

Duke Kunshan University
Policy on
SABBATICAL LEAVES
昆山杜克大学学术休假规定

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I. Purpose 宗旨:

The purpose of granting sabbatical leave is to increase a faculty member's value to his or her profession and to Duke Kunshan University (DKU), and to support his or her professional development. Such a purpose is typically served by pursuit of scholarship; sabbatical leaves are not intended for recreation or general travel, or for the purpose of accepting remunerative employment (with exceptions, see below).

学术休假旨在提升教师对其专业领域和昆山杜克大学（以下简称“学校”）的价值，并支持其专业领域发展。通常通过在学术休假期间开展学术研究来实现上述宗旨；学术休假不是为了休闲或一般旅行，抑或为了获得有报酬的工作（例外情况见下文）。

II. Criteria 标准:

- Regular-rank members of the faculty who have tenure at DKU are eligible to apply for a sabbatical leave, which is granted following either six years of active service to DKU after taking a pre-tenure sabbatical leave, or a minimum of six years of active service to DKU, and subse-

quently after each six years of active service to DKU, with eligibility for leave beginning in the seventh year.¹

在学校拥有终身教职的常规教师有资格申请学术休假，该学术休假须在教师休完（获得终身教职前所进行的）“终身轨学术休假”后为学校提供积极服务满6年之后，或者在该教师为学校积极服务满6年后、此后积极服务每满6年均可再申请学术休假，从第7年开始有申请资格。¹

- A faculty member (hereafter referred to as the applicant) may take one semester or two consecutive 7-week sessions (e.g., session 2 & 3 or session 4 & 1) sabbatical leave at full 9-month salary or one academic year of sabbatical leave at half 9-month salary paid by DKU, except in cases where his/her salary is fully covered by external funding².

教师（以下称“申请人”）可休一个学期或两个连续7周的小学期（如第2和第3小学期，或第4和第1小学期）的学术休假，享受9个月的全额工资，或休一个学年的学术休假并由学校支付9个月工资的一半，除非其工资完全由外部资金支付²。

- Previous sabbatical leaves and all time spent on unpaid leaves of absence³ other than approved medical leave or parental leave shall be excluded in determining years of service.

在确定服务年限时，应排除此前的学术休假以及无薪休假时间³（经批准的医疗假或育儿假除外）。

- Faculty members on sabbatical leave are exempt from teaching and all other university service not related to the sabbatical project, including but not limited to committee work and academic advising. Faculty members are responsible for notifying the Office of Academic Advising to ensure that their advisees are reassigned during the sabbatical leave.

学术休假的教师可不参加教学和所有其他与学术休假项目无关的学校服务，包括但不限于委员会工作和学术咨询。教师有责任通知学业指导办公室，以确保教师所指导的学生在其学术休假期间重新分配指导教师。

¹ Faculty at the ranks of associate and full professor who were hired before the tenure policy was adopted are also eligible to apply.

在关于教师任期的规章制定之前聘用的副教授和正教授学衔教师也有申请资格。

² Applicants whose salary is partially supported by external funding during a sabbatical leave shall be handled on a case-by-case basis by HR and the EVC, who shall determine the appropriate compensation and benefits required to make up the applicant's normal, half 9-month salary. 在学术休假期间部分工资来源于外部资金的申请者，应由人力资源办公室和常务副校长视具体情况处理，他们应确定适当的工资和福利，以弥补申请者正常的、9个月工资的一半。

³ With the exception of faculty time paid through an external grant.

