

**HONG KONG BAPTIST UNIVERSITY**  
**Human Resources Office**

**STRICTLY CONFIDENTIAL**

**HRO/RET/F2**

**Extension of Appointment beyond Contractual Retirement Age for 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: \_\_\_\_\_ Department: \_\_\_\_\_

Post: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

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

*Please give your recommendation on the basis of the following criteria:*

It is expected that the staff member concerned is a good and contributing member of the Department and the Faculty/School. Specifically:

- (i) he/she should have consistently demonstrated overall good performance in the Department;
- (ii) he/she should be regarded as a conscientious and contributing member of the Department and the Faculty/School; and
- (iii) he/she should be able to identify himself/herself with the ethos of the University and the future direction of development of the University at large.

*(Please use additional sheet if necessary)*

The staff member be offered appointment beyond his/her retirement age for a further period up 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 the Faculty/School Review Panel**

(i) Performance Ratings:

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

(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 up 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 by \_\_\_\_\_% 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\_\_\_\_\_  
Chairman of Faculty/School Review Panel/Dean

**PART IV: Endorsement of Provost**

Endorsed / Not Endorsed: (additional comments, if any)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost

**PART V: Approval of President and Vice-Chancellor**

Approved / Disapproved: (additional comments, if any)

\_\_\_\_\_  
Date

\_\_\_\_\_  
President and Vice-Chancellor

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

Doc:forms/RETF2  
07/2023