



General Information on Terms and Conditions for Appointment of Academic Staff

Academic Structure and Terms of Appointment

PolyU adopts a four-rank academic structure at the levels of Assistant Professor, Associate Professor, Professor and Chair Professor. Promotion exercises are conducted on a regular basis to invite application from staff members for progression to the next level.

Assistant Professor

The initial appointment will normally be made on 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 who are able to demonstrate the required level of achievement may be considered for promotion and conversion to regular terms earlier.

Associate Professor

Appointment will be made on either a gratuity-bearing contract for a period of normally 3 years or on regular terms. For those who are on contract terms, conversion to regular terms of appointment is subject to a major review on performance towards the end of the contract.

Professor

Appointment will normally be offered on regular terms.

Chair Professor

Appointment will normally be 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 for Housing Purpose

A competitive non-accountable cash allowance for housing purpose will be offered to eligible staff with a fixed amount being given normally for the entire period of employment for the post to facilitate their accommodation arrangement if they are not provided with accommodation arranged by the University or opt to arrange for their own accommodation; and a discretionary additional allowance may be given subject to individual merits and warranted circumstances.

Contract-end Gratuity and Mandatory Provident Fund (MPF)

Appointment on Contract Terms

A staff member on a gratuity-bearing contract will be a basic member of the University's MPF scheme. Both the staff member 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 member 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 member'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 member on regular terms will be a member of the University's MPF scheme with contributions of 5% of monthly basic salary from the staff member 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 from [the website of the Mandatory Provident Fund Schemes Authority](#).

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 (full pay)*** - up to 14 weeks for eligible female staff members.
- ***Paternity Leave (full pay)*** - up to 7 days for eligible male staff members.
- ***Sick Leave (full pay)*** - 3 days for each month of service during the first 12 months of service and thereafter, 4 days for each month of service.

Staff Development

A wide range of workshops/professional development programmes will be provided to staff members based on their learning and development needs. Besides, eligible academic staff members can apply for the following 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, Summer Sabbatical Leave, General Development Leave and Conference Leave***

Medical and Dental Benefits

A staff member (and eligible spouse and dependent children) will be provided with a comprehensive coverage of hospital and surgical benefits, outpatient benefits, maternity benefits and dental service.

Passage and Interim Accommodation

First Appointment Passage and Relocation Subsidy

An appointee (and eligible spouse and dependent children) who is residing outside Hong Kong for one year or more at the time of first appointment, or is working/studying outside Hong Kong at the time of being offered the appointment in PolyU, will be eligible for first appointment passage and relocation subsidy.

Accommodation in Hong Kong

To facilitate an appointee's settling-in, affordable accommodation at the University House or a nearby serviced apartment/hotel will be provided to the appointee and his/her dependants for one year in lieu of monthly allowance for housing purpose (subject to availability and eligibility). Thereafter, the appointee will be provided with a non-accountable cash allowance for housing purpose to arrange for his/her accommodation.

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 (currently 15%). Details can be obtained from [the website of the Inland Revenue Department](#).

Retirement

The normal retirement age for academic staff joining as or being promoted to Associate Professor or above on regular terms is 65. The retirement age may be re-determined beyond the retirement age on appointment or after joining the University in accordance with the prevailing guidelines. Long serving retirees can enjoy retirees' medical benefits and dental service (applicable to their spouses also) and access to the University's facilities, including the library and sports facilities.

Group Personal Accident Insurance and Group Life Insurance

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).

Besides, the University has also set up a Group Life Insurance with an insured sum of 12 months' basic salary in the event of passing away of full-time staff who have served in the University for 6 months' full-time continuous 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.*