

## **Appointments at Duke University for Duke Kunshan University Faculty**

Given the joint collaboration between Duke University and Duke Kunshan University (DKU), Duke encourages Duke and DKU faculty to collaborate on research and scholarly topics of mutual interests. There is no requirement that a Duke department must give an affiliation to a DKU faculty member. However, when a Duke school or department wants to create a formal affiliation with a faculty member at DKU, the Duke school/department should use the title “Research Scholar” for such appointments rather than “Adjunct” or “Visiting” or “Secondary”.

Although DKU Faculty are not employees of Duke University, they are assigned a DUID/NetID and have access to Duke IT and library resources as permitted by relevant Duke licenses. DKU Faculty are enrolled in the Duke faculty records systems with the unpaid affiliated faculty classification, including Scholars@Duke, dFac and the Duke Directory. See: <https://scholars.duke.edu/display/org51032158>.

The Duke school/department conferring the appointment for the DKU Faculty member should:

- Use the title “Research Scholar.”
- Document the terms of the appointment. These terms would include the start and end dates of the appointment. Note also that the Research Scholar title does not convey immediate faculty rights at Duke (such as voting, admission to the Graduate Faculty, etc.) but these can be added, in whole or in part, at the discretion of the sponsoring Duke school/department consistent with school by-laws and university policies.
- Provide a copy of the appointment letter to the Office of the Provost, Office of DKU Relations ([DKURelations@duke.edu](mailto:DKURelations@duke.edu)).
- Add the Duke appointment to the DKU Faculty member’s profile in dFac using the “membership affiliate” designation.

Questions about use of this title for DKU Faculty should be directed to:

Julie Barker | Executive Director  
Duke Office of DKU Relations  
Office of the Provost, Duke University  
117 Allen Building | Box 90004 | Durham, NC 27708  
Tel: (919) 684-5714 |  
[julie.barker@duke.edu](mailto:julie.barker@duke.edu) | [DKURelations@duke.edu](mailto:DKURelations@duke.edu)