

HUMAN RESOURCES POLICIES & PROCEDURES/APPOINTMENT

Staff Selection Panels

1. FOR ACADEMIC/TEACHING AND RELATED POSTS

1.1 Position at the Dean of Faculty/School Level

- (a) The President and Vice-Chancellor as the Chairman;
- (b) The Provost;
- (c) Vice-Presidents;
- (d) A Member of the Council or an external expert or a senior staff member of the University at Head of Office or Faculty/School Dean level; and
- (e) Staff from within the Faculty/School may be co-opted at the discretion of the Chairman.

Note:

In the event that candidates for the Deanship position are at the same time being considered for appointment at the Chair Professor rank, additional members will be invited as follows:

- (i) A Dean of Faculty/School if this member is not included in the above;
- (ii) One Chair Professor who is not a Dean of Faculty/School to be appointed by the Chairman on a standing basis for a fixed term of two years;
- (iii) One other Chair Professor who is not a Dean of Faculty/School different from that in (i) and if this member is not included in the above; and
- (iv) One or Two External Members who are experts in the same or related field, whenever necessary, at the discretion of the Chairman.

1.2 Position at Chair Professor Rank

- (a) The President and Vice-Chancellor as Chairman;
- (b) The Provost;
- (c) The Vice-President (Research and Development) or Chairman of the Research Committee;
- (d) One Chair Professor who is not a Dean of Faculty/School appointed by the Chairman on a standing basis for a fixed term of two years;
- (e) One other Chair Professor who is not a Dean of Faculty/School different from that in (d) above;

- (f) The Dean of the relevant Faculty/School;
- (g) The Dean of another Faculty/School different from that in (f); and
- (h) One or Two External Members who are experts in the same or related field, whenever necessary, at the discretion of the Chairman.

Note:

- (1) The Chairman may co-opt additional senior staff members to serve on the panel as the need arises.
- (2) Shortlisted candidates will submit at least 3 samples of scholarly work to the Staff Selection Panel.
- (3) On the arrangement of external assessment, reference should be made to the Policy and Procedures on Chair Professorship.

1.3 Position at Professor Rank

- (a) The Provost as Chairman or, if he deems appropriate after considering the shortlist, to delegate to the Dean of the relevant Faculty/School;
- (b) The Dean of the relevant Faculty/School if he/she is not the Chairman;
- (c) The relevant Head of Department/Programme Head/Course Director;
- (d) One senior staff member from within the Faculty/School, and one other senior staff member from outside the Faculty/School;
- (e) Two external assessors (through presence or correspondence).

Note:

- (1) The President and Vice-Chancellor (unless he chooses to delegate the responsibility to the Provost) shall be the Chairman for a staff selection panel set up for the recruitment of an academic staff who is expected to also assume headship of a department.
- (2) Shortlisted candidates will submit at least 3 samples of scholarly work to the Staff Selection Panel.
- (3) Shortlisted candidates will normally be requested to conduct a seminar presentation before the interview.

1.4 Position at Assistant Professor/Associate Professor/Senior Lecturer and above/Senior Instructor and equivalent ranks

- (a) The Dean of relevant Faculty/School as Chairman or, if he/she deems appropriate to delegate to the Associate Dean who should be at a level higher than the recruiting position;
- (b) The relevant Head of Department/Programme Head/Course Director as appropriate;

- (c) A senior staff member from within the relevant Department/Faculty/School; and
- (d) A senior member, preferably at the Head of Department level, from another Faculty/School.

Note:

- (1) Shortlisted candidates for academic positions will submit at least 3 samples of scholarly work to the Staff Selection Panel.

1.5 Positions at Research Assistant Professor/Assistant Lecturer/Lecturer I/II and Instructor I/II Ranks

- (a) The Dean of relevant Faculty/School as Chairman or, if he/she deems appropriate to delegate to the Associate Dean or the relevant Head of Department;
- (b) Two senior staff members including the relevant Head of Department if he/she is not the Chairman or the relevant Programme Head/Course Director as appropriate; and
- (c) One other staff member to be co-opted at the discretion of the Chairman.

1.6 Teaching Assistant/Part-time Teaching Staff

- (a) The Head of Department or his/her delegate as Chairman; and
- (b) Two senior staff members from the Department.

Note:

- (1) The appointment period for such posts is normally less than one year.

