



## *General Information on Terms and Conditions for Appointment of Academic Staff*

### *Terms of Appointment*

PolyU adopts a four-rank academic structure, namely, Assistant Professor, Associate Professor, Professor and Chair Professor. Promotion exercises are conducted on a regular basis.

#### **Assistant Professor**

The initial appointment is normally a 3-year gratuity-bearing contract (contract terms), which is renewable for another 3 years subject to a review and mutual agreement. Conversion to regular terms (which is a continuous appointment similar to substantiation) is coupled with promotion to Associate Professor rank subject to a major review on performance conducted by the University normally towards the end of the second 3-year contract. Excellent performers may be considered for fast track promotion and conversion to regular terms.

#### **Associate Professor**

Appointments of Associate Professors are made on a gratuity-bearing contract of normally 3 years or on regular terms. For those on contract terms, conversion to regular terms of appointment is subject to a major review on performance towards the end of the contract.

#### **Professor**

Appointments of Professors are normally offered on regular terms.

#### **Chair Professor**

Appointments of Chair Professors are normally offered on regular terms.

## *Salary*

Commencing salary is highly competitive. The University conducts salary reviews on a regular basis. Under the current Salary Review and Reward System, eligible staff members (with 6 months' service preceding the effective date of salary adjustment) may be granted (i) **General Adjustment** (normally effective on 1 April of a year) and (ii) **Merit-based Salary Adjustment** (normally effective on 1 July of a year). Rates of salary adjustments will be determined by the University and salary adjustment for staff is performance-driven.

## *Allowance*

A competitive allowance will be offered to eligible staff with a fixed amount being given normally for the entire period of employment for the post; and a discretionary additional allowance may be given based on market forces and staff performance (for a defined period and is renewable subject to review).

## *Contract-end Gratuity and Mandatory Provident Fund (MPF)*

### *Appointment on Contract Terms*

A staff on a gratuity-bearing contract will be a basic member of the University's MPF scheme. Both the staff and the University will make mandatory contributions to the scheme at the rate specified by relevant legislation (currently HK\$1,500 per month from each party). Upon satisfactory completion of the contract, the staff will receive a contract-end gratuity which, together with the total amount of mandatory contributions paid by the University to the MPF scheme, will be equivalent to **15%** of the staff's total basic salary of the entire contract period.

Subject to certain conditions, a **tax planning arrangement** is available for handling the payment of gratuity by way of a special voluntary contribution to be made into the University's MPF Scheme.

### *Appointment on Regular Terms*

A staff on regular terms will be a member of the University's MPF scheme with contributions of 5% of monthly basic salary from the staff and **15%** of monthly basic salary from the University.

### *Exemption*

Staff members who are covered by overseas retirement schemes are exempt persons under the Mandatory Provident Fund Schemes Ordinance. Details can be obtained at the website of the Mandatory Provident Fund Schemes Authority <https://www.mpfa.org.hk/>.

## ***Leave Provisions***

- ***Annual Leave*** - 22 working days per year on first appointment; 26 working days per year on completion of 10 years' service.
- ***Maternity Leave and Paternity Leave*** will be provided to eligible female staff members (up to 14 weeks with full pay) and eligible male staff members (up to 7 working days with full pay).
- ***Sick Leave (full pay)*** - 3 days for each month of service during the first year and thereafter, 4 days for each month of service.

## ***Staff Development***

The University gives full support to academic staff to develop their career and enhance their research and teaching capabilities.

- ***Financial Support*** - for attending conferences, overseas visits, networking and other relevant activities with support for programme fees, air passages, subsistence allowance, etc.
- ***Sabbatical Leave*** - 6 months (or up to 1 year exceptionally) for every 6 years' service (flexibility is given for Associate Professor and above with 3 years' service).
- ***Leave for Professional Development*** outside Hong Kong - up to 1 month per year.
- ***Leave for Staff Development, Duty Visits and Conferences***

## ***Medical and Dental Benefits***

A staff (and eligible family members) will be provided with a comprehensive coverage of both outpatient and inpatient medical benefits and dental service.

## ***Passage and Interim Accommodation***

### ***First Appointment Passage and Baggage Allowance***

An appointee (and eligible family members) who are residing outside Hong Kong for one year or more at the time of first appointment will be eligible for first appointment passage and baggage allowance.

### ***Accommodation in Hong Kong***

Interim accommodation at the University House or at nearby serviced apartment/hotel in lieu of the fixed amount of monthly allowance may be provided for eligible appointees and their eligible family members for one academic year subject to availability.

## ***Salary Tax***

Salary Tax in Hong Kong is chargeable on the smaller of the employee's net chargeable income at progressive rates and the employee's net total income at standard rate (15% for 2019/20). Details can be obtained at the website of the Inland Revenue Department <http://www.ird.gov.hk/>.

## ***Retirement***

The normal retirement age is 60. The retirement age may be re-determined beyond age 60 on appointment or after joining the University in accordance with the prevailing guidelines. Long serving retirees (and their spouses) can enjoy retirees' medical benefits and dental service and access to the University's facilities, including the library and sports facilities.

## ***Group Personal Accident Insurance and Income Protection***

The University has a group personal accident insurance policy in place for accidental death/permanent disablement during the employment for all full-time staff members (up to 24 months' basic salary).

If the group personal accident insurance is not applicable, an ex-gratia payment of 12 months' basic salary as income protection will be provided at the discretion of the University for dependants of staff members who pass away while in service.

***Note: The general information provided in this document is for reference only and does not constitute an agreement of service for any individual appointment contract. The benefits provisions stated above are subject to prevailing rules and regulations of the University and may be subject to change by the University from time to time. Further enquiries may be directed to the Director of Human Resources of the University at [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk).***

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