**温州肯恩大学外国专家管理制度**

**GUIDELINES FOR MANAGING FOREIGN EXPERTS**

**WENZHOU-KEAN UNIVERSITY**

**第一章 总则**

Chapter 1 General Provisions

1. 聘请外国专家到温州肯恩大学从事教学、研究和管理工作，是学校中外合作办学的重要组成部分。

Ⅰ The appointment of foreign experts to be engaged in Wenzhou-Kean University’s (hereinafter as “WKU” or “the University”) teaching, researching, and management is an essential part of a China-foreign cooperative university’s operations.

二、 为规范外国专家管理，有序推进教学和科研工作，根据国家和浙江省的相关文件规定，结合我校实际，制定本条例。

Ⅱ In accordance with the appropriate regulations stipulated in the National and Provincial Official Documents, in consideration of the specific circumstances of the University, we set forth the guidelines for standardizing the management of foreign experts and facilitating the University’s teaching and research activities.

三、 本条例所指外国专家是指从美国肯恩大学选派或通过全球招聘、在温州肯恩大学从事教学、科研和管理的外籍教师和学者，包括工作六个月（含一个学期）以上的长期外国专家、六个月以下或不足一个学期的短期外国专家。

Ⅲ Foreign experts herein referred to are the foreign teachers and scholars assigned or recruited globally by Kean University, U.S.A., to engage in WKU’s teaching, research and management, including long-term hires of over six months or one spring / fall semester, and short-term hires of less than six months or one spring / fall semester.

**第二章 聘请工作**

Chapter 2 Employment

一、 聘请外国专家来校从事教学、研究和管理工作，应遵循以下原则：按需聘请、择优聘用、用其所长、注重实效。

Ⅰ The appointment of foreign experts to teach, research, and manage at the University shall observe the following principles: appointment by necessity, selection of the most qualified, use of their strengths, and attention to practicality.

1. 应聘来校工作的外国专家应具备以下条件：

Ⅱ The foreign experts appointed by the University shall meet the requirements as follows:

1、聘请外国专家应为加强学科建设和师资队伍建设服务，有利于提高学校的科研水平；

1. The foreign experts shall provide service to strengthen the academic programs and the faculty team, and promote the University’s research levels.

2、对华友好，遵守中国的法律、法规和学校的规章制度，尊重中国传统文化和生活习惯，不得利用教学之便或在任何场合下非法传教；

2. The foreign experts shall be in friendly terms with China, abide by the Chinese laws and regulations, and the University’s policies, and respect the traditional Chinese culture and life styles. Any illegal missionary activities conducted through the convenience of teaching or on any occasions are strictly forbidden.

3、应有博士学位或相关专业的权威资格证书，掌握在我校工作领域相应的知识和技能；

3. The foreign experts shall hold doctoral degree or professional certificates of a relevant field, and possess the corresponding knowledge and skills related to their positions at the University.

4、爱岗敬业，能够出色完成我校的工作计划，并获得相应的成果，不得因为参加其他任何与教学、科研无关的活动而影响在我校的工作；

4. The foreign experts shall be devoted to their work, successfully fulfill the tasks assigned by the University, and make corresponding achievements. Participation in activities that are unrelated to teaching and research, and as a result, interfere with the work performance at WKU is not allowed.

5、外国专家没有未了结的法律纠葛；无犯罪记录；

5. The foreign experts shall have no unsettled legal disputes and have a clean criminal background check.

6、外国专家一旦批准聘用后，由各院系主要领导与其签定合同，并明确其教学及科研任务及相关待遇；

6. Once a foreign expert’s appointment is approved, directors of the appropriate college or school will sign a contract with them and specify in writing their teaching and research tasks, as well as their salaries and benefits.

7、对在校工作成绩显著的外国专家予以奖励；对不履行合同、工作态度、教学效果差的外国专家予以批评教育，直至解聘。

7. The foreign experts with distinguished performance will be rewarded, whereas those who do not fulfill the contract, work with negative attitudes, or provide poor teaching results will be subject to criticisms, and even termination of employment.

