Guide to Appointment

LECTURER (Applied Science/Environmental Studies)
School of Science & Technology

Overall Objectives

The School of Science & Technology offers, among others, undergraduate degree programmes in Environmental Studies and Applied Science, as well as post-graduate programmes in the related fields.

The appointee will be responsible to the Dean of the School of Science & Technology or his/her nominee for the planning, development, coordination and delivery (including classroom teaching) of courses in Applied Science, Environmental Studies and/or related disciplines. He/she will also be required to engage in scholarly activities as well as participate in School/University activities and administration.

Entry Requirements

a) A higher degree, preferably an earned doctorate, in Applied Science, Environmental Studies or a relevant discipline;
b) Relevant teaching/professional experience;
c) Good command of English and Chinese; and
d) Experience in academic research and/or knowledge of teaching strategies distance-learning an advantage.

Major Responsibilities

a) To undertake course planning, development, coordination and delivery (including classroom teaching);
b) To review and determine 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 to maintain close liaison with the said parties;
f) To undertake assessment duties, including the preparation and marking of examination papers/assignments, monitoring of assessment procedures and training of Markers;
g) To liaise with internal units (e.g. Library and Educational Technology & Publishing Unit);
h) To participate in the recruitment, training and supervision of Part-time Tutors;

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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 engage 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 (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**  
: 5% of monthly basic salary, capped at the mid-point of the salary scale

**Other Benefits**  
: Annual leave, medical and dental schemes and life insurance

*Human Resources Unit*  
*17 June 2010*