Guide to Appointment

ASSISTANT PROFESSOR
(Various Disciplines)

Lee Shau Kee School of Business & Administration

Overall Objectives

The Lee Shau Kee School of Business & Administration offers full-time and part-time undergraduate and postgraduate programmes in the following disciplines: accounting, business law, banking, finance, electronic commerce, management, marketing, international business, logistics, supply chain management, corporate administration, and China business. Programmes are offered in face-to-face and distance learning (including e-learning) teaching modes.

The appointee will be responsible to the Dean of the School or his/her nominee for course planning, development, coordination, delivery (including classroom teaching), and where necessary, programme administration in related disciplines at both the undergraduate and postgraduate levels. He/She will also be expected to undertake scholarly activities and participate in School/University activities and administration.

Entry Requirements

a) Normally an earned doctorate in a relevant discipline;
b) Professional qualification in relevant disciplines/areas;
c) Relevant teaching/professional experience, preferably including course administration;
d) A record of research and peer-reviewed publications;
e) Involvement in professional and community activities; and
f) A good command of English and Chinese (preferably including Putonghua).

Major Responsibilities

a) To act as a Programme Leader and undertake programme development and administration, where necessary;
b) To undertake course planning, development, coordination and delivery (including classroom teaching);
c) To review and determine the acceptability of the work of Course Developers in conjunction with Course Designers and monitor the progress of course development;
d) To supervise the work of staff involved in the programme;
e) To review, adapt and prepare learning materials for use by the School;
f) To identify and recommend External Examiners, Assessors and Advisory Peer Groups and maintain close liaison with the said parties;
g) To undertake examination duties, including the preparation of examination papers, the monitoring of assessment procedures and the training of Markers;
h) To liaise with internal units (e.g. Library and the Educational Technology & Publishing Unit);
i) To participate in the recruitment, training and supervision of Part-time Tutors;
j) To monitor the work of Part-time Tutors including TMA (Tutor-Marked Assignments) marking, conducting of tutorials/day schools/surgeries/laboratories and online activities, etc.;
k) To advise students and deal with queries regarding their studies and to answer enquiries from potential students;
l) To undertake scholarly activities;
m) To participate in School/University activities and administration; and
n) To undertake such other duties and responsibilities as assigned by the Dean of the School or his/her nominee(s).

**Remuneration Package (1- to 2-year contract)** (for reference only – subject to change)

**Monthly Basic Salary**

: HK$44,880 – HK$71,460

**Contract-end Gratuity**

: 15% of total basic salary over the contract period, payable upon satisfactory completion of the contract. The gratuity payable shall be inclusive of the total monthly contributions made by the University as an employer to the MPF Scheme or the ORSO Sub-Scheme

**Monthly Composite Cash Allowance**

: 5%/30% of monthly basic salary, capped at the mid-point of the salary scale (applicable to a 2-year contract only)

**Other Benefits**

: Annual leave, medical and dental schemes

*Human Resources Unit*

*23 June 2009*