

校董會於二零零九年六月九日舉行的會議上所作出的決定

持續教育學院向政府貸款興建石門校園開辦國際學院的貸款條件修訂

1. 校董會於二零零三年六月批准大學與政府簽訂批地及服務協議，向政府借用一筆分十年攤還的免息貸款，在位於沙田石門第 11 區沙田市地段第 540 號的土地上興建及開設國際學院石門校園。校董會同時批准大學撥出一筆過渡性貸款支持上述項目。
2. 由於多家副學士學位課程辦學團體的要求，政府決定允許副學士學位課程辦學團體申請延期歸還興建校園的貸款，還款期由十年延長至最多二十年，首十年仍然免息，剩餘的貸款自第十一年起須繳付浮息，息率相等於政府提供貸款的成本。
3. 校董會確認以書面形式所作的決定，同意大學向政府申請把上述貸款的還款期延長至二十年，同時亦通過貸款條件以及大學內部過渡性貸款的安排的相關修訂。

在大學與尖沙咀街坊福利會訂立的契約蓋上大學法團印章

4. 校董會確認以書面形式所作的決定，批准：
 - (a) 在大學與尖沙咀街坊福利會訂立的契約蓋上大學法團印章；大學將根據契約繼續與該會合作，在其位於彌敦道的會址經營持續教育學院教學中心；及
 - (b) 簽署確認上述蓋章的安排。

校董會轄下委員會成員的任命

5. 校董會議決：
 - (a) 任命工商管理學院院長、中醫藥學院院長、傳理學院院長及持續教育學院院長為榮譽學位委員會成員，任期自二零零九年九月一日起至二零一一年八月三十一日止；及
 - (b) 任命葉楚茵小姐為校園拓展及設施管理委員會成員，任期與她以香港浸會大學學生會署理會長的身分擔任校董會當然成員的任期相同。

在與浸會大學道校園基建工程相關的批地條款修訂書及 2007-12 年校園擴建計劃的相關文件蓋上大學法團印章

6. 2007-12 年校園擴建計劃分四期進行。大學向香港政府地政總署申請修訂批地條款以容許(a)在位於新九龍內地段第 6127 號的聯校運動中心露天停車場興建教學、文娛康樂及行政大樓的附翼大樓（屬於校園擴建計劃第三期工程），與及(b)在位於新九龍內地段第 6173 號的浸會大學道校園興建行天橋，連接新九龍內地段第 6127 號。

7. 校董會確認批准：

(a) 為進行浸會大學道校園基建工程，在新九龍內地段第 6127 號和新九龍內地段第 6173 號的批地條款修訂書蓋上大學法團印章；及

(b) 簽署確認上述蓋章的安排。

8. 預期 2007-12 年校園擴建計劃的第一、三及四期工程尚有文件需要蓋上大學法團印章，因此校董會批准：

(a) 在上述文件蓋上大學法團印章；及

(b) 簽署確認上述蓋章的安排。

2009 至 10 年度的大學經常預算以及持續教育學院、校牧處、學生宿舍及吳多泰博士國際中心 2009 至 10 年度的財政預算

9. 校董會通過 2009 至 10 年度的大學經常預算以及持續教育學院、校牧處、學生宿舍及吳多泰博士國際中心 2009 至 10 年度的財政預算。

2009 至 10 年度大學教育資助委員會資助課程的學費

10. 校董會通過：

(a) 2009 至 10 年度本校所有由教資會資助的本科與研究院課程的學費及其他相關收費將維持在 2008 至 09 年度的水平；及

(b) 假如日後政府宣布的 2009 至 10 年度全日制學位課程的學費有異於 2008 至 09 年度的水平，大學將按比例調整學位課程學費和其他相關收費的水平，毋需再經校董會審批。

校園總體發展計劃 (Campus Master Plan) 中的相關工程

11. 大學在制定 2007-12 年校園擴建計劃(Campus Expansion Plan 2007-12)之後，進一步制定了校園總體發展計劃，確保校園用地的分配足以應付大學(尤其是 2012 至 13 年實施學制改革及以後)的需要。根據校園總體發展計劃，在二零一零年至二零一四年之間，將有多項直接和間接的相應工程在善衡校園和逸夫校園分期展開。大學將向教資會申請「改建、加建、修葺暨改善工程」撥款進行上述工程。