通过外部科研项目资金支付的教师时间除外。

- DKU will continue to contribute to the applicant's fringe benefits, and retirement during the sabbatical leave based on actual pay received, except in cases where his/her salary is fully covered by external funding.
学术休假期间，学校将继续根据实际的工资支付申请人的福利和退休有关费用，其工资完全由外部资金支付的情况下除外。
- DKU will continue to contribute to the applicant's (plus dependents') health insurance during the period of the sabbatical leave.
学术休假期间，学校将继续为申请人（及其家属）提供医疗保险。
- DKU will continue to contribute to the applicant's housing benefits as agreed upon in the applicant's contract during the sabbatical leave. Faculty will have the choice of using the housing benefits locally or in the sabbatical location.⁴
学术休假期间，学校将继续为申请人提供其合同中约定的住房福利。教师可选择在本地或在学术休假所在地使用住房福利。⁴
- DKU will continue to contribute to child tuition benefits as agreed upon in the applicant's contract during the sabbatical leave, as long as the applicant's child/children continue to attend an approved school in Kunshan, Suzhou or Shanghai. In cases where an applicant brings a child/children on a sabbatical leave to a location where the child/children in question are legally prohibited from attending a public school, or to a location where a language issue makes attendance in public school unrealistic, DKU will contribute to child tuition benefits up to the amount specified in the applicant's contract, but this will be examined on a case-by-case basis and is subject to HR approval.
学术休假期间，只要申请人的子女继续在昆山、苏州或上海的一所经认可的学校就读，学校将继续提供申请人合同中所约定的子女学费福利。如申请人在学术休假期间将子女带到出于法律法规规定而无法在公立学校就读的地方，或因语言问题无法在该区域的公立学校就读，则学校将在申请人合同规定的金额内为其子女提供学费福利，但这将视具体情况而定，并取决于人力资源办公室的批准。
- DKU will not contribute to home-leave travel expenses during a sabbatical leave.
学术休假期间，学校不会为回籍假的旅行费用提供资金。
- DKU will not contribute additional funds for travel, accommodation or scholarship-related expenses associated with a sabbatical leave, alt-

⁴ In cases where the VCAA approves a full-year leave at half pay, the applicant will receive the housing benefits for the full year, but at half the amount specified annually according to the applicant's contract. 在学术事务副校长批准全年半薪休假的情况下，申请人将获得全年的住房福利，但金额为申请人合同中每年所约定金额的一半。

though the applicant will continue to receive his/her full annual discretionary funds.

学校不会为与学术休假有关的旅行、住宿或学术研究相关费用提供额外资金，但申请人将继续全额获得其年度自主资金。

- Granting of a sabbatical is not automatic; sabbatical leave proposals are reviewed by the Faculty Development Committee (FDC), which will make a recommendation to the Vice Chancellor for Academic Affairs (VCAA) regarding the merit of the proposed project. The VCAA will make the final recommendation to the Executive Vice Chancellor (EVC), who makes the final decision on whether to grant the sabbatical leave or not. Granting of sabbatical leaves is contingent not only on the strength of the application but on the financial status of the university. 学术休假的批准并非默认准假；学术休假提议由教师发展委员会审查，委员会就所提议的休假期间从事的项目的价值向学术事务副校长提出建议。学术事务副校长向常务副校长提出最终建议，并由常务副校长做出最终决定。是否批准学术休假不仅取决于申请者的实力，也取决于学校的财务状况。
- The FDC may seek confidential consultation with an additional faculty member from DKU, Duke University or Wuhan University in cases where all the members are less familiar with the applicant's discipline or field. 在所有成员对申请人的学科或领域不太熟悉的情况下，教师发展委员会可寻求与来自昆山杜克大学、杜克大学或武汉大学的另外一名教师进行秘密磋商。
- Each faculty member who is granted a post-tenure sabbatical leave is expected to return to the university. A sabbatical leave can't be used for the purpose of accepting remunerative employment⁵ except, 所有获得终身教职学术休假的教师都预期应在假后返回本校。学术休假不能用于接受有报酬的工作⁵，除非以下情况：
 - When a fellowship or grant obtained by the applicant covers all or part of his/her salary. 当申请人获得的学者资金或科研项目资金涵盖其全部或部分工资时。
 - When accepting a remunerative employment also fulfills the purpose of pursuing productive scholarship (e.g., a visiting postdoctoral assistantship).

