

Issuer: **Office of Information Technology**
发布方: 信息技术办公室
Valid from: **06/29/2018**
生效日期: 2018 年 6 月 29 日

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Duke Kunshan University

Adjunct Faculty Email Retention Policy

昆山杜克大学

兼职教师劳动合同解除或终止后电子邮箱处理政策

Summary (incl. goals and scope):
概要（包括目标和范围）：

This policy provides guidelines regarding Adjunct Faculty Email retention at Duke Kunshan University (DKU).

本政策就昆山杜克大学（以下简称“学校”）在兼职教师的劳动合同解除或终止后对该兼职教师电子邮箱的处理政策提供指导。

Contents 目录

1 DKU Adjunct Faculty Email Retention Policy 学校兼职教师劳动合同解除或终止后电子邮箱处理政策.....	3
Annex 附录	4
1 Control requirements/authorization table 控制要求/审批列表	4
2 Distribution list 发布清单	4
3 Document history 文件历史.....	4

1 DKU Adjunct Faculty Email Retention Policy

学校兼职教师劳动合同解除或终止后电子邮箱处理政策

Duke Kunshan University (DKU) Adjunct Faculty email accounts will be terminated on the last date of their employment with DKU (including terminations and expiration of employment contracts).

昆山杜克大学的兼职教师与学校的劳动合同解除或终止（包括终止合同和合同到期等情况）的当天，其电子邮件地址将被终止使用。

If there is a business need to extend an email account after the end of employment, an extension via sponsorship will be required.

如果出于业务需求，需要将其电子邮件的使用期限延长，则需通过担保进行延期。

DKU Adjunct Faculty can request via their supervisor to retain their email address for 7 days after the end of employment. If longer than a 7-day period is needed, a onetime 30 days maximum extension is allowed with approval of their supervisor and the IT Director. For anything beyond this maximum 30-day period, approval is required from the DKU Executive Vice Chancellor (EVC).

兼职教师可以向其主管申请在劳动合同解除或终止后延长其账号使用期限 7 天。延长 8-30 天需要主管和 IT 总监的批准，获批后可获得一次性的最多 30 天的延长期限。需要延长 30 天以上的，则需学校常务副校长视情况进行批准。

Once approval is obtained, the supervisor should send an email to the Duke Kunshan University Support Unit at Duke University: dukekunshansupport@duke.edu, requesting the additional sponsorship timeframe on behalf of the Adjunct Faculty member. This email will prompt the DKU Support Unit to initiate the new sponsorship timeframe beyond the termination date of that Adjunct Faculty member.

一旦获得批准，该兼职教师的主管应向杜克大学的昆山杜克大学支持部（dukekunshansupport@duke.edu）发送电子邮件，阐明所申请的额外担保时间以及该兼职教师的姓名。昆山杜克大学支持部之后将启动新的担保时间段，以延长该兼职教师邮件的使用日期。

The Duke Kunshan Support Unit will handle email extension sponsorships, as they are currently the sponsors for all DKU Adjunct Faculty, and this will keep the process in a centralized location for continuity purposes.

昆山杜克支持部将负责担保事宜，因为他们目前是昆山杜克大学所有兼职教师的电子邮箱担保方，而这一做法能够将该程序继续集中管理，以实现连续性。

Automated notification will be sent to the Adjunct Faculty member few days prior to the expiration of the sponsorship.

在担保期满前几天，兼职教师会收到系统自动发送的通知。

Annex 附录

1 Control requirements/authorization table 控制要求/审批列表

The control requirement(s) or authorization table resulting from this regulation is/are:

该制度内容中所涉及的控制要求或审批有（注意此处并非指对本文件的审批等级）：

No.	Control requirements description 控制要求描述
1.	To retain email address for 7 days after the end of employment, approval from the manager is needed. 对于劳动合同解除或终止的兼职教师，延长其账号使用期限7天需获得其主管的批准。
2.	To retain email address for 8-30 days after the end of employment, approval from the manager and IT Director is needed. 对于劳动合同解除或终止的兼职教师，延长其账号使用期限8-30天需获得其主管以及IT部门主任的批准。
3.	To retain email address beyond 30 days after the end of employment, EVC's approval is needed. 对于劳动合同解除或终止的兼职教师，延长其账号使用期限30天以上需获得常务副校长的批准。

2 Distribution list 发布清单

Office/role 部门/角色	Release 发布	Key Offices for Implementation ¹ 实施制度涉及的关键部门 ¹
Office of Information Technology 信息技术办公室（IT）	x	x

(1) The column of "Key Offices for Implementation" lists the key offices expected to play an important role in implementing this regulation. This does not mean that the responsibility of implementing the regulation is limited to the offices aforementioned. A DKU policy/procedure generally has broad application throughout the University.

“实施制度涉及的关键部门”一栏列出在实施本制度过程中预期将扮演重要角色的办公室，这并不意味着实施本制度的责任仅限于表中所述的办公室。昆山杜克大学发布的政策/流程通常在全校范围内都产生约束力。

3 Document history 文件历史

Changes of previous versions are shaded in gray.

以往版本的修改用灰色阴影显示。

Version 版本	Short description of changes 变更简述	Process Expert 程序专家
06/29/2018 V00	New 新文件	Director of IT/Gary Ma 信息技术总监/马志强