

Lingnan University

Academic Staff Review Committee (ASRC)

Terms of Reference

- (1) To consider and review applications/nominations/recommendations for personnel actions such as contract renewal, promotion, substantiation, and promotion with substantiation of academic staff^{Note 1}; and to make recommendations thereon to the President for approval.
- (2) To consider recommendations^{Note 2} for appointment of academic staff^{Note 1}; and to make recommendations thereon to the President for approval.
- (3) To consider recommendations for appointment of academic staff^{Note 1} beyond retirement age; and to make recommendations thereon to the President for approval.
- (4) To consider recommendations for the termination of employment of academic staff^{Note 1}; and to make recommendations thereon to the President for approval.
- (5) To consider recommendations for the award of the title of Emeritus Professor to Chair Professors^{Note 1}; and to make recommendations thereon to the President for approval.
- (6) To consider matters relating to length of contract and other conditions for appointment of academic staff^{Note 1}.

Membership

Chairman : Vice-President

Members : Deans
Three members of academic staff at the rank of Professor or above (who are not Head of Department/Unit or Member of Departmental Review Committee/Faculty Assessment Panel) appointed on an annual basis by the President

Secretary : A staff member of the Human Resources Office

In attendance : Director of Human Resources

Remarks

- (1) The Committee may invite Heads of Department/Unit concerned to its meetings, if necessary.
- (2) The Committee may invite staff members concerned and relevant parties to its meetings, if necessary.
- (3) Members shall abstain from deliberations of and voting in their own personnel action case(s).
- (4) The Committee will not consider and review recommendation for performance-based salary increment. The performance-based salary increment, based on performance evaluation as recommended by the Departmental Review Committee (DRC), and moderated/endorsed by the Dean of the Faculty, will be approved by the President.

1 To review cases concerning Chair Professors, an ad hoc committee consisting of ASRC members at the rank of Chair Professor and co-opted member(s) at the rank of Chair Professor should be formed, to ensure there is a Chair Professor from each Faculty to review the cases.

2 For appointment of Associate Professor or above, the Recruitment Panel/Selection Committee shall make its recommendation to the ASRC/ad hoc committee after the Panel/Committee has, if applicable, obtained and reviewed the external review letters.