

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

CONFIDENTIAL

HRO/RCT/F211

Recommendation of Appointment for Post-doctoral Teaching Fellow

I. Recommendation by Department/Office

1. Resolved to *appoint Dr./Mr./Mrs./Ms./Miss _____ of HKID/Passport No. _____ to the post of Post-doctoral Teaching Fellow in the _____ (Dept/Office/Faculty/School) on the following terms and conditions:-
- a. Duration of Appointment: From _____ to _____ for a total of _____ month(s)
- b. Recommended salary: HK\$ _____ per month
- c. Contract-end Gratuity:
- ☐ 15% gratuity (for appointment of 1 year and above)
- ☐ No gratuity provision (5% MPF will be provided where appropriate)
- d. Medical:
- ☐ Integrated Medical Scheme for appointee and eligible family members (for appointment of 1 year and above)
- ☐ Accident/Medical Insurance
- ☐ Discounted out-patient services at the Health Services Centre
- e. Source of Funding:
- ☐ UGC Fund
- ☐ Special UGC Fund/Earmarked Grants: _____
- ☐ Non-UGC Fund: _____
- ☐ Others: _____
- Please specify the following if available:
- A/C No.: _____
- Funding From _____
- Period: To _____
- f. Panel Composition: 1. _____ (HoD or his/her nominated senior staff)
2. _____
3. _____
- g. Completion of Compulsory Compliance Training (For Re-appointment): ☐ Yes

Remarks: *The recommended candidate's Employment Application Form, and the Interview Assessment Record signed by panel members are attached.*

2. 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 of Panel/Department Head

Date

3. Endorsed 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.

Faculty/School Dean

Date

II. 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.

Provost

Date

**Please delete as appropriate*

Guidelines on Appointments of Post-doctoral Teaching Fellow

1. Procedures

- a. The advertising requirement for appointment of Post-doctoral Teaching Fellow may be waived at the request of Dean/Head of Department. The relevant department should convene a small panel of 3 members to interview the candidate(s), and will need to complete this form: HRO/RCT/F211 (a xerox copy of it is acceptable for initial preparation of the Letter of Appointment) and forward it to the Human Resources Office together with the candidate's Employment Application Form. It is advisable for the relevant department to contact the Human Resources Office on the appointment aspects and the Finance Office on the financial aspects whenever they have doubts or they need to clarify any related points before they proceed with their recommendation.
- b. Faculties/Schools/Departments as well as individual staff are advised not to enter into any verbal or written agreement with any person(s) before the recommended appointment is approved by the appropriate authority.
- c. 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 normally be retroactive.

2. Fixed Salary

Appointment of Post-doctoral Teaching Fellow should normally be made at a fixed monthly salary with reference to the existing appropriate grades and salary scales.

3. Duration of Appointment

Appointment of Post-doctoral Teaching Fellow will normally be made on fixed-term for one/two semesters or up to a maximum period of one year.

4. Conflict of Interest

In making appointments, staff members involved in the recruitment process are strongly advised to be wary of any likely conflict of interest arising from employing friends or relatives in the same office so as to avoid any possible suspicion of favouritism or nepotism.

5. HKID Card/Work Visa

In filling out this Form, the relevant Faculty/School/Department must ensure that a copy of the candidate's Hong Kong I.D. Card is attached, and that the name of the candidate should be the same as that appears on the HKID Card. If the appointee is not a local resident, the relevant Faculty/School/Department should make sure that the appointee is holding a valid passport and a work visa as required by law.

6. Staff I.D. Card

Staff I.D. Card will be issued to the appointee if the appointment period is 3 months & above. For appointments shorter than 3 months, the relevant Faculty/School/Department may need to issue a Departmental Library Card to the appointee to enable him/her to borrow books from the library.

7. Renewal of Appointment

In the event that renewal of appointment is necessary and funding is sufficient to pay for the renewal, the renewal of appointment may be made subject to mutual agreement. The relevant Faculty/School/Department should submit a relevant form: HRO/REW/Fb [Appraisal Report for Review of Appointment of Teaching Staff (for appointment of less than one year)] or HRO/REW/Fa [Appraisal Report for Review of Appointment of Teaching Staff (for appointment of one year and above)] to the Human Resources Office as soon as possible. The case will then be processed on the basis of the above guidelines as appropriate. However, since Post-doctoral Teaching Fellow is meant to be short-term appointment, further appointment beyond 2 years is normally not expected, unless justifications can be provided to substantiate the need for prolonged appointment.

8. Termination of Service

In case of resignation/service termination of the staff, the relevant Faculty/School/Department must inform the Human Resources Office and the Finance Office in writing as soon as possible to facilitate necessary arrangements for staff departure. All outgoing staff with appointment of 3 months and above are subject to clearance procedures.