⁵ The applicant may receive consulting fees during a sabbatical leave but must refer to the Duke Kunshan Policy on Faculty Consulting to ensure his/her consulting activities are compliant.

申请人在学术休假期间可获取咨询费，但必须参考《昆山杜克大学教师参与咨询服务规定》，以确保其咨询活动符合规章要求。

当接受有偿工作也是服务于富有成效的学术研究时（例如，访问博士后助教/助研类职位）。

- The faculty member will be responsible for any additional taxes incurred as a result of taking sabbatical leave outside China.
教师将负责支付因在中国以外区域进行学术休假而产生的任何额外税款。

III. Procedure 程序:

Eligibility for sabbatical leave does not guarantee that a sabbatical leave will be granted. Faculty members who are eligible must submit an application, with a proposal outlining the proposed sabbatical project. Sabbaticals will be granted on merit of the proposed project and its potential to yield scholarly outcomes or significantly enhance the applicant's professional development. 有资格享受学术休假不代表学术休假一定会被批准。符合条件的教师须提交申请，并附上一份介绍休假期间所从事的项目（以下简称“休假项目”）的提案。学术休假的批准考量将根据所提议项目的价值、其产生学术成果的潜力，或是否会极大促进申请人的专业领域发展。

- The applicant submits his/her application to the Director of Faculty Affairs (DFA) by September 1 of the year prior to the academic year that the intended sabbatical will start.
申请人应在其计划开始的学术休假所在学年前一年的9月1日前向教师事务主任提交申请。
- In cases where the proposed sabbatical project depends on external funding which has not yet been awarded, the application must reflect a letter of intent, and the applicant must inform the DFA of the status of his/her funding as soon as he/she is informed about it.
如所提议的休假项目取决于尚未获得的外部资金，则申请须体现一份意向书，且申请人在获悉其资金状况后须立即通知教师事务主任。
- The DFA will confirm eligibility of the applicant with Human Resources (HR) and check the completeness of the application materials, then forward the application to the FDC for review.
教师事务主任将与人力资源办公室确认申请人的资格，并检查申请材料的完整性，将申请材料转至教师发展委员会审查。
- The FDC will review the application materials and make a recommendation to the VCAA by October 1.

教师发展委员会审查申请材料，并在 10 月 1 日前向学术事务副校长提供建议。

- In the event that any tenured members of the FDC are applying for sabbatical leave in a given year, those members must recuse themselves from taking part in that year's sabbatical review process before the first fall Faculty Assembly meeting. Each recused member will be replaced within that year's sabbatical review process by a faculty member from the recused member's division, who must be nominated and elected for participation in the sabbatical review process by the Faculty Assembly. This election must be conducted by secret ballot and occur at the first fall Faculty Assembly meeting. To be eligible for such nomination, one must be eligible for membership in Faculty Assembly Committees and must not be applying that year for post-tenure sabbatical leave.

如教师发展委员会的任何终身教职成员在某一年申请学术休假，该成员须在第一次秋季教师大会之前回避参与该年的学术休假审查过程。在该年学术休假审查过程中，每个回避的成员将由该成员所在学部的一名教师取代，且该教师由教师大会提名并选举产生，以参与学术休假审查过程。选举须以无记名投票方式、在秋季第一次教师大会会议上进行。获得此类提名的人员，须具有成为教师大会委员会成员资格，并在该年没有申请终身教职学术休假。

- The VCAA will also review the application materials along with the recommendation from the FDC, and make a recommendation to the EVC who will make a decision to award the sabbatical or not. The decision of the EVC is final and contingent on the financial stability of DKU.

学术事务副校长将审查申请材料和教师发展委员会的建议，并向常务副校长提出建议，由常务副校长决定是否批准学术休假。常务副校长的决定为最终决定，并取决于学校的财务稳定性。

- The VCAA informs the applicant and his/her unit (division, program or center) head of the decision no later than October 15 of the same year in which the application was received.

