

From: substantiation-track-faculty-26072023-request@lists.ust.hk <substantiation-track-faculty-26072023-request@lists.ust.hk> on behalf of Office of the Provost <aareport@ust.hk>

Sent: Thursday, July 27, 2023 5:18 PM

To: substantiation-track-faculty-26072023@lists.ust.hk <substantiation-track-faculty-26072023@lists.ust.hk>

Cc: [omitted, long list]

Subject: One-off Performance Top-up, 2023-24

To: Substantiation-track Faculty

Message from [omitted], Provost

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Dear Colleagues,

I am writing to update you on the continuation of the One-off Performance-based Top-up payment to high-performing faculty members, which was distributed in January this year. As you may be aware, the University established a Task Force on Faculty Salaries and Compensation in October last year to review and make specific recommendations for potential improvements to faculty salaries and compensation. One of the recommendations of the Task Force, which has yet to go through the approval process within the University, is the inclusion of a Performance Top-Up in faculty members' salary structure.

As an interim arrangement before the proposed new structure is approved, we will be implementing the review for the proposed Performance Top-up to eligible faculty members, together with the Merit Salary Review (MSR) exercise this year.

The review for the Performance Top-up will follow essentially the same process as the January one-off exercise, with Department/Division Heads (DHs) making recommendations based on current and past year MSR assessments data to the Dean and Provost for final approval. To ensure transparency and promote a fair and objective evaluation of faculty performance, eligible faculty members subject to the MSR will have the opportunity to nominate themselves for the Performance Top-up, in addition to nomination by DHs. The Departmental MSR Committee (DMSRC) will review all nominations and make recommendations to the DH. Your DH will soon inform you individually of your current year MSR ratings. Please submit your self-nomination through your DH if you wish to self-nominate for the Performance Top-up.

All nominees, whether recommended by the DH or self-nominated, will have the opportunity to present their achievements to the DMSRC. This can be done orally in a session to be organized by the DH, or in writing via a 1-page summary of their achievements to the DMSRC. If neither option is selected, the DMSRC will review based on the data uploaded by the nominee to FORS in April of this year.

We expect the nomination and review process for the Performance Top-up to be completed by the end of August, the same timeline as the MSR, with the top-up to be paid out in the October payroll.

Please do not hesitate to contact us if you have any further questions or concerns. Thank you.

Best regards,  
[omitted]  
Provost