

Duke Kunshan University
Guidelines on Appointment of Secondary Faculty

昆山杜克大学
副聘教师聘任指导纲要

Approved by the Duke Kunshan University Faculty on May 9th, 2018

于 2018 年 5 月 9 日经昆山杜克大学教师批准

Regular rank faculty who have full time appointments at either Duke or Wuhan University are eligible to be nominated for an up to 5-year, renewable, secondary faculty appointment at Duke Kunshan University (DKU). Secondary faculty are expected to be actively engaged with research at DKU and are not expected to teach¹, advise undergraduates or serve on committees at DKU. Secondary faculty appointments are non-tenure/non-tenure track. The rank of a secondary faculty member is determined by the secondary institution and is no higher than his or her rank (or equivalent rank) in his or her primary institution. The primary institution is responsible for all actions in regard to his or her annual salary increase, reappointment, tenure, promotion or termination, with inputs from the Vice Chancellor for Academic Affairs (VCAA) and/or the Executive Vice Chancellor (EVC) of DKU if relevant.

杜克大学或武汉大学的常规学衔全职教师有资格被提名在昆山杜克大学（以下简称“昆山杜克”）担任副聘教师，一次任职可长达 5 年，可续聘。副聘教师应积极从事昆山杜克的科研工作，并按预期不会进行教学¹、指导本科生或参与昆山杜克的委员会的相关工作。副聘教师的聘任是非终身教职/非终身轨的职位。副聘教师的学衔由副聘单位决定，并应不高于其主聘单位的学衔（或其同等学衔）。主聘单位负责有关该教师的年薪增加、续聘、任期、晋升或聘任终止的所有相关行动，并在适当的情况下听取昆山杜克的学术事务副校长和/或常务副校长的建议。

The nomination is initiated by the DKU unit (Division, Research Center or Institute) in which the appointment is to be made in agreement with the nominee, and must be supported by a majority vote² of regular rank faculty in the nominating unit. The nomination must be supported by the head of the nominee's

¹Secondary faculty who wish to teach a course at DKU must obtain approval from their primary Department Chair and the Dean of the college or school with which their primary department is affiliated, before making arrangements to offer a course at DKU.

希望在昆山杜克进行教学的副聘教师，在做出在昆山杜克授课的安排之前，必须获得其主聘部门的主管和该部门所属学院的院长的批准。

² Votes may be taken during a meeting or by e-mail

可以在会议期间或通过电子邮件进行投票。

department and the dean of the school with which his or her department is affiliated, in his or her primary institution. The nominee is responsible for soliciting such support before an official nomination is made.

提名由昆山杜克的内设机构（学部领域、研究中心或研究院所）发起，聘任事宜应与被提名人达成一致，并且必须得到提名机构中常规学衔教师的多数票²支持。提名必须得到主聘单位被提名人所在的部门的负责人及其部门所属的学院院长的支持。被提名人应负责在正式提名前征求到此类支持。

The nominating unit submits a nomination to VCAA, which indicates the intended rank of the nominee and includes a rationale for the hire and the nominee's CV, and a cover letter. The nomination is reviewed by the VCAA, and if approved an offer of appointment is made in writing to the nominee outlining the terms of the appointment. The nominee is responsible for soliciting signatures of his or her department chair/head, and dean of the school with which his or her department is affiliated in his or her primary institution, on his or her acceptance letter, to indicate their endorsement of the appointment.

提名机构向学术事务副校长提交提名函，该提名函应表明被提名人的预期学衔、聘用的理由以及被提名人的简历和求职信。学术事务副校长对提名进行审核，审核通过后，以书面形式向被提名人发出聘书，概述其聘用条款。被提名人负责征求在主聘单位中自己所在部门的主席/主管以及部门所属学院院长的同意，在接受聘任的确认函上获得他们的签字，从而表明对该聘任的支持。