

Roles & Responsibilities of College Master

Roles

College Masters are full-time academic staff who are appointed to head the Residential College. They are required to work closely with the Residential and Non-Residential Faculty Fellows and Director of Studies to provide the leadership and direction to steer the development of the College. They oversee the administration, management and operation of the College, and are responsible for the overall welfare, discipline and quality of the residential life for undergraduate students who reside in the College.

Responsibilities

- (1) To lead the College teaching and administrative team in:
 - (i) Planning the formal and informal academic curricula and programmes in the College to promote residential learning.
 - (ii) Overseeing the administration of the College, including being actively involved in the admission of freshmen, and the selection of senior students to stay in the College.
 - (iii) Formulation, implementation, review and enhancement of policies, operating procedures and systems within the College.
 - (iv) Planning and overseeing the College operating budget and financial operations.
 - (v) Overseeing and managing crisis cases in the College. This includes formulating and implementing the College's crisis plan and serving as the Incident Commander in the event of any crisis.
- (2) To oversee students' well-being in the College including:
 - (i) Leading the College teaching and administrative team in providing welfare and pastoral care to students in the College.
 - (ii) Leading the Fellowship, administrative and student leadership in promoting the safety of all students residing in the College. This includes crisis intervention, conflict mediation, and providing support and referrals for students in need.
- (3) Foster strong affiliation among the residents and alumni to the university.
- (4) Serve on the Residential Learning Committee which was established to oversee the different aspects of running the residential colleges, from formulating policies on admission of students into the Colleges and coordinating the academic programmes in the residential colleges to making executive decisions on policy-related, administrative and operational issues.

Terms of Appointment

The College Master will report to the Vice Provost (Student Life). The Master is appointed for a three-year term, and the position may be renewed subject to appraisal by the University.

Barring exceptional circumstances, an advance three-month notice for termination/resignation from the appointment should be provided.

Expectations of a College Master

The following are expected of a College Master:

- (i) Maintain full residence in the apartment provided in the Residential College throughout the term of service, unless on official university and other overseas leave, or under extenuating circumstances as approved by the Vice Provost (Student Life).
- (ii) A high level of honesty and integrity, and commitment to make a difference to the life of students who reside in the College.
- (iii) Good leadership, team spirit, and role model conduct; and the ability to execute duties and responsibilities in a matured, rational, consistent and fair manner.
- (iv) Discharge their duties and responsibilities fully and up to the end of their term of service (with the exception of extenuating circumstances).
- (v) Prompt response to emergencies and crisis cases in the College and to manage them appropriately.

Recognition of Services/Incentives

In recognition of the services rendered, a College Master is provided with a fully furnished, air-conditioned three-bedroom apartment in the College. Charge for utilities, meals catered at the Dining Hall during the university semester and basic telephone services are borne by the College.

In addition, a College Master is also provided with a responsibility allowance during his/her term of service. He/She will also be provided a budget by the university to host students and visitors in the College.

Depending on the College Master's performance as assessed by Provost and Vice Provost (Student Life), an annual performance bonus may be recommended to and awarded by the Provost.