

THE HONG KONG POLYTECHNIC UNIVERSITY

ENGLISH LANGUAGE CENTRE

Post Specification

Visiting Lecturer (part-time) (several posts) (Ref. 22051807)

The English Language Centre (ELC) offers credit-bearing English language subjects and language enhancement programmes to students from all Faculties and Schools within the University. It also offers general education and service learning subjects as well as subjects for postgraduate research students, and provides various opportunities and facilities for students to independently pursue English language enhancement. The Centre currently has over 80 teaching staff members, with about 25 technical, research and administrative personnel. The ELC has a strong commitment to quality learning and teaching. Please visit the Centre's website at <http://elc.polyu.edu.hk/> for more information.

Duties

The appointees will be required to:

- (a) teach a range of courses in English for Academic Purposes (EAP), English for Specific Purposes (ESP) and communication skills for undergraduate students;
- (b) teach on the Centre's other English language enhancement initiatives; and
- (c) perform any other duties as assigned by the Director of Centre or his/her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in a related discipline;
- (b) have a postgraduate teaching qualification;
- (c) have at least one year's post-qualification relevant tertiary level teaching experience (experience in teaching upper secondary classes may also be considered); and
- (d) be familiar with teaching using an online platform.

Applications are particularly welcome from teachers with expertise in discipline-related English, digital literacies, blended and online learning, and assessment design. Applicants should indicate in their cover letter how their qualifications and experience would enable them to effectively perform the duties of the post.

Remuneration

The remuneration rates for teaching at sub-degree level and undergraduate level are HK\$690 and HK\$870 per hour respectively.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 13 June 2022 until the positions are filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

18 May 2022