

C6. Grievance Committee

申訴委員會

Terms of reference

1. To investigate and make decision on specific complaints as referred to it formally in accordance with the Grievances and Human Resources Related Appeals Procedures.
2. To refer substantiated cases to the Staff Discipline Committee for consideration of the appropriate course of action to be taken.
3. To refer to the Staff Discipline Committee such cases where the complainant who is a staff member is considered to have made a malicious complaint.
4. To refer to the Student Discipline Committee such cases where the complainant who is a student is considered to have made a malicious complaint.
5. To submit report on specific complaints to the President upon completion of investigation and final ruling.
6. To submit an annual report to the President covering the Committee's activities for the previous 12 months from 1st July to 30th June.

Composition

The Grievance Committee shall comprise the following membership:

Chairman : One Chairman and one alternate Chairman, at Associate Professor level or above, to be elected by and from members of the Senate by majority vote. They shall be from two different Faculties/Academic Units not affiliated with the Faculties*.

Chairman : Prof. Haiyan SONG, Chair Professor of Tourism, SHTM

Alternate Chairman : Prof. TAM Hwa-Yaw, Chair Professor of Photonics, EEE

Members : (a) One academic staff member, at Associate Professor level or above, to be appointed by rotation from a list of staff members elected by and from each of the Faculties/Academic Units not affiliated with the Faculties*. He shall be from a Faculty/Academic Unit not affiliated with the Faculties different from those of the Chairman and the alternate Chairman.

<u>Order</u>	<u>Name</u>	<u>Post, Department, Faculty/Academic Unit</u>
1.	Prof. LI Wenjie	Professor, COMP, FENG
2.	Prof. Gang LI	Chair Professor of Energy Conversion Technology, EEE, FENG(2)
3.	Prof. DAI Jiyan	Professor, AP, FS(2)
4.	Dr Stephen POLITZER-AHLES	Associate Professor, CBS, FH [left PolyU]
5.	Dr Huijing LU	Associate Professor, APSS, FHSS
6.	Dr SEO Joonoh	Associate Professor, BRE, FCE(2)
7.	Prof. Zhou XU	Professor, LMS, FB
8.	Dr Martin CHRISTENSEN	Associate Professor, SN, FHSS(2)
9.	Dr Alice HON	Associate Professor, SHTM
10.	Prof. CHEN Mingli	Professor, BEEE, FCE
11.	Dr Raymond SZE	Associate Professor, AMA, FS
12.	Dr Brian TSUI	Associate Professor, CHC, FH(2)
13.	Dr Jae Eun OH	Associate Professor, SD

- (b) One non-academic staff member, at Band 7 (under the Compensation and Benefit Model for Staff Members remunerated under New Terms)/Administrative Officer and equivalent or above level, to be appointed by rotation from a list of staff members elected by and from each of the non-academic departments/units.

<u>Order</u>	<u>Name</u>	<u>Post, Department</u>
1.	Mr LAM Tze Fung	Engineering Manager, IC
2.	Ms Janice CHIA	Associate Librarian, LIB
3.	Dr Kelvin CHENG	Section Head (Careers and Placement), SAO
4.	Ms LI Jing	Senior Executive Officer, KTEO
5.	Dr Kai Pan MARK	Educational Development Officer, EDC
6.	Mr Bowie CHAN	Senior Human Resources Manager, HRO
7.	Miss Shirley SO	Associate Director of Information Technology Services, ITS
8.	Ms Aileen WONG	Assistant Director (Communications), CPA
9.	Ms CHAN Shuk Ming Ivy	Director of Culture Promotion and Events, CPEO
10.	Ms Linda CHAN	Senior Executive Officer, OUS
11.	Ms Karen JIANG	Director of Institutional Planning and Analytics, IPAO
12.	Dr Olive WANG	Senior Manager, MDO [left MDO]
13.	Ms Miranda CHOY	Senior Manager, GEO
14.	Ms Carol CHEUNG	Assistant Director of Finance, FO

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| 15. | Mr Alfred YAN | Assistant Director of Health and Safety,
HSO |
| 16. | Mr Thomas TAM | Associate Director of Campus Facilities and
Sustainability, CFSO |
| 17. | Ms Polly HO | Assistant Registrar, AR |
| 18. | Dr TONG Wai Keung | Medical Officer, UHS |
| 19. | Ms April TSANG | Project Manager, CDO [left PolyU] |
| 20. | Ms Wanze LI | Assistant Director, AAO |
| 21. | Mr Tony CHOW | Senior Manager, RIO [left PolyU] |

- (c) One member to be appointed by rotation from a list of six staff members nominated by The Hong Kong Polytechnic University Staff Association (PUSA) and the said member will sit on the Committee as an independent staff member.

<u>Order</u>	<u>Name</u>	<u>Post, Department</u>
1.	Dr Hilda CHEUNG	Instructor, BEEE
2.	Dr Vincent CHO	Senior Lecturer, MM
3.	Mr Derek LIU	Project Associate, EDC [left PolyU]
4.	Mr Peter LO	Technical Officer, AMA
5.	Mr John SAGER	Educational Development Officer, EDC [left PolyU]
6.	Dr YAM Kong	Senior Lecturer, APSS

- (d) One member from outside the University appointed by the Chairman of the Committee in consultation with the other three members. This member shall serve only for the duration of the particular case for which he is co-opted.

Secretary : Director of Human Resources or his delegate. The Secretary shall not be a member of the Committee.

Mr Regan S. Hui, Assistant Director of Human Resources, HRO

Notes

1. The term of office for Chairmanship shall be for a period of two years. (Current term of office: 1 July 2022 to 30 June 2024)
2. The Human Resources Office shall maintain two standing lists of staff representatives, one being a list of academic staff from the Faculties/Academic Units not affiliated with the Faculties*, and another list of non-academic staff from non-academic departments/units as potential members of the Committee under category (a) and (b) above respectively. The list of academic staff representatives shall comprise two academic staff members elected from each of the Faculties and one academic staff member elected from each of the Academic Units not affiliated with the Faculties*. The list of non-academic staff representatives shall comprise one non-academic staff member elected from each of the non-academic departments/units. The two lists of staff representatives will be arranged in an order as determined by the drawing of lots officiated by the Director of Human Resources and the Secretary of the Committee.
3. The names on the list shall be valid for a period of two years. (Current term of office: 1 July 2022 to 30 June 2024). Serving members will be eligible to stand for re-election. A person shall only serve in one capacity on the Committee.

* *Academic Units not affiliated with the Faculties are currently the School of Design, School of Hotel and Tourism Management and School of Fashion and Textiles.*

Information updated in March 2024