1. 应聘来校工作的外国专家应提供以下材料：

Ⅲ The foreign experts appointed by the University should provide the following documents:

1.个人简历，包括学习和工作经历；

1. A resume with education history and work experience;

2. 最高学历证书或专业资格证明材料；

2. The highest academic degree certificate or professional credentials;

3. 有效护照复印件及彩色近照。

3. Photocopy of a valid passport and a recent color photo.

**第三章 外国专家管理**

**Chapter 3: Foreign Expert Management**

一、聘请管理

Ⅰ Employment Management

根据年度教学和科研需求，学术事务副校长负责制定外教招聘计划和经费预算。经学校领导联合审议通过后，学术事务副校长开展招聘工作，对应聘人选所提交的求职材料进行审核、面试，经筛选确定拟聘外教后，汇总至人力资源部，由人力资源部拟定合同，安排学校主管领导与外教签订聘用合同。

According to the annual demand for teaching and research, the Vice President for Academic Affairs (hereinafter abbreviated as VPAA) is responsible for planning the recruitment of foreign experts and making a budget. After the proposal being jointly consulted and approved by the University Leadership, the VPAA will launch the recruitment project, assess the applications, and organize interviews. A list of eligible candidates will be prepared and sent to the Office of Human Resources. The Office of Human Resources will then draft the contract and arrange the University Leadership and the new hires to sign the contract.

人力资源部按照规定向政府相关部门报送聘请材料，为被聘外教申办来华工作所需相关手续和签证材料。在外教入境后，协助其办理“外国专家证”和居留许可等。具体流程如下：

The Office of Human Resources prepares and submits the employment documents to the appropriate government departments in accordance with the relevant regulations, and applies for the foreign experts’ visa-related documents, such as work permit in China. After the foreign teachers arrive in China, the International Office will assist the foreign teachers in applying for the “Foreign Experts Certificate”, residence permits, etc. The specific procedures are as follows:

1. 外专局申请《外国专家来华工作许可》；
2. Apply for the “Foreign Experts Work Permit in China” through the State Administration of Foreign Experts Affairs;
3. 外事办申请邀请函；
4. Apply for a Confirmation Letter of Invitation from Foreign Affairs Office;
5. 工作许可和邀请函寄给外教，外教在境外办理Z签（工作签证）；
6. Mail the Work Permit and Invitation to the foreign teacher, and the teacher use them to apply for a “Z” visa (Chinese work visa);
7. 外教到达后体检，办理健康证；
8. Have a foreign teacher take physical examination upon their arrival and obtain the Health Certificate;
9. 外专局申请外专证；
10. Apply for and obtain the “Foreign Experts Certificate” from the State Administration of Foreign Experts Affairs;
11. 出入境办理《外国人居留许可》。
12. Apply for and obtain the “Residence Permit” from Exit-entry Administration.

二 、日常管理

Ⅱ Daily Operations

1. 接机工作：人力资源部负责安排人员和车辆前往机场或车站接机（外教第一次到达温州）。
2. Shuttling: The Office of Human Resources is responsible for arranging staff and vehicles to welcome the foreign faculty at the airport.（When the faculty comes to Wenzhou at first time）

2、 住宿安排：人力资源部将统一安排外教入住聚英家园或者学校教师公寓。并协助外教办理相关手续，协同外教参加学校各部门举办的活动等。

 2. Accommodations arrangement: The Office of Human Resources arranges for the foreign teachers to live in Ju Ying Jia Yuan or the on-campus faculty apartment. It also assists the foreign teachers in handling relevant formalities and participating in the activities organized by each department of the University.

3、 安全管理：外教的安全工作由学校教学部、人力资源部、总负责，行政等部门协助共同负责。外教到校后，人力资源部负责向外教宣传和介绍中国中央、地方政府和学校的有关法规制度，包括作息时间、住宿地的电器设备安全使用规定等，并将学校各有关部门及人员的联系方式，常用报警、求助电话等，告知外教，以保证各部门随时为外教提供帮助。

3. Security control: the Academic Affairs Office and The Office of Human Resources are responsible for the security of the foreign teachers with the assistance of other administrative departments. The Office of Human Resources introduces to the foreign faculty the related laws and rules of the Chinese central and local governments, and the University policies and regulations, including daily schedule, the provisions for the safe use of electric appliances in the housing, etc. Besides, it also provides the foreign teacher with the contact information of staff in relevant departments and common emergency phone numbers, to insure that assistance will be on hand when needed.