12. 由於申請「改建、加建、修葺暨改善工程」撥款的競爭激烈，校董會議決如果校園總體發展計劃中的間接相應工程不獲撥款，大學可以從「香港浸會大學發展基金」撥款進行這些工程。

向電影學院提供貸款

13. 大學中央轄下的校務委員會於二零零九年五月通過傳理學院轄下的電影電視系升格並易名為「電影學院」，目的是把大學建立成為開辦電影專業培訓課程的重點辦學機構，並滿足電影業對人才的需求。香港政府商務及經濟發展局對此表示支持。電影學院已經向電影發展基金申請撥款，在等候申請是否獲批之際，校董會議決：
 - (a) 撥出一筆免息貸款予電影學院，確切的貸款額視乎電影發展基金的撥款額而定；
 - (b) 上述貸款的還款確切限期，視乎貸款額而定。

豁免北京師範大學-香港浸會大學聯合國際學院的行政費

14. 根據香港浸會大學與北京師範大學合作成立聯合國際學院的協議，兩校每年各自按照聯合國際學院學費收入收取不同百分比的行政費，作為為聯合國際學院提供支援及行政服務的回報。聯合國際學院校董會要求兩校豁免 2005 至 06 年度和 2006 至 07 年度的行政費，以及 2007 至 08 年度半數行政費，使學院於創校初期有更多的資源作發展之用。校董會議決接納聯合國際學院的要求，條件為北京師範大學亦須豁免同期的行政費。

研究人員職系架構及聘用條件的檢討結果

15. 校董會通過經修訂的研究人員職系架構及聘用條件，以及開設「研究助理教授」職系，自二零零九年七月一日起施行。(香港浸會大學教職員可以參閱人事部通告了解有關詳情。)

自行租屋津貼額的調整

16. 公務員的自行租屋津貼額由二零零九年四月一日起上調。校董會議決跟隨政府上調自行租屋津貼額，生效期追溯至二零零九年四月一日。凡於二零零九年四月一日或以後訂立新租約、延長租約或續租而又有資格領取自行租屋津貼的教職員，均可按照新津貼額領取津貼。

HONG KONG BAPTIST UNIVERSITY

Personnel Office

Memorandum

To : Deans & Heads of Departments/Offices
Directors of Centres/Institutes/Units

Date : 30 June 2009

From : Karen Chan
Director of Personnel

Ref. : DP/P09/F30/33(M)

Personnel Office Circular No. 4/2009

Revised Grading Structure and Terms of Appointment for Research Staff

The University Council has, in its recent meeting, approved a number of changes to the grading structure and terms of appointment of research staff, with a view to bringing them more in line with those of other UGC-funded institutions, ensuring better support for the strategic development of the University in the area of research and meeting the changing needs of vigorous research activities. These changes to the research staff grade, as presented below and in the attached Annexes, will take effect for new appointments made on or after 1 July 2009.

(a) Revised Grading Structure and Terms of Appointment

2. To enable the University to be more competitive in the recruitment of research staff, broad salary ranges will be adopted, some new research staff ranks/post titles will be introduced, and flexibility will be allowed for offering “off-scale” salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and other special circumstances. The revised grading structure and terms of appointment as approved by the Council are set out in Annex 1.

(b) Establishment of the Research Assistant Professor grade

3. Responding to the need for senior research personnel in some Faculties/Schools/Centres to collaborate in vigorous research activities and/or lead important research projects, the University Council has also approved the establishment of a new grade of Research Assistant Professor (RAP). While the main duty of RAPs is research, teaching duties of not more than one course per semester will normally be expected. RAPs will be appointed on fixed-term contract of 1 to 3 years, up to a maximum of 5 years in total on a non-substantiable track. They will need to apply and compete for regular academic positions through open recruitment if and when such openings become available. Salary range and terms of appointment of RAP are set out in Annex 2.

