

**Information on employment of academic staff by Caritas Institute of Higher Education (CIHE)**

1. The number of part-time academic staff, percentage by responsibilities and percentage among the total number of academic staff employed over the past 5 academic years:

| <b>A</b> | <b>Part-time academic staff</b>                         | <b>2012-13</b> | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> |
|----------|---|----------------|----------------|----------------|----------------|----------------|
| (i)      | Research and teaching                                   | 0              | 0              | 0              | 0              | 0              |
|          | % among total no. of part-time academic staff = (i)/B   | 0%             | 0%             | 0%             | 0%             | 0%             |
| (ii)     | Research  | 0              | 0              | 0              | 0              | 0              |
|          | % among total no. of part-time academic staff = (ii)/B  | 0%             | 0%             | 0%             | 0%             | 0%             |
| (iii)    | Teaching (at the rank Part-time Lecturer)               | 20             | 23             | 25             | 37             | 24             |
|          | % among total no. of part-time academic staff = (iii)/B | 100%           | 100%           | 100%           | 100%           | 100%           |
| <b>B</b> | Total no. of part-time academic staff = (i)+(ii)+(iii)  | 20             | 23             | 25             | 37             | 24             |
| <b>C</b> | Total no. of full-time academic staff                   | 71             | 76             | 80             | 94             | 110            |
| <b>D</b> | Total no. of academic staff = B+C                       | 91             | 99             | 105            | 131            | 134            |
| <b>E</b> | % of part-time academic staff                           | 22%            | 23%            | 24%            | 28%            | 18%            |

|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
|  | among total<br>academic staff<br>employed = B/D |  |  |  |  |  |
|--|---|--|--|--|--|--|

2. The number of full-time academic staff appointed with different employment modes over the past 5 academic years:

| <b>Employment Mode</b>                            | <b>Responsibilities</b>   | <b>2012-1<br/>3</b> | <b>2013-1<br/>4</b> | <b>2014-1<br/>5</b> | <b>2015-1<br/>6</b> | <b>2016-1<br/>7</b> |
|---|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Fixed-term employment contract of 3 years or less | (i) Research and Teaching | 24                  | 30                  | 33                  | 43                  | 46                  |
|   | (ii) Research             | 0                   | 0                   | 0                   | 0                   | 0                   |
|   | (iii) Teaching            | 40                  | 42                  | 43                  | 48                  | 61                  |
| Permanent-term                                    | (i) Research and Teaching | 0                   | 0                   | 0                   | 0                   | 0                   |
|   | (ii) Research             | 0                   | 0                   | 0                   | 0                   | 0                   |
|   | (iii) Teaching            | 7                   | 4                   | 4                   | 3                   | 3                   |

3. Since 1 September 1998, all newly recruited full-time academic staff were no longer appointed on permanent term and were appointed on fixed-term employment contract instead. Also, no full-time academic staff on fixed-term employment contract were converted to permanent term as from the said date.
4. Similar to the reason stated in item 3 above, there was no such change as from 1 September 1998.
5. A summary of departing full-time academic staff by rank over the past 5 academic years:

|      | <b>Rank</b>                         | <b>2012-13</b> | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> |
|------|-------------------------------------|----------------|----------------|----------------|----------------|----------------|
| (i)  | Academic staff of Professorial rank | 2              | 6              | 4              | 5              | 3              |
| (ii) | Academic staff at Lecturer grade    | 11             | 24             | 11             | 6              | 8              |
|      | Total no. of departing academic     | 13             | 30             | 15             | 11             | 11             |

|  |                  |  |  |  |  |  |
|--|------------------|--|--|--|--|--|
|  | staff = (i)+(ii) |  |  |  |  |  |
|--|------------------|--|--|--|--|--|

6. The Institute aims to maintain competitive salary bands and has an established process for determining remuneration for academic staff.
7. The fringe benefits include 16 to 18 days of annual leave, 2 days of family leave, 5 days of paternity leave (applicable to eligible male staff), conference/study leave, medical and dental benefits, etc.
8. No housing allowance or quarters are provided to academic staff.
9. In case that such complaint cannot be resolved via internal mechanisms or mediation, the complaint may be referred to the Grievance Resolution Board, the panel of which would include members of our Staffing Committee who are external to the Institute.