

Bylaws of the Duke Kunshan University Faculty

昆山杜克大学“全体教师”规章

Originally Adapted from Bylaws of the University Faculty and Bylaws of Arts and Sciences at Duke University. Adopted by DKU Faculty: March 31, 2016; Approved by the DKU Board of Trustees: August 12, 2016; Revised and Approved by DKU Faculty: October 16th, 2020; Approved by the Chancellors: November 16th, 2020; Approved by the DKU Board of Trustees: December 2, 2020; Revised by the Faculty Assembly, October 29, 2021, September 23, 2022, April 14, 2023, and October 27, 2023.

改编自杜克大学《学校“全体教师”规章》和《艺术与科学规章》。2016年3月31日昆山杜克大学“全体教师”通过；2016年8月12日昆山杜克大学理事会批准；2020年10月16日昆山杜克大学“全体教师”修订和批准；2020年11月16日经昆山杜克大学学校领导批准；2020年12月2日昆山杜克大学理事会批准；2021年10月29日，2022年9月23日，2023年4月14日，2023年10月27日昆山杜克大学“全体教师”修订。

General 总则

These Duke Kunshan University Faculty Bylaws (“DKU Faculty Bylaws”) express the Faculty view on the role of the Faculty in the governance of DKU and the manner by which the Faculty express itself with regards to DKU governance. “Faculty” refers to the Duke Kunshan University (DKU) faculty acting in its collective role in faculty governance, while “faculty” refers to individual faculty members. Any reference to “the University” refers to DKU.

《昆山杜克大学“全体教师”规章》（以下简称“《规章》”）阐述了“全体教师”对于“全体教师”在学校治理中的作用所持的观点，以及“全体教师”在学校治理上表达有关意见的方式。“全体教师”（Faculty）指以集体身份参与学校治理的昆山杜克大学教师群体，而“教师”（faculty）指具体的教师成员。本规章所述“学校”均指昆山杜克大学。

DKU Board of Trustees (“the Board”) approval of DKU Faculty Bylaws expresses the Board’s acknowledgement of the Faculty view in regards to DKU governance and a commitment to generally honor the Faculty view while also considering and remaining ultimately faithful to the Cooperative Education Agreement (CEA) and Articles of Association (AOA).

昆山杜克大学理事会（以下简称“理事会”）对本规章的批准，是对“全体教师”在学校治理中表达其观点的认可，也是在忠于《合作办学协议》和《昆山杜克大学章程》（以下简称“《章程》”）的前提下，对“全体教师”观点基本尊重的承诺。

1. Membership 成员

The University Faculty shall be composed of the Chancellor, Executive Vice Chancellor, and Vice Chancellor for Academic Affairs of the University as specified in the Articles of Association; administrative personnel who have been granted faculty status, all Regular and Non-Regular rank faculty as described below; and such other persons designated in an ex-officio capacity by the Chancellor, the Executive Vice Chancellor and approved by the Board.

根据《章程》规定，学校“全体教师”应包括校长、常务副校长、学术事务副校长；被授予教师身份的行政人员；所有常规和非常规学衔的教师（如下所述）；以及由校长和常务副校长指定并获理事会批准的以当然成员身份参与的其他人员。

The composition of Faculty is outlined in the Faculty Handbook and the ‘Proposal for Descriptions of Faculty Ranks at Duke Kunshan University (DKU)’ and/or any other documents approved by the Faculty describing the composition of the Faculty.

“全体教师”构成见《教师手册》和《昆山杜克大学教师学衔描述提案》，以及/或由“全体教师”批准通过的描述其构成的其他文件。

2. Shared Governance and Faculty Self-Governance 共同治理和教师自治

This section presents the Faculty’s understanding of two interrelated but distinct concepts: shared governance and faculty self-governance.

本节概述了“全体教师”对共同治理和教师自治这两个相互关联但又有所区别的概念的理解。

2.1 General Statement on Shared Governance 共同治理概述

Shared governance entails varying levels of participation by the administration, Faculty, students and staff in the complex process leading to decision-making at DKU by the Board or those it delegates authority to.

共同治理是指行政管理层、“全体教师”、学生和员工不同程度地参与复杂的决策过程，以便理事会或其授权机构做出最终学校的决策。

2.2 General Statement on Faculty Self-Governance 教师自治概述

Faculty self-governance refers to the institutions, rules, and processes under and through which the Faculty gather information, agree to meet, deliberate, and voice their judgments within the University structures, and especially to the Chancellor, Vice Chancellors, and Board.

教师自治是指在学校架构内，“全体教师”收集信息、同意会晤、进行讨论和（尤其是向校长、各副校长和理事会）表达意见所使用的机制、管理办法和程序。

2.3 Application of this Distinction 概念差异的应用

While the Faculty’s authority within the University will vary according to context and the subject under consideration, it is able, as a part of the shared governance concept, to constitute its own institutional mechanisms for gathering information and conveying its judgments to the relevant stakeholders within the University. The Faculty is free to organize its meetings and deliberations.

虽然“全体教师”在学校的权力根据具体情况和问题有所不同，但作为学校共同治理的一部分，“全体教师”可以组成自己的机构机制，进行信息收集，并将其意见告知校内的利益相关者。“全体教师”有权自由组织会议、进行讨论。

3. Shared Governance 共同治理

The Faculty participates in the affairs of the University through advising the Chancellor, EVC and other senior administrators of the position and decisions adopted at meetings of the Faculty Assembly.

“全体教师”通过向校长、常务副校长以及其他资深管理人员反映教师大会会议中所采纳的立场观点和决定、提供咨询意见，从而参与学校事务。

3.1 Role of the Faculty with regard to Academic Curriculum “全体教师”在学术课程体系中的角色

The Faculty advises and assists the Vice Chancellor for Academic Affairs in all aspects of undergraduate and graduate education. The Faculty contributes to the adoption of academic regulations and co-legislate on all curricular and co-curricular programs with all relevant parties and institutional actors stipulated in the CEA and AOA, except with regard to those programs that are solely governed by the relevant entities at Duke University. To this end, the Faculty should be involved in the elaboration of these regulations and programs through its Curriculum Committee, in collaboration with the University administration and relevant authorities at Duke University.

