DUKE-DKU FACULTY TEACHING POLICY AND REPLACEMENT AGREEMENT
TRINITY COLLEGE OF ARTS & SCIENCES
Revised: June 9, 2017

This agreement amends the original agreement of September 1, 2015 and is provided to formalize the policy and amend the financial teaching replacement arrangement for teaching and support provided by the Trinity College of Arts & Sciences (A&S) for Duke Kunshan University (DKU) in Kunshan, China.

Arts & Sciences Faculty Policy for Teaching at DKU

Arts & Sciences must have a dependable cohort of teaching faculty in each department or program. Factors that affirm this need include:

- A teaching plan for the upcoming academic year that is carefully reviewed and approved as a part of the A&S budget process
- The need to insure that faculty are able to deliver the necessary core of courses for their majors and non-majors
- The demand for overseeing graduate student Ph.D.'s
- The need for mentoring graduation with distinction and senior theses
- The necessary coordination with faculty sabbaticals, leaves of absence, and fellowship opportunities

Accordingly, the application process for DKU must assure that the DUS, department chair, and deans are informed of, and have signed on, the application. This added endorsement is not to make the process more cumbersome, but to insure coordination that we meet the Duke Durham teaching obligations.

1. A faculty member seeking to teach at DKU needs to write the Chair, DUS and DGS for their endorsement. This request is then forwarded to the divisional dean, who will coordinate it with the leave request process (December 1 deadline for the following year).

2. The faculty member course buy-out policy will be:

<table>
<thead>
<tr>
<th>Teaching Load</th>
<th>Buy-Out Amount</th>
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<tbody>
<tr>
<td>1-1</td>
<td>One fourth of salary</td>
</tr>
<tr>
<td>2-1</td>
<td>One sixth of salary</td>
</tr>
<tr>
<td>2-2</td>
<td>One eighth of salary</td>
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</tbody>
</table>

If 4 or more sections will be bought out in any one department or program in a fiscal year, the following options can be invoked:

1. If this is considered to be a permanent need, DKU will provide the financial cost of one Regular Rank faculty line at the median salary (plus fringe benefits) of the appropriate rank i.e. Lecturer, PoP, Ast, Assoc, or full Prof.

OR
2. If appropriate, a faculty exchange of a DKU faculty member for a Durham Duke Faculty member within A&S. In this case, there is no additional financial cost to DKU or A&S;

If a Durham Duke Faculty member is a full visiting professor at DKU for a semester or more, DKU will pay the full cost of salary and fringe benefits of the visiting faculty member.

This arrangements outlined above will remain in effect until a subsequent agreement is made.

Valerie Ashby  
Dean of Arts & Sciences  
Date: 6/8/17

Sally Kornbluth  
Provost and Jo Rae Wright University Professor  
Date: 6/8/17

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