Guide to Appointment

LECTURER
(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 and delivery (including classroom teaching) in related disciplines at the undergraduate level. He/She will also be required to be engaged in scholarly activities and participate in School/University activities and administration.

Entry Requirements

a) A higher degree, preferably an earned doctorate, in a relevant discipline;
b) Relevant teaching/professional experience; and
c) A good command of English and Chinese (preferably including Putonghua).

Major Responsibilities

a) To undertake course planning, development, coordination and delivery (including classroom teaching);
b) To review and determine the acceptability of the work of Course Developers in conjunction with Course Designers and monitor the progress of course development;
c) To supervise the work of staff involved in courses as Course Coordinator;
d) To review, adapt and prepare learning materials for use by the School;
e) To identify and recommend External Examiners, Assessors and Advisory Peer Groups where necessary and maintain close liaison with the said parties;
f) To undertake examination duties, including the preparation of examination papers, the monitoring of the assessment procedures and the training of Markers;
g) To liaise with internal units (e.g. the Library and the Educational Technology & Publishing Unit);
h) To participate in the recruitment, training and supervision of Part-time Tutors;
i) 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.;
j) To advise students and deal with queries regarding their studies and to answer enquiries from potential students;
k) To be engaged in scholarly activities;
l) To participate in School/University activities and administration; and
m) 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$27,910 – HK$48,400

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

Other Benefits : Annual leave, medical and dental schemes

*Human Resources Unit*
*23 June 2009*