

苏州科技大学外籍教师教学工作管理条例

Foreign Teachers' Working Management Regulations of Suzhou University of Science and Technology

1、外籍教师在受聘期间是相关学院教学队伍的一员，应遵守学院的各项规章制度。相关学院指定专人（即外教联络员）负责学院及相关教研室与外教的联络与沟通。外教的教学任务由其所属的教研室主任负责安排、协调。

Foreign teachers in the employment period are members of the teaching team of each school. They should comply with the rules and regulations of the School. Each school should designate a person (that is, liaison of foreign teachers) to take the responsibility of coordination and communication with foreign teachers. The teaching task of foreign teachers is arranged and coordinated by the School.

2、外籍教师接受教学任务后，应于学期开始后两周内向所在教研室提交授课进度表，由教研室主任签字认可。学期中教学活动应严格按照进度表执行；未经教研室主任批准，授课内容和教学进度都不得擅自改变。

After receiving the teaching task, the foreign teachers shall submit the teaching syllabus with the approval of liaison in two weeks after the start of the semester. Teaching activities of the semester should be strictly in accordance with the teaching syllabus; without the approval of the liaison, teaching content and teaching progress should not be changed.

3、外籍教师使用的教材，或由教研室主任指定，或由外教推荐经教研室主任同意后确定。必要时，学院教学院长参与选定。

The textbooks used by foreign teachers are designated or approved by the liaison with the advice of the foreign teachers. If necessary, the liaison will take part in the designation of textbooks.

4、所在教学单位负责外籍教师教学工作量和超出工作量的核算。外籍教师应完成合同确定的授课时数（暂定每周 16 课时）。如教研室下达的教学任务不足规定课时数，外籍教师有义务避免疏漏，担任学院、系部安排的其他教学工作（如培训教师、指导学生课外活动等）以补足课时。

The school foreign teacher works in is responsible for calculating the number of teaching hours and the exceeding work load of foreign teachers. Foreign teachers should complete the contract of the assigned number of teaching hours. Apart from that, foreign teachers should take the responsibility of other teaching arrangements (such as second-classroom activities, paper work, essay guiding, guiding students with extracurricular activities, etc.) agreed by both.

5、除教学之外，外籍教师还应配合学校和学院积极参与相关学生活动和英语活动。比如：参加各类典礼、晚会等学生活动并发言；担任学生各类英语比赛活动的评委和嘉宾；开展英语角和各类英语学习讲座；为学生出国提供必要帮助等。

Except the teaching workload, foreign teachers shall provide due assistance to the student activities and English contests (e.g., participate in and deliver a speech in ceremonies and evening parties of various kind, hold the post of judges and honored guests in English contests of various kind, host English corner and English learning lectures, provide assistance to students with the intention of studying abroad).

6、外籍教师对学生要严格要求，主动征求学生对教学的意见。在

认真备课、授课之余，应做好作业批改和课外辅导答疑等工作。另外，外教应严肃对待所授课程的考试和考查工作，从命题、阅卷、评分到试卷装订和成绩分析、汇总，都要严格按照规范操作。

Foreign teachers should be strict with the students and take the students' feedback into account. Meanwhile, foreign teachers should do the preparation, teaching, homework and something job relevant to the teaching. More seriously should the foreign teachers deal with the paper work, including the paper proposition, marking, final grading, assessment abiding all the rules and regulations of the university.

7、外籍教师应严格遵守校历的假期安排。需在假期之前完成试卷的批改，评分，总结工作，并发教研室主任确认。外籍教师因故不能上课，应办理请假手续。事假一天以内经教研室主任批准；一周以内须经分管教学的副院长批准；一周以上须经学院院长特别批准，并向国际合作交流处通报。请假期间所耽误的课时，应及时补上；如须请他人代课，须提前向教研室提出申请。

Foreign teachers should strictly abide by the University Calendar and holiday schedule. Before the holiday, the marking/rating and analyzing work of the relevant course should be completed and confirmed by the liaison.

If the foreign teachers are unable to go to school for some reason, they should apply for the day off in advance. Foreign teachers should apply to the liaison in advance if they ask for one-day off, apply to the dean of studies in advance if ask for days off within a week; apply to the International Office after getting special permit from dean of department if ask for days off over a week. Please make up for the time of your absence in the period of leave. If you need to ask for another substitute, you must apply in advance to the foreign teacher liaison.

8、外籍教师不得在课堂及校园内散布个人的政治宗教观点，或是从事与教学无关的活动。

Foreign teachers should not spread their political or religious opinions or carry out any irrelevant activities to the students.

9、国际处将会同所在教学单位每年年底组织对外籍教师进行年终考核。考核结果不合格者，不纳入续聘考虑范围。

An annual appraisal will be conducted at the end of each year jointly by the International Office and the school foreign teacher works in. Failure in the appraisal will terminate the process of the renewal of contract between the university and the foreign teacher.

10、在实施过程中如遇本条例未涉及相关事项，由外籍教师本人与教研室、学院及国际合作交流处协商解决。

If anything not mentioned in the regulation happened, please negotiate with the academic liaison, the School or International Office in person.

国际合作交流处
港澳台事务办公室、
International Office

Office for Hong Kong, Macao and Taiwan Affairs

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