(c) Research-related Technical/Administrative Support Staff

4. It is observed that in the past few years, there is the need for some research centres to appoint research-related technical/administrative staff for a longer duration and on a more regular basis to provide technical/administrative support in the operation of the centres and coordination of research grants/consultancy projects. In the conduct of the recent review, it is considered

appropriate that these research-related technical/administrative support staff should be appointed through the normal staff selection procedures and job evaluation process, on the appropriate salary bands of the non-teaching staff grades, and the terms of appointment of the relevant non-teaching staff category shall apply.

5. I would appreciate it if you could bring the content of this Circular to the attention of relevant colleagues within your Office. Should you have any enquiries on the matter, please feel free to contact colleagues in the Personnel Office serving your Faculties/Schools. A revised Recommendation Form for Appointment of Research Staff is also attached at Annex 3, which can also be downloaded from the Homepage of the Personnel Office.

Thank you for your attention.

Karen Chan
Personnel Office

c.c. President & Vice-Chancellors, Vice-Presidents & Associate Vice-Presidents
All staff – via e-announcement

PERSONNEL POLICIES & PROCEDURES / CONDITIONS OF APPOINTMENT**RESEARCH STAFF GRADE**

Staff rank	Entry Requirement	Monthly Salary (HK\$)
<i>Research Fellow / Senior Research Associate</i> <i>(or carrying other functional titles especially for those recruited from overseas)</i>	PhD + relevant postdoctoral experience <u>or</u> Master's degree + substantial experience in the relevant field	25,000 – 29,000
<i>Research Associate</i>	PhD <u>or</u> Master's degree + 4 to 5 years of relevant experience	20,000 – 24,000
<i>Senior Research Assistant</i>	First degree + at least 3 years of post-qualification research experience <u>or</u> Master's degree	14,000 – 19,000
<i>Research Assistant</i>	First degree + some working experience	12,000 – 13,000
	First degree	8,000 – 11,000
<i>Junior Research Assistant</i>	Higher Diploma or Associate Degree	7,000 – 8,000

Research Staff are expected to provide support to the conduct of research, teaching development and consultancy projects, as supported by internal or external funding sources. As most of the research grants are of fixed duration, appointment of research staff is made on fixed-term basis. Terms of appointment offered are generally patterned after those of non-teaching staff grade, with certain flexibilities allowed having regard to specific restrictions of different research grants.

A. Grading Structure

The research staff grade comprises of ranks from Junior Research Assistant, Research Assistant, Senior Research Assistant, Research Associate to Research Fellow/Senior Research Associate.

B. Salary Structure

The salary ranges for the various research staff ranks will be reviewed by the Research Committee from time to time, and any revision will be presented to the Council for approval. Flexibility is also allowed for offering “off-scale” salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and other special circumstances.

C. Terms of Appointment

Appointment is made on *fixed-term contract*. The appointment may be terminated by either party by giving the requisite period of notice as set out below :

	Appointment Duration	1st 3 months of Appointment	Thereafter
Research Assistant & Junior Research Assistant	Irrespective of duration	7 days	1 month
Senior Research Assistant & Above	Appointment < one year	7 days	1 month
	Appointment ≥ one year	1 month	

D. Benefits

Medical & Dental Benefits	<ul style="list-style-type: none"> • For research staff appointed from outside Hong Kong - Accident/Medical Insurance (for the appointee only) • For research staff appointed locally on fixed-term appointment of less than one year - consultation at the University Health Services Centre at a discounted rate (for the appointee only) • For research staff appointed locally on fixed-term appointment of one year & above – coverage under the Integrated Scheme 2004 (for the appointee only*) ; <ul style="list-style-type: none"> - For Research Assistant & Junior Research Assistant – Group I benefits; - For Senior Research Assistant & above – Group II benefits. [*may be extended to cover eligible family members on contract renewal after completion of 6 continuous years of service.]
Retirement Benefits/Gratuity	<ul style="list-style-type: none"> • Mandatory contribution to the Mandatory Provident Fund (MPF) Scheme; and • For those on fixed-term appointment of one year & above, a contract end-gratuity may be provided subject to funding availability : <ul style="list-style-type: none"> - For Research Assistant & Junior Research Assistant – University contribution to the MPF Scheme & contract-end gratuity will amount to 8.5% of basic salary drawn during the appointment period; - For Senior Research Assistant & above – University contribution to the MPF Scheme & contract-end gratuity will amount to 10% of basic salary drawn during the appointment period.

