

# CITY UNIVERSITY OF HONG KONG

## **GENERAL GUIDELINES FOR FACULTY APPOINTMENT**

City University of Hong Kong is a dynamic, fast-growing university that is pursuing excellence in research and professional education. The University is committed to nurturing and developing the talents of students and creating applicable knowledge in order to support social and economic advancement. English is the medium of instruction.

### **I. Academic Titles**

The University has adopted the following titles similar to those used in North-American universities:

#### **Academic Faculty**

Chair Professor

Professor

Associate Professor

Assistant Professor

Academic faculty (except clinical faculty below) should achieve substantiation of appointment within a maximum period of 6 years to count from the commencement date of appointment. Assistant Professors are also required to pass promotion to Associate Professor within that period. Substantiation of appointment refers to the continuous employment in the University up to the retirement age after passing a rigorous performance review.

#### **Clinical Faculty (for Jockey Club College of Veterinary Medicine and Life Sciences)**

Clinical Chair Professor

Clinical Professor

Clinical Associate Professor

Clinical Assistant Professor

### **II. General Guidelines for Appointment**

#### **Academic Faculty**

##### **A. Chair Professor**

###### **1. Duties**

Duties of a Chair Professor in the University will include:

- (a) providing academic leadership in teaching and research;
- (b) facilitating and supporting research and teaching activities of the Department and individual academic staff members;
- (c) promoting the achievement of excellence in teaching and research; and
- (d) participating in the administration of the Department as required.

A Chair Professor may advise the President, the Provost, the Deans of the Colleges, the Heads of Departments and other appropriate persons or bodies within the University, on studies which might be offered in new areas of higher education and any other matters of importance to the work of the University. He/She shall, from time to time, undertake such other duties and assume such responsibilities as may be required by the Head of the Department, the Dean of the College, the Provost, or the President of the University.

A Chair Professor may be appointed concurrently to serve as Head of Department and shall then be responsible to the President through the Dean of College. For the daily management of the Department, the Head of Department will report to the Provost through the Dean.

2. Qualifications for Appointment

Candidates should have the following qualifications:

- (a) appropriate academic qualifications and distinguished achievement in their field of scholarship;
- (b) outstanding reputation and contribution as a teacher with a background in academic administration;
- (c) demonstrated academic leadership in higher education;
- (d) successful involvement in relevant professional and community activities; and
- (e) experience in the management of an academic department preferred.

**B. Professor**

1. Duties

A Professor is required to work in conjunction with his/her Head of Department to:

- (a) provide leadership in teaching and undertake teaching duties;
- (b) provide leadership in research activities undertaken by the Department; and
- (c) assist the Head of Department in the development and administration of the Department, including liaison work with other departments, institutions, industry, government, NGOs, and the community.

2. Qualifications for Appointment

Candidates should have the following qualifications:

- (a) a doctorate with a distinguished record of teaching, administration and research;
- (b) significant contribution to their field of scholarship;
- (c) commitment to teaching and professional experience, and
- (d) active participation in academic administration preferred.

**C. Associate Professor**

1. Duties

An Associate Professor is expected to:

- (a) be a subject leader in the individual's specialty, providing leadership in teaching;
- (b) be assigned responsibility as a course co-ordinator, contributing to the planning and development of courses and study programmes of the Department, and of other departments for which the Department has servicing courses;
- (c) undertake research and scholarly activities;
- (d) undertake teaching duties; and
- (e) undertake administrative duties as required by the Head of Department.

2. Qualifications for Appointment

Candidates should have the following qualifications:

- (a) a doctorate with substantial teaching, professional or research experience;
- (b) a good record of research and published work;
- (c) consultancy and professional developmental achievements; and
- (d) administrative ability preferred.

**D. Assistant Professor**

1. Duties

As a member of a subject team, an Assistant Professor is expected to:

- (a) be involved in the design of individual courses;
- (b) undertake teaching duties;
- (c) supervise student projects and other activities of learning, including preparation of study materials, setting and moderating examination papers;
- (d) undertake research and scholarly activities;
- (e) co-ordinate the work of part-time teaching staff, liaise with other departments and institutions as appropriate; and
- (f) share the administrative work of the Department and may be assigned duties as course coordinators.

