



Faculty Handbook of Concordia Theological Seminary in Hong Kong

香港路德會協同神學院教授團手冊

Endorsed by the Seminary Board of Control

由神學院董事會認可

on 19 November 2019

Article 1: Faculty Composition and Division 教授團結構及分工

1.1. The CTS Faculty members are appointed by the Board upon the recommendation of the CTS President and CTS Dean of Studies. The recommendation and the appointment should be made in a written form.

協同神學院的教職員乃由董事會在院長及教務長推薦下委任，推薦書及委任書皆以書面形式存檔。

1.2. The CTS Faculty consists of: the Core Faculty (core professors), the Adjunct Faculty (adjuncts professors), Visiting Faculty (visiting professors) and International Consultants.

協同神學院教授團包括：核心教授團、特約教授團、客座教授及國際顧問。

1.3. CTS Core Faculty is defined as professors who are residing in Hong Kong and who are teaching at CTS on a regular basis, that is, at least once per year.

協同神學院核心教授團指居住香港，並定期(即至少每年一次)在協同神學院授課的教授。

1.4. CTS professors who are not CTS Core Faculty are classified either as CTS Adjunct Faculty, provided that they reside in Hong Kong, or as CTS Visiting Faculty if they live overseas. International Consultants are professionals living overseas who assist the Seminary in an advisory capacity.

不在協同神學院核心教授團之列的教授，居住香港的稱為特約教授，居住海外的則稱為客座教授，國際顧問乃指居住海外與而對神學院提供建議性幫助的專業人士。

1.5. The CTS Faculty members are listed in the CTS Catalogue and listed on the official website of the Seminary.

教授團名單已列在協同神學院概覽，並上載於神學院網站。

Article 2: Faculty Recruitment and Development 教授團聘請及發展

2.1. The CTS President and CTS Dean of Studies shall interview a candidate for CTS Faculty in order to decide whether to recommend him or her for further consideration of the Board that makes a final decision.

院長及教務長會為應徵者進行面試，以決定是否聘用，再交由董事會作最後決定。

2.2. The Board supports the development of the CTS Faculty by identifying candidates (called "professors in training") who could pursue terminal degrees either in Hong Kong or overseas and by aiding their advanced studies.

董事會會物色可能於香港或海外取得學位的人選(稱之為「再培訓教授」)並支持他們的進修，以支持協同神學院教授團的發展。



Article 3: Faculty Evaluation and Promotion 教授團評估及晉升

3.1. CTS Core Faculty is evaluated by the Board annually on the basis of: their teaching performance, their professional publications (such as papers in academic journals, books or book chapters) and their service to the church, church institutions and the community. For this purpose, the core professors shall submit their updated CVs (resumes) and / or their annual reports to the Chairman of the Board by the end of June every year.

協同神學院核心教授團由董事會每年作評估，乃根據教學表現、出版著作(學術期刊文章、書本或篇章)，以及其對教會、機構、社區中心的服侍，為這緣故核心教授要於每年六月底前向董事會主席繳交更新的履歷及/或年報。

3.2. CTS Adjunct Faculty can be promoted to the Core Faculty by the Board or can be appointed by the Board as one of the Administrative Officers.

特約教授可由董事會晉升為核心教授，或由董事會委任為其中一位行政人員。

3.3. CTS offers no tenure.

協同神學院不設任期。

Article 4: Faculty Remuneration 教授團薪金

4.1. CTS professors are remunerated for teaching courses according to the pay-scale approved by the Board unless they receive a monthly remuneration (salary) as CTS Administrative Officers or unless they volunteer.

協同神學院教授乃就其所任教的課程，根據董事會所認可的薪級表受薪，除非他們已按行政人員職位領受月薪，又或他們是義務教學。

4.2. The monthly remuneration (salary) of CTS Administrative Officers is determined by the Board according to the pay-scale.

協同神學院行政人員的月薪乃由董事會按薪級表決定。

4.3. The Board determines benefits for CTS professors who volunteer on an individual basis.

董事會決定各義務教授個別所享之福利。

Article 5: Faculty Duties 教授團職責

5.1. In addition to teaching assigned courses, CTS Core Faculty shall:

除了教授指定的學科，協同神學院核心教授亦要：

(i) participate in standing committees established by the Board when invited,

應董事會邀請加入常務委員會；

(ii) contribute to the two conferences organised by CTS every year when needed,

在有需要時於協同神學院一年兩度的講座中作出貢獻；

(iii) participate and be engaged in the graduation ceremony which is organised by CTS every year or every second year, depending on a number of students eligible for graduation.

按取得畢業資格的學生人數出席並參與籌備協同神學院每年或每隔一年舉行的畢業典禮。

5.2. Every CTS professor is welcome to propose and to develop new courses, and he or she can submit his or her ideas for consideration by the CTS Dean of Studies.

協同神學院歡迎每位教授建議或開辦新課程，向教務長提出意見以作考慮。



Article 6: Faculty Meetings 教授團會議

6.1. CTS Faculty, CTS Administrative Officers and Directors of CTS Auxiliary Institutions meet on a regular basis to discuss issues vital to the operation of the Seminary, whereas CTS President is the one who calls Faculty meetings.

協同神學院教授團、行政人員及附屬機構之董事定期舉行會議，商討有助神學院運作之事宜。教授團會議由院長召開。

6.2. The CTS President shares the agenda for the Faculty meeting with all participants prior to the meeting and appoints a secretary to take the minutes. The minutes of the Faculty meeting shall be adopted during the next meeting and shall be archived by CTS Office.