4、 兼职管理：未经学校同意，外教不得兼任校外其它劳务工作和教学活动。

 4. Part-time jobs management: foreign teachers are not allowed to engage in any unauthorized part-time jobs or teaching activities outside the University.

5、 医疗保险：按照美国肯恩大学的规定，外教按头衔不同级别，享受综合医疗保险。

 5. Medical insurance: According to relevant regulations of Kean University, USA, the foreign faculty enjoy comprehensive medical insurance as per titles of different levels.

三、教研管理

Ⅲ Academic Affairs Management

1. 外教到达学校后，教学部向外教介绍学校教学管理方面的相关规定，对其提出教学要求；告知任教班级、任教课程、任教课时、上课时间及地点等基本情况，并提供相应教材。

1. After the foreign teachers arrive at the University, the Academic Affairs Office will introduce to the foreign faculty the relevant rules and requirements on Academic Affairs; inform them of the necessary information such as the assigned classes, course names, teaching schedule, classroom locations; and provide them with textbooks.

2、 教学部全面负责外教的教学质量控制，加强对外教的工作指导，如发现问题，应及时向外教指出，并督促其在日后教学中加以改进。每学期教务部将通过召开学生座谈会、组织问卷调查和听课等方式对外教进行考评，并将考评结果以书面报告的形式报教学部备案存档，作为下一年度是否续聘的依据。

 2. The Academic Affairs Office is responsible for controlling teaching quality, providing academic guidance, finding out problems in time and urging the teachers to improve in the future. The Registrar’s Office will evaluate the foreign teachers work performance by organizing student meetings, conducting surveys, and observing classes. The evaluation results are reported in writing and filed in the Academic Affairs Office as a criterion for the next year’s reappointment.

3、外教因事或因病无法工作时，应提前向学术事务副校长请假，并征得其同意，且需要通过其他途径，完成教学进度；外教无故缺课，学校将予以批评警告。

 3. If a foreign teacher cannot work due to personal business or health issues, they shall ask for leave of absence in advance from the VPAA, and the teacher shall catch up the missed teaching load by other means; if a foreign teacher is absent without permission, he or she will receive a formal warning from the University.

4、在外教聘用期满前，学术事务副校长将根据外教的综合表现，在征求外教意见的基础上决定是否续聘，并将决定以书面行事告知人力资源部。如不续聘，人力资源部将做好外教离校的各项工作，收回学校为外教配置的电子设备等。

 4. Based on their overall performance and their own opinion before the expiration of their contracts of employment, the VPAA will decide whether or not to reappoint a foreign teacher and then inform the International Office of the decision in writing. If not reappointed, the Office of Human Resources will handle the departure of the foreign faculty and retrieve the electronic equipment provided by the school.

5、如果外教对教学工作有意见，可向学术事务副校长反映，经学院有关人员研究后给予反馈意见。

 5. Any foreign faculty’s opinions on academic affairs can be reported to the VPAA. After consultation among the relevant administrators, a reply will be given to the interested foreign teacher.

6、积极接受校、系领导及其他教师以听课和其他方式对教学情况的检查，并协助开展评估工作。

 6. Foreign faculty shall actively participate in various kinds of evaluations, such as classroom observation, from the University Leadership, and assist in the assessment procedures.

7、不得随意调课；如有正当理由确需调课，事先报学术事务副校长批准；如遇节假日或其他活动而进行的全校性调课，服从学校统一安排。

 7. Changing class schedule at will is not allowed; if a foreign teacher has a reasonable excuse, they shall ask for the VPAA’s permission in advance; in case of national holidays or other activities requiring a university-wide change of class schedule, the foreign faculty shall be subject to the arrangement of the University.

8、加强与合作教师的联系；积极参加有关教研活动；与同事共同探讨和改进教学工作。

 8. The Foreign teachers should strengthen the connection with their peers, take active part in the related academic activities, and consult with colleagues to improve their teaching quality.

1. 附则

Ⅳ Supplementary Provisions

本规定由温州肯恩大学人力资源部负责解释。

The Guidelines are subject to the interpretation of the Office of Human Resources.