

## General Information on Appointments to Non-clinical Teaching Posts

The general information provided below is purely for reference purpose and is subject to amendment by the University from time to time, and is NOT part of any agreement of service. Further enquiries may be directed to the Director of Human Resources of the University.

### FOR GENERAL REFERENCE ONLY

#### Appointment

Appointments are normally made on fixed-term contract basis initially for up to three years, which may be extended or renewed subject to mutual agreement.

Upon completion of contract service normally for not more than six years, consideration may be given for continuation of service on regular terms.

#### College Affiliation

All members of teaching staff will be affiliated to one of the Colleges of the University, e.g. Chung Chi College, New Asia College, United College, Shaw College, Morningside College, S.H. Ho College, CW Chu College, Wu Yee Sun College, and Lee Woo Sing College.

#### Appointment Level and Salary

The University adopts a three-level appointment system for non-clinical professoriate staff, namely, Assistant Professor, Associate Professor and Professor. The salary ranges applicable to the respective appointment levels are as follows:-

Appointment Level	Salary per month (HK\$) (w.e.f. April 1, 2018)
<i>Professor</i>	111,080 – 145,970 or above (in 3 pay bands)
<i>Associate Professor</i>	87,945 – 112,160
<i>Assistant Professor</i>	69,500 – 87,945

Commencing salaries will be commensurate with qualifications and experience.

[Approximate exchange rate: US\$1 = HK\$7.8; GBP1 = HK\$10; EUR1 = HK\$8.9; AU\$1 = HK\$5.7 (as of August 2018)]

#### In-service Pay Review

The in-service pay review is a common review exercise for basic salary adjustment under the Salary Administration System for Teaching Staff where a teaching appointee will be reviewed with reference to his/her performance including teaching, research and service as appropriate, and if so recommended and approved by the University, be awarded increment(s). The review will generally be conducted annually.

#### Retirement

The normal retirement age is 65. Appointment however may be extended beyond the normal retirement age subject to approval of the University Council.

## Retirement Benefits

Depending on the duration of the fixed-term contract and where applicable, an appointee will be entitled to University contribution to a retirement scheme plus a completion-of-contract gratuity (totaling up to 15% of basic salary).

## Leave

### (a) Annual Leave

- Under the Annual Leave Scheme for Terms of Service (A) and Equivalent Staff (2002), appointees will be entitled to annual leave at the rate of 22 working days per year.
- Additional leave may be provided upon application (up to 66 working days in an academic year as applicable) for short-term academic activities.
- Sabbatical leave will also be available to appointees whose appointments have been substantiated on regular terms.

### (b) Maternity Leave

- Full-time female appointees who have been in the University's continuous appointment for forty weeks or more immediately prior to the commencement of maternity leave will be entitled to ten weeks of fully paid maternity leave.

## Housing Benefits

Subject to review and confirmation by the University from time to time, housing benefits will be provided to eligible appointees.

Under the Staff Housing Assistance Package 2018, eligible appointees are offered the following benefits subject to the relevant University regulations:

<b>Salary per month (Note) w.e.f. April 1, 2018</b>	<b>Housing benefits</b>
\$115,475 and above	University Accommodation or Non-Accountable Housing Cash Allowance at HK\$24,000 per month
\$105,555 – \$115,474	University Accommodation or Non-Accountable Housing Cash Allowance at HK\$18,000 per month
\$87,945 – \$105,554	Non-Accountable Housing Cash Allowance at HK\$18,000 per month
\$70,590 – \$87,944	Non-Accountable Housing Cash Allowance at HK\$14,400 per month

Note: Appointees with salaries falling between two salary brackets will be accorded the lower rates of Non-Accountable Housing Cash Allowance.

## **Medical Care**

Under the University's Staff Medical Benefits Scheme 1999, general out-patient medical care is provided to an appointee on fixed-term contract. Depending on the duration of the contract, an appointee may also be provided with specialist outpatient care, dental care and hospital benefits. An appointee on fixed-term contract(s) of an aggregate of three years or longer will also be provided with maternity benefits.

The above medical benefits will where applicable cover an appointee's spouse and/or dependent children as well.

## **Outside Practice**

An appointee who wishes to engage in outside practice or consultancy will have to obtain prior approval from the University.

## **Salary Tax**

Salary tax in Hong Kong is chargeable on the smaller of

- a) the net chargeable income at progressive rates; or
- b) the net income at standard rate with the tax payable capped at an amount calculated at standard rate on the net income (15% from 2011-12 onward).

Details can be found from the website of the Inland Revenue Department: <http://www.ird.gov.hk/>

## **Termination of Appointment**

Termination of appointment may be made by either party by giving to the other party four months' notice in writing or payment in lieu of notice equivalent to four months' wages. If the appointee is the holder of a designated office or a Chairman of Department or a Head of Unit, six months' written notice or payment in lieu of notice equivalent to six months' wages is required.

A new appointee is required to have served for at least six months or to make a payment in lieu of such a minimum period of service when resignation takes effect.

A teaching appointee who wishes to resign will be required to set the effective date of resignation only on January 15 or June 15 (and for one who has to teach in the third term, on July 15) in any year. If mutually agreed, the resignation may take effect during the summer vacation. In these circumstances, the effective date of resignation will still be subject to the appointee's having fulfilled the minimum service requirement mentioned above, or notice or payment in lieu thereof.

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