

## THE UNIVERSITY OF HONG KONG

### **Guidelines to Applicants for Submitting an Application for Professoriate/Academic Appointment**

There are three main areas for consideration of an application: *viz.* research and scholarship, teaching and learning, and service<sup>1</sup>. Applicants are requested to note the following guidelines in submitting an application. (N.B. Serving University professoriate staff on the tenure track should follow the internal tenure and promotion policies, and should not apply for an openly advertised post in the relevant department/Faculty. Enquiries should be addressed to the Human Resource Section of the Registry in the first instance.)

#### Supplementary Information to the Application Form

Candidates are asked to use the following format in their *curriculum vitae*:

Paper size	:	A4
Margins	:	Leave 3 cm on left (for filing)
Spacing	:	Single within entries or paragraphs
		Double between entries or paragraphs
		Triple <u>only</u> between major sections with headings
Page nos.	:	Centred at top of page
Name	:	Surname and initials at top right of each page
Date	:	Bottom left on last page

The Selection Committee requests candidates to provide a one- to two-page summary outlining the exact description of their field of research and highlighting their contributions and achievements to research and scholarship, teaching and learning, and service<sup>1</sup>.

**The onus is on applicants to provide the necessary and accurate details requested in these Guidelines, the application form and on the advertisement (if applicable), succinctly and coherently.**

#### Research and Scholarship

1. Publications should be individually numbered in chronological order in the following separate categories:
  - scholarly books, monographs and chapters;
  - journal publications;
  - conference papers;
  - creative and literary works, consulting reports, case studies;
  - patents, agreements, assignments and companies;
  - all other outputs;
  - editorship, invited lectures and keynote speeches;
  - prizes and awards.

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<sup>1</sup> It includes knowledge exchange, and clinical service in clinical disciplines etc.

Complete details of publications, **including impact factors and number of citations**<sup>2</sup>, should be provided:-

- books: authorship, full title, publisher, date and place of publication, number of pages (or page numbers for chapters), and whether it has been peer-reviewed;
- articles: page numbers, name of journal, volume number, whether it is international/regional/local, and whether it has been externally refereed;
- joint- or multi-authored publication:
  - the order of authorship as shown in the publication  
Applicants are asked to make a note in their *curriculum vitae* to explain the authorship order, especially if it does not conform to the norm in the relevant discipline
  - the percentage of the applicant's level of contribution
  - the precise role of contribution in research work  
Applicants are asked to indicate their role, *e.g.* corresponding, first, second author

**As an indication to the review committees and external assessors (should their papers be sent for external assessment), candidates are required to name 4 of their publications in the last 6 years which they consider to be the most significant, and to include a brief note on the significance of each of these publications.**

2. Editorship or editorial board membership of scholarly journals, serving as referees of scholarly journals or proposals. Please indicate the period of the appointment and provide the name of the publisher and the place of publication.
3. Invited/plenary/keynote lectures in international/regional conferences
4. Information in respect of details of **research grants** at least in the last 5 years, indicating clearly whether the role is PI or Co-I, *e.g.* the outcome of these applications, and if successful, the amount of the award, a brief description of the project(s) and progress to date, whether the grants have been successfully executed. Where a project funded by the University Grants Council has been completed, and where an assessment by the Council has been received, a copy of the assessment should be provided.
5. Applicants should list separately the external peer-reviewed competitive research grants they obtained (*viz.* GRF and ITF) from other grants.
6. Evidence of **excellent applied research and/or knowledge transfer**, if applicable
7. Any other information to show applicants' international standing and contributions to knowledge in the field
8. Evidence of **leadership and mentoring of junior staff**, if applicable

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<sup>2</sup> *Candidates are required to provide the number of citations to demonstrate their scholarship. If the number of citations is not available, please state the reason(s).*

## Teaching and Learning

1. In describing teaching and learning experience, candidates should list the particulars of courses for which they have primary teaching responsibilities, including other teaching duties (such as practicals, informal seminars *etc.*); any involvement in curriculum development and teaching innovations; and details of postgraduate supervision (*e.g.* number of such students, thesis title, whether they are the sole supervisor, information on students who have completed studies under their supervision, and if not yet completed, the students' progress to date).
2. Candidates are strongly encouraged to submit any evidence which is indicative of their mastery of the courses taught, and achievements in, and commitment to, teaching and curriculum development (*e.g.* development of the 4-year common core curriculum, student evaluations, peer review, feedback from external examiners and/or departmental advisors, teaching innovations (*e.g.* teaching approaches and materials, learning activities, technology), ability to stimulate students' interest, enthusiasm and creativity which energize the learning process, prizes and awards for teaching).

## Service

1. Applicants should list their services responsibilities to the Department, the Faculty, the University, their profession as well as the local community.
2. Demonstration of service includes, but is not limited to, participation in the governance of the Department, the Faculty and the University; contribution to departmental programmes and projects; serving in leadership roles in professional organizations and societies; other evidence of professional contributions and standing; knowledge exchange; and clinical duties for clinical professoriate staff.