温州肯恩大学
WENZHOU-KEAN UNIVERSITY

WKU Faculty Conduct Guidelines

教师行为准则

人力资源部

Office of Human Resources

AY 2026-27

Overview 总则

Wenzhou-Kean University (hereinafter referred to as "WKU" or "the University") offers a unique model of higher education in partnership with Kean University in accordance with *Articles of Association of Wenzhou-Kean University*. All faculty members are required to comply with all applicable laws, regulations, and treaties as well as the University's Rules and Regulations as amended or updated from time to time during the course of their employment. Faculty Members must be informed about performance expectations and appropriate conduct or behaviors in the workplace. When expectations are not met, implementation of formal disciplinary proceedings may be the next step. The University takes a corrective and progressive approach to performance and behavioral improvement. Once performance problems or inappropriate behaviors are identified, the University will determine the appropriate and most effective approach to resolve the issues.

根据《温州肯恩大学章程》，温州肯恩大学（以下简称"学校"）与美国肯恩大学合作，提供了独特的高等教育模式。所有教师在其服务期内都必须遵守所有适用的法律、法规、条约和学校不时修订或更新的《规章条例》。教师必须被告知工作表现期望以及在工作场所适当的行为举止。如果工作表现或行为举止没有达到期望，或将采取纪律处分来帮助教师改进工作表现并纠正行为。温州肯恩大学采取纠正和渐进的方法来规范职场行为、保证工作效率。一旦发现工作表现问题或不当行为，学校必须采取适当、有效的方法来解决问题。

The Code of Conduct is intended to provide general direction in the administration of the disciplinary process and serve as an informational source. It includes examples of common grounds for disciplinary action and is not to be considered all-inclusive since other circumstances may present just cause to impose disciplinary action.

《教师行为守则》作为纪律信息来源，旨在为纪律程序的管理和执行提供指导意见。《教师行为守则》中列举的违规违纪事项为纪律处分的判定提供了一定依据，但由于行为无法详尽罗列，因此一些未尽的行为也可能会导致纪律处分。

PART ONE: DISCIPLINARY PROCEDURES 第一部分：纪律处分程序

I. PURPOSE 目的

The following procedures and guidelines for discipline apply to faculty members at Wenzhou-Kean University. These procedures are designed to address issues that may have caused behavioral or performance problems and prevent faculty members from continuing to be effective. These procedures are intended to provide an equitable process for adjudicating allegations of violations of University policies or procedures, or applicable laws or regulations. The application of these procedures shall always be consistent with applicable laws and regulations.
以下纪律程序和准则适用于温州肯恩大学的所有教师。这些程序旨在纠正不当的行为或改善不良的工作表现，以营造良好的办公氛围，保证工作效率。它们还旨在提供一个公正的程序，以处理违反适用法律法规或学校规章政策行为的指控。这些程序和准则的应用始终与适用的法律法规一致。

II. DISCIPLINARY VIOLATIONS 违反纪律

Violations of University policies or procedures, or applicable laws or regulations, shall be considered disciplinary violations, and faculty members may be subject to formal disciplinary action.
任何违反学校规章政策或适用法律法规的行为将被视为违反纪律，教师可能会受到正式纪律处分。

III. RESPONSIBLE OFFICE 受理部门

All suspected conduct violations should be reported in a written document to the Office of Human Resources. The Office of Human Resources will be responsible for implementing any necessary disciplinary action.
所有涉嫌违规的行为应以书面文件形式上报给人力资源部。人力资源部负责执行任何必要的纪律处分。
All suspected violations involving academic integrity issues should be referred to the Office of the Vice Chancellor for Academic Affairs (VCAA).
所有涉嫌违反学术诚信的行为，均应上报学术事务副校长（VCAA）办公室。

IV. RESPONSIBILITY OF ACADEMIC LEADERSHIP 学术领导的职责

Academic leaders (including Department Directors, Campus Deans and/or Vice Chancellors for Academic Affairs) shall initiate meetings with faculty members who show signs of unsatisfactory conduct or performance as indicated herein and attempt to resolve any issues, and if necessary and/or

appropriate, offer assistance.
学术领导（包括系主任、院长和/或学术事务副校长）在初期就应与工作表现不佳、行为失当的教师进行谈话，并在必要或恰当的时候提供帮助，解决教师的问题。