“全体教师”为学术事务副校长提供有关所有本科和研究生教育事宜的咨询和协助。“全体教师”参与学术规章制度的批准工作，并与《合作办学协议》和《章程》中所指定的相关方和学校有关单位合作，共同制定所有学分项目和课外项目的相关规章制度（完全由杜克大学的有关机构所负责的项目除外）。因此，以上规章制度和项目应有“全体教师”的参与（“全体教师”与学校行政管理层以及杜克大学的相关部门合作，通过其课程体系委员会进行参与）。

The Faculty also advises and assists the VCAA or other senior administrators on all other matters affecting the academic life and learning environment of students. The Faculty can undertake initiatives to develop and propose appropriate means of encouraging and recognizing academic achievement of superior quality among students; ensure equity and balance across all academic disciplines; and contribute to the creation of new undergraduate and graduate degree and certificate programs, subject to approval by the Board, that will allow DKU to remain at the forefront of developing fields of knowledge.

同时，“全体教师”也为学术事务副校长或其他校领导，就影响学生学术生活和学习环境的所有其他事项提供咨询和协助。“全体教师”可以主动提出并发展合适的方法，以认可、鼓励学生获得的杰出学术成就；确保所有学科之间的平衡与公平；以及参与建设有助于学校保持其知识领域发展前沿地位的新的本科和研究生学位项目及证书项目（均取决于理事会审批）。

3.2 Recommendations to the Chancellor and other Relevant Administrators at DKU **为学校校长和其他校领导提供建议**

The Faculty advises the Chancellor and other relevant administrators with respect to policies, and procedures concerning academic issues that come before the Chancellor, EVC, and VCAA. The advice of the Faculty also ought to be sought when DKU policies and procedures significantly affect faculty interests.

就校长、常务副校长和学术事务副校长需处理的学术类事务，“全体教师”对这类事务相关的规定和流程提供建议。对教师利益产生重大影响和学校规定和流程，也应征询“全体教师”的建议。

This includes, but is not limited to, issues of budget that significantly and directly affect academic affairs; faculty development, compensation, benefits and evaluation; support and policy for faculty research; teaching, research and administrative facilities; organization of divisions, programs and centers within the Faculty; areas of interaction between graduate and undergraduate programs such as teaching assistantships, instructional budgets, teacher training, and others; campus resources and wellness.

其中包括但不限于：对学术事务有重大和直接影响的预算问题；教师发展、薪酬福利和教师评估；教师科研的相关支持和政策；教学、科研、行政设施；对“全体教师”内的学部、项目和中心的组织；研究生项目和本科项目的互动领域，如助教、教学预算、教师培训等；校园资源和健康。

For this to occur, the Chancellor, EVC and other senior administrators ought to provide the Faculty Assembly, or its Executive Committee when actually in existence, timely notice of such matters and provide an opportunity to contribute to the matter in its development phase. Typically, draft policies are communicated to the Faculty Assembly Agenda Committee, which takes appropriate measures leading to the formulation of Faculty opinion in accordance with the self-governance procedures described in section 4 of these bylaws. The Faculty recognize that this will not always be possible due to emergencies, legal restrictions or considerations, or other University policy or procedure.

为此，校长、常务副校长和其他校领导应及时通知教师大会或其执行委员会（如设立）相关事务，以便“全体教师”能在策划发展阶段有机会积极参与并作出贡献。通常情况下，规定草案将递交教师大会议程委员会，并由该委员会根据本规章第4节所述的自治流程，通过适当方法，形成“全体教师”意见。但同时，“全体教师”也理解，这样的参与在某些情况下可能因情况紧急、法律限制和考量、以及学校其他规定或流程而无法实现。

3.3 Faculty Investigations “全体教师”所开展的调查

The Faculty may also investigate and express its views on any matter of particular concern to the Faculty. In the process of investigations, the Faculty Assembly or Faculty Assembly Committees may request information from the University administration and the leadership, which should make their best efforts to provide this information as completely

as possible, or, if they cannot, to provide an explanation of why they cannot or why they are excused from doing so by applicable law or policy. This should happen within a reasonable time frame, so as to enable the Faculty to formulate and express its view before related decisions are made.

“全体教师”还可就其特别关注的任何问题进行调查和发表意见。在调查过程中，教师大会或其委员会可以要求学校行政管理层和校领导提供信息，相关方应尽可能提供完整信息，如不能，则应解释无法提供所需信息的原因，或支持其无需提供信息的适用法律或规定。相关方应在合理的时间范围内作出回应，以便“全体教师”能在相关决定做出之前，形成并表达“全体教师”的意见。

3.4 Recommendations to the Board 为理事会提供建议

When matters that significantly affect academic affairs are presented to the Board for consideration, the Chancellor and EVC shall ensure that the Faculty's views are transmitted, along with the administration's proposals, to the Board when it considers the plans and decisions included in the Board communications.

对学术事务有重大影响的事项，如提交理事会批准，校长和常务副校长应确保除行政管理层的提案外，“全体教师”意见也会在理事会考虑相关议题和材料中的有关计划和决定期间，一并传达至理事会。

As permitted by the CEA and AOA, the Board may choose to appoint additional individuals to attend Board meetings as ex officio members with the approval of two-thirds majority of the Board. The Faculty will recommend, through the Chancellor and EVC, that the Faculty Chair serve as such an ex officio, non-voting member of the Board. If approved by the Board, this representative will attend the meetings of the Board, speak on behalf of the Faculty within the scope of the mandate of the Faculty Assembly when the Board agenda calls for Faculty input, and report back to the Faculty Assembly. The Faculty Assembly votes to mandate the representative with the views or messages that the Faculty Assembly wishes to convey to the Board.