2. Qualifications for Appointment

Candidates should have the following qualifications:

- (a) an advanced degree, typically a doctorate;
- (b) relevant teaching, professional, research experience, a record of publications and professional qualifications are preferred.

## Clinical Faculty

### **A. Duties**

#### 1. Clinical teaching & service, and administrative services

The primary function of clinical faculty is to provide context-based learning that is gained through first-hand client and professional interactions as well as hands-on training in the clinical practice setting. The faculty will help students integrate and apply knowledge, skills, and professional attitudes. Clinical teaching performed in this context is extremely labour intensive, requiring a high ratio of faculty teachers to trainees.

Clinical faculty will be full participants in academic service, serving on faculty committees and providing leadership in their Department and College. Active involvement in the advancement of the relevant professional clinical specialty is expected.

#### 2. Research and scholarship activities

Scholarship is integral and indispensable to the clinical faculty, which is not limited to investigator-initiated, independent, extramurally funded research for discovery, but shall also encompass integration and application of professional knowledge including publication in educational fields. Clinical faculty may apply for research grants as Principal Investigators where total research effort is compatible with the significant teaching and service expectation of their appointment.

Excellence in scholarship is evidenced by publishing peer-reviewed manuscripts and other creative work, collaboration in grant-funded research, success in training residents and professional students for careers in veterinary medicine, training graduate students in scholarly methods, participation and leadership in professional associations, and in editing of professional journals. Through their scholarly activities, clinical faculty will be expected to achieve national and international recognition by their peers.

## B. Qualifications for Appointment

Candidates should have the following qualifications:

Clinical Chair Professor	Clinical Professor	Clinical Associate Professor	Clinical Assistant Professor
A veterinary qualification recognised for registration as a veterinary surgeon in Hong Kong with degrees in Doctor of Veterinary Medicine (DVM), Bachelor of Veterinary Science (BVSc), or equivalents. A PhD is preferred.			
<ul style="list-style-type: none"> <li>Board certification (e.g. European, Australian/New Zealand or American College) in relevant disciplines <i>Note</i></li> <li>Outstanding leadership in development and delivery of the clinical curriculum</li> <li>Outstanding research achievements, with strong evidence of international recognition</li> <li>Outstanding contribution in the discipline internationally</li> </ul>	<ul style="list-style-type: none"> <li>Board certification (e.g. European, Australian/New Zealand or American College) in relevant disciplines <i>Note</i></li> <li>Leadership in development and delivery of the clinical curriculum</li> <li>Distinguished international record of advancement of the field through clinical scholarship, innovation or research</li> <li>Sustained contribution to leadership in the discipline internationally</li> </ul>	<ul style="list-style-type: none"> <li>Board certification (e.g. European, Australian/New Zealand or American College) in relevant disciplines <i>Note</i></li> <li>Substantial expertise delivering high quality clinical teaching in a service setting</li> <li>A strong record of clinical scholarship, innovation or research relevant to the field</li> <li>Evidence of leadership in the field nationally</li> </ul>	<ul style="list-style-type: none"> <li>Credentials completed or near completion for Board certification (e.g. European, Australian/New Zealand or American College) in relevant disciplines <i>Note</i></li> <li>Expertise delivering high quality clinical teaching in a service setting</li> <li>Evidence of clinical scholarship, innovation or research relevant to the field</li> </ul>

### Note

In some cases, a PhD with advanced training in the relevant clinical discipline may be considered as equivalent to board certification. Candidates with additional qualifications in veterinary medical education, or a willingness to pursue such, would have an advantage.

## III. Publication List

Candidates are requested to supply a publication list, where appropriate, in the following manner :

- List of publications under the following headings and in chronological order - books, book chapters, journal articles, conference proceedings, reports, letters or short communications. Please also list the order of authors as they appear and the percentage of contribution in such publications.
- Candidates applying for the position of Chair Professor/Professor are also requested to highlight the most recent five papers or five papers which they feel contain their most significant work in the publication list with asterisks. Published reviews or citations of the work may also be provided in support of their contention that their work is significant.

Candidates are also expected to include in their curriculum vitae the names and current affiliations of their doctoral and postdoctoral mentors as appropriate.