To that end, academic leaders are responsible for documenting and reporting performance and conduct issues to the Office of Human Resources and/or to the Office of the VCAA in a timely manner (however, any member of WKU community may report performance or conduct issues to the Office of Human Resources or the Office of the VCAA). In consultation with the Office of Human Resources staff, academic leadership shall then address performance and behavioral issues through early intervention and corrective actions consistent with these procedures.
为此，学术领导需及时将有关工作表现和行为问题备案，并向人力资源部和/或学术事务副校长办公室报告（但学校的任何人都可以向人力资源办公室或学术事务副校长办公室报告工作表现或行为问题）。在与人力资源部职员协商后，学术领导应遵照程序，通过早期干预和纠正措施来解决教师工作表现和行为的问题。

V. DUE PROCESS 正当程序

Faculty members accused of violating University policies or procedures, or applicable laws or regulations have the right to due process. This right entitles each faculty member to a fair and objective hearing, and the right to appeal formal disciplinary decisions as stipulated in these procedures.
教师违反学校规章政策或适用法律法规的指控应经过“正当程序”。此权利赋予每位教师公正、客观的听证机会，教师有权按照规定对正式纪律处分结果提出申诉。

All proceedings will be conducted without regard to race, color, national origin, sex/gender, pregnancy, religion, age, physically disability, marital status, sexual orientation, genetic information etc.
所有程序的进行，不能因教师的种族、肤色、国籍、性别、怀孕与否、宗教信仰、年龄、肢体残疾、婚姻状况、性取向、先天疾病等而差别对待。

VI. STATEMENT ON RETALIATION 反报复声明

Retaliation against any employee who alleges misconduct, provides information during an investigation into claims of misconduct, or opposes misconduct, is prohibited. No employee bringing a complaint, providing information for an investigation, or testifying in any proceeding shall be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation. An employee who knowingly makes a false accusation of prohibited misconduct or

knowingly provides false information in the course of an investigation of a complaint, will be subjected to administrative and/or disciplinary action, up to and including termination of employment. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation

严禁对任何提出不当行为指控、在不当行为相关主张的调查过程中提供信息，或反对不当行为的员工实施报复。任何提出投诉、为调查提供信息或在任何程序中作证的员工，均不得因参与上述活动而遭受任何不利的工作或雇佣后果，也不得成为其他形式报复行为的对象。任何员工如明知有关受禁止不当行为的指控为虚假而提出该指控，或在投诉调查过程中明知而提供虚假信息，将受到行政处理和/或纪律处分，直至并包括解除劳动关系。但是，基于善意提出的投诉，即使最终未能得到证实，也不应被视为虚假指控。

VII. DISCIPLINARY SANCTIONS 纪律处分的类别

The following provides a general structure for disciplinary sanctions. Each situation will be handled individually within these general guidelines and may include one or all of the following.

下文提供了纪律处分的几种类型。每种情况都将在某条或数条指导方针下处理。

Conduct Advising Session. The advising session is intended to inform the person being sanctioned of the need to correct behavior to comply with policies, procedures, and/or performance. The session will include advisement of potential disciplinary action(s) if the unacceptable conduct or performance is repeated. The session is followed up with a written notice detailing the specifics of a conduct advising session. This is not an official discipline outcome and is not subject to appeal. However, it is a forewarning and is recorded for future reference.

行为建议谈话。通过谈话的方式，告知教师需要纠正其不恰当的行为或不良的工作表现。同时，告知教师如果再次出现不被允许的不良行为或负面表现，则可能产生的纪律处分后果。谈话应附有书面报告，详细记录谈话的细节。这不是正式的纪律处分，因此不接受教师上诉。但是，这是一个事先告诫，登记在案，以供将来参考。

Written Reprimand. A written reprimand is notice that the conduct or performance is unsatisfactory for a specific reason. The notice must state that it is a reprimand and should warn the faculty member that any recurrence may result in more severe disciplinary action, including, where appropriate, the possibility of separation from employment with the University.

