Procedure for Appointment to Assistant / Associate Professorship

Office of VPAA provides guidance to applicant
- Required academic works
- Preparation of documents

⇩

Office of VPAA checks application form and academic works

⇩

Applicant submits application form and academic works to School for verification
(Verification result given within 15 days after date of submission)

⇩

Applicant submits application form and academic works to
AU Committee on Academic Titles
(Submission date = effective date of appointment)

⇩

Meeting of AU Committee on Academic Titles
- Accept application and select external readers
- Not accept application

Not accept ⇨ Office of VPAA informs applicant

⇩ Accept

Office of VPAA
- Invite external readers
- Invite internal class observers
- Send academic works to readers
- Follow up evaluation results
- Organize meetings of external readers

⇩

Meeting of AU Committee on Academic Titles
- Endorse appointment
- Not endorse appointment

⇩

Meeting of University Council
- Approve appointment
- Approve non-appointment

⇨ Office of VPAA informs applicant

⇩

Rector issues appointment order

⇩

OHRM informs OHEC

⇩

OHEC sends acknowledgement letter

⇨ Office of VPAA sends photocopy of acknowledgement letter to academic title holder