

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

CONFIDENTIAL

HRO/RCT/F217

Recommendation of Visiting Appointment

I. Recommendation on Visiting appointment:

<input type="checkbox"/> New Appointment <input type="checkbox"/> Re-appointment Staff No. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 80%;">()</td> </tr> <tr> <td>Salutation:</td> <td> <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss </td> </tr> <tr> <td>Faculty/School/Dept./Centre:</td> <td></td> </tr> </table>	Name	()	Salutation:	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Faculty/School/Dept./Centre:	
Name	()						
Salutation:	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss						
Faculty/School/Dept./Centre:							

1) Personal Particulars:

a. Date of Birth		<i>(For new appointment only)</i>
b. Nationality (if known)		
c. HKID / Passport No. <i>(if available)</i>		
d. Home Institution		
e. Post Title at Home Institution		

2) Proposed Details:

a. Proposed Title		
b. Visiting Period	From <small>Click here to enter a date. (dd-mm-yyyy)</small>	To <small>Click here to enter a date. (dd-mm-yyyy)</small>
c. Purpose of the visiting appointment		
d. Proposed Assignments		
e. Proposed Stipend	HK\$	<input type="checkbox"/> per month <input type="checkbox"/> for the entire specified period

3) Other Proposed Terms:

a.	<input type="checkbox"/> Integrated Medical Scheme – Group II benefit (for full-time appointment \geq 1 year) <input type="checkbox"/> Discounted out-patient services at the University Health Services Centre (for duration < 1 year or fractional-time appointment)
b.	Accommodation <input type="checkbox"/> Guest Flats (at FoTan Staff Quarters) - only for structured programmes (<i>such as Fulbright Scholars, KC Wong Fellow</i>) <input type="checkbox"/> Accommodation to be arranged by Faculty/School/Department (<i>such as guestrooms at NTT</i>) <input type="checkbox"/> Not applicable (<i>the appointee to make his/her own arrangement</i>)
c.	<input type="checkbox"/> Travel Allowance (<i>please check with HRO for airfare quotations provided by FO</i>) HK\$
d.	<input type="checkbox"/> Gratuity of 10-15% (for full-time appointment \geq 1 year and subject to funding availability)
e.	Completion of Compulsory Compliance Training (For Re-appointment): <input type="checkbox"/> Yes

4) Source of Funding (please specify % as appropriate):

<input type="checkbox"/> UGC Fund	<input type="checkbox"/> Non-UGC Fund	<input type="checkbox"/> Others, please specify:
A/C Code		Remarks

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II. Initiated by:

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

Head of Department

Date

III. Recommended by:

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

Comments, if any:

Dean of Faculty/School

Date

IV. Approved by: (For special cases, please also complete Part V)

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

Comments, if any:

Provost

Date

V. Special Approval: (For appointment of a continuous period of ≥ 3 years or the visiting staff is beyond age 65.)

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

Comments, if any:

President and Vice-Chancellor

Date

* Please delete as appropriate

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Guidance Notes on Recommendation of Visiting Appointments:

1. Visiting appointments initiated by a Faculty/School should be recommended by the Dean and forwarded to Provost for approval via the Human Resources Office. For appointments initiated by VP/PROV, approval will be sought from the P/VC.
2. Please attach a full CV and academic/professional credentials of the recommended scholar/professional.
3. In making visiting appointments, the Faculty/School should ensure objectivity and impartiality. Colleagues involved in making the recommendations should make a conscious effort to declare any personal relationship and potential conflict of interest with the recommended scholar/professional.
4. Except for visiting appointments recruited under structured programmes, such as University Fellowship, Fulbright Scholars, KC Wong Fellows & DAAD Fellows, no staff quarters could be arranged at Fo Tan for all other visiting appointments. Faculties/Schools could arrange accommodation at guestrooms of Dr. Ng Tor Tai International House (NTT) or other external service apartments at their own cost. Alternatively, they may factor the accommodation cost into the stipend and let the visiting staff arrange accommodation on their own.
5. Travel Allowance, if recommended by the budget controlling officer, will be provided subject to the approval of Provost.
6. Coverage under the Integrated Medical Scheme (Group II benefit) will be provided to the appointee and will also be extended to his/her spouse if the appointment period is of 1 year or more. Otherwise, the medical provision will be confirmed to discounted out-patient services at the University Health Services Centre for the appointee only.
7. Please note that the recommendation should reach the Human Resources Office at least 2 months before the proposed commencement date of appointment in order to allow sufficient time for work visa application, which normally takes 4 – 6 weeks' processing time by the Hong Kong Immigration Department.
8. For further details on visiting appointments, please refer to the [Policy and Guidelines on Visiting Appointment](#).

Human Resources Office

8/2023 (Revised 6/10, 5/15, 8/17, 6/19, 7/22)