学术事务副校长在收到申请的同一年 10 月 15 日前将决定通知到申请人及其所在校内单位（学部、项目或中心）负责人。

- Applicants who are rejected will be invited to reapply the following year.

被拒绝的申请者将被邀请在下一年重新申请。

- If the entire, half 9-month salary is to be supported by external funding, the applicant is required to provide written authorization from the

PI to deduct the half 9-month salary plus fringe benefits from the grant cosigned by the head of the Office of Research Support and Technology Transfer (ORSTT) to confirm that the remuneration is allowable by the grant.

如整个 9 个月工资的一半由外部资金提供，申请人需提供相关项目负责人的书面授权，以便从科研项目资金中扣除 9 个月工资的一半和附加福利，该授权书还需经科研管理与技术转移办公室负责人签署，以确认该报酬可由相关科研项目资金支付。

- In cases where the applicant accepts remunerative employment from another institution, he/she should provide written authorization from the Senior Director of Human Resources at DKU, and make arrangements with the employer/host institution to provide him/her with health insurance coverage and other fringe benefits as applicable.
如申请人接受其他机构的有偿工作，申请人应提供昆山杜克大学人力资源资深总监的书面授权，并同该雇主或教师休假期间所暂时附属的机构做出安排，以提供医疗保险和其他适用的附加福利。
- Within a year of return from a sabbatical leave, the faculty member must submit a report to the VCAA describing his/her sabbatical activities and completed or pending scholarly outcomes (including an explanation if intended scholarly outcomes are not forthcoming). A copy of the report must be included in subsequent sabbatical applications; subsequent sabbatical requests may be rejected if the report indicates a lack of productivity during the sabbatical leave without good reason.
在学术休假结束后一年内，教师须向学术事务副校长提交报告，说明其学术休假活动和已完成或待完成的学术成果（如预期的学术成果预计无法实现，则应提供一份报告解释原因）。该报告的副本须附在此后的学术休假申请中；如该报告表明在学术休假期缺乏效力而又没有充分的理由，那么此后的学术休假申请可能被拒绝。

IV. Application Materials 申请材料:

The following materials must be included in the application and submitted to the DFA; electronic applications are acceptable.

申请中须包括以下材料，并提交至教师事务主任；电子版申请亦可接受。

- A completed application form (appendix 1), which states the applicant's name, rank and unit with which the applicant is affiliated, a title and brief (<200 words) abstract of the intended project, the intended

start date of the sabbatical leave, and an explanation of external funding to be applied to the sabbatical if applicable.

填写完整的申请表（附录 1），其中应说明申请者的姓名、学衔和所属校内单位，计划从事的项目名称和摘要（<200 字），学术休假期的计划开始日期，以及用于学术休假的外部资金情况解释（如适用）。

- A sabbatical project proposal that is explanatory and written in language comprehensible to someone outside of the applicant's discipline, that outlines:

具有解释性的休假项目提议书，并以申请人所在学科以外的人员也便于理解的语言书写，其中应概述：

- The background and aims of the project
项目的背景和目的
- The plan for realization of the project
项目实施计划
- A description of how the project will advance the applicant's professional development and/or contribute to the scholarship in the research center with which his/her research is affiliated if applicable
说明该项目将如何促进申请人的专业领域发展，和/或对其科研所属的研究中心的学术研究能够做出的贡献（如适用）
- A description of expected scholarly outcomes.
预期学术成果描述

- A teaching plan signed by the applicant's division chair or unit head and the Associate Dean of Undergraduate Curricular Affairs, or the Associate Vice-Chancellor for Graduate Studies and Research indicating how the applicant will meet his/her annual teaching requirement minus the course release. The applicant is not responsible for finding an adjunct or attaining other solutions for staffing to cover his/her courses during the sabbatical. The teaching plan should also indicate a plan for any signature work mentees.