书面训诫。因特定原因导致行为或工作不满足要求的书面通知。该通知是一份正式的书面训诫，应警告教师若再发生违规违纪行为，则可能导致更严厉的纪律处分，包括酌情开除。

Development Plan, Program Attendance, or Facilitation. If training is a recommended disciplinary

action, the person being sanctioned may be required complete a development plan, to attend or facilitate an educational program(s)

参加发展计划、教育项目或自行设计的项目。如果建议培训方式的纪律处分措施，受处分者可能被要求完成一个或多个发展计划、教育性质的项目或自行设计的教育性质项目。

Service Work Assignment. A sanction could include the requirement to perform services/alternative work for the community or the University. This may be in lieu of teaching or other responsibilities.

服务工作分配。处分可能包括要求个人为社区或学校执行服务工作或从事替代性工作。这可以作为教学或其他职责的替代。

Facilities Restriction. Disciplinary sanctions could include revocation or restriction of privileges for the use of specific University facilities.

设施限制。纪律处分可能包括取消或限制使用学校特定设施的特权。

Loss of Status. Denial of specific status may be included as part of a sanction. The length of the status denial will be specified in the sanction. (e.g. University representation, leadership role, committee membership).

身份丧失。作为处分的一部分，可能会导致否认特定身份。期限将在处分中明确说明（例如：学校代表权、领导角色、委员会成员资格）。

Contact Restriction. Disciplinary sanction may include a directive restricting contact between two or more individuals. This includes, but is not limited to, telephonic, electronic, text, written, or direct verbal contact and also prohibits communication via other individuals.

联系限制。纪律处分可能包括限制两人或多人之间接触。这包括但不限于电话、电子通讯、短信、书面或直接口头接触，也禁止通过其他个人进行沟通。

Monetary Restitution. Sanctions may include a means to recover or compensate for the damages suffered by the University or other entity or person.

经济赔偿。处分可能产生经济赔偿用以恢复或补偿学校或个人遭受的损害。

Termination. A disciplinary sanction may result in permanent separation from employment with Wenzhou-Kean University.

解雇。纪律处分可能导致与温州肯恩大学永久性解除雇佣关系。

If a faculty member has a record of previous disciplinary violations, whether or not related in nature to the current violation, then the previous record may be grounds for additional disciplinary sanctions.

如果教师在过去有过违规违纪的处分记录，尽管和当前的违规违纪行为没有关联，先前记录可作为施行更严厉纪律处分的依据。

For violations involving conduct of a criminal nature, the Office of Human Resources is obliged to refer the case to local police authorities.
对于涉及任何违法犯罪的行为，人力资源部有义务将案件移交给当地公安部门。

VIII. ADJUDICATION PROCESS 裁决程序

1. **COMPLAINT.** If further investigation is needed after the preliminary review of [an] alleged violation[s], a formal complaint shall be initiated by Human Resources.

1.**投诉。**如果在对所指控的违规行为进行初步审查后需要进一步调查，人力资源部应提出正式投诉。

2. **FORMAL INVESTIGATION AND REPORT.** The Office of Human Resources shall formally lead the investigation of the alleged disciplinary violations, collect and verify relevant evidence and prepare a written investigation report. The report shall include a proposed outcome which may include recommended sanctions.

2.**正式调查和报告。**人力资源部应牵头对所指控的违纪行为的进行正式调查，收集和核实相关证据，并准备书面调查报告。报告应包括调查的结果和建议的处理措施。

3. **ACCEPTING REPORT AND OUTCOME.** The faculty member (respondent) will be notified of the outcome of the disciplinary investigation and proposed outcome. The Respondent may either accept the findings and outcome or request a hearing other than for written reprimands and/or development plan, program attendance or facilitation.

