

Direct Appointment of Staff to Promotion Ranks

Points to Note

- In general, promotion posts should be reserved for existing staff.
- The Incorporated Management Committee (IMC) should, in consultation with staff, agree on whether a mechanism for such direct appointment would need to be put in place.
- The decision to put in place a mechanism should be made conscientiously and agreed by the majority of IMC members with sound justifications after consultation with staff.
- The selection should be undertaken by a selection committee comprising the principal, IMC manager(s) and/or other independent personnel or professional, and closely monitored by the IMC.
- The recruitment exercise must be fully documented and records be made available for inspection, when required.
- For the purpose of salary administration, the IMC should inform the Education Bureau promptly of the case in writing.

Dos and Don'ts

Dos

- ✓ make known to all staff the conditions for direct appointment
- ✓ consider all existing staff members fairly for promotion before launching open recruitment
- ✓ conduct the process of direct appointment in an open, fair and transparent manner

Don'ts

- ✗ disregard the morale of the existing staff
- ✗ appoint someone that does not fulfill all the conditions and requirements for normal promotion to the rank as prescribed in the Code of Aid for Aided Schools

Reference Materials:

- § Section 13.3(e) of the Code of Aid for Aided Schools
- § Sections 7.2.4 and 7.3 of the School Administration Guide
- § Appendix D of Supplement to the School Administration Guide

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