

## Recommendation on Appointment of Teaching Assistant

I. Recommendation

1. Resolved to appoint \*Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_ of \*HKID/Passport No. \_\_\_\_\_ to the post of Teaching Assistant in the \_\_\_\_\_ (Dept/Faculty/School) on the following terms and conditions:-

a. Duration of Appointment: From \_\_\_\_\_ To \_\_\_\_\_ for a total of \_\_\_\_\_ months

☐ Full-time ☐ Half-time (20 hrs/week) ☐ Part-time \_\_\_\_\_ hours/week

b. Recommended salary: HK\$ \_\_\_\_\_ per month, plus benefits:

☐ MPF only

☐ with 10% gratuity

☐ New Medical Scheme for appointee only } (for full-time appointment of 1 year and above)

☐ Discounted out-patient services at the Health Services Centre (for full-time appointment of less than 1 year and part-time/fractional time appointment with 18 hours or more per week for a continuous period of 4 weeks and above)

☐ Accident/Medical Insurance (for non-local appointee)

c. Source of Funding: \_\_\_\_\_ A/C No. \_\_\_\_\_

d. Panel Composition: 1. \_\_\_\_\_ (HoD or his/her nominated senior staff)

2. \_\_\_\_\_

3. \_\_\_\_\_

e. Completion of Compulsory Compliance Training (For Re-appointment): ☐ Yes

**Remarks:** The recommended candidate's Employment Application Form, copies of credentials, Hong Kong Identity (HKID) card/passport, certificates, and the Interview Assessment Records signed by panel members should be attached.

2. Requested 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

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.

\_\_\_\_\_  
Faculty/School Dean

\_\_\_\_\_  
Date

III. Special Approval by: (For appointment of Teaching Assistant 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

\* Please delete as appropriate

## **Guidelines on Appointments of Teaching Assistant**

### **1. Procedures**

- a. The advertising requirement for appointment of Teaching Assistant 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/F216 (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. Salary**

As approved by the University Council, salary for Teaching Assistant should be aligned to the salary range for non-teaching staff at Band D1. Flexibility is allowed for offering “off-scale” salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and special circumstances. No automatic yearly increment is assumed.

### **3. 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.

### **4. HKID Card/Employment Visa**

In filling out this Form, the relevant Faculty/School/Department must ensure that a copy of the candidate's Hong Kong Identity (HKID) card/passport is attached. The name of the candidate should be the same as that appears on his/her HKID card/passport. 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 an employment visa as required by law, and should provide a copy of the appointee's employment visa to the Human Resources Office.

### **5. Staff I.D. Card**

Staff I.D. Card will be issued to the appointee if the appointment period is 3 months and 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.

### **6. Renewal of Appointment**

In the event that renewal of appointment is necessary and funding is sufficient to pay for the renewal, the relevant Faculty/School/Department should complete an appraisal report on the appointee and pass the recommendation to the Human Resources Office as soon as possible, preferably two months before the end date of contract.

### **7. 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.