根据《合作办学协议》和《章程》，理事会可以额外任命人员以当然成员的身份参加理事会会议，该任命须获得理事会三分之二多数票同意。“全体教师”通过校长和常务副校长推荐教师主席担任此类理事会无投票权的当然成员。如获得理事会批准，该代表将出席理事会会议，在理事会议程征求“全体教师”观点时，在教师大会职权范围内代表“全体教师”进行发言，并会后向教师大会报告。教师大会通过投票授权该代表传达教师大会希望向理事会传达的观点和信息。

4. Faculty Self-Governance 教师自治

4.1 Faculty Assembly 教师大会

Faculty business is conducted in plenary meetings of the Faculty Assembly. The Faculty Assembly shall be presided over by a Chair and a Vice-Chair. The Faculty Assembly comprises all Regular Rank and Non-Regular Rank Faculty, as well as all other librarians and administrators who have been granted Faculty status. The Chancellor, the EVC, the VCAA, the Associate Vice-Chancellor for Undergraduate Studies & the Language and Culture Center, the Associate Dean of Undergraduate Curricular Affairs, the Associate Vice-Chancellor for Graduate Studies and Research, and the Director of Faculty Development are all ex officio members of the Faculty Assembly, regardless of their Faculty status. Others holding administrative positions may retain voting rights of Faculty if they have been granted Faculty status. The Faculty Assembly membership status of future Dean and/or Chancellor positions will be determined by the Faculty Assembly.

教师大会全体会议负责处理教师事务。教师大会应由教师主席和副主席主持。教师大会包括常规学衔和非常规学衔的全体教师，以及被授予教师身份的图书馆员和行政人员。校长、常务副校长、学术事务副校长、协理副校长（本科生院与语言文化中心）、本科课程事务副院长、协理副校长（研究生院与科研）以及教师发展主任，无论其是否具备教师身份，均为教师大会的当然成员。其他担任行政职务的人员，如已获得教师身份，则可以保留其投票权。后任院长和/或校长的教师大会成员资格将由教师大会决定。

4.1.1 Functions of the Faculty Assembly 教师大会的作用

The meetings of the Faculty Assembly are where faculty debate, deliberate and vote to make decisions to endorse policies and regulations, adopt resolutions, or make recommendations. The Faculty Assembly also votes to elect the Faculty Chair and Vice-Chair, to establish Faculty Assembly Committees and to elect the membership of Standing and Ad-Hoc Faculty Assembly Committees. Meetings of the Faculty Assembly can also be used by the Faculty to invite administrators and university leadership to make presentations or answer questions of interest to the Faculty.

教师可以在教师大会会议上通过辩论、讨论、投票，来决定是否支持某项规定或规章制度、同意某项决议或形成大会意见。教师大会还通过投票选举产生教师主席和副主席，成立教师大会下设委员会，选举教师大会常务委员会和特设委员会的成员。“全体教师”还可以邀请学校管理人员和校领导参加教师大会的会议，对其感兴趣的问题进行介绍或回答相关问题。

4.1.2 Attendance to Faculty Assembly Meetings 出席教师大会会议

Attendance to Faculty Assembly meetings can be done either in person or remotely via videoconference. The Agenda Committee coordinates the organization of remote attendance according to the procedures adopted by the Faculty Assembly. Those attending remotely shall count as present at the meeting for the purposes of quorum, full participation, and voting.

教师大会会议可以本人到场参加，也可以通过视频会议远程参加。议程委员会根据教师大会所通过的流程，协调组织远程出席的成员。远程参与会议的人员应归为出席人员，在计算最低出席人数和教师参与度时一并计入，且可以参与投票。

Because the University values in-person communication and deliberation, members of the Faculty Assembly should only choose to attend remotely if they are out of town or are otherwise unable to attend the meeting in person. Though the best efforts shall be made to facilitate remote attendance, due to the potential unreliability of technology, the right to attend and vote remotely is not strictly guaranteed.

出于学校对面对面交流和讨论的重视，教师大会成员除不在昆山或出于其他原因无法到场参加会议外，均应到场出席会议。教师大会将尽最大努力帮助教师进行线上会议，但由于技术层面的不稳定因素，无法保证一定能实现远程出席会议并进行投票。

4.1.3 Eligibility to vote at meetings of the Faculty Assembly 教师大会会议投票资格

Those eligible to vote at meetings of the Faculty Assembly shall exclude non-regular rank faculty and faculty with secondary appointments, as defined in the documents mentioned in article 1 of these Bylaws. Ex officio members of the Faculty Assembly and Faculty Assembly Committees do not vote. The Faculty is empowered to determine which faculty titles are consistent with the above criteria and which faculty members are therefore eligible to vote in the meetings of the Faculty Assembly.

教师大会会议上有投票权的人员不包括非常规学衔教师以及副聘教师，详见本规章第 1 条中所述文件的有关规定。教师大会和教师大会下设委员会的当然成员不参与投票。“全体教师”有权决定哪些教师学衔符合上述投票标准，也相应决定哪些教师因此拥有在教师大会会议上的投票资格。

4.1.4 Voting Procedures at meetings of the Faculty Assembly 教师大会会议的投票流程

Voting can be done in person, by proxy, or remotely. Only faculty attending the Faculty Assembly meeting remotely can vote remotely, according to the procedures adopted by the Faculty Assembly. Each voting member of the Faculty shall have one vote on issues before the Faculty in its meetings. The Chair shall not vote except in the case of a tie vote.

投票可以本人现场投票，通过代理人投票，或远程投票。只有远程参加会议的教师才能远程投票，并根据教师大会通过的相应流程进行。“全体教师”

有投票权的成员对会议处理的事务仅各有一票。除非出现平局，否则主席不参与投票。

4.1.4.1 Quorum 最低人数

Quorum means the minimum number of voting faculty who must be in attendance for the meeting to proceed. At least one half of the voting members of the Faculty must be present to constitute a quorum.

最低人数是指举行会议所需的、有投票权的教师必须出席的最低人数。有投票权的“全体教师”成员，必须至少有半数出席，才能达到最低人数要求。

4.1.4.2 Majority 多数投票

Excepting conditions stipulated in this document, a simple majority of the votes cast by voting members of the Faculty attending, in person or remotely, a meeting of the Faculty Assembly is sufficient to pass decisions at such meeting of the Faculty Assembly, provided quorum is satisfied.

除本规章另有规定外，在出席会议的最低人数达到要求的情况下，出席（包括现场和远程出席）教师大会会议的“全体教师”有投票权并投票的成员通过简单多数制方可通过该教师大会会议中的决定。

4.1.4.3 Voting Practices 投票规范

Excepting elections for Chair, Vice-Chair, and Membership of Faculty Assembly Committees, all votes shall be by voice vote. In the event the outcome is uncertain, the Chair may prescribe that the results be tabulated by a show of hands. The Chair may, at their discretion, direct that a vote be conducted by secret ballot. Any member of the faculty may introduce a motion to employ a secret ballot on any issue. The Faculty shall adopt rules and procedures to enable faculty attending remotely to participate in all votes and elections, including those conducted by secret ballot.

