

Lingnan University

**Nomination/Application for
Dr and Mrs James Tak Wu Awards for Outstanding Service (Staff Awards) 2023-24**
(for full-time academic, administrative and general grade staff)

Please return the completed nomination/application with documents as set out in Section 3 and the completed endorsement form in Section 4 to the Office of Council/Court Business and General Administration (OCCBGA) on or before 16 February 2024.

Section 1 Particulars of nominee/applicant

Name: Position: Department/Unit: Category of staff member*: Full-time academic staff / administrative and general grade staff (*please delete where inappropriate)	<div style="border-bottom: 1px solid black; height: 100px;"></div> <p style="text-align: center;">Signature</p> <p>Date:</p>
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Section 2 Particulars of Proposer and Seconder

Name of Proposer: Position: Department/Unit:	<div style="border-bottom: 1px solid black; height: 100px;"></div> <p style="text-align: center;">Signature</p> <p>Date:</p>
Name of Seconder: Position: Department/Unit:	<div style="border-bottom: 1px solid black; height: 100px;"></div> <p style="text-align: center;">Signature</p> <p>Date:</p>

Section 3 Documents required (to be completed by the nominee/applicant, as appropriate)

<p>1. A write-up of 1 to (at most) 3 pages of A4 size paper.</p> <p>Please give reasons for the nomination/application with evaluation of nominee's/ applicant's contributions to:</p> <ul style="list-style-type: none">a. Service to the General Communityb. Service to the Professional/Academic Communityc. Service to the Universityd. Interpersonal Relationship <p>2. A copy of the nominee's/applicant's annual appraisal, or it relates to service, if appropriate.</p> <p>3. Any other relevant supporting documents as evidence of outstanding service rendered.</p>

Section 4 Endorsement Form (to be completed by the Head of Department/Unit of the nominee/applicant, as appropriate[^])

<p>Please give reasons for endorsement of the nomination/application with reference to the nominee's/applicant's service to the professional/academic community, to the University and interpersonal relationship. (Please use separate sheet(s) of paper if necessary.)</p>	
Name:	Signature
Position:	
Department/Unit:	
	Date:

[^] When the nominee/applicant is the head of an academic department/administrative unit and/or a Chair Professor, the endorsement form should be completed by his/her supervisor (i.e. Dean/member of the Presidential Group).

Personal Information Collection Statement

1. The purpose(s) of collecting personal data by means of this form is for the selection of awardees of the Dr and Mrs James Tak Wu Awards for Outstanding Service, and for publicity related to the awards.
2. In order to serve the specified purpose(s) in paragraph 1, the personal data collected may be transferred to offices, assessment panel or persons which will use the data for activities relating to the granting of awards. As set out in the ‘Eligibility and Application/Nomination Procedures’ of “Paper on Dr and Mrs James Tak Wu Awards for Outstanding Service”, for Staff Awards, candidates who are not awarded for the year will automatically be included in the nomination list of the following two rounds. Invitation will be sent to seek these candidates consent and they would be invited to update their submission to facilitate the assessment. For further information, please contact the OCCBGA at occbga@LN.edu.hk. All information provided will be destroyed after the completion of the whole process of the selection exercise concerned.
3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in paragraph 2.
4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your nomination/application for the awards may be delayed.
5. Your personal information provided to us in this form will not be used to conduct direct marketing.
6. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access/correct/update to personal data (staff), please contact the Human Resources Office at hro@LN.edu.hk.