Annual Leave	<ul style="list-style-type: none"> • Annual leave provision : <ul style="list-style-type: none"> - For Research Assistant & Junior Research Assistant : 14 working days - For Senior Research Assistant & above : 18 working days • Annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract. • For staff on fixed-term appointment of one year & above, half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period. • On resignation, payment of outstanding accumulated annual leave will be limited to no more than two calendar weeks.
Sick Leave	<ul style="list-style-type: none"> • 2 days of sick leave per month for the first year of service, and thereafter 4 days of sick leave per month, subject to maximum accumulation of 120 days. • Full-pay will be provided for the above period of sick leave
Maternity Leave	<ul style="list-style-type: none"> • In accordance with the Employment Ordinance. • Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance.

Note :

1. As research staff are appointed with funding support from research grant, there is a need for certain flexibility to be exercised having regard to restrictions imposed, if any, by different research grants. Provision of contract-end gratuity for appointment of one year or more is subject to funding availability. In case of any special requests for deviation from the above conditions of appointment on justifiable grounds, the approval of the Vice-President responsible for research will need to be sought.
2. In preparing budget for research staff appointment, PIs are advised to take into account, in addition to basic salary, the need for MPF contribution (5%), medical benefits (3%) and, as appropriate, contract-end gratuity (8.5% / 10%).

Personnel Office
June 2009

[Approved by the Council on 9 June 2009]

(a) For Research Assistant & Junior Research Assistant

1st 3 months of Appointment	Thereafter
7 days	1 month

(b) For Senior Research Assistant & above

Appointment < one year	1st 3 months of Appointment	Thereafter
	7 days	1 month
Appointment \geq one year	1 month	

PERSONNEL POLICIES & PROCEDURES / CONDITIONS OF APPOINTMENT**RESEARCH ASSISTANT PROFESSOR**

Staff rank	Entry Requirement	Monthly Salary (HK\$)
<i>Research Assistant Professor</i>	PhD + a good record of postdoctoral research experience	23,900 – 51,000

Research Assistant Professors (RAP) are senior research personnel who are expected to collaborate in vigorous research activities and/or lead important research projects in an academic department or a research institute/centre. While their main duty is research, teaching duties are normally expected but should not be more than one course per semester.

A. Grading Structure

The RAP is considered a transitional grade between Postdoctoral Fellow and Assistant Professor. As their appointment is made on fixed-term on a non-substantiable track, RAP will need to apply and compete for regular academic positions at the Assistant Professor rank through open recruitment if and when such openings become available.

B. Salary Structure

Salary range of the Research Assistant Professor grade is aligned to those of the Lecturer II/I ranks.

C. Terms of Appointment

- Research Assistant Professors are appointed on fixed-term contract for 1 - 3 years, and renewable up to a total appointment period of 5 years.
- The appointment may be terminated by either party by giving three months' notice or salary in lieu of notice.

D. Benefits

Medical & Dental Benefits*	Integrated Scheme 2004 (Group II Benefits) for appointee and eligible family members.
Retirement Benefits/Gratuity*	University contribution within a range of <u>10% to 15%</u> of basic salary, depending on the funding situation and as determined by the Council, will be provided in the following forms: (a) Contribution to an MPF Scheme; and (b) Contract-end gratuity
Annual Leave	<ul style="list-style-type: none">• 22 working days (to be taken during the period of lower teaching activities)• Annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.• For staff on fixed-term appointment of one year & above, half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period.• On resignation, payment of outstanding accumulated annual leave will be limited to no more than one calendar month.
Sick Leave	<ul style="list-style-type: none">• 4 days of sick leave per month for the first year of service, and thereafter 6 days of sick leave per month, subject to maximum accumulation of 120 days.• Full-pay will be provided for the above period of sick leave
Maternity Leave	<ul style="list-style-type: none">• In accordance with the Employment Ordinance.• Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance.

