

## **C2. 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 1<sup>st</sup> July to 30<sup>th</sup> 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/Schools\*.

Chairman : Prof. Maurice YAP, Chair Professor of Optometry, SO, FHSS

Alternate Chairman : Prof. Cathy HSU, Chair Professor of Hospitality and Tourism Marketing, SHTM

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/Schools\*. 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.	Dr WONG Man Sing	Associate Professor, LSGI, FCE(1)
2.	Dr TSE Mun Yee Mimi	Associate Professor, SN, FHSS
3.	Dr Mark Ronnie Edgar MEULENBELD	Associate Head, CC, FH(1)
4.	Prof. LAW Chun Hung Roberts	Professor, SHTM
5.	Prof. Laurent GUTIERREZ	Professor, SD
6.	Dr TSUI Kai Hin Brian	Associate Professor, CC, FH(2)
7.	Prof. John XIN	Chair Professor, ITC, FAST(1)
8.	Prof. LU Chao	Chair Professor, EIE, FENG
9.	Dr FUNG King Fai	Associate Professor, AF, FB(1)
10.	Prof. Anthony CHEN	Professor, CEE, FCE(2)
11.	Dr XU Zhou	Associate Professor, LMS, FB(2)
12.	Dr Raymond SZE	Associate Professor, AMA, FAST(2)

(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.	Dr LUK Calvin Wing Hong	Project Manager, DISI
2.	Miss CHIA Ka-yin Janice	Associate Librarian, LIB
3.	Dr Joseph CHOW	Educational Development Officer, EDC
4.	Ms CHEN Meng Lei Monica	Senior Manager, IfE
5.	Dr Olive WANG	Senior Manager, CMAO
6.	Ms LAM Ching Ching	Senior Manager, Communications and Public Affairs, CPA
7.	Ir Dr CHEUNG Ching Ching	Senior Engineering Manager, IC
8.	Mr MA Mun Chung Pony	Senior Manager, ITS
9.	Ms JIANG Ying	Assistant Director of Innovation and Technology Development, ITDO
10.	Mr CHAN Ping Tak	Head, Campus Sustainability, CSO
11.	Ms WONG Oi Cho Louisa	Senior Finance Manager, FO
12.	Ms CHAN Shuk Ming Ivy	Director of Culture Promotion and Events, CPEO
13.	Ms CHAN Wai Yun Linda	Senior Executive Officer, OUS
14.	Ms Corrina LU	Assistant Registrar, AR

15.	Miss YEUNG Ka Lai Tina	Interim Head (RO)
16.	Mr Kent YAU	Associate Director of Facilities Management, FMO
17.	Dr Dennis LAI	Senior Manager, HSEO
18.	Dr CHENG Chi Ho Kelvin	Section Head (Careers and Placement), SAO
19.	Ms CHEUNG Yuen Mui Jeice	Service-Learning Manager, SLLO
20.	Ms LAM Ching Yee	Advanced Practice Nurse, UHS
21.	Ms YEUNG Louanta Nga Kwan	Senior Manager, GEO
22.	Ms TSANG Chi Pui April	Project Manager, CDO
23.	Miss Joycelyn LO	Human Resources Manager, HRO

- (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.	Ms Christine Y.M. YEUNG	Assistant Marketing Manager, BRE
2.	Mr Peter LO	Assistant Technical Officer, AMA
3.	Dr CHO Wing-sing Vincent	Associate Professor, MM
4.	Dr CHU W.C. Rodney	Assistant Professor, APSS
5.	Dr Louis LEUNG Shun Him	Instructor, AMA
6.	Dr CHAN Ming-yin	Assistant Professor, BSE

- (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 Eric CHAN, Assistant Human Resources Manager (HRO)

## Notes

1. The term of office for Chairmanship shall be for a period of two years. (Current term of office: 1 July 2020 to 30 June 2022)
2. The Human Resources Office shall maintain two standing lists of staff representatives, one being a list of academic staff from the Faculties/Schools\*, 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 Schools\*. 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 2020 to 30 June 2022). Serving members will be eligible to stand for re-election. A person shall only serve in one capacity on the Committee.

\* *Schools refer to the School of Design and School of Hotel and Tourism Management.*

1 September 2020