

Recommendation on Project-related Appointment (Teaching Development Grants)

I. Recommended Appointment

1. Name: _____ (_____)
(*Dr./Mr./Mrs./Miss/Ms.) Surname first (Name in Chinese)
2. Date of Birth: _____ (d/m/y) Nationality: _____ *HKID/Passport No.: _____
(Please attach a completed Employment Application Form or a full curriculum vitae showing the candidate's qualifications and work experience)
3. ☐ New Appointment ☐ Extension of Appointment (with copy of valid visa, if applicable)
4. Faculty/School/Department: _____
5. Post Title: ☐ Project Assistant ☐ Others: _____
(See Guideline 4)
6. Duration of Appointment: from _____ (d/m/y) to _____ (d/m/y)
(See Guidelines 1 & 2)
on a temporary basis for a period of _____ *month(s)/year(s)
☐ Full-time ☐ ~~Half-time (20 hrs/week)~~ ☐ Part-time _____ hours/week
7. Source of Funding: Teaching Development Grants: _____
8. Appointee's Salary: HK\$ _____ *per month/for the specified period
9. Medical: (a) ☐ Medical and Dental Benefits (Source of Funding: _____)
(See Guideline 6) (for appointment of 1 year and above)
(b) ☐ Discounted out-patient services at the Health Services
10. Completion of Compulsory Compliance Training (For Re-appointment) :
☐ Yes
11. Remarks: _____

Recommended by the Investigator/Budget Controlling Officer

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.

Signed by the Investigator

Name in Block Letters

Ext. No.

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.

Dean of Faculty/School

Date

III. Special Approval by: (For appointment of project-related 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

* Please delete as appropriate

Guidelines on Project-related Appointments

1. Procedures

For project-related appointments supported by Teaching Development Grants, the Investigator should initiate the process of appointment. The Investigator can either ask the Human Resources Office to advertise for the project-related post, or, if a suitable candidate has been identified, fill out this Recommendation and send it together with copies of CV, Hong Kong Identity (HKID) Card and certificates of the candidate to the Human Resources Office for preparing the Letter of Appointment. The Finance Office will be asked to confirm the budget and advise the Human Resources Office direct. Should there be any deviation from the budget approved by the Teaching Development Grants Panel in terms of staff rank, salary, etc., the Investigator must consult the Human Resources Office and approval from the Chairman of Teaching Development Grants Panel should be sought. Upon receipt of this form and budget confirmation from the Finance Office, the Human Resources Office will issue an appropriate Letter of Appointment to the candidate. To allow sufficient lead time for processing an appointment, the recommendation should reach the Human Resources Office at least two weeks before the proposed commencement date of appointment.

2. Appointments

All project-related staff appointments to be processed through the Human Resources Office are subject to the final approval of the Dean of respective Faculty/School or the Provost as appropriate. Full-time postgraduate research students receiving studentship are not allowed to take up any project-related appointments. 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 normally not be retroactive.

3. Conflict of Interest

In making these temporary appointments, as in the making of all other University appointments which would involve a formal recruitment process to ensure objectivity and impartiality, Investigators are reminded to adopt the principles of openness and fairness to avoid any possible suspicion of favouritism or nepotism arising from employing friends or relatives in the same office.

4. Fixed Salary

All project-related appointments should be made at a fixed monthly remuneration level in accordance with the pay points for project-related staff funded by Teaching Development Grants as approved by the Teaching Development Grants Panel. General adjustment, if any, would not be applicable to project-related staff during the entire contract period.

5. HKID Card/Employment Visa

In filling out the Form, the Investigator must ensure that a copy of the candidate's HKID Card/Passport is attached. The name of the candidate provided should be the same as that appears on his/her HKID Card/Passport. If the appointee is not a local resident, the Investigator should make sure that the appointee is holding a valid passport and an employment visa as required by law. A copy of the passport and visa should be provided to the Human Resources Office upon arrival of the project-related staff.

6. Medical Benefits

All full time project-related staff and staff on part-time/fractional time appointment who work for 18 hours or more per week and for a continuous period of 4 weeks are provided with out-patient services offered at the Health Services Centre on campus at a discounted rate set by the University. In addition, local project-related staff with appointment period of one year and above are eligible for Medical and Dental Benefits under the Integrated Scheme 2004.

7. Staff I.D. Card

Staff I.D. Card will be issued to project-related staff with appointment period of 3 months and above. For full-time project-related staff with appointment period of less than 3 months, temporary staff I.D. card will be issued for identification and using University's facilities. Investigators will need to help these staff to request a Departmental Library Card from the department concerned for borrowing books from the library.

8. Extension/Renewal of Appointment

In the event that extension of service is necessary and funding is sufficient to pay for the extended period of appointment, the Investigator should submit a new recommendation form to the Human Resources Office as soon as possible. The Human Resources Office will then process the case as appropriate.

9. Severance Payment

A project-related staff who has been continuously appointed for a period of not less than 24 months immediately prior to the expiry of his/her contract without renewal, or dismissal by reason of redundancy or lay-off is eligible to severance payment according to the Employment Ordinance. Investigators of TDG projects will need to make provision for severance payment for the project-related staff once their total appointment period with the University reach 24 months or above upon appointment/re-appointment.

10. Termination of Service

In the event of resignation of project-related staff before the completion of appointment, the Investigator must inform the Human Resources Office in writing as soon as possible to make necessary arrangement for salary payment. All departing staff are subject to existing clearance procedures.