

**HONG KONG BAPTIST UNIVERSITY
Human Resources Office**

(to be completed by academic/teaching staff applying for contract renewal/tenure/promotion)

Application for Tenure / Promotion / Contract Renewal of Academic/Teaching Staff

- Notes:**
1. Please provide an updated curriculum vitae and three recent representative scholarly/creative/professional output (for academic staff only) together with this form.
 2. Subject to the approval of the Provost, respective Faculties may request staff members to provide more scholarly/creative/professional output for the review, and staff members may submit more than the required output with justifications.
 3. The information provided hereunder will be presented to Panel members in meetings at various levels for their consideration.
 4. The completed form will be filed with the staff's personal file throughout his/her entire service at the University.
 5. For access to or correction of personal data after submission of this form, please contact the Human Resources Office.

PART I: Personal Particulars

Name: _____ Department: _____

Entry date: _____ Entry post: _____

Current post: _____ Date of appointment:
to current post: _____

- Application for:
- Contract renewal
 - Continuous contract appointment (*for teaching staff only*)
 - Tenure (*for academic staff only*)
(NB. tenure for Assistant Professor will be coupled with promotion to Associate Professor)
 - Promotion to _____

PART II: Recent accomplishments

- * Please write in response to the relevant policy guidelines on the review criteria for academic/teaching staff. Please highlight your achievements since your last appointment review, promotion or attempt to be reviewed for tenure and promotion.
- (a) **Teaching:** the quality of your teaching, pedagogies applied, curriculum innovation and development, contribution to programme development/management. Please include evidence/documentation of achievements, like awards.

(b) **Scholarly/Creative/Professional Work/Activities:** the quality, focus and impact of your scholarly/creative/professional output/activities (as appropriate) in the context of the requirements of your discipline, research grants obtained, your research programme including future directions of your research and evidences of your research leadership.

(c) **Service:** your contribution to the administration of the Department/Faculty/University and to the profession/community (including Knowledge Transfer) as well as commitment to University life, vision and mission.

(d) A statement of your aspirations and future plans in the academic career:

(e) Any information you wish to make available to the Panel for consideration:

Signature: _____
Name in block: _____
Date: _____