

Lingnan University

Non-Academic Staff Review Committee

Terms of Reference

- (1) To consider applications/nominations/recommendations for personnel actions such as contract renewal and promotion of non-academic staff; and to make recommendations thereon to the President for approval.
- (2) To consider recommendations made by Recruitment Panels for appointment of non-academic staff at the ranks of Associate Director and Director I/II; and to make recommendations thereon to the President for approval.
- (3) To consider recommendations for appointment of Groups 1 and 2 non-academic staff beyond retirement age; and to make recommendations thereon to the President for approval.
- (4) To consider recommendations for the termination of employment of non-academic staff; and to make recommendations thereon to the President for approval.
- (5) To consider matters relating to salary, length of contract and other conditions for service for non-academic staff.

Membership

Chairman : Vice-President

Members : Up to three Associate Vice-Presidents appointed on an annual basis by the President
Up to two Deans or senior academic staff members appointed on an annual basis by the President, to ensure representation from each Faculty
Up to two Heads of Departments/Units 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 Departments/Units concerned to its meetings, if necessary.
- (2) The Committee may invite members of staff concerned to appear before the Committee to respond to members' questions.
- (3) Appointed members shall normally abstain from deliberations on staff belonging to their own Department/Unit and from deliberations on appointment of staff to their own Department/Unit.
- (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 Head of Unit or Supervisor, and moderated/endorsed by the Supervisor of the respective Unit, will be approved by the President.