除选举主席、副主席和教师大会下设委员会成员外，所有投票应通过声音表决。如投票结果不明确，主席可以要求进行举手表决。主席也可以酌情要求无记名投票表决。任何教师都可以就任何问题提出动议，要求进行无记名投票。“全体教师”应制定规定和流程，使远程出席的教师也可以参加所有投票和选举，包括无记名投票。

Proxy Voting is permitted, but no member may hold more than one proxy vote, and a faculty member entrusted with a vote must submit written

indication of permission from the member upon whose behalf he or she is voting. The authority to cast a proxy vote may only be granted for one meeting of the Faculty Assembly.

允许进行代理投票，但每一成员最多只能投一票代理票，且代理投票的教师必须提交委托人的书面委托书。投票代理权仅在一次教师大会会议上有效，不代表所有会议均可代理。

4.1.5 Faculty Chair and Vice-Chair 教师主席和副主席

The Faculty Chair presides over all meetings of the Faculty Assembly and is also Chair of the Agenda Committee. The Vice-Chair shall assist the Faculty Chair in preparing for and managing the Faculty Assembly and managing the business of the Agenda Committee. If the Chair is unavailable, the Vice-Chair will preside over the meeting.

教师主席负责主持所有教师大会会议，同时担任议程委员会主席。副主席应协助其筹备和管理教师大会和议程委员会的事务。如主席不在场，由副主席主持会议。

The Faculty Chair must be a tenured faculty member or hold the rank of Full Professor. The Vice-Chair may be a non-tenured faculty member. Faculty members also holding the rank of Assistant Dean or above are prohibited from serving as Faculty Chair or Vice-Chair.

教师主席必须是获得终身教职的教师或正教授。副主席可以为未获得终身教职的教师。任助理院长及其以上职位的教师不得担任教师主席或副主席。

The Faculty Chair and Vice-Chair shall be elected by the Faculty during the first meeting of the Faculty Assembly of the academic year or when either position becomes vacant. To obtain either position, a candidate must gain an absolute majority of votes. In the event that no candidate obtains an absolute majority, the two candidates obtaining the most votes for the position shall be placed in a run-off election.

教师主席和副主席应在该学年第一次教师大会会议上，或职位空缺时，由“全体教师”选举产生。要获得以上任一职位，候选人必须获得绝对多数票。如无候选人获得绝对多数票，则由获得最多选票的两名候选人进行第二轮选举。

The Faculty Chair and the Vice-Chair each serve a two-year term that may be renewed once consecutively. Candidates elected for two consecutive terms are eligible to serve in either of these positions again, provided that at least two academic years have elapsed since the last term served.

教师主席和副主席的任期均为两年，可以连任一次。连续两次当选的候选人可以再次担任主席、副主席，但须在上届任期结束的两个学年后。

Votes to elect the Faculty Chair and the Vice-Chair shall be tallied by two members of the Faculty Assembly nominated and approved by the Faculty Assembly immediately before these elections. Results shall be reported to the current Chair, who shall report them promptly to the Assembly. The newly elected Chair and Vice-Chair shall begin their service at the subsequent meeting of the Agenda Committee.

在选举开始前，教师大会提名并批准两名教师大会成员，计算整理教师主席和副主席职位的投票票数。投票结果应汇报给现任主席，并由现任主席立即向教师大会报告结果。新当选的主席和副主席于会后的下一场议程委员会会议开始任职。

In the event of a permanent vacancy in the office of the Chair, the Vice-Chair of the Faculty Assembly shall serve as Acting Chair. The Acting Chair shall call a special election to elect a new Chair to serve the remaining period of the preceding Chair's term. Such special election shall be conducted at the earliest practicable regular or special meeting of the Faculty Assembly.

如出现主席“永久性缺席”（即出于某些原因该主席无法继续履行职责），则由教师大会副主席任代理主席。代理主席应召集特别选举选出新任主席，完成前任主席的剩余任期。在有可能的情况下，此类特殊选举应选择最近的教师大会常规会议或特殊会议尽早完成。

The Faculty can vote to recall the Faculty Chair. This decision must be adopted by a two-thirds majority of votes, and precipitates an immediate election for a new Faculty Chair.

“全体教师”可以投票罢免教师主席。罢免决定必须以三分之二多数通过，并立即进行新任教师主席的选举。

4.1.6 Schedules of the Faculty Assembly meetings 教师大会会议安排

Generally, the Faculty Assembly shall convene monthly at dates, times and places specified by the Agenda Committee during the regular academic year. The first meeting, at which elections to open seats are to be held, should occur in August, before the end of the first week of class.

在正常学年中，教师大会通常应于议程委员会指定的日期、时间、地点每月召开会议。每学年的第一次会议安排在八月，于第一周课程结束之前召开，并进行空缺席位的选举。

The date and time of meetings of the Faculty Assembly should ensure the largest possible participation from Faculty members.

教师大会的会议日期、时间安排应允许尽可能多的教师出席。

The Chair of the Faculty may cancel or postpone regularly scheduled meetings for lack of business or emergency circumstances. The Faculty Assembly shall also meet

at the request of the Chancellor, the EVC or the VCAA, or upon the written request of 10% or more of the voting members of the Faculty Assembly.

教师主席可以因无事讨论或紧急情况，取消或推迟定期会议。如校长、常务副校长或学术事务副校长要求，或教师大会至少 10% 有投票权的成员提出书面要求，则也应召开教师大会会议。

4.1.7 Agenda of the meetings of the Faculty Assembly 教师大会会议议程

The agenda shall be established by the Agenda Committee. Agenda items can be suggested to the Agenda Committee by individuals or groups of faculties, Faculty Assembly Committees, as well as members of the University administration and leadership.

议程应由议程委员会确定。教师个人、教师团体、教师大会下设委员会、学校行政管理人员、校领导都可以向议程委员会建议议程项目。

The Agenda Committee is responsible for establishing and communicating customary rules for the submission of agenda items, including reasonable deadlines.