3.**接受报告和结果。**教师（被调查者）将被告知纪律调查的结果和建议的处理意见。被调查者可以选择接受调查结果和处理意见，或者要求进入听证程序（书面训诫和/或参加发展计划、教育项目或自行设计的教育项目等情况除外）。

4. **HEARING.** If the faculty member does not accept the findings and/or the proposed outcome, the matter will be referred to a Hearing Committee. The Hearing Committee shall consist of four faculty representatives (not from the same college as the respondent) appointed by the Deans, and one administrative representative appointed by the Executive Vice Chancellor, who will review the disciplinary case in its entirety.

4.**听证。**如果教师不接受调查结果和/或提议的结果，该事项将提交听证委员会。听证委员会应由院长任命的四名教师代表（与被调查者来自不同学院）和执行副校长任命的一名行政代表组成，他们将全面审查该违纪事项。

5. **ANSWER.** If the hearing moves forward, the respondent has 20 days to the HR report and proposed outcome. The answer shall specifically respond to the HR report point by point. Each point shall either be admitted, denied or contain a statement that the Respondent lacks knowledge or information sufficient to form a belief as to such allegation. Allegations which are not denied shall be deemed to be admitted. The answer may also set forth separate defenses claimed by the Respondent. If no answer is received within the answering period, the initial Human Resources report will be deemed accepted.

5.**答复。**如果听证会继续进行，被调查者有 20 天的时间来回应人力资源部的报告和建议结果。答复应具体针对人力资源部报告的每一点进行回应。每一点都应被承认或否认，或包含一份声明，表明被调查者缺乏足够的知识或信息来相信此类指控的。未被否认的指控视为被承认。答复还可以提出被调查者提出的独立辩护。如果在答复期内未收到答复，则视为被调查者已接受人力资源部的最初报告。

6. **DECISION.** The Hearing Committee shall render a decision to impose the recommended outcome, modify the proposed outcome, or dismiss the complaint. The Hearing Committee decision shall be based on the preponderance of evidence standard and requires a two-thirds (2/3) majority vote.

6.**决定。**听证委员会应作出决定，执行建议的结果、修改建议的结果或驳回申诉。听证委员会的决定应基于证据优势标准作出，且需获得三分之二（2/3）多数票通过。

7. **NOTIFICATION.** WKU HR will notify the respondent in writing of the outcome of the Hearing Committee decision.

7.**通知。**温州肯恩大学人力资源部将以书面形式将听证委员会的决定结果通知被调查者。

8. **APPEAL.** The respondent may appeal the hearing outcome to the WKU Executive Vice Chancellor (EVC) or designee within 20 days of the date of notification. The WKU EVC or designee shall review the decision, consult as necessary, render a judgement and communicate the decision to the respondent within 30 days after receiving the appeal. The EVC or designee shall uphold the disciplinary action imposed by the Hearing Committee, modify the disciplinary action, or dismiss the complaint. The execution of any disciplinary action may be in effect during the appeal period.

8.**上诉。**被调查者可在收到通知之日起 20 天内向温州肯恩大学执行副校长（Executive Vice Chancellor，简称 EVC）或其他被指定人员提出听证结果的上诉。温州肯恩大学执行副校长或其他被指定人员应在收到上诉申请后 30 天内审查决定，必要时进行咨询，并作出判决。执行副校长或其他被指定人员应维持听证委员会的纪律处分、修改纪律处分或驳回投诉；在上诉期间，任何纪律处分的执行继续有效。

9. **BOARD ACTION.** If the disciplinary action results in the recommendation to dismiss a tenured

faculty member, the WKU Board of Directors will review the outcome of the complaint and appeal and will make a final determination.

9.**理事会行动。**如果纪律处分导致建议解雇一名终身教职的教师，温州肯恩大学理事会将审查投诉和上诉的结果，并作出最终决定。

10. **RECORD.** WKU Human Resources will keep a record of the outcome in the file of the faculty member.