由申请人的学部主任或校内单位负责人，以及本科课程事务副院长或协理副校长（研究生院与科研）签署的教学计划，该计划应说明申请人如何满足在获得授课任务量减免后剩余的年度教学要求。申请人不负责寻找替代授课的教师，也不负责提供其他人员解决方案以在其休假期间代为授课。教学计划还应反映为所指导的标志性成果的学生所计划的安排。

- A letter of support, which is intended to aid the review process written by one of the following: the applicant's academic unit head, sabbatical host, colleague, or collaborator in the same research field (within or outside of DKU). It is a right of faculty members to apply for sabbaticals; unit heads may not withhold their support on grounds of staffing issues or concerns about teaching coverage, although they may offer perspectives in the timing of the leave. It is the responsibility of DKU to provide coverage for teaching and/or other duties of the applicant.
为协助审核过程，应提供由以下人员之一所出具的支持函：申请人的校内学术单位负责人，休假期间所暂时附属的机构对接人，同事，或同一研究领域的合作者（校内外皆可）。申请学术休假是教师的权利；校内单位负责人不得出于人员配备问题或缺乏代替授课人员的担忧而拒绝给予支持，但可提出有关休假时间的观点意见。学校有责任安排人员来代替申请人休假期间的教学和/或其他工作。
- A short, up-to-date resume.
最新简短版简历。
- A copy of the applicant's previous sabbatical report if applicable.
申请人此前的学术休假报告副本（如适用）。

Appendix 1: Application form for Sabbatical Leave

附录 1：学术休假申请表

Proposal must be attached

必须附上提议书

Name of Applicant: _____

申请人姓名

Rank of Applicant: _____

申请入学衔

Unit (research center, institute or division) with which applicant is affiliated:

申请人所属校内单位（研究中心、研究所或学部）

Dates (m/y–m/y) of previous sabbatical if applicable _____

此前学术休假的日期（月/年 - 月/年，如适用）

Previous sabbatical report must be attached
须附上此前的学术休假报告

Name of unit head or colleague who has provided a letter of support
提供支持函的校内单位负责人或同事的姓名
Letter of support must be attached
须附上支持函

Intended sabbatical leave start and end dates: (m/y – m/y) _____
预计休假开始和结束日期（月/年 - 月/年）

Project Title:
项目名称

Abstract (<200 words):
摘要（<200 字）

Explanation of external funding that will be applied to the sabbatical project or used to supplement applicant's salary:
休假项目所使用的、或用以对申请人原本薪资进行补充的外部资金说明（如适用）
If external funding will be used to support all or part of the applicant's salary, permission from the PI to deduct the salary and fringe benefits from the grant must be supplied along with a signature from the head of ORSTT confirming that the remuneration is allowed by the grant. Applications without these supporting materials will be rejected.
如外部资金将用于支持申请人的全部或部分工资，则须提供相关项目负责人的许可，从而从有关科研项目资金中扣除工资和附带福利，该许可还须经科研管理与技术转移办公室负责人书面签字同意，以确认科研项目资金允许提供此类报酬。没有这些证明材料的申请将被拒绝。

I accept the terms and conditions of the sabbatical leave if granted.
如获批准，本人接受有关学术休假的条款和条件。

Signature
签字

_____ Date _____
日期

The following supplemental documents must be attached:
须随附以下补充文件：

1. A sabbatical proposal
学术休假提议书
2. A teaching plan signed by the applicant's academic unit head and the Associate Dean of Undergraduate Curricular Affairs or the Associate Vice-Chancellor for Graduate Studies and Research as appropriate.
根据具体情况，由申请人的校内学术单位负责人，以及本科课程事务副院长或协理副校长（研究生院与科研）签署的教学计划
3. A letter of support
一封支持函

4. The applicant's resume
申请人简历