*Applicable for appointment period of one year & above.

Personnel Office

June 2009

[Approved by the Council on 9 June 2009]

HONG KONG BAPTIST UNIVERSITY

Personnel Office

CONFIDENTIAL

PERS/RCT/F304

Recommendation on Research Staff Appointment

I. **Recommended Appointment***

1. Name: _____ (_____)
(Prof./Dr./Mr./Mrs./Miss/Ms.) *Surname first* (Name in Chinese)
2. Date of Birth: _____ (d/m/y) Nationality: _____ HKID/Passport No.: _____
(copy to be supplied on appointment)
**(Please attach a completed Employment Application Form or a full curriculum vitae showing the candidate's qualifications & working experience)*
3. New Appointment Extension of Appointment (with copy of valid visa, if applicable)
4. Faculty/School/Department: _____
5. Rank: Junior Research Assistant Research Assistant Senior Research Assistant
(See Note 4) Research Associate Research Fellow / Senior Research Associate (please delete as appropriate)
6. Post Title: Same as the above Visiting Research Scholar Postdoctoral Research Fellow
7. Duration of Appointment: from _____ (d/m/y) to _____ (d/m/y)
(See Notes 1 & 2)
on a temporary basis for a period of _____ month(s)/year(s)
8. Source of Funding: FRG/RGC Ref.: _____
 Others: _____
9. Appointee's Actual Fixed Salary/Stipend: HK\$ _____ per month/for the specified period
10. Contract-end Gratuity: 10% (for Senior Research Assistant, Research Associate, Research Fellow & Senior Research Associate)
(for appointment of one year or above & subject to funding availability) 8.5% (for Junior Research Assistant, Research Assistant)
 No gratuity provision
11. Medical: (a) Accident/Medical Insurance (Source of Funding: _____)
(See Guideline 6) (b) Medical and Dental Benefits (Source of Funding: _____)
(c) Separate insurance coverage in PRC for # 3 / 6 months from _____ (d/m/y) to _____ (d/m/y) (required only for PRC citizen whose appointment period is below 6 months and who needs to travel to Mainland China on business during the appointment period.)
(Source of Funding: _____)
(d) Discounted out-patient services at the Health Services Centre (for full-time appointment only)
12. Remarks: _____

Recommended by the Investigator/Budget Controlling Officer

Declaration of Interest: (1) I know* / do not know the recommended appointee personally (*Please state relationship _____)
(Please indicate) (2) The appointee is / is not a person to whom I owe a favour or is obligated in any way.

Signed by the Investigator _____ Name in Block Letters _____ Ext. No. _____ Date _____

II. **Approved by:**

Declaration of Interest: (1) I know* / do not know the recommended appointee personally (*Please state relationship _____)
(Please indicate) (2) The appointee is / is not a person to whom I owe a favour or is obligated in any way.

Dean/Chairman of Research Committee/VP

Date

III. **Confirmation of the Budget (For Finance Office Use Only)**

A/C Code (Salary): _____
A/C Code (MPF): _____
A/C Code (Medical): _____
Project Completion Date: _____

Remarks: _____
Checked/Approved by: _____
Date: _____

- Notes: 1. This appointment is subject to the final approval of the Dean of respective Faculty/School, Chairman of Research Committee or VP as appropriate. The University may not accept responsibility for the remuneration of any work assigned, unless and until approval of the appointment has been confirmed.
2. Please allow at least two weeks' lead time for processing the recommended appointment.
3. Please pass to the appropriate authority for approval as indicated in Part II, and send this form together with copies of relevant documents to the Personnel Office for preparing the Letter of Appointment.
4. Post title and salary for research staff should be in line with those as approved by the University Council.
5. Full-time postgraduate research students receiving studentship are not allowed to take up any research staff appointments.