议程委员会负责建立和传达提交议程项目的规则惯例，如正常截止日期等。

Once adopted by the Agenda Committee, the Agenda and all relevant documents shall be transmitted by electronic means at least three days in advance of each meeting of the Faculty Assembly to all members of the Faculty.

议程委员会确定议程后，议程及相关文件应在教师大会会议前至少三日，以电子方式发送给“全体教师”所有成员。

4.1.8 Rules of Order 议事规则

Debates and discussions at meetings of the Faculty Assembly shall follow the rules established by Robert's Rules of Order.

教师大会会议应遵循《罗伯特议事规则》进行辩论和讨论。

4.1.9 Parliamentary 议事程序专家

The Chair shall appoint one member of the Faculty Assembly to serve as Parliamentarian who is conversant with the Faculty Bylaws and Robert's Rules of Order. The Parliamentarian shall advise the Chair on proper procedures for meetings and rule on contested points of order.

主席应任命一名熟悉本规章和《罗伯特议事规则》的教师大会成员担任议事程序专家，为主席提供有关会议程序的建议，对有争议的会议程序问题进行裁定。

4.1.10 Open and Closed Sessions of the Faculty Assembly 教师大会公开和闭门会议

Meetings of the Faculty Assembly are open meetings. Those without membership in the Faculty Assembly, including other faculty members and non-faculty members of the University, may be invited to speak at the meetings of the Faculty Assembly by decision of the Agenda Committee or on the invitation of a Standing or Ad-Hoc Faculty Assembly Committee, with the approval of the Agenda Committee.

教师大会会议为公开会议。其他教师、学校非教师类人员等非教师大会成员，可经议程委员会决定，或应教师大会常务或临时委员会邀请（且获得议程委员会批准），出席教师大会会议并进行发言。

Any member of the Faculty Assembly may at any time propose an executive session. Executive sessions exclude the Chancellor and EVC, and only Faculty Assembly members may be present. Executive sessions may be convened with the support of a majority of the Faculty Assembly.

教师大会的任一成员均可在任何时候提议举行闭门会议。闭门会议不对校长和常务副校长开放，并仅能由教师大会成员参加。召开闭门会议需得到教师大会的多数支持。

4.1.11 Meeting Minutes and the Record of Faculty Business 会议纪要和教师事务记录

Minutes of each meeting of the Faculty Assembly shall be taken by a member of the Agenda Committee designated by the Chair of the Faculty Assembly, and promptly distributed in draft form to the entire Faculty by electronic means by the Agenda Committee. Minutes may be corrected by Faculty members when they are approved at the following meeting of the Faculty Assembly.

教师大会所有会议应由教师大会主席指定一名议程委员会成员记录会议纪要，并由议程委员会将纪要草稿以电子形式及时发送给“全体教师”全体成员。

“全体教师”成员可以在之后的教师大会会议审阅会议纪要时，提出对纪要的修改意见。

All of the documents of interest to the Faculty shall be preserved digitally on a secure platform to which all Faculty members have remote access. This includes, but is not limited to: the approved minutes of the meetings of the Faculty Assembly, the minutes of the meetings of Standing and Ad-hoc Faculty Assembly Committees, and the draft policies and relevant documents, which are made available to the Faculty Assembly to support its investigations and deliberations of diverse issues.

所有“全体教师”感兴趣了解的文件都应以电子形式保存在安全平台上，所有“全体教师”成员均可远程访问。文件包括但不限于：已通过的教师大会会议纪要，教师大会常务和特设委员会会议纪要，规定草案及其相关文件。以上文件对教师大会开放，以便其调查、审议各项事务。

No minutes, data, un-adopted judgments and decisions, or other similar work product of the Faculty Assembly shall be disclosed or distributed, except by saving them to the aforementioned electronic platform accessible to all Faculty members. 教师大会的会议纪要、数据、未通过的裁决和决定，以及其他类似工作成果，除保存到上述对所有“全体教师”成员开放的电子平台外，不得公开或传播。

4.1.12 Executive Committee of the Faculty Assembly 教师大会执行委员会

During the period between the end of the final exam period of session IV and the beginning of session I of the subsequent academic year, the Agenda Committee, and the Chairs of the Standing and Ad Hoc Committees shall constitute an Executive Committee of the Faculty Assembly, which is empowered to act on behalf of the Faculty Assembly. All of the documents of the Executive Committee of interest to the Faculty shall be preserved digitally as stipulated in article 4.1.11.

第 IV 小学期期末考试结束至下一学年的第 I 小学期开始前，议程委员会、常设委员会和临时委员会主席应组成教师大会执行委员会，该委员会有权代表教师大会。“全体教师”感兴趣了解的执行委员会文件均应按照第 4.1.11 条的规定以电子形式保存。

A detailed summary of any business conducted by this Executive Committee during the above-mentioned period, including the full text of any policy or resolution considered or approved, and the minutes of any meeting thereof, must be submitted in writing to the Faculty Assembly no later than the second meeting of the Faculty Assembly in the subsequent academic year.

在上述期间，执行委员会开展的所有事务应有详细汇总，包括委员会审议过或批准的任何规定或决议全文，以及所有相关会议的纪要，且须在不晚于下一学年的第二次教师大会会议时将汇总以书面形式提交至教师大会。

Throughout the academic calendar year, the Executive Committee will consult regularly (at least once per semester and as needed to cover important initiatives) with senior academic leadership at DKU, including the EVC and VCAA. The purpose of these meetings is to increase communication and enable consultation with a representative faculty body. Except between the end of the final exam period of session IV and the beginning of session I of the subsequent academic year, the Executive Committee lacks the ability to act on behalf of the assembly. Topics under discussion will be reported to the Faculty Assembly barring any personal, sensitive, or confidential details.

在整个学年中，执行委员会将定期（每学期至少一次，并根据需要，涵盖重要举措）与昆山杜克大学的资深学术领导进行磋商，包括常务副校长和学术事务副校长。这些会议的目的是增加沟通，并与具有代表性的教师团体进行磋商。除第四学期期末考试结束至下一学年第一学期开始期间外，执行委员会缺乏代表教师大会行事的能力。仍在讨论中的议题将上报至教师大会，除非有任何个人、敏感或机密细节。

4.2. Faculty Assembly Committees 教师大会下设委员会

4.2.1 Purpose of the Faculty Assembly Committees 教师大会下设委员会作用

The primary purpose of Faculty Assembly Committees is to discuss and prepare documents for review by the Faculty Assembly; to serve as advisory bodies to the Faculty Assembly; and to serve as conduits through which faculty concerns can be expressed and reviewed before a larger discussion by the Faculty Assembly.

