



# 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, Senior HR Manager**
- ✓ Faculty of Law
  - ✓ Faculty of Medicine
  - ✓ Academic Staff Development Review
  - ✓ Academic Staff Pay Review
- Cindy Kiu, Senior HR Manager**
- ✓ Faculty of Engineering
  - ✓ Faculty of Science
  - ✓ Strategic Faculty Hiring Schemes
  - ✓ Named Professorship & Outstanding Fellowship Scheme
  - ✓ Personal Data Access Request
- Florence Lam, Senior HR 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, Senior HR Manager**
- ✓ Faculty of Business Administration
  - ✓ Faculty of Education
  - ✓ Faculty Recruitment and Appointment
- Ronn Tsang, Senior HR Manager**
- ✓ Faculty of Social Science
  - ✓ Contract-expiry Review for Academic Staff

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

- Harris Lam, Senior HR 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, Senior HR 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, Senior HR 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, Senior HR Manager**
- ✓ Staff Benefits (medical and retirement benefit schemes)
  - ✓ Outside Practice and related matters – Faculties of Social Science and Science
  - ✓ Employees' compensation

- Fion Law, Senior HR 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, Senior HR Manager**
- ✓ Employees Assistance Programme
  - ✓ Co-Secretary of PWSD Committee
  - ✓ Deceased staff terminal benefits matters
- Jenny Chan, Senior HR Manager**
- ✓ Secretary of Women Academics Sub-Committee
- Judy Chan, Senior HR Manager**
- ✓ Enquiries on staff grievance matters
- Shenzhen Research Institute  
HR Operations
- Selinia Ng**  
Senior HR Manager

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