

# CITY UNIVERSITY OF HONG KONG

## **Frequently Asked Questions from Applicants for Faculty Positions**

Faculty positions refer to the grades of Chair Professor, Professor, Associate Professor and Assistant Professor. Information provided below is for general reference only. For further details, you are welcome to contact the [Human Resources Office](#).

The University reserves the right to offer terms and conditions of service in accordance with the prevailing package as set out in the offer of appointment.

- A. **Condition of Offer**
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**A. Condition of Offer**

1. *Am I required to attend a medical examination before appointment?*

You will need to take a pre-employment medical examination at one of the University designated clinics (for local appointees) or arrange the examination by a doctor of your own choice (for overseas appointees). The doctor will be requested to send the medical report direct to the University. Expenses incurred will be paid by the University (on a reimbursement basis for overseas appointees).

**B. Salary and Discretionary Allowance**

2. *Will there be a defined salary range for each grade of academic faculty?*

The University adopts a versatile salary banding structure which provides greater flexibility in determining the starting salary and performance-based pay review. There is a salary range for each faculty grade with the maximum and minimum levels but no definitive steps. The starting salary will be determined by the market situations of different disciplines and the performance of individual faculty.

3. *Will the University offer any allowance apart from the basic salary?*

A discretionary Cash Allowance and/or a discretionary Sign-on/Golden Handcuff Bonus may be payable. The Cash Allowance or the Bonus will not be part of the basic salary, and the payment of which is discretionary, market and performance based. Determination of the exact amount will depend on the market value of the faculty, having regard to the expertise, market demand, individual performance, etc.

The Cash Allowance, where applicable, will be fixed payable on a monthly basis. The Sign-On/Golden Handcuff Bonus, which may be offered where circumstances warrant, will be payable by instalments or in a lump sum for a defined period.

**C. Gratuity**

4. *Does the University offer gratuity? How is it calculated?*

If you are appointed on gratuity-bearing contract terms, you will be eligible for a contract-end gratuity upon satisfactory completion of the period of employment as stipulated in your Letter of Appointment.

If you are appointed on substantiated terms, you will receive a service gratuity payable for every three years on satisfactory completion of service.

The amount of contract-end gratuity or service gratuity is 15% of basic salary drawn during the period of employment less the amount of University contributions in respect of you to the University's Mandatory Provident Fund Scheme.

**D. University Retirement Benefits**

5. *Does the University have a retirement benefits scheme? Can I join the University's retirement benefits scheme on appointment?*

You will be enrolled in the University's Mandatory Provident Fund (MPF) Scheme (a retirement protection scheme set up under the MPF Schemes Ordinance in Hong Kong) unless you are an exempt person as stipulated in the ordinance.

*(For details of the MPF Scheme, please refer to Questions 8-10.)*

6. *What is the University's retirement age?*

The normal retirement age is 65.

7. *Will it be possible to join the University beyond the retirement age?*

Appointment beyond the normal retirement age of 65 may exceptionally be considered for eminent scholars at Chair Professor level for the purpose of promoting the research and teaching activities of the University. The appointment may be made on gratuity-bearing contract terms or other non-regular terms (e.g. visiting).

**E. Mandatory Provident Fund (MPF) Scheme**

8. *What is the Mandatory Provident Fund (MPF) Scheme? Do I need to contribute to it?*

The MPF Scheme is a retirement protection scheme set up under the MPF Schemes Ordinance for the entire working population in Hong Kong.

Except for certain exempt persons as stipulated in the MPF Schemes Ordinance, all appointees aged 18 to 64 for a continuous employment period of 60 days or more are required to participate in and make contributions to the Scheme. The University and the appointee will each be required to contribute 5% of the appointee's relevant income. Mandatory contributions are capped at 5% of the statutory maximum relevant income per month each.

9. *Can I be exempt from the MPF Scheme?*

You are not required to join the Scheme if you are granted an employment visa by the Immigration Department of Hong Kong Special Administrative Region and are a member of an overseas retirement scheme. If the validity period of the employment visa granted by the Immigration Department is for a period of 13 months or less, you shall be eligible for exemption for the qualified period [including any extension(s) granted].

10. *When can I withdraw my accrued benefits under the MPF Scheme?*

All benefits accrued from the mandatory contributions under an MPF Scheme have to be preserved until you attain the retirement age of 65.

