

Lingnan University
Academic Staff Review Committee (ASRC)

Terms of Reference

- (1) To consider 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 for appointment of academic staff^{Note 1}; and to make recommendations thereon to the President for approval.
- (3) To consider recommendations for appointment/reappointment 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 matters relating to length of contract and other conditions for appointment of academic staff^{Note 1}.

Membership

- Chairman : Vice-President (Academics) cum Provost
- Members : Vice-President (Research and Innovation)
Deans of Faculties and Schools
- 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 Head of Department /Unit, and moderated/endorsed by the Dean of the Faculty/School, will be approved by the President.

¹ The Ad Hoc Committee for Recruitment/Review of Chair Professors will review cases concerning Chair Professors.