

Lingnan University

Appeals Committee for Non-Academic Staff

Terms of reference

To consider and make decisions on appeals from non-academic staff against non-renewal of contracts and termination of employment on grounds of performance.

Membership

- Chairman : A senior academic/non-academic staff member appointed by the President
- Members : Two Heads of Departments/Units appointed by the President
One member of academic staff appointed by the President
One member of administrative staff who is not Head of Department/Unit, appointed by the President
Up to two members (internal/external) may be co-opted by the President on an ad hoc basis
- Secretary : A staff member of the Human Resources Office
- In attendance : Director of Human Resources

Remarks

- (i) The Committee may invite Heads of Departments/Units concerned to its meetings, if necessary.
- (ii) The Committee may invite staff member(s) concerned to appear before the Committee to respond to members' questions.
- (iii) Appointed members shall normally abstain from deliberation on staff belonging to their own Department/Unit.
- (iv) If the Chairman has been involved in the review of a subject case, he/she shall be excused from the deliberation of the appeal and the President shall appoint a person from among the members of the committee to act as Chairman.