院長於會議前向所有出席者發出會議議程，並委任秘書記錄會議。會議記錄將於下次會議正式通過，並由行政部存檔。

Article 7: Assignment of Courses, Schedule and Teaching Load 學科作業時間表及教學工作量

7.1. In the light of the students' needs and in view of the curriculum embodied in CTS Catalogue, the Dean of Studies assigns courses to individual professors in close collaboration with them and in conversation with other Administrative Officers of the Seminary.

按照學生的需要及協同神學院概覽上所列明的課程，教務長會與各科教授緊密合作，並與其他行政人員溝通後，再將學科分配給各教授。

7.2. The final and binding schedule endorsed by the Dean of Studies is released by the CTS Office publicly before every quarter.

教務長所認可的終極時間表會由辦公室在各學季前公佈。

7.3. CTS Core Faculty members teach one or two three-credit courses per quarter. There are three quarters in an academic year. A three-credit course amounts to 30 hours of classroom instruction divided into 10 lessons, 3 hours each.

協同神學院核心教授團成員每學季教授一至兩個三學分之學科。每學年分三學季，每一個三學分之學科總計 30 個上課鐘時，分 10 堂進行，每堂 3 小時。

Article 8: Syllabi 教學大綱

8.1. CTS professors are obliged to prepare their syllabi, to submit their syllabi to CTS Dean of Studies at least one week prior to the first class and to share them with their students during the first lesson or before.

協同神學院教授需要在開課前最少一星期預備好教學大綱，提交予教務長，並於第一上課天或以前派發給學生。

8.2. A syllabus should contain the description of the course, should list the primary and secondary literature, specify course requirements and define course objectives (in terms of knowledge, skills and attitude). CTS professors are free to produce their own teaching materials and to share them with students.

教學大綱應包括課程概述，列明原始及二手文獻，並表明課程要求及目標(就知識、技能、態度而言)，協同神學院教授有權自製教學材料供給學生。



Article 9: Grades 評分

9.1. CTS professors shall grade their students according to the evaluation policy specified in their syllabi presented to the students during the first lesson or before. Grades shall be submitted by professors to the CTS Office not later than two weeks after the last lesson of the course.

協同神學院教授要根據第一上課天或以前派發給學生的教學大綱上列明的評估準則來給學生評分。教授應於課程完結後兩周內將評分交予院務處。

9.2. CTS adopted the following grading system: 協同神學院採除取以下的評分制度:

Alphabetic Grade (等級)	Percentage (積分百分比)	Grade Point (等級積點)
A	95 - 100 %	4.0
A-	90 - 94 %	3.7
B+	87 - 89 %	3.3
B	83 - 86 %	3.0
B-	80 - 82 %	2.7
C+	77 - 79 %	2.3
C	73 - 76 %	2.0
C-	70 - 72 %	1.7
D+	67 - 69 %	1.3
D	63 - 66 %	1.0
D-	60 - 62 %	0.7
F	less than 59% 少於 59%	0.0
I	incomplete 未完成	0.0

Article 10: Student Attendance and Absenteeism 學生出席及缺課

10.1. CTS professors shall take attendance according to the guidelines issued by CTS Dean of Studies and the CTS Office.

協同神學院教授須按教務長及院務處所發出的指引記錄學生出席情況。

10.2. The following attendance regulations are effective at CTS from 1 January 2016: 以下出席規定由 2016 年 1 月起生效:

A Number of Classes Missed [10 class course] 缺課日數	Ramifications 後果	A Possible Impact on the Final Grade 對等第可能造成之影響
1 to 3	Permissible although a reason should be provided and documented if possible (e. g., family emergency, sick leave) 情有可原，惟學生宜提供充分理由，以便記錄在案 (例如家庭突發事件，病假)	Determined by a professor 由教授決定
4	A student must consult a professor to seek a special arrangement (an extra assignment, for instance) 學生應詢問教授，尋求解決方案(例如額外功課)	one alphabetic grade lower (e. g., B instead of A) 等第降一整級(例如由 A 降至 B)
5	A student must be considered ineligible to earn any credits in that course. 學生損失取得任何學分的資格	The course must be graded "I" and no credits are granted. 等第表明為「I」(未完成)



Article 11: Class Cancellation / Postponement 課堂取消 / 延期

11.1. In extraordinary circumstances, a CTS professor may approach the CTS President or Dean of Studies to seek a class cancellation or postponement of a class. In the case of cancellation of a class, the possibility of a substitute class will be discussed with students and a professor.

在特殊情況下，協同神學院教授可聯絡院長或教務長要求取消或延遲課堂。取消課程的話，學生與教授可商討是否補課。

11.2 In principle, CTS is committed to following the schedule which has been released publicly.

原則上，協同神學院會緊隨已公佈的時間表。

Article 12: Teaching Venue and Digital Infrastructure 教室及數碼基建

12.1. CTS is in charge of its own venue which is used to host its courses. The venue is furnished with a projector and CTS professors may use a laptop provided by the Seminary during their classes if needed.

協同神學院負責管理自己的教室作上課之用。教室裝有投影機，有需要時，教授可於上課時以神學院提供之手提電腦接駁。

Article 13: CTS Library 協同神學院圖書館

13.1. CTS professors are entitled to use CTS Library and can suggest a purchase of literature necessary to prepare their courses. The CTS President may set an upper quarterly limit on the purchase of new books by CTS professors.

協同神學院有權使用圖書館，並可提議購買課程需用之書本。院長可設定每學季教授購買新書之上限。