

## **Lingnan University**

### **Standing Committee for Review of Appeals in relation to Personnel Actions of Academic Staff**

#### **Terms of Reference**

To consider appeals from academic staff members who consider that procedural errors have been made in the review process pertaining to their case(s) for contract renewal, promotion, substantiation or promotion with substantiation. Procedural errors refer to the improper handling or processing of personnel actions case(s) that deviates from the practices required by the relevant written policies in respect to personnel actions for academic staff members and/or related policies. In the case of contract renewal, new information on achievements made and recognition received within the review period that were not previously considered but are of material relevance may also be considered.

#### **Membership**

Members : Three senior faculty members\* from Faculties and Schools as appointed by the President

Three senior faculty members from Faculties and Schools are appointed by the President on the reserve list

Secretary : A staff member of Human Resources Office

In attendance : Director of Human Resources

\* *One of the members shall be appointed as Convenor by the President.*

#### **Remarks**

- (1) If a member of the Standing Committee 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 in his/her place a member from the reserve list.
- (2) To reduce the chance of such involvement, Heads of Academic Departments/Units and members serving a current term of staff review committees such as the Academic Staff Review Committee, Faculty Assessment Panel/School Assessment Panel, Departmental Review Committee, etc. will normally not be appointed to the Standing Committee.
- (3) The Convenor will normally not vote but shall have a casting vote which he/she may choose to use to break the tie. If the Convenor decides not to cast a tie-breaking vote, the appeal will not be upheld.
- (4) The decision of the Standing Committee will be final.

#### **Quorum**

All three members

#### **Terms of Office**

One to two academic year(s)

## **Procedures**

1. If an academic staff member's case for academic review for contract renewal, promotion, substantiation of appointment, or promotion with substantiation<sup>1</sup> has been denied by the University, the academic staff member concerned shall have the right to make an appeal as aforesaid via the Human Resources Office to the Standing Committee for Review of Appeals in relation to Personnel Actions of Academic Staff ("Standing Committee") and request it to look into the review procedures on his/her case.
2. The appeal must specify in writing and substantiate the alleged procedural error(s) in question via the Human Resources Office to the Standing Committee within 1 month after the receipt of the negative decision on his/her application<sup>2</sup>.
3. The Standing Committee will review the alleged procedural error(s) and reach a decision/recommendation within 6 weeks after the receipt of the written appeal from the academic staff member concerned. Reasonable extension of time may be granted by the President, if appropriate.
4. If it is found that there is no case of procedural error(s), the decision of the Standing Committee as such will be final. The academic staff member concerned will be informed accordingly by the Human Resources Office.
5. If procedural errors are found by the Standing Committee, the case will be referred to the relevant responsible body which will have to rectify the problem(s) identified by the Standing Committee. Within a reasonable period of time, the responsible body shall prepare a report and send a copy to the Standing Committee for confirmation that the problem has been rectified. This report shall be included in the academic staff member's review dossier.
6. The case after rectification by the responsible body will then be further considered by the next level of review body(ies) in accordance with the established procedures for review of personnel actions.

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<sup>1</sup> The Standing Committee will not consider any appeals related to performance-based salary increments, which are fundamentally evaluative outcomes based on the relative assessment of the academic performance and the availability of funds for increments.

<sup>2</sup> Academic staff can request access to his/her review dossier after being informed of the decision of his/her application for personnel actions. In accordance with existing University policies and applicable statutory requirements to protect the privacy of the parties involved, the relevant parts of the letters and review documents which contain information that may reveal the identities of the assessor(s) to the academic staff concerned will be blotted out in the copy(ies) to be accessed by the applicant.