2. FOR NON-TEACHING POSTS

2.1 Position at Head of Office Level

- (a) The President and Vice-Chancellor as Chairman;
- (b) The Provost;
- (c) Vice-Presidents;
- (d) A Member of the Council* (refer to note 2) or an external expert or a senior staff member of the University at Head of Office or Faculty/School Dean level.

Note:

- (1) For recruitment of a Head of Office below Band I in the Managerial/Senior Professional Category, the President and Vice-Chancellor has the discretion to form a smaller panel as follows:
 - (a) The President and Vice-Chancellor as Chairman, or if he/she deems appropriate to delegate to the Provost or a Vice-President;

- (b) The Provost or the relevant Vice-President if he/she is not the Chairman, and one other Vice-President or Provost;
 - (c) A Member of the Council* (refer to note 2) or an external expert or a senior staff member of the University at Head of Office or Faculty/School Dean level.
- (2) In the event that the Head of Office to be recruited is Secretary to a Committee of Council, a Member of the Council, preferably the Chairman or Deputy Chairman of the relevant committee, should be a core member of the selection panel.
- (3) Candidates may be invited to write in response to the specific requirements of the post, make presentation and/or attend relevant written test/professional skill test as appropriate.

2.2 Positions in Managerial/Senior Professional Category but not at Head of Office level

- (a) The President and Vice-Chancellor/Provost/Vice-President in accordance with the reporting relationship of the Office concerned or under his delegation, the Dean/Head of Office as Chairman;
- (b) Two senior staff members including the Dean/Head of Office if he/she is not acting as Chairman;
- (c) An External Assessor or one other senior staff member from outside the Office to be co-opted.

Note:

- (1) Candidates will normally be invited to write in response to the specific requirements of the post, make presentation and/or attend relevant written test/professional skill test as appropriate.

2.3. Positions in Executive/Professional Category

- (a) The relevant Head of Office/Department or his/her delegate as the Chairman;
- (b) Two senior staff members including the relevant Section Head if he/she is not the Chairman, and if senior members are not available, two staff member from within the Office or the Faculty/School and who are at a level higher than the recruiting position; and
- (c) One other staff member to be co-opted at the discretion of the Panel Chairman.

Note:

- (1) Candidates will normally be required to attend written/aptitude tests for appointment in Executive/Professional Category unless otherwise advised by the relevant Dean/Head of Office.

2.4. Positions in General Category

- (a) The Head of Department/Office/Section or Programme Head/Course Director (or a senior staff member nominated by him/her) as Chairman;

- (b) A senior staff member of the relevant Office or the Faculty, and if such a member is not available, a staff member from within the Office and who is at least one level higher than the recruiting position; and
- (c) A staff member in Executive/Professional Category or above from the Human Resources Office or from outside the Office to be co-opted by the Chairman.

Note:

- (1) Candidates will normally be required to attend aptitude or skill tests as appropriate for appointments in General Category.

3. GENERAL NOTES FOR ALL POSTS

- (1) For the recruitment of any posts, the relevant Staff Selection Panel should consist of at least three members. The Chairman of the relevant Staff Selection Panel may also co-opt any other member(s) at his/her discretion;
- (2) Apart from seminar presentation or written/aptitude/skill test required for certain appointments as stipulated above, the recruiting Department/Office may propose any other types of tests to be arranged to help assess the candidates' suitability for the positions to be filled.
- (3) In case of any deviation from the established guidelines, justifications should be provided and approval for exceptional arrangement would need to be sought from the President and Vice-Chancellor.

4. SUPPORT FROM THE HUMAN RESOURCES OFFICE

The Human Resources Office shall provide support to the Staff Selection Panels (except for Teaching Assistant appointment, part-time appointment and temporary appointment of 6 months or less duration which shall be handled directly by the Department/Office concerned) in: (a) making all necessary administrative arrangements pertaining to the set-up of the interview; (b) advising the Panel on the proposed salary level and terms of appointment appropriate to the short-listed candidates in accordance with the established guidelines on Conditions of Appointment, and internal relativities and market forces considerations; (c) keeping a record of the interview including the date, panel membership, candidates short-listed and interviewed, decision and salary recommendation; and (d) forwarding the Panel Resolution on Recommended Appointment to the appropriate authority for approval.

Human Resources Office
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