各教师大会下设委员会的主要作用是：讨论并准备需提交给教师大会审阅的文件；作为教师大会的咨询机构；作为一种渠道，对于教师所关注的问题，可以先在委员会上提出和审议，再在教师大会上进行更广泛的讨论。

Faculty Assembly Committees are not empowered to make any decisions; they only prepare reports and recommendations that the Faculty will consider and judge. Committees may, however, serve as consultative bodies for their ex officio members. Such consultations must be reported to the faculty assembly at its next meeting.

教师大会委员会无权做出任何决定；他们只负责准备需教师讨论和商议的报告和建议。但是，委员会可以作为无投票权理事成员的咨询对象。这些磋商必须在下次的教师大会进行报告。

All meetings of Faculty Assembly Committees are open to Faculty Assembly members.

教师大会下设委员会所有会议均对教师大会成员开放。

All Faculty Assembly Committees are accountable to and report to the Faculty Assembly, except for confidential personnel matters.

除机密人事事务外，教师大会下设委员会均对教师大会负责并向其汇报。

4.2.2 The Relationship of Faculty Assembly Committees to Other University Committees 教师大会下设委员会与其他学校委员会的关系

Faculty Assembly Committees exist to organize coherently representative Faculty opinions on relevant issues. As such, they are distinct from, and do not obviate the need for, other committees independent of the Faculty Assembly, hereafter referred

to in this document as “University Committees,” even when University Committees, created by relevant University authorities, and Faculty Assembly Committees address overlapping issues.

教师大会下设委员会负责组织梳理“全体教师”就有关问题的代表性意见。因此，下设委员会不同于不隶属于教师大会的委员会（以下简称为“学校委员会”），也不会影响学校委员会存在的必要性（包括在由学校相关管理方成立的学校委员会与教师大会下设委员会所处理的事务出现重叠的情况下）。

4.2.3 The Role of the Faculty Chair with respect to the Faculty Assembly Committees 教师主席在教师大会下设委员会中的职责

The Faculty Chair, in consultation with the Vice-Chair, receives recommendations from the academic community and forwards these concerns to the relevant Faculty Assembly Committee for study and deliberation before presentation to and deliberation by the Faculty Assembly. The Chair and Vice Chair consult with the relevant Faculty Assembly Committees when necessary and expedite the flow of information to the Agenda Committee and the Faculty Assembly.

教师主席通过与副主席协商，接收学校学术群体的建议，并提交至相关的教师大会下设委员会进行研究讨论，再提交至教师大会审议。主席和副主席在必要时可与相关的教师大会下设委员会磋商问题，加快与议程委员会和教师大会的信息交流。

4.2.4 Conduct, Election, and Composition of Faculty Assembly Committees 教师大会下设委员会的管理、选举和构成

Each Faculty Assembly Committee develops its own procedures for meetings and conducts its business in accordance with Robert’s Rules of Order and these Faculty Bylaws. In general, Standing Faculty Assembly Committees are expected to convene six times per year, except for the Agenda Committee, which meets monthly to prepare the Faculty Assembly meetings.

各教师大会下设委员会根据《罗伯特议事规则》和本规章，制定其会议程序，处理其各项事务。议程委员会需为准备教师大会会议而每月举行会议，而通常情况下，其他常务委员会预期每年只需召开六次会议。

4.2.4.1 All Faculty Assembly Committees keep and distribute minutes of meetings to Faculty Assembly Committee members. Copies of the minutes shall be made available in a timely manner and saved electronically on a platform accessible to all members of the Faculty. No minutes, data, judgments, or other similar work product of Faculty Assembly Committees, nor any other account of meetings of the Faculty Assembly Committees,

shall be disclosed or distributed, except to the Agenda Committee, the Faculty Assembly when assembled and its individual members, and by saving them to the aforementioned electronic platform accessible to all Faculty members.

教师大会下设委员会均保留会议纪要并分发至委员会成员。会议纪要应及时提供，并以电子方式保存在“全体教师”所有成员均可访问的平台上。教师大会下设委员会的会议纪要、数据、裁决等委员会工作资料，以及任何其他有关教师大会下设委员会的会议记录，除保存于上述对“全体教师”所有成员开放的电子平台中从而提供给议程委员会、（需举办教师大会时的）教师大会及其成员外，均不得公开或传播。

4.2.4.2 Every Faculty Assembly Committee shall submit an annual report to the Faculty Assembly at the last meeting of the Faculty Assembly of the academic year, reflecting on what they have done. These reports will be made available in a manner consistent with the procedures laid out in 4.2.4.1. 教师大会下设委员会均应在该学年的最后一次教师大会会议上，向教师大会提交工作汇报的年度报告，并按照本规章 4.2.4.1 条规定进行保存。

4.2.4.3 A Faculty Assembly member may be elected to no more than one Standing Faculty Assembly Committee. Faculty members also holding the rank of Assistant Dean or above are prohibited from being elected to Faculty Assembly Committees.

教师大会成员通过选举最多可作为一个教师大会常务委员会的成员。任助理院长及其以上职位的教师不得成为教师大会下设委员会成员。

4.2.4.4 The membership of all Faculty Assembly Committees shall reflect the comprehensive diversity of the Faculty and include a fair and equitable representation of perspectives, particularly from institutionally underrepresented groups.

教师大会下设委员会的成员构成应反映“全体教师”的多元背景，委员会的意见形成也应体现公平公正的原则，特别要考虑到整体机构中未被充分代表的群体的意见。

The nomination of candidates for elections to Faculty Assembly Committee membership shall uphold the principles of gender equality and inclusion of diversity.¹

教师大会下设委员会成员候选人的选举提名应遵循性别平等和多样性¹的原则。

Every Faculty Assembly Committee shall include within their annual report to the last Faculty Assembly Meeting of the academic year a statement addressing what they have done to advance the Faculty Assembly's diversity and inclusion goals. To ensure a fair hearing of minority opinion, Faculty Assembly Committee members may include their individual opinions alongside this statement.

