

Overview and Contact Information for Foreign Faculty Affairs Departments

To facilitate foreign faculty in handling university procedures, we have prepared a brief introduction to relevant departments, including their office locations and contact details for your reference. When necessary, it is advisable to make phone calls or visit the relevant offices accompanied by your collaborating teacher to ensure more efficient and accurate communication.

Administrative Office Hours:

Monday to Friday 8:30-12:00, 14:30-17:30

(Closed on public holidays and during winter/summer vacations).

International Office

Primary Responsibilities: Overall management of foreign faculty recruitment, including work permits, visa processing, contract signing, salary approval, and annual performance evaluations.

Address: Room A410, Lide Building, West Campus

Tel: 023-65157629 | Fax: 023-65385875

Email: faosisu@sisu.edu.cn

Website: <https://wsc.sisu.edu.cn/>

Secondary Colleges

Primary Responsibilities: Daily academic and administrative management of foreign faculty, including attendance, class scheduling, leave requests, and course adjustments.

Note: Please contact your assigned collaborating teacher for specific college-related information.

Division of Logistics and Infrastructure (Foreign Faculty Apartment Management)

Primary Responsibilities: Foreign faculty apartment management, including residence registration, check-in/out, utilities, and repairs.

Address: Side Room, Foreign Faculty Apartment Building 2, East Campus (opposite Dongyuan Cafeteria) / Room 205, Huiying Building, East Campus

Tel: 023-65385347

Website: <https://hq.sisu.edu.cn/>

Financial Department

Primary Responsibilities: Payroll processing, reimbursement approvals, and tax filings.

Address (Reimbursement Inquiries): Room A109 Lide Building, West Campus | Tel: 023-65385543 / 65385546

Address (Tax Inquiries): Room A104, Lide Building, West Campus |
Tel: 023-65381739

Website: <https://cwc.sisu.edu.cn/>

WeChat Official Account: 四川外国语大学计划财务处(for salary details)

Human Resources Department

Primary Responsibilities: Professional title evaluations, social insurance, and management of high-level foreign experts.

Address (Title Policies): Room A311, Lide Building, West Campus |
Tel: 023-65385228

Address (Social Insurance Policies): Room A308, Lide Building, West Campus | Tel: 023-65011952

Website: <https://rsc.sisu.edu.cn/>

Office of Research Affairs

Primary Responsibilities: Formulation of research strategies and systems; management of project applications and implementation; oversight of research institution establishment and administration; statistics, appraisal, and commercialization of research outcomes; review and approval of academic activities; secretariat services for the Academic Committee.

Address: Room A304, Lide Building, West Campus | Tel:
023-65090681

Website: <https://kyc.sisu.edu.cn/>

Faculty Development Center

Primary Responsibilities: Professional training, ethics education, and teacher development programs.

Address: Room A608 (office) | A601 (lounge), Lide Building, West Campus | Tel: 023-65381259

Website: <https://jsgzb.sisu.edu.cn/index.htm>

Network Information Center

Primary Responsibilities: IT planning and construction, campus network operation and maintenance, network security, teaching technical support, and management of university-level information systems.

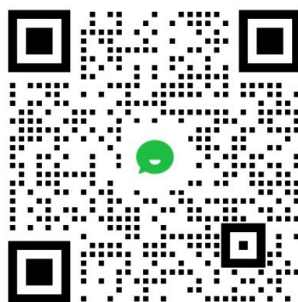
Address: Room 306- 609, Hongwen Building; Room A403, Gele Building

Tel (Network Services): 65385133

Yixiaotong Consultation: Contact Gan Maohua via Wecom

Website: <https://nic.sisu.edu.cn/>

WeChat Customer Service (Manual Service Hours): Weekdays
9:00-17:00



Security Office

Primary Responsibilities: Campus safety, access control, and vehicle registration.

Address: East Campus Security Office (opposite the campus hospital)

Emergency Tel: 65385110

Website: <https://bwc.sisu.edu.cn/>

Campus Hospital

Primary Responsibilities: Medical services and emergency care on campus.

Address: East Campus Hospital (next to the International Building)

Emergency Tel: 65383213

Appendix: Service Hotline

EMS Receiving Room	65380732
Xin Dazheng Property (Maintenance)	65385343
Gele Building Management Office	65297883

Peiying Building Management Office	65297907
Water/Electricity/Gas Payment (West)	65385096
Water/Electricity/Gas Payment (East)	65385663
Language Lab & Multimedia Classroom	65488198
Dongyuan Restaurant	65385088
Jinghu Lake Residence	65385827