

# THE CHINESE UNIVERSITY OF HONG KONG

## FACULTY OF ARTS

### Guidelines for Supporting New / Junior Professoriate Appointees

#### **Preamble**

1. This document describes the best practices for offering support to new / junior professoriate staff at the Department level in the Faculty of Arts. It covers the following aspects:
  - Start-up fund
  - Regular feedback and systematic mentorship
2. A related document is the Faculty's [Guidelines for Recruitment Exercises \(Professoriate Staff\)](#).
3. Both sets of guidelines were reviewed and approved by the Executive Committee on 14 September 2023. Revisions were noted by the Executive Committee on 5 September 2024.

#### **Start-up Fund**

1. New professoriate staff are eligible for support under the University's 'Improvement on Competitiveness in Hiring New Faculties' Funding Scheme. It offers support for:
  - remuneration for research support staff;
  - equipment;
  - general expenses, primarily grants for conferences, workshops and collaborative research;
  - 'buy-out' time/staff expenses; and
  - one-year bridging funds.

The funding available from the University for each staff is capped at HK\$1.2m, and 20% matching support from the concerned Department is required. For details, please refer to ['Improvement on Competitiveness in Hiring New Faculties' Funding Scheme](#).

2. Departments are advised to make good use of this funding scheme. In the final stage of the recruitment exercise and before the appointee joins the University, departments should work with the appointee to prepare an application and submit it to the Provost's Office via the Faculty. No retroactive applications are accepted.
3. Departments should advise the appointees to make use of funding support available via different channels as well, e.g. [Conference Grant Supported by the Central Budget](#), [Publication Support Fund](#) and [Faculty Conference Support](#) administered by the Faculty, etc.

#### **Regular Feedback and Systematic Mentorship**

4. Department Chair (or his / her delegate, who is also a senior colleague) meets with the new junior appointee at least once a year to review career developments and address concerns. Topics for conversation include but are not limited to the following:

- ASDR and key career evaluation exercises (e.g. contract review, substantiation review);
- Priorities in research;
- Teaching expectations;
- Available resources in support of teaching and research; and
- Services, both internal and external.

5. CUHK Staff Mentorship Scheme

- All newly appointed non-substantiated professoriate staff are mentees under the Scheme.
- Departments should assign a senior academic to serve as the mentor. Please refer to the [operations manual](#) of the Scheme for details.

4 September 2024