

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

Guidelines and Procedures for the Appointment of Associate Vice-Presidents

1. Associate Vice-Presidents may be appointed on a full-time or concurrent basis. The incumbents are expected to help focus on specific area(s) of strategic development of the University, to coordinate University-wide planning efforts, to undertake University-wide special projects which would have significance and impact on the University's long-term growth and development and, if appropriate, to oversee the operation of units/offices of the University. The guidelines and procedures for the appointment and reappointment of Associate Vice-Presidents are:

Associate Vice-Presidents on full-time appointment

2. The President and Vice-Chancellor, in consultation with the Senior Executive Committee (SECO), may initiate the appointment of an Associate Vice-Presidents on a full-time basis through open recruitment.
3. A selection committee will be formed by the President and Vice-Chancellor with the following membership composition:
 - (a) The President and Vice-Chancellor as Chairman;
 - (b) The Provost and a Vice-President or two Vice-Presidents;
 - (c) A lay member of the Council;
 - (d) A senior staff of the University at Dean of Faculty/School or Head of Office level; and
 - (e) One or two external members who are experts in the same or related field, whenever necessary, at the discretion of the Chairman.
4. The appointment will normally be for a fixed term of three years. The terms of appointment offered will be pegged to the equivalent academic or non-teaching rank as appropriate.
5. Renewal of appointment will be considered in accordance with the established policy and procedures on review of appointment.

Associate Vice-Presidents on concurrent appointment

6. The Provost/Vice-President concerned should specify the work of the proposed Associate Vice-President for consideration by the Senior Executive Committee (SECO).
7. Members of the SECO would be invited to provide nominations to the President and Vice-Chancellor.
8. The President and Vice-Chancellor will convene a panel comprising the Provost and Vice-Presidents and make a final decision on the appointment.
9. The term of office of the concurrent appointment will normally be for two years. The incumbent will receive a monthly responsibility allowance. The respective Faculty/School/Office concerned will be appropriately compensated.
10. Prior to the expiry of the appointment, the Provost/Vice-President concerned would make a recommendation to the President and Vice-Chancellor as to whether there is a need to continue with the concurrent appointment of the incumbent or make a new appointment.
11. The President and Vice-Chancellor will convene the panel as mentioned in paragraph 8 above to make a final decision on the proposed reappointment. If a new appointment is proposed, the steps in paragraphs 6 to 7 above will be followed.