10.**记录。**温州肯恩大学人力资源部将结果记录在教师档案中

PART TWO: TYPES OF VIOLATIONS 第二部分：违规违纪类型

The following guidelines specify the type of violations followed by a brief definition. Suspected violations must be referred to the Office of Human Resources for investigation.
下列准则明确了违规行为的类型及其简要定义。疑似违规违纪的行为须上报至人力资源部进行调查。

I. ATTENDANCE 出勤

Faculty members are expected to fulfill their contracted obligations including teaching load and office hours. It is expected that this is performed in person as opposed to online unless approved by the Office of the VCAA.
教师应履行合同中的义务，包括规定的教学任务和办公时间。除非得到学术事务副校长办公室的批准，否则应进行面对面授课，而不是线上授课。

II. PERFORMANCE 工作表现

1. Failure or inability to Perform Duties/Neglect of Duty 未能履行职责/玩忽职守

2. Plagiarism/Academic Dishonesty and/or Misconduct 剽窃/学术不诚实和/或学术不端

3. Failure to Report Loss, Theft or Damage 未能及时报告遗失、盗窃和损坏

4. Unauthorized Use of University Vehicles, Equipment or Facilities 未经授权使用学校的车辆、设备或设施

5. Unauthorized or Inappropriate Use of Office Equipment Systems or Supplies 未经授权或不当使用办公设备系统或物品

6. Unauthorized or inappropriate Use of University Symbols 未经授权或不当使用学校符号

7. Additional employment relationship with another employer 与其他雇主的额外雇佣关系
Establishing additional employment relationships with other employers without prior approval from the respective Dean.

未经院长批准，与其他雇主建立额外的雇佣关系。

8. Behaviors Obstructing the Functions of the University 干扰学校正常职能的行为

Failure to comply with lawful instructions from supervisors; intimidation, threats, verbal abuse, humiliation, or harassment of colleagues; or other conduct creating a hostile work environment.
拒不服从上级合法工作指令；恐吓、威胁、辱骂、羞辱或骚扰同事；或其他造成敌对工作环境的行为。

III. PERSONAL CONDUCT 个人行为

1. Theft, Fraud or Misappropriation (attempted or actual) of Other's Personal or University Property 盗窃、欺诈或盗用（企图或实际发生）个人或学校财产

2. Possession of Stolen Property 占有盗窃物品

3. Conviction of a Crime 违法犯罪

4. Involvement in Illegal Activity 参与非法活动

5. Assault and/or Battery 袭击和/或殴打

6. Intimate Relationships 亲密关系

Faculty are prohibited from initiating or engaging in intimate relationships (amorous, dating, or sexual relationships) with students, for whom they have professional (including but are not limited to advising, instruction, supervisory.) and ethical responsibilities.
教师禁止与他们在专业（包括但不限于咨询、指导、监督等）和道德上负有责任的学生建立或参与亲密关系（恋爱、约会或性关系）。

7. Sexual Harassment 性骚扰

Due to the complexity and scope of this violation, immediate referral to the Office of the Dean of Students and/or the Office of Human Resources is required. Temporary reassignment or interim suspension may be in order.
由于这种违规行为的复杂性和范围，必须立即转介至学生事务院长办公室和/或人力资源部。可能需要临时调岗或暂时停职。

8. Discrimination 歧视

Discrimination, based on race, sex/gender, color, age, national origin, disability, sexual orientation, religion, marital status, civil union status, domestic partnership status, gender identity or expression, or any other protected category, overt or covert, in the form of racial slurs, ethnic slurs, name-calling, comments on physical appearance, or other like behavior, is a violation. Overt discrimination may include the circulation of racially offensive material, the writing or displaying of sexually oriented material in public view, etc., or racial/ethnic jokes and comments, with or without intent to be malicious. Covert discrimination may take the form of differential treatment in work assignments, promotional opportunities, hiring practices, etc. Among the factors to be considered when determining penalties for discrimination are intent, malice, past-practice, impact, etc.

基于种族、性/性别、肤色、年龄、国籍、残疾、性取向、宗教、婚姻状况、公民联盟身份、未婚伴侣关系状况、性别认同或表达，或其他任何受保护的类别，公开或隐晦的，对种族侮辱、民族侮辱、称呼、外表等进行评论、诽谤、谩骂、辱骂或其他类似行为，都属于歧视。公开歧视的形式包括：无论是否出于恶意，散布冒犯其他种族的材料，公然展示性取向的材料、作品等，开关于种族、民族的玩笑或对种族、民族进行评论等。隐性歧视的形式包括：在工作分配、职业晋升、招聘录用等方面采取区别对待等。在确定歧视处分时要考虑当事方的意图、是否恶意预谋、过往做法、影响等因素。

Temporary reassignment or interim suspension may be in order.

