

THE CHINESE UNIVERSITY OF HONG KONG QUALITY MANUAL

Appendix 13-7 Staff Profile Update System

URL: <https://spus.per.cuhk.edu.hk/spus/Common/XXUSLogin.aspx>

The screenshot shows the Staff Profile Update System (SPUS) interface. At the top, the title "Staff Profile Update System" is displayed in purple. To the right, the Chinese University of Hong Kong logo and name are visible, along with a search bar and "MyCUHK LIBRARIES" link. A navigation menu on the left lists: 1. Teaching, 2. Research & Scholarship, 3. Service, Prepare ADR, FAQ, Select Role, and Logout. The main content area shows a successful login message: "Welcome to SPUS," followed by a blue "Preamble" section. The preamble text states: "The Staff Profile Update System (SPUS) is to capture staff information and achievements on teaching, research and scholarship, and service for administration and employment-related purposes. Records on publications and grants are downloaded overnight to SPUS from the relevant systems. Other records including teaching and service are to be inputted into SPUS directly (except course and teaching evaluation results which will be handled by the Department Administrator). It is the responsibility of the teaching staff to keep the data updated via various systems throughout the year. Teaching staff concerned are required to generate then e-submit an Activities Report annually via SPUS before a specified deadline."