

**Present Situation of the Review of Governance and
Management Structure of Lingnan University (LU)**

It is the practice of the LU Council to conduct a “fitness for purpose” review of its functions whenever there is significant change to Council membership. The Council recently completed a review on its functions including composition and terms of reference of its standing committees in December 2007. No amendment to the Council composition has been proposed by LU.

The Existing Grievances and Complaints Mechanisms of Lingnan University

- The University administers appropriate procedures for handling staff grievances and complaints on matters directly associated with the staff members' employment relationship with the University.
- In general, under the existing mechanism, a staff member who has a grievance or a concern about the administration of a University policy is encouraged to try to resolve it by working with his Department/Unit Head or the University's Human Resources Office.
- Respective Appeals Committees are responsible for handling appeals against termination and non-renewal of contract for academic and non-academic staff. Grievance, other than that relating to termination of employment and non-renewal of contract, which is not resolved informally at the levels of the Head of Department/Unit and/or the Human Resources Office may be presented in writing to the Office of the President, which may appoint an Investigation Committee to deal with the case. The Committee shall report its findings and recommendations to the President. The final decision rests with the Council.
- The functions and procedures of the Appeals Committee are widely publicized in the University through the campus computer network. A Staff Handbook including the relevant procedures is available on the website of the University for easy reference by staff members.
- The procedures for handling grievances and complaints, like other staffing policies and procedures are closely monitored by the University. They are subject to review on a periodic basis in the light of relevant developments. The Council Appeals Committee conducted a review of its procedure in June 2007.