THE UNIVERSITY OF HONG KONG

Regulations and Procedures Governing Appointments to
Headships of Teaching Departments within Faculties

Regulations

1. Under the provisions of paragraph 2 of Statute XXIV, “The Head of a Teaching Department allocated to a Faculty shall be appointed, with the concurrence of the Vice-Chancellor, by the Dean of the Faculty in accordance with regulations for a period determined in accordance with those regulations”.

Procedures for Appointment

2. A full-time tenured or tenure-track professoriate member of staff, preferably a tenured Professor, may be nominated for Headship of a Teaching Department by any professoriate member of staff holding a full-time or fractional appointment, or by any full-time member of non-professoriate Teaching staff at the grade of Lecturer/Senior Lecturer/Principal Lecturer appointed on fixed or substantive terms in that Department, provided that there is sufficient evidence that the nominee is a suitable candidate, which includes but not limited to high academic standing, management ability, leadership skills and a good record of contributing to the mission of the University and the Department.

3. Professoriate staff in specialist professoriate categories (i.e. practice, teaching or research category) are normally not eligible to take up Headship of Departments comprising predominantly academic professoriate staff.

Nomination Process

4. The Dean shall initiate the process of Headship appointment by calling for nominations from all eligible members of a Teaching Department (i.e. professoriate staff and Lecturers/Senior Lecturers/Principal Lecturers, vide paragraph 2 above) at least 3 months before the end of the term of office of Headship.

5. The Dean shall specify if there are any particular responsibilities for the Headship, in addition to the Council’s Code of Practice for Heads of Teaching Departments, for the reference of the Advisory Panel when considering the nominee(s) for the Headship.

6. Each nomination must be accompanied by a c.v. of the nominee.

The Advisory Panel

7. The Advisory Panel shall comprise:
   (a) the Dean of the Faculty (Chairman);
   (b) one professoriate member of staff elected from amongst professoriate staff members of the relevant Department;
   (c) one professoriate member of staff appointed by the President and Vice-Chancellor (denoted as President below);
   (d) up to 2 professoriate staff members to be appointed by the Dean (these should normally include at least one senior professoriate staff member, if possible, at tenured Professor level from the relevant Department, and could include an external member from outside the Faculty); and
   (e) at least one male and one female member to ensure gender diversity.
8. Nomination(s) received will be considered by an Advisory Panel against the following criteria:
   (a) evidence of the nominee having attained high academic standing;
   (b) evidence of the nominee's management ability and leadership skills and participation in leadership development programmes;
   (c) evidence of the nominee's contribution to University/Departmental missions and services;
   (d) evidence of the nominee's ability to create an intellectually-stimulating work environment in the Department that fosters good working relationships among staff members and to foster links with external bodies;
   (e) evidence of acceptability by members of the relevant Department (the Panel could consult all eligible professoriate staff in the Department on the suitability of the nominee(s) as it sees fit); and
   (f) any special consideration with regard to the Department’s standing in the relevant profession and in the community.

9. The Panel will interview the nominees for the Headship and advise the Dean on the appointability of the nominees.

Appointment

10. Having considered the advice of the Panel, the Dean will submit the name of the proposed internal candidate to the President (together with information on why the selected candidate is most suitable for the position as agreed by the Advisory Panel) for the President’s endorsement before making an appointment.

11. The maximum period of consecutive appointment shall normally be 2 terms of 3 years each, and under no circumstances will the Headship exceed 3 consecutive terms unless the size of the Department is too small for this to be feasible.

12. In the event that
   (a) the Dean, after having considered the advice of the Advisory Panel, is unable to identify a suitable nominee for appointment,

   or

   (b) the President is unable to concur with the Dean,

   a new exercise shall be conducted.

Direct Appointment of External Candidate as Head of Department

13. The President, after consultation with the Dean, may consider a direct appointment to the Headship with a concurrent tenured or tenure-track professoriate appointment. The Dean may, if necessary, appoint an interim Head with the President’s endorsement. The interim Head should normally be appointed from amongst the teachers of the relevant Department.

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