P.T.O. →

Guidelines on Research Staff Appointments

1. **Procedures**

For research staff appointments, the Investigator should initiate the process of appointment. The Investigator can either ask the Personnel Office to advertise for the research staff post, or, if a suitable candidate has been identified, fill out this Recommendation and send it together with copies of CV, Hong Kong Identity (HKID) Card and certificates of the candidate to the Personnel Office for preparing the Letter of Appointment. The Finance Office will be asked to confirm the budget and advise the Personnel Office direct. Should there be any deviation from the budget approved by the Research Committee in terms of salary, salary grades, etc., the Investigator must consult the Personnel Office and approval from the Chairman of Research Committee should be sought. Upon receipt of this form and budget confirmation from the Finance Office, the Personnel Office will issue an appropriate Letter of Appointment to the candidate. The lead time for processing an appointment will be at least two weeks in normal circumstances, so Investigators are reminded to submit their recommendations early.

2. **Appointments**

All research staff appointments to be processed through the Personnel Office are subject to the final approval of the Dean of respective Faculty/School, Chairman of Research Committee or VP as appropriate. The University may not accept responsibility for the remuneration of any work assigned, unless and until approval of the appointment has been confirmed. The effective date of appointment should normally not be retroactive.

3. **Conflict of Interest**

In making these temporary appointments, as in the making of all other University appointments which would involve a formal recruitment process to ensure objectivity and impartiality, Investigators are reminded to adopt the principles of openness and fairness to avoid any possible suspicion of favouritism or nepotism arising from employing friends or relatives in the same office.

4. **Salary**

Salary offered for all research staff appointments should be made in accordance with the grades and salary ranges as approved by the University Council. Flexibility is allowed for offering "off-scale" salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and special circumstances. No automatic yearly increment is assumed.

5. **HKID Card/Employment Visa**

In filling out the Form, the Investigator must ensure that a copy of the candidate's HKID Card/Passport is attached. The name of the candidate provided should be the same as that appears on his/her HKID Card/Passport. If the appointee is not a local resident, the Investigator should make sure that the appointee is holding a valid passport and an employment visa as required by law and should ensure that a copy of the appointee's valid passport and employment visa will be provided to the Personnel Office upon his/her arrival.

6. **Medical Benefits/Insurance**

All full time local/overseas research staff and staff on part-time/fractional time appointment who work for 18 hours or more per week and for a continuous period of 4 weeks are provided with out-patient services offered at the Health Services Centre on campus at a discounted rate set by the University. In addition, local research staff with appointment period of one year and above are eligible for medical and dental benefits under the Integrated Scheme 2004. Full-time research staff from outside Hong Kong regardless of the duration of appointment will be offered an Accident/Medical Insurance. For research staff who are PRC citizens without a HKID card and need to travel to Mainland China on business during the appointment, separate insurance coverage in Mainland China will be required.

7. **Staff I.D. Card**

Staff I.D. Card will be issued to research staff with appointment period of 3 months and above. For full-time research staff with appointment period of less than 3 months, temporary staff ID cards will be issued for identification and using University's facilities. Investigators will need to help these staff to request a Departmental Library Card from the department concerned for borrowing books from the library.

8. **Extension of Service**

In the event that extension of service is necessary and funding is sufficient to pay for the extended period of appointment, the Investigator should submit a new recommendation form to the Personnel Office as soon as possible. The Personnel Office will then process the case as appropriate.

9. **Severance Payment**

A research staff who has been continuously appointed for a period of not less than 24 months immediately prior to the expiry of his/her contract without renewal, or dismissal by reason of redundancy or lay-off is eligible to severance payment according to the Employment Ordinance. Investigators of research projects other than those funded by FRG and RGC grants will need to make provision for severance payment for the research staff once their total appointment period with the University reach 24 months or above upon appointment/re-appointment.

10. **Termination of Service**

In the event of resignation of research staff before the completion of appointment, the Investigator must inform the Personnel Office in writing as soon as possible to make necessary arrangement for salary/stipend payment. All departing staff are subject to existing clearance procedures.