

# Lingnan University

## University Administrative and Planning Committee

### *Terms of reference*

- a) To consider and approve initiatives, plans and proposals (including funding requests related to academic/programme proposals) that have significant resource and budgetary implications;
- b) To consider and approve manpower/staffing requests as referred and recommended by the Human Resources Office;
- c) To consider and approve new administrative structures/policies/procedures/guidelines that support and facilitate the development of the University;
- d) To assess the effectiveness of existing administrative policies and procedures, and where necessary, delegate to appropriate Offices/Units or sub-groups for initiating a review; and
- e) To advise the President on major issues and policy matters of the University.

### *Membership*

Chairman : President

Members : Vice-President  
Associate Vice-President (Academic Affairs and External Relations)  
Associate Vice-President (Academic Quality Assurance and Internationalisation)  
Associate Vice-President (Projects)  
Associate Vice-President (Student Affairs)  
Comptroller  
Dean, Faculty of Arts  
Dean, Faculty of Business  
Dean, Faculty of Social Sciences  
Director of Human Resources  
Up to two senior faculty members to be appointed by the President on an annual basis

Secretary : Director of Office of the President and Assistant to the President