



人力資源處
Human Resources Office

Corinna Lee
Director of Human Resources

Academic Personnel Matters and
HR Systems and Analytics

Personnel Services
and Staff Support

Administrative/ Professional/
General Staff Personnel Matters

Kenny Ho
Assistant Director of Human Resources
Secretary of
University Academic Personnel Committee

Betty To
Deputy Director of Human Resources
Secretary of
Administrative Affairs Committee

Jolie Cheung
Assistant Director of Human Resources
Secretary of
Joint Consultative Committee

Academic and Academic Support Staff
Appointment and Review and
Research Staff Appointment

HR Systems and Analytics

Staff Benefits Administration,
Personnel Services,
Technical & Support Staff Review

Staff Assistance and Development

Administrative, Professional,
General and Research Staff
Appointment and Review

- Jenny Chan, Human Resources Manager**
- ✓ Faculty of Law
 - ✓ Faculty of Medicine
 - ✓ Academic Staff Development Review
 - ✓ Academic Staff Pay Review
- Cindy Kiu, Human Resources Manager**
- ✓ Faculty of Engineering
 - ✓ Faculty of Science
 - ✓ Strategic Faculty Hiring Schemes
 - ✓ Named Professorship & Outstanding Fellowship Scheme
 - ✓ Personal Data Access Request
- Florence Lam, Human Resources Manager**
- ✓ Faculty of Arts
 - ✓ School of Continuing and Professional Studies
 - ✓ Office of University General Education
 - ✓ Annual Academic Staff Review Exercise
 - ✓ Substantiation and Continuous Appointment
- Fiona Leung, Human Resources Manager**
- ✓ Faculty of Business Administration
 - ✓ Faculty of Education
 - ✓ Faculty Recruitment and Appointment
- Ronn Tsang, Human Resources Manager**
- ✓ Faculty of Social Science
 - ✓ Contract-expiry Review for Academic Staff

- Eric Chan, Human Resources Manager**
- ✓ CUPIS & CUPIS help desk
 - ✓ CDCF and Personnel Data Analytics
 - ✓ IT-related Matters and Projects

- Harris Lam, Human Resources Manager**
- ✓ Staff Leave and Benefits (passages and children's education allowance)
 - ✓ Resignation of Terms of Service ("ToS") (A) & HA-equivalent staff
 - ✓ Outside Practice and related matters – Faculties of Arts and Engineering
 - ✓ Promotion/ Re-grading of ToS (B) & equivalent technical staff
- Angel Leung, Human Resources Manager**
- ✓ Staff Benefits (housing and retirees benefit)
 - ✓ Concurrent appointments
 - ✓ Resignation of ToS (B) & (C) staff
 - ✓ Promotion/ Re-grading of ToS (B) & equivalent support staff
- Selinia Ng, Human Resources Manager**
- ✓ Outside Practice and related matters – Faculties of Business Administration, Education, Law, Medicine, Administrative Units, Colleges, Research Institute and Other academic units
 - ✓ Employment certification
 - ✓ Visa matters
- Ronn Tsang, Human Resources Manager**
- ✓ Staff Benefits (medical and retirement benefit schemes)
 - ✓ Outside Practice and related matters – Faculties of Social Science and Science
 - ✓ Employees' compensation

- Fion Law, Human Resources Manager**
- ✓ Staff training and development (STD) activities
 - ✓ Conference Grant
 - ✓ Reimbursement of STD expenses
 - ✓ Co-Secretary of Committee of Positive Workplace and Staff Development (PWSD)
- Angel Leung, Human Resources Manager**
- ✓ Employees Assistance Programme
 - ✓ Co-Secretary of PWSD Committee
 - ✓ Deceased staff terminal benefits matters
- Jenny Chan, Human Resources Manager**
- ✓ Secretary of Women Academics Sub-Committee
- Judy Chan, Human Resources Manager**
- ✓ Enquiries on staff grievance matters
- Shenzhen Research Institute
HR Operations
- Selinia Ng
Human Resources Manager**

- Gloria Lee, Human Resources Manager**
- ✓ Terms of Service (A) (except medical) and (B) (including computing/ research/ EO/ PC grades)
 - ✓ PRDS Exercise
- Judy Chan, Human Resources Manager**
- ✓ Terms of Service (A) (medical), (B), (C) & equivalent [other than those above mentioned]
 - ✓ Sub-Committee on Junior Staff Affairs