

## Lingnan University

### Academic Staff Review Committee (ASRC)

#### *Terms of Reference*

- (1) To consider and review applications/nominations/recommendations for personnel actions such as contract renewal, promotion, substantiation, and promotion with substantiation of academic staff<sup>Note 1</sup>; and to make recommendations thereon to the President for approval.
- (2) To consider recommendations for appointment of academic staff<sup>Note 1</sup>; and to make recommendations thereon to the President for approval.
- (3) To consider recommendations for appointment of academic staff<sup>Note 1</sup> 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<sup>Note 1</sup>; and to make recommendations thereon to the President for approval.
- (5) To consider recommendations for the award of the title of Emeritus Professor to Chair Professors<sup>Note 1</sup>; and to make recommendations thereon to the President for approval.
- (6) To consider matters relating to length of contract and other conditions for appointment of academic staff<sup>Note 1</sup>.

#### *Membership*

Chairman : Vice-President

Members : Deans of Faculties and Academic Units  
Four members of academic staff at the rank of Professor or above (who are not Head of Department/Unit or Member of Departmental Review Committee/Faculty Assessment Panel/Non-Faculty-Based Academic Assessment Panel) 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 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/Academic Unit, will be approved by the President.

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1 To review cases concerning Chair Professors, an ad hoc committee consisting of ASRC members at the rank of Chair Professor and co-opted member(s) at the rank of Chair Professor should be formed, to ensure there is a Chair Professor from each Faculty to review the cases.