

HUMAN RESOURCES POLICIES & PROCEDURES/APPOINTMENT

Policy Guidelines & Procedures on Visiting/Fractional Appointments

Preamble

1. The University will from time to time offer visiting/fractional appointments to academics or professionals from local and overseas institutions/corporations for the purposes of:

- (a) enhancing the teaching, research or professional profile of a Faculty/School or Department;
- (b) facilitating the conduct of collaborative research;
- (c) teaching of specific subjects in disciplines where expertise is in short supply;
- (d) providing expert advice to the development of new programmes.

2. The following policy guidelines and procedures does not apply to visiting appointments under fellowship or scholarship programmes such as University Fellowship Programme, of which specific terms and conditions have been agreed upon between parties concerned.

Titles

3. Visiting academics who hold or have held academic teaching appointments in an established institution can be given an academic title which is considered to be the same or equivalent to the title they hold at their home institution, such as “Visiting Associate Professor/Professor/Chair Professor”.

4. For visiting professionals, they can be given the title of “Visiting Scholar” or “Visiting Fellow” or “Visiting Lecturer/Senior Lecturer/Principal Lecturer”, or a title which is considered to reflect their professional status and achievements in the industry.

5. For any other special cases, respective Vice-President, in consultation with the Dean of the relevant Faculty/School or Head of Office, will decide on the most appropriate title to be adopted as a special case.

Duration of Appointment

6. Visiting appointments, whether on the full-time (i.e. work five full days per week) or fractional-time basis (i.e. less than 100% of a full-time appointment / jointly appointed by the University and another institution), are basically temporary and short-term in nature. The normal duration of a visiting appointment should not exceed one year. A visiting appointment may be renewed for another one-year period subject to a total visiting period of three years' duration.

7. For any special circumstances involving an extension of visiting appointment beyond the three-year period, the recommendation with special justification should be presented to the Provost / respective Vice-President, and if supported, should be presented to the President and Vice-Chancellor for special approval.

8. Visiting staff who are interested in a more long-term association with the University may apply for advertised positions and be offered a regular appointment through an open recruitment exercise.

Terms of Appointment

9. The terms of visiting/fractional appointments for academic/teaching and non-teaching staff approved by the Council in 2020 is attached.

Age of Visiting Staff

10. The recommendation of any visiting appointments should normally follow the University's prevailing policy on contractual retirement age of 60 (which could be extended to 65 subject to established procedures). For any recommended visiting appointment beyond age 65, special justifications should be presented to the Provost / respective Vice-President, and if supported, should be presented to the President and Vice-Chancellor for special approval.

Procedures

11. Recommendations for visiting appointment initiated by the Head of Department concerned and endorsed by the relevant Dean of Faculty/School or by Head of Office should be presented to the Provost / respective Vice-President for approval via the Human Resources Office.

12. In case of any deviation from the established guidelines, approval for exceptional arrangement would need to be sought from the President and Vice-Chancellor via the Provost or respective Vice-President.

Human Resources Office

November 2020

(Revised 5/2010, 6/2017, 11/2020)

HONG KONG BAPSIT UNIVERSITY
Human Resources Office

Terms of Visiting/Fractional Appointments
for Academic/Teaching and Non-teaching Staff

As approved by the Council, the benefits package for visiting staff is as follows:

A. Terms of Appointment

- A full-time appointment is a work arrangement of five full days per week.
- A fractional appointment is an appointment with a specific on-duty period to be served, as agreed between the visiting scholar or professional and the University, which is less than 100% of a full-time appointment; or in the event that the academic/teaching candidate is jointly appointed by the University and another institution.
- The post title and remuneration package offered will be pegged to the corresponding rank and track of the academic/teaching or non-teaching staff based on the candidate's experience and qualifications.

B. Benefits

Cash remuneration comprising salary and any cash allowance payable in accordance with the related pay structure should by default be prorated based on 244 working days per year. Alternative arrangements for academic/teaching staff will be prorated based on the number of courses for which the staff member will be responsible; or other justified measures approved by the Dean concerned.

Items	Appointment period	Provision
<i>Annual Leave</i> <i>(applicable for appointments of more than 18 hours for consecutive 4 weeks)</i>	Less than 60 calendar days	Nil
	60 calendar days or more and less than one year	22 working days of annual leave per annum will be provided, subject to prorating.
	Full-time appointment of one year or above	

Items	Appointment period	Provision								
<i>Sick leave (applicable for appointments of more than 18 hours for consecutive 4 weeks)</i>	Less than one year	<p><u>Entitlement per complete month of service</u></p> <p>Fractional appointment: 2 days</p> <p>Full-time appointment: 2 days</p> <p><i>(If appointment is subsequently extended to one year or above, sick leave days will be earned according to the entitlement in respective category.)</i></p>								
	One year or above	<p><u>Entitlement per complete month of service</u></p> <table> <tr> <td></td><td><u>First Year</u></td><td><u>Second Year/beyond</u></td></tr> <tr> <td>Fractional appointment:</td><td>2 days</td><td>4 days</td></tr> <tr> <td>Full-time appointment:</td><td>4 days</td><td>6 days</td></tr> </table>		<u>First Year</u>	<u>Second Year/beyond</u>	Fractional appointment:	2 days	4 days	Full-time appointment:	4 days
	<u>First Year</u>	<u>Second Year/beyond</u>								
Fractional appointment:	2 days	4 days								
Full-time appointment:	4 days	6 days								
<i>Housing Assistance (for overseas hires)</i>	N/A	<p>Subject to funding availability, if considered appropriate by the approving authority, it can be provided in the form of subsidy by either:</p> <p>(i) cash allowance, prorated according to the on-duty period; or</p> <p>(ii) accommodation.</p>								
<i>Travel allowance (for overseas hires)</i>	Full-time appointment of one year or above	Subject to funding availability, if considered appropriate by the approving authority, it can be provided in the form of cash allowance according to the passage fare quotation from the Finance Office; and may be extended to cover the accompanying spouse.								
	Others	Subject to funding availability, if considered appropriate by the approving authority, it can be provided in the form of cash allowance according to the passage fare quotation from the Finance Office.								

Items	Appointment period	Provision
<i>Accident/Medical Insurance</i>	Full-time appointment of one year or above	Will be provided for the staff and accompanying spouse, if any.
	Others	Will be provided for the staff.
<i>Retirement Benefits</i>	Less than 60 calendar days	Nil
	Appointments of: - 60 calendar days or more and less than one year; or - fractional time	Mandatory contribution to a retirement benefits scheme as required under the Mandatory Provident Fund (MPF) Ordinance.
	Full-time appointment of one year or above	Subject to funding availability, gratuity including MPF contribution totally equivalent to 10% to 15% of basic salary drawn over the period of employment, may be provided.
<i>Termination Notice (in case of early termination)</i>	Less than 60 calendar days	7 days' advance notice in writing or payment in lieu is required.
	Appointments of: - 60 calendar days or more and less than one year; or - fractional time	1 month's advance notice in writing or payment in lieu is required.
	Full-time appointment of one year or above	3 months' advance notice in writing or payment in lieu is required.

Human Resources Office

November 2020

(Approved by Council on 22 June 2006, updated in June 2017, revised in November 2020)