在学年最后一次教师大会会议中，教师大会下设委员会递交给大会的年度报告，应说明委员会为促进教师大会的多元性和包容性所做的工作。此外，为确保公平听取少数群体的意见，教师大会下设委员会成员还可以在说明中附上个人意见。

4.2.4.5 All Faculty Assembly Committee members are elected by secret ballot. Standing Faculty Assembly Committee members are elected at the first meeting of the Faculty Assembly, which shall be held at the beginning of the fall semester. Ad-Hoc Faculty Assembly Committee members are elected when the committee is constituted or when a position becomes vacant.

所有教师大会下设委员会成员均以无记名投票方式选出。教师大会常务委员会成员在第一次教师大会会议上选出，该会议应于秋季学期伊始召开。特设委员会成员则在委员会成立或职位空缺时通过选举产生。

4.2.4.6 With the exception of the Faculty Chair, elections shall be by plurality vote. If there is a tie for the most votes, then there will be a run-off election between those persons tied.

除教师主席选举外，其他选举应遵循多数制原则。如最高票持平，则针对最高票者进行第二轮投票。

¹ As is consistent with regular order under Robert's Rules, members of the Faculty Assembly can add nominees to any slate of nominees that does not yet uphold these principles before voting occurs, and can also motion to reopen nominations after nominations are closed, so as to add to the slate of nominees and thereby make it appropriately equitable.

根据《罗伯特议事规则》的常规规则，在投票前，如现有的被提名人名单没有体现性别平等和多样性的原则，教师大会成员可以提名新的候选人；提名结束后也可以提出动议重新开放提名，增加候选人，以达到适当公平。

4.2.4.7 While winners of all Faculty Assembly Committees elections will be announced, vote totals will not be announced unless approved by the Faculty Assembly in a resolution.

教师大会下设委员会的选举会公布获胜者，但除经教师大会决议批准，否则不得公布各候选人所获票数。

4.2.4.8 Unless specified otherwise, the chair of each Faculty Assembly Committee is elected by the membership of the respective Committee at its first meeting of the academic year. A Committee Chair who cannot attend a meeting shall designate an interim Chair from the current Committee membership. Excepting the Chair and Vice-Chair of the Faculty Assembly, all chairpersons are elected on an annual basis.

除非另外说明，否则各教师大会下设委员会主席均应在该学年的第一次委员会会议上由该委员会成员选出。委员会主席如不能出席会议，应从委员会现任成员中指定一名临时主席。除教师大会主席和副主席外，其他主席均一年一选。

4.2.4.9 Faculty Assembly Committee membership shall be divided as equitably as is practicable among the relevant academic divisions of the University: Natural Sciences, Arts and Humanities, Social Sciences, Graduate Programs, and the Language and Culture Center (“LCC”).

教师大会下设委员会成员名额应按照学校有关学部（即自然科学、人文科学、社会科学、研究生项目和语言文化中心）进行合理公平的分配。

4.2.4.10 For the purposes of the Faculty Assembly, the Physical Education faculty shall caucus with the Division of Social Sciences and the Library faculty shall caucus with the LCC.

教师大会中，体育教师应计入社会科学学部，图书馆教师应计入语言文化中心。

4.2.5 Standing Faculty Assembly Committees 教师大会常务委员会

The Faculty Bylaws establish six Standing Faculty Assembly Committees hereafter described. The Standing Faculty Assembly Committees perform functions essential to Faculty Governance.

如下所述，本规章设立了六个教师大会常务委员会。教师大会常务委员会负责执行对教师治理至关重要的职能。

Standing Faculty Assembly Committee membership is for a two-year period and one renewal is permitted consecutively. Faculty Assembly Committee elections ought to be staggered so as to allow for regular turnover.

教师大会常务委员会的成员任期为两年，可以连任一次。教师大会下设委员会应错开选举，以确保正常人员流动。

4.2.5.1 The Agenda Committee is responsible for the preparation and distribution of the agenda of the Faculty Assembly meetings; for extending invitations to non-Faculty Assembly members and administrators to attend a meeting of the Faculty Assembly to present or answer questions of interest to the Faculty; for overseeing the process of updating the Faculty Handbook, and distributing revisions to it.

议程委员会负责准备和传达教师大会会议议程；邀请非教师大会成员、行政管理人员参加教师大会的会议，以介绍或回答“全体教师”感兴趣的问题；监督《教师手册》的修订工作，并分发其修订版。

Agenda Committee membership includes: Chair of the Faculty Assembly (Chair of the Agenda Committee), Vice-Chair of the Faculty Assembly, and three elected Faculty members. At minimum, this committee must be populated by one faculty member in the Undergraduate Program, one faculty member in LCC, and one faculty member in the graduate program.

议程委员会成员包括：教师大会主席（议程委员会主席），教师大会副主席和三名当选的“全体教师”成员。委员会须至少包括一名本科项目的教师、一名语言文化中心的教师和一名研究生项目的教师。

4.2.5.2 The Curriculum Committee is the Faculty's representative body for collaboration with the University administration's and Duke University Faculty's efforts to create, revise, and implement the University's curriculum.

课程体系委员会是负责与学校行政管理层和杜克大学教师群体合作，共同设计、修改和实施学校课程体系的教师代表团体。

Curriculum Committee membership includes: five elected Faculty members, representing a minimum of five academic divisions. Associate Vice-Chancellor for Undergraduate Studies & the Language and Culture Center, the Associate Dean of Undergraduate Curricular Affairs, the Associate Vice-Chancellor for Graduate Studies and Research, and the Registrar shall be ex officio members.

课程体系委员会成员包括：五名当选的“全体教师”成员，至少来自五个学部。协理副校长（本科生院与语言文化中心）、本科课程事务

副院长、协理副校长（研究生院与科研），以及学籍管理主任应为当然成员。

4.2.5.3 The Faculty Development Committee makes recommendations concerning ways to improve the Faculty's ability to advance as productive scholars; the committee sponsors workshops and other programs to aid faculty members in their professional development. It recommends the avenues for dispersion of the faculty development budget and assists in the review of applications for pre-tenure sabbatical.

教师发展委员会负责为推动“全体教师”学术发展提出相关建议；为推动教师职业发展举办工作坊和其他项目。委员会也会就教师发展预算的使用途径给予建议，并协助审核有关终身轨教师学术休假的申请。

Faculty Development Committee membership includes: five elected Faculty members from a minimum of five academic divisions and the Director of Faculty Development (ex officio).

