

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 (*except for the appointment of Director I/II, Associate Director, Senior Manager and Manager, which must be conducted through **open recruitment** rather than the annual Personnel Actions Exercise, i.e., promotion, once the availability of a headcount/post has been confirmed*); and to make recommendations thereon to the President for approval.
- (2) To consider recommendations for appointment of non-academic staff at the ranks of Director I/II and Associate Director; and to make recommendations thereon to the President for approval.
- (3) To consider recommendations for appointment/reappointment of Group 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 appointment of non-academic staff.

Membership

Chairman : Vice-President (Administration)

Members : Up to three Deans or senior academic staff members appointed on an annual basis by the President
Up to three 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) Members shall abstain from deliberations of and voting in their own personnel action case(s). 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 Department/Unit, and moderated/endorsed by the Supervisor of the respective Unit, will be approved by the President.