

Employment of Relief Teaching Staff

Objective

To encourage applications for projects with “research” as primary or secondary nature under the Beat Drugs Fund (“BDF”) Regular Funding Scheme (“RFS”), eligible Applicant Organisation/Applicants may apply for the employment of relief teaching staff for one course.

Eligibility

2. The arrangement is applicable to full-time teaching staff of the University Grants Committee funded institutions in Hong Kong (namely City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, and The University of Hong Kong), Hong Kong Shue Yan University, Hong Kong Metropolitan University, The Hang Seng University of Hong Kong, as well as Saint Francis University.

3. The researcher concerned must be the Principal Investigator of project with “research” as primary or secondary nature under BDF RFS.

Conditions of Application

4. Researchers and their related departments/institutions must confirm that the investigators concerned are unable to take time-off to carry out the proposed projects with “research” as primary or secondary nature through re-arrangements of teaching schedule, employment of Research Assistants, utilisation of school holidays, entitled sabbatical or extended period of paid leave. Researchers are required to seek prior approval of their respective departments/institutions and **approval letters for teaching relief from the researchers’ respective departments/institutions shall be submitted together with the application form.** Applications will be examined by the Research Advisory Group and the Governing Committee of the BDF Association (“BDFFA”).

5. Departments/institutions applying for the employment of relief teaching staff are not eligible to apply for another project with “research” as primary or secondary nature under BDF RFS with relief teaching staff for the same researcher again until the first project has been completed and the related

final research report has been submitted. However, they are still eligible to submit new application(s) under BDF RFS if it does not require relief teaching staff or involve a different researcher.

Type of Research Activities

6. During the period with teaching relief staff, the researcher concerned may conduct personal research and writing. The researcher shall work full-time on the project with “research” as primary or secondary nature funded by BDF and should not accept any teaching assignment (invited seminars and public lectures excluded) or undertake other major research activities for the department/institution. The research project may be performed in or out of Hong Kong as justified by the nature and scope of the research project (e.g. location of archives or subject populations).

Duration of Employment

7. The duration of employment of relief teaching staff should normally range from 6 to a maximum of 12 months for a typical 24 to 36-month project. Upon receipt of the fund under BDF for employment of relief teaching staff, the researcher concerned shall ensure that his or her teaching duties are taken up by a relief teaching staff member during the time-off approved by the department/institution. Failing that, BDFA may terminate the project.

Rate of Salary

8. It is not necessary to find a relief teaching staff member with equivalent salary, status and experience as the researcher concerned. The relief teaching staff member is also not supposed to take up non-teaching related duties, such as administrative work, of the researcher. As a general principle, the departments/institutions are requested to justify that the salaries of relief teaching staff proposed are reasonable and confirmed that such salaries are no more than those of the researcher concerned.

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