教师发展委员会的成员包括：五名当选的“全体教师”成员（至少来自五个学部）和教师发展主任（当然成员）。

4.2.5.4 The Teaching and Advising Committee is responsible for making recommendations to improve the Faculty as teachers and advisors. To that end, it works collaboratively with the Center for Teaching and Learning and the Office of Undergraduate Advising to assist in the development of efforts to enhance Faculty capacity in these areas.

教学和指导委员会负责提出旨在提高“全体教师”授课和提供指导的能力的建议。委员会与教学中心和本科学业指导办公室合作，共同推动教师在相关方面的能力建设。

Teaching and Advising Committee membership includes: five elected Faculty members from a minimum of five academic divisions and the Associate Vice-Chancellor for Undergraduate Studies & the Language and Culture Center (ex officio).

教学和指导委员会成员包括：五名当选的“全体教师”成员（至少来自五个学部）和协理副校长（本科生院与语言文化中心）（当然成员）。

4.2.5.5 The Research Committee is responsible for making recommendations to improve the quality of faculty research and scholarship, enhance faculty capacity to pursue their scholarship goals, and to establish

and/or renew university research centers and institutes. To that end it works collaboratively with the undergraduate division chairs, the director of the LCC, and representatives of the university's research centers and institutes, undergraduate and graduate programs. The research committee is also available to advise the VCAA on matters of faculty research.

研究委员会负责提出改进建议，以提高教师研究质量和学术水平，提升教师获取学术成就能力，及新建和/或续建学校研究中心和研究所。为此，研究委员会将与本科生院学部主任，语言文化中心主任，学校研究中心和研究所代表，以及本科生和研究生项目代表相互协作。研究委员会也可以就教师研究事宜向学术事务副校长提供建议。

Research committee membership includes: five elected faculty members from a minimum of five academic divisions, the DKU-based directors of all the research centers (ex officio), and the associate vice chancellor for graduate studies and research (ex officio).

研究委员会成员包括：来自至少五个学部的五名当选教师，所有研究中心的昆山杜克大学方主任（当然成员），以及协理副校长（研究生院与科研）（当然成员）。

4.2.5.6 The Diversity, Equity, and Inclusion Committee is responsible for periodic data collection, organizing relevant workshops and other events, moving forward salary transparency, creating structures to address salary concerns, and other activities that help promote diversity, equity, and inclusion at DKU. To this end, the Committee works collaboratively with the Director of Faculty Development. Membership includes five elected Faculty members, to be divided as equitably as is practicable among the relevant academic divisions.

多样性、公平与包容委员会负责定期收集数据、举办相关研讨会及其他活动、推进薪酬透明化、建立解决薪酬问题的结构，以及其他促进多元化、公平与包容的活动。为此，委员会与教师发展主任协同工作。委员会成员包括五名当选教师，按照有关学部进行合理公平的分配。

4.2.6 The Creation and Disbanding of Ad-hoc Faculty Assembly Committees **教师大会特设委员会的成立和解散**

From time to time, the Faculty Assembly may judge it necessary to create or disband an Ad-hoc Faculty Assembly Committee. The Faculty Assembly Chair should solicit the judgment of the VCAA before voting on the formation of Ad-hoc Faculty Assembly Committees. As a general rule, the Faculty shall guard against the unnecessary proliferation of committees.

教师大会可以视情况自行决定成立或解散教师大会特设委员会。教师大会主席应在举行有关成立特设委员会的投票前，征询学术事务副校长的意见。一般来说，“全体教师”应避免非必要的委员会的成立。

4.2.6.1 Ad-hoc Faculty Assembly Committees may be created by the Faculty Assembly by a simple majority vote. Any Ad-hoc Faculty Assembly Committee created by this mode has the full privileges of a Faculty Assembly Committee, as described above in 4.2. The mandates of all Ad-hoc Faculty Assembly Committees expire on October 1, annually; to continue operation as a Faculty Assembly Committee after that date, the Chair of any Ad-hoc Faculty Assembly Committee created after October 1 of the previous year must seek the approval of the Faculty Assembly.

教师大会可以通过简单多数表决成立教师大会特设委员会。按此成立的特设委员会，均具有教师大会下设委员会的同等权力（详见 4.2 节中上述有关规定）。所有特设委员会的职权于每年的 10 月 1 日到期；如在此日期后需继续作为教师大会下设委员会运作，则于前一年 10 月 1 日后成立的该特设委员会的主席必须寻求教师大会的批准。

4.2.6.2 Ad-hoc Faculty Assembly Committees may be disbanded by a simple majority vote of the Faculty Assembly.

教师大会可以通过简单多数表决解散特设委员会。

4.2.6.3 The provisions of article 4.2 in no way infringe upon either faculty members' ability to form committees independent of the Faculty Assembly or faculty members' ability to serve on other University Committees.

4.2 节中的规定不会以任何方式限制教师成立不隶属于教师大会的委员会，抑或在其他学校委员会任职。

5. Entry into Force and Amendment of the Faculty Bylaws 本规章的生效和修订

These Faculty Bylaws shall enter into force upon obtaining the final approval by the Faculty Assembly, recommendation of approval from the Chancellor and EVC to the Board, and final approval by the Board.

本规章获得教师大会的最终批准后，须由校长和常务副校长向理事会提出批准建议，并获得理事会最终批准后，方能正式生效。

These Faculty Bylaws may be amended by a two-thirds majority vote of the Faculty Assembly, provided that the text of any proposed amendment has been circulated to the members of the Faculty Assembly at least five days prior to the meeting at which such a vote occurs.

教师大会可通过三分之二多数表决对本规章进行修订。修订建议须于投票表决的会议前至少五天，分发至教师大会成员。

Amendments of provisions in section 4 'Faculty Self-Governance' shall become effective immediately upon adoption by the Faculty Assembly. Amendments to all other provisions shall become effective upon recommendation of approval from the Chancellor and EVC to the Board and final approval by the Board.

第 4 节“教师自治”的相关规定的修订，经教师大会通过后即可生效。其他内容的修订，须经校长和常务副校长向理事会提出批准建议、并获得理事会最终批准后，方可生效。