Guide to Appointment

LECTURER
(English Language/English Language Education)
School of Education and Languages

Overall Objectives

The School of Education and Languages aims to contribute to initial teacher education and the professional development of teachers in Hong Kong and to promote the study and learning of languages including English and Chinese. The School offers a number of programmes leading to the award of qualifications from the sub-degree to the doctoral level.

The appointee will be responsible to the Dean of the School or his/her nominee for the planning, development, coordination and delivery of courses (including classroom teaching) in English language proficiency, English studies and English language teaching methodology. He/she will also be required to engage in scholarly activities and to participate in School/University activities and administration.

Requirements

a) A higher degree, preferably an earned doctorate, in English language/English language education or a related discipline;
b) A teaching qualification;
c) Relevant experience in school teaching or teacher education; and
d) A good knowledge of the Hong Kong education system and the English curriculum in schools highly preferred.

Major Responsibilities

a) To undertake the planning, development, coordination and delivery of courses (including classroom teaching);
b) To review, adapt and prepare learning materials for use by the School;
c) To undertake assessment duties, including the preparation and marking of examination papers/assignments, the monitoring of the assessment procedures and the training of markers;
d) To participate in the recruitment, training and supervision of part-time tutors;
e) To supervise the work of staff involved in full-time courses as Course Coordinator;
f) To monitor the work of part-time tutors involved in distance learning courses including the marking of assignments, conducting of tutorials/day schools/surgeries/laboratories and online activities, etc.;
g) To advise students and deal with queries regarding their studies and to answer enquiries from potential students;
h) To identify and recommend External Examiners, Assessors and Advisory Peer Group members where necessary and maintain close liaison with the said parties;
i) To review and determine the acceptability of the work of course developers in conjunction with course designers and monitor the progress of course development;
j) To liaise with internal units (e.g. the Library and the Educational Technology & Publishing Unit);
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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Basic Salary</td>
<td>HK$31,525 – HK$54,665</td>
</tr>
<tr>
<td>Contract-end Gratuity</td>
<td>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</td>
</tr>
<tr>
<td>Monthly Composite Cash Allowance</td>
<td>5% of monthly basic salary, capped at the mid-point of the salary scale (i.e., HK$2,074)</td>
</tr>
<tr>
<td>Other Benefits</td>
<td>Annual leave, medical &amp; dental benefits, and life insurance coverage</td>
</tr>
</tbody>
</table>

*Human Resources Unit*

*21 June 2013*