

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

STRICTLY CONFIDENTIAL

HRO/RET/F1

Extension of Appointment beyond Contractual Retirement Age for All Staff
(except Academic Staff at or above the Professor rank)

- Notes:**
1. Please fill in the relevant parts of this form and attach *an updated curriculum vitae* of the staff recommended for appointment beyond contractual retirement age.
 2. The information provided hereunder will be used for processing the case under review and be presented to Panel members in appropriate meetings for their consideration and deliberation.
 3. The completed form will be filed with the staff's personal file throughout his/her entire service at the University.
 4. In compliance with the Personal Data (Privacy) Ordinance, the contents of this form may need to be disclosed to the staff concerned upon request. However, the identity of the assessor and any other person mentioned in this form will be concealed.
 5. For access to or correction of data after submission of this form, please contact the Human Resources Office.

PART I: Data of Staff Concerned

Name: _____ Office/Department: _____

Post: _____ Date of Appointment: _____

PART II: Recommendation by the Head of Office / Head of Department/Departmental Panel

Please give your recommendation on the basis of the value that the appointment beyond contractual retirement age of the staff concerned is likely to add to the on-going and/or future developments of the University, with reference to one or more of the following functional grounds:

- (i) There will be expected difficulty of recruiting a replacement;
- (ii) The replacement is not likely to have the same experience relevant to the job and to be of the same calibre or strength to contribute to the job as effectively as the staff member concerned;
- (iii) The intensive knowledge of the staff member concerned in the operation of the Office and the University will give him/her an edge over any replacement;
- (iv) The staff member concerned, if staying on, would help train or orientate new staff to be brought in under the office's expansion plan; and
- (v) The staff member could continue to make significant and outstanding contributions in the areas of teaching, scholarly work and service.

(Please use additional sheet if necessary)

The staff member be offered appointment beyond his/her retirement age for a further period from _____ to _____ (please specify the period with date).

Salary recommended: _____

Source(s) of Funding with account no. (please tick the appropriate box) :

☐ UGC Fund ☐ Earmarked Grants: ☐ Private Fund: ☐ Others: ☐ A/C No. (if available)

Date

Head of Office/Department (Chairperson)

PART III: Comments/Recommendation by Provost / Vice-President / Faculty / School Review Panel

(i) Performance Ratings: (applicable to academic/teaching staff only)

Evaluation Component	Weighting	Score	Weighted Score
Teaching	%	/20	
Research	%	/20	
Service	%	/20	
Composite score:			
Performance rating: (Outstanding (OS) / Very Satisfactory (VS) / Satisfactory (ST) / Below Satisfactory (LS))			OS / VS / ST / LS

(ii) Support / Not support the recommendation as detailed under Part II (additional comments, if any)

(iii) The staff member be offered appointment beyond his/her retirement age for a further period from _____ to _____ (please specify the period with date).

Salary recommendation:

- ☐ To maintain last salary before this extension of appointment
- ☐ To increase salary to \$_____ (i.e. _____% of last salary before this extension of appointment)
(for cases not yet reached maximum salary level only)
- ☐ To reduce salary to \$_____ (i.e. _____% of last salary before this extension of appointment)
(for cases with adjustment of job portfolio)
- ☐ To determine salary nearer the time of this extension of appointment
(for cases with extension commencing after the forthcoming academic year only)

Source(s) of Funding with account no. (please tick the appropriate box) :

☐ UGC Fund ☐ Earmarked Grants: ☐ Private Fund: ☐ Others: ☐ A/C No. (if available)

Date

Provost/Vice-President /
Chairman of Faculty/School Review Panel

* In the event that the staff member recommended for appointment beyond contractual retirement age is a Head of Office/Department, the Recommendation Form should be completed by Provost/respective Vice-President/Dean of Faculty/School concerned.