可能需要临时调岗或暂时停职

9. Falsification 伪造

10. Willful Damage to University Property, Property of Employees or Visitors on University Premises 在学校有意损害学校财产或雇员、访客的财产

11. Negligent Damage to/Loss of University Property 无意地损害或丢失学校财产

12. Divulging Confidential Information without Authorization 未经授权泄露机密信息

"Confidential Information" means: any University intellectual property, information, or secrets (whether or not specifically labelled or identified as confidential), whether provided orally, in writing, or by any other media, that was or will be disclosed to, developed, or learned by the faculty member, and that relates to the academic, research, administrative, business or development of or by the University or related partners and associates, and that has not become publicly known.

“机密信息”指的是：任何属于学校知识产权、信息或秘密（无论是否被特别标记或确认为机密），无论是口头、书面或通过其他媒介提供，由教师披露、研发或知晓，并且与学校或相关合作伙伴及联营企业的学术、研究、行政、商业或发展有关的，且尚未公开的信息。

13. **Abuse of Official Position or Unethical Behavior 滥用职权或不道德行为**

Any act committed which is either an abuse of one’s official position or violates ethical standards.任何滥用职权或违反道德标准的行为。

14. **Inappropriate and/or Continual Use of Obscene Language 不适当和/或持续使用淫秽语言**

15. **Inventing or Spreading Deliberate Disinformation about the University or University Employees 故意制造或传播有关学校或学校雇员的虚假信息**

16. **Neglect of Supervisory Responsibilities 未履行监督职责**

IV. ALCOHOL AND DRUG USE 酒精和毒品的使用

In addition to imposing appropriate sanctions, the University faculty members with substance abuse violations should be referred for counseling and/or treatment by HR.
除了实施适当的纪律处分之外，应将违反药物滥用规定的学校教师由人力资源部转介进行咨询和/或治疗。

1. **Use of Alcoholic Beverages While on the Job other than during officially sanctioned events which serve alcohol 在工作时间饮用酒精饮料，但不包括在官方认可并提供酒精饮料的活动中。**

Use of alcohol in a manner that, whether during or outside of work hours, impairs teaching quality or professional responsibilities. 在工作时间或非工作时间饮酒，若影响教学质量或履行专业职责的。

2. **Use and/or Possession of Illegal Drugs 吸毒和/或持有非法毒品**

3. **Selling and/or Distributing Illegal Drugs 销售和/或分发违禁药品**

V. SAFETY AND SECURITY 安全与保障

1. Failure to Comply with Prescribed Safety Practices 不遵守规定的安全条例

This violation includes failure to use appropriate safety devices and personal safety gear when required and available, as well as failure to comply with prescribed safety practices.
这种违规行为包括在需要和有条件的情况下未能使用适当的安全设备和人身安全装备，以及未遵守规定的校园安全条例。

2. Failure to Secure Facilities 无法保证设备安全

3. **Unauthorized Use or Duplication of Another Person's Keys/Access Card, Careless Control of Keys/Access Cards or Failure to Report the Loss of Keys/Access Cards 未经授权使用或复制他人的钥匙/门禁卡，未及时报告钥匙/门禁卡遗失或疏于管理钥匙/门禁卡**
   Unauthorized entry into another person's office. 未经授权擅自进入他人办公室

4. **Illegal/Improper Possession or Use of Firearms and/or Other Weapons 非法/不当持有或使用枪支和/或其他武器**

5. **Failure to Cooperate with Official Investigations 不配合官方调查**

VI. Other 其他

Any other act that is not explicitly defined in this document but violates criminal law/regulations, or standards of civil conduct.

任何其他虽未在本文中明确定义，但违法/违规或公民行为标准的行为。