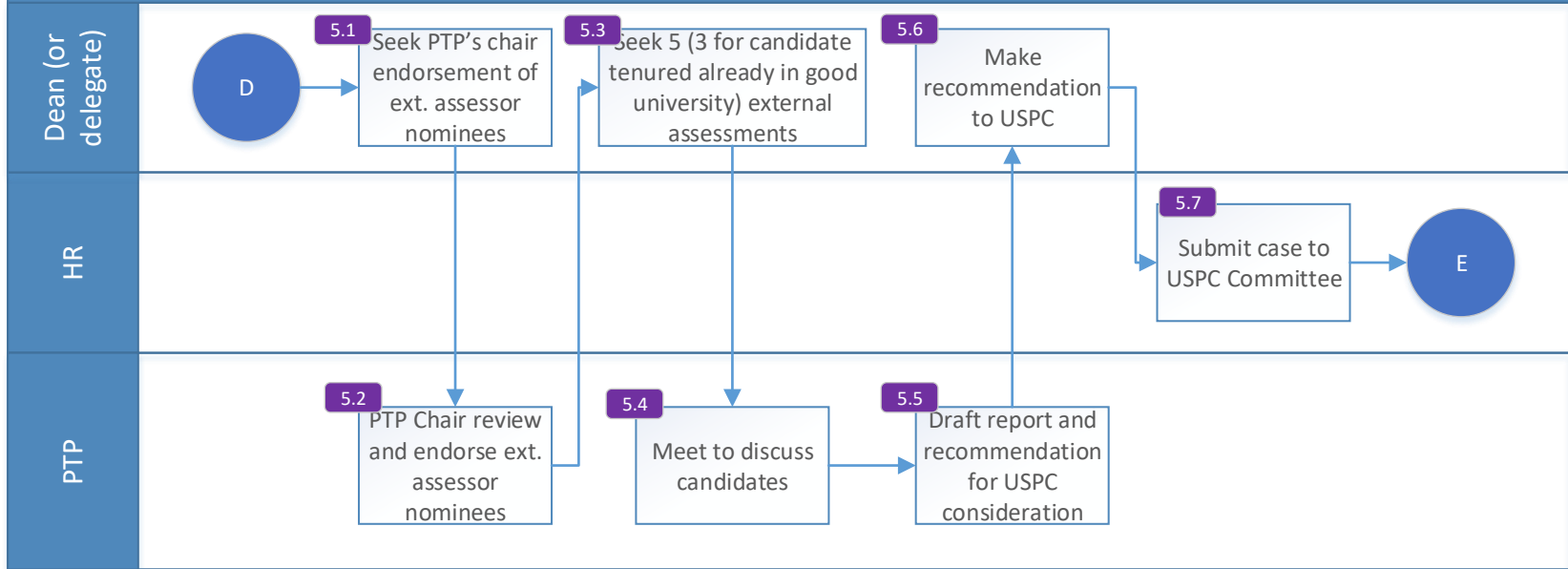
4. Approval



² Candidate to be informed of the approval of appointment as tenure track Associate Professor, and the University will proceed to consider the candidate's eligibility for direct tenure on appointment

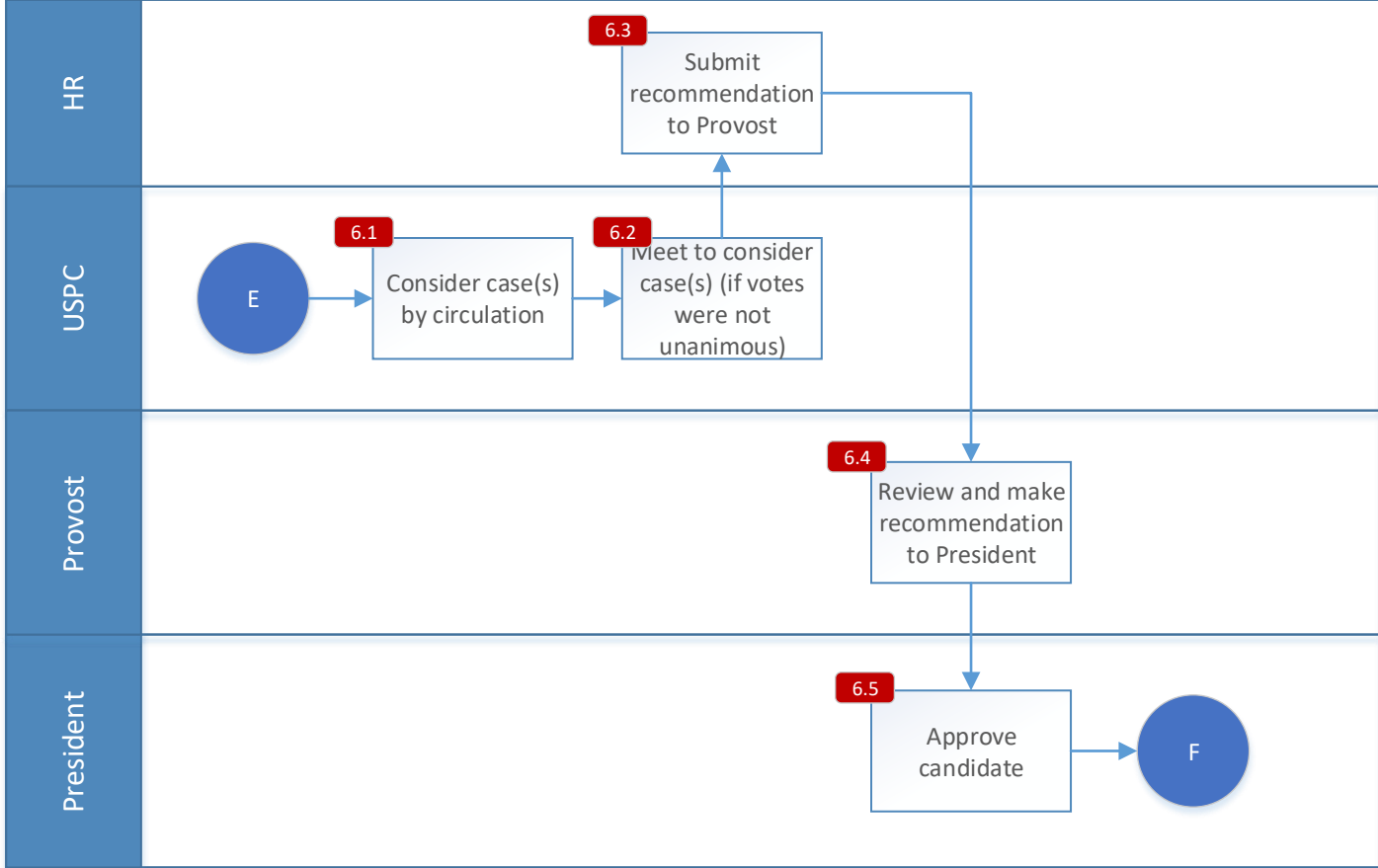
Recruitment of Associate Professor with Tenure

5. External Assessment



Recruitment of Associate Professor with Tenure

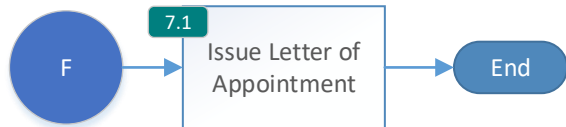
6. Approval



Recruitment of Associate Professor with Tenure

7. Offer

HR



Target:

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