

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

CONFIDENTIAL

HRO/RCT/F209A

Recommendation on Part-time Teaching Appointment

1. Recommendation on Part-time teaching appointment:

Salutation:		Legal Name:	
Appointment Type:		Staff No.:	
At or beyond age 60 (DOB):		Personal Email:	
Reach age 65 or above during appointment (Please tick):		Faculty/School/Department/Centre:	

a) Rate of Payment:

Part-time Lecturer: (Please tick)	Part-time Supervisor: (Please tick)
Type of Programme	Salary Range (HK\$ Per Hour)
i.) Undergraduate and Associate Degree Programmes	\$625 - \$1,370
ii.) Postgraduate Programmes or in those areas with recruitment difficulties	\$625 - \$4,105
iii.) Language Enhancement Programmes/Supplementary or Cultural Elective Subjects	\$380 - \$1,025
iv.) Fieldwork/Honours Project Supervision	\$185 - \$540
Please specify details if needed: (E.g. Monthly / Instalment Payment)	

b) Period of Appointment: *Part-time appointment's end date should be tied with the academic year, i.e. 31 August*

From _____ To _____

c) Teaching/Supervision Assignment *(Total weekly teaching hours for part-time teaching staff member should be not more than 12 hours per week):*

Semester	Subject Code	Subject Title	No. of Lecture/Tutorial/ Supervision Hours per week	Max. No. of Hours Appt. Period

d) Other Active Appointments which overlap with the period of this Recommendation (if any): Totally _____ hours per week

e) Contact Person for Enquiry on this Recommendation: _____ (Ext. _____)

2. Source of Funding:

Funding Type:	
Budget Clearance Reference:	

3. Panel Composition (for New Appointment Only) :

1. _____ (HoD or his/her nominated senior staff)
2. _____
3. _____

Notes: *For new appointment, please attach the recommended candidate's Employment Application Form, copies of academic certificates, HKID card and the Interview Assessment Record signed by panel members.*

4. Completion of Compliance Training (For Re-appointment):

5. Recommended by:

Declaration of Interest: (1) I *know/ do not know the recommended appointee personally (Please state relationship _____).
(Please indicate) (2) The appointee *is/ is not a person to whom I owe a favour or am obligated in any way.

Chairman/Department Head/Programme Head

Date

Approved by:

Declaration of Interest: (1) I *know/ do not know the recommended appointee personally (Please state relationship _____).
(Please indicate) (2) The appointee *is/ is not a person to whom I owe a favour or am obligated in any way.

Dean of Faculty/School

Date

6. Special Approval by: *(For appointment of part-time teaching staff at or beyond age 60)*

Declaration of Interest: (1) I *know/ do not know the recommended appointee personally (Please state relationship _____).
(Please indicate) (2) The appointee *is/ is not a person to whom I owe a favour or am obligated in any way.

Provost

Date

Guidelines on the Recruitment of Part-time Teaching Staff

1. As a public-funded institution, the University is obliged to ensure openness and fairness in staff recruitment/appointment, irrespective of whether it is a full-time or part-time appointment. To ensure selection of the best possible candidate, it is always advisable to advertise a part-time position before making any recommendations.
 2. The Human Resources Office will be responsible for receiving applications for part-time teaching posts while shortlisting of candidates and recruitment interview will be arranged by respective recruiting department. The respective recruiting department should convene a small panel of 3 members to interview the candidate(s). The selection panel should include the Head of Department or his/her delegate as chairman and two other senior staff members from the Department.
 3. For part-time appointment of new appointees, please forward the following documents to the Human Resources Office:
 - Completed recommendation form for part-time appointment together with Interview Assessment Record signed by Panel Members
 - Completed employment application form/C.V. of the appointee
 - Verified* copies of the relevant certificates for academic & professional qualifications
 - A copy of HKID card
 - Verified copy of the appointee's work visa or other documents in case the appointee is not a permanent resident in Hong Kong
 - Relevant supporting documents, if any
 4. For recommendation of re-appointments, please forward the completed recommendation form for part-time appointment and performance record (including but not limited to teaching evaluation results) to the Human Resources Office.
 5. In case of any doubt or questions related to the recommended appointment, the Human Resources Office may also forward the recommendation to the Provost for consideration and whose decision shall be final.
 6. The University may not accept responsibility for the remuneration of any work assigned, unless and until approval of the appointment has been confirmed. The effective date of appointment should not be retroactive.
 7. The appointment of a part-time teaching staff member should be on an annual basis (normally tie in with an academic year which runs from September to August).
 8. The total weekly work hours for part-time teaching staff member should be not more than 17 hours per week, including teaching hours of not more than 12 hours per week.
 9. As an employer, the University has to ensure that the appointee is legally employable in Hong Kong.
 10. As the Hong Kong Immigration Department requires good justification for employing persons from outside Hong Kong to engage in part-time appointment, such appointment should be avoided as far as possible.
 11. According to the Immigration Ordinance, a person holding an employment visa is not allowed to enter into a second employment with an employer other than the sponsor unless prior approval is sought from the Director of Immigration.
 12. Upon request, Staff I.D. Card will be issued to a part-time appointee if the appointment period is 3 months and above.
- * Candidates should be requested to present original copies of credentials for checking, and the copies to be kept by the University should be marked "certified copy" by the respective recruiting department.