There are circumstances under which the accrued benefits may be withdrawn before the attainment of retirement. These circumstances include: (i) permanent departure from Hong Kong; (ii) early retirement and attainment of age 60; (iii) total incapacity; (iv) death; (v) having a small balance account of not more than HK\$5,000; or (iv) terminal illness.

**F. Eligibility for Fringe Benefits**

11. *Will my family members be eligible to receive fringe benefits from the University?*

The University will provide fringe benefits for you and your family so long as your family does not receive the same benefits from your spouse's employer and has opted for receiving benefits from the University.

"Family" refers to your legal spouse and if applicable, your unmarried dependant children under the age of 19, or under the age of 21 if receiving full-time education/vocational training or suffering from any physical or mental infirmity.

12. *What kinds of benefits am I entitled to?*

Besides the monetary components in the remuneration package, fringe benefits include medical and dental schemes, annual leave, special/conference leave, sabbatical leave, sick leave and maternity leave.

## **G. Housing Facility**

### *13. Is housing available on campus?*

On-campus accommodation is available for leasing by faculty. You may rent the University accommodation at staff rates, subject to availability and on a first-come-first served basis.

### *14. If University accommodation is not available for renting, what assistance can the University offer me on my arrival from overseas?*

The University will try its best to assist you to settle in Hong Kong. The University may help book hotel rooms on your behalf for the first few months of arrival. Advice may also be offered to assist you in finding accommodation in the local property market.

## **H. Relocation Assistance on First Appointment for Overseas Appointees**

### *15. Am I entitled to relocation allowance on first appointment?*

If you have applied for the post from overseas and have been residing outside Hong Kong prior to taking up the appointment, you will be eligible for a one-off relocation assistance up to a maximum of HK\$40,000 on a reimbursement basis.

### *16. How does the relocation assistance work?*

The relocation assistance will cover the cost of one-way economy class air passage from your residing country to Hong Kong for you, your spouse and eligible dependant children, as well as the cost for packing, crating and transporting personal effects to Hong Kong. The original receipts and boarding passes will be required for reimbursement purpose.

## **I. Review for Substantiation of Appointment**

### *17. Does the University offer tenured position to academic faculty?*

The University offers a continuous career status on substantiation of appointment to academic faculty after passing a rigorous performance review. Once substantiation of appointment is granted, subject to the termination conditions, your period of employment in the University will be continuous until retirement age, normally at 65.

### *18. What is the evaluation period for substantiation of appointment?*

Initial appointment will normally be made on fixed-term contract, which may be subject to review for contract renewal before substantiation of appointment is granted.

Assistant Professors are required to attain substantiation of appointment with promotion to Associate Professor within a maximum 6-year period which shall count from the commencement date of appointment.

Associate Professors and above are also required to attain substantiation of appointment within a maximum 6-year period of University service.

For individuals with prior faculty service in other academic institution(s), recognition for some or all this prior service may be given, and the 6-year period may be shortened.

## **J. Visa Matters**

### *19. Do I need to apply for an employment visa to work in Hong Kong?*

If you do not have the right of abode or right to land in Hong Kong, you must obtain an employment visa issued by the Immigration Department of Hong Kong Special Administrative Region before coming to Hong Kong. You will be requested to fill in some application forms. The University, as your sponsor, will submit your application to the Immigration Department.

### *20. Do my spouse and dependant children need to apply for visa if they accompany me to Hong Kong?*

Your spouse and dependant children (unmarried and below the age of 18) need to apply for dependant entry visa if they stay with you and take up residence in Hong Kong. Unlike your visa application which is sponsored by the University, you will be the sponsor of their visa applications. You may return their application forms with yours to the Human Resources Office so that the University will submit the applications in one go to the Immigration Department.

## **K. Tax Matters**

### *21. What is the salaries tax system in Hong Kong?*

Income earned in Hong Kong is subject to a yearly salary tax at progressive rates up to a maximum flat rate (currently 15%). The tax year runs from 1 April through 31 March. Your earned salary, gratuity and allowances are all subject to taxation.

It is very difficult to determine the level of tax you will have to pay at this stage. Other considerations include: whether your spouse will work, the number of children you have, whether you have other sources of income (e.g. from the University's approved consultancy work), etc.