

Regulations regarding Appointment of Full-Time Faculty and Assistants at Seoul National University

Thorough revision: June 20, 2002 Regulation No. 1357
Revision: February 3, 2003 Regulation No. 1374
Revision: March 26, 2004 Regulation No. 1430
Revision: May 12, 2004 Regulation No. 1438
Revision: February 27, 2006 Regulation No. 1527
Revision: March 6, 2008 Regulation No. 1671
Revision: June 26, 2008 Regulation No. 1683
Revision: July 21, 2010 Regulation No. 1788
Revision: May 16, 2014 Regulation No. 1956

CHAPTER I GENERAL PROVISIONS

Article 1 (Purpose)

The purpose of the regulations described here is to stipulate what is necessary and appropriate for effective personnel management of full-time faculty and assistants at Seoul National University. These regulations are in compliance with the National Education Officials Acts and the National Education Officials Appointment Regulations.

Article 2 (Qualifications of the Faculty)

- (1) The faculty must meet the following qualifications:
1. A doctoral degree, or
 2. Achievement and experience comparable to a doctoral degree
- (2) Regarding Item 2 of Paragraph 1 of this article, President of Seoul National University may decide whether a faculty candidate has achievement and experience comparable to a doctoral degree on the basis of recommendation by the University Personnel Management Committee. <Revised February 2, 2003>

Article 3 (Contract and Contract Renewal)

- (1) A Full-time faculty member's contractual period is determined and regulated by the following procedures.
1. Full Professor: Person with this rank may have tenure until his/her retirement age according to Article 47 of the National Education Officials Act. If a candidate so wishes or if it is an initial appointment as a professor (except when an SNU's associate

professor becomes a full-professor), he/she may apt for appointment up to six years. A tenured professor may not change his/her status into a contract employee. <Revised February 3, 2003; July 21, 2010>

2. Associate Professor: Contract period for an associate professor is limited to six years. If he/she has made extraordinary achievement in teaching and/or research, he/she may be granted tenure as an associate professor.
3. Assistant Professor: Contract of an assistant professor is limited to four years.
4. Full-Time Instructor: Contract of a full-time instructor is limited to two years.
- (2) Unless otherwise stated, a faculty member's salary, in principle, is subject to the provisions and guidelines as described in the Regulations on Public Officials' Salaries and the Regulations on Allowances for Public Officials. <Revised February 27, 2006>
- (3) A female faculty initially appointed under Paragraph 1 of this Article ("contract and contract renewal") may extend her contract up to two years in association with pregnancy and delivery and up to one year in case of adopting a child six years old or younger. <Established July 21, 2010>
- (4) A contracted full-time faculty may be promoted to a higher rank through normal review processes as stipulated in Chapter 4. <Established July 21, 2010>
- (5) Seoul National University is eligible to file damage claims against a faculty member who violates contractual obligations including resignation before the expiration of his/her contract. <Established July 21, 2010>
- (6) University's Personnel Management Committee may review, provide and decide on detailed and specific rules with respect to working conditions, accomplishments and outcomes, terms and procedures for contract renewal, and other necessary contractual matters as stipulated in Article 5-2 of the National Education Officials Appointment Regulations. The contract form for "contractual appointment" appears in Appendix 1. <Established July 21, 2010>

CHAPTER II FACULTY RECRUITMENT

Article 4 (Open Recruitment Principle)

- (1) Seoul National University normally recruits a new faculty through regular and publicly open procedures. University may also recruit a new faculty with extraordinary record of achievement in teaching and scholarship on a need basis without procedures open to public as authorized by Article 12 of the National Education Officials Act. <Revised February 3, 2003.>
- (2) President shall appoint a new faculty on the basis of evaluation report from the dean of the college/school of the faculty candidate.

Article 5 (Timing of Appointment)

There are two normal periods of appointment for new faculty each year, within one month prior to the commencement of regular semesters. <Revised February 3, 2003; March 26, 2004>

Article 6 (Special Considerations)

President decides, based on the recommendation of University Personnel Management Committee, on detailed provisions regarding the hiring ratio of graduates (Bachelors) from other higher education institutions and its specific enforcement in accordance with Paragraph 4 of Article 11 of the National Education Officials Act and Paragraphs 1 and 2 of Article 4-3 of the National Education Officials Appointment Regulations.

Article 7 (Rank of a New Faculty)

Rank of a new faculty is determined by taking into consideration of his/her records of achievement, experience and talent demonstrated at his/her prior academic and research institutions.

Article 8 (Minimum Years of Experience for Each Rank)

A new faculty's rank is determined according to his/her teaching and research experiences since the graduation of a college. The minimum number of years of teaching and research experiences required for each rank is listed below. An exception to this rule is granted based on recommendation by University Personnel Management Committee, if a candidate possesses records of extraordinary achievements:

1. Professor: 14 years
2. Associate Professor: 9 years
3. Assistant Professor: 5 years
4. Full-Time Instructor: 3 years *<Revised February 3, 2003>*

Article 9 (New Faculty Hiring Process)

- (1) Hiring of a new faculty proceeds in the following order: public announcement for the position, acceptance of applications, evaluation of candidates, deliberations, notice to finalist and appointment.
- (2) If it is found difficult to apply formal procedures necessary for open recruitment, President may waive or bypass part(s) of the regular procedures in Paragraph 1 of Article 9.
- (3) President shall make a public announcement about the areas of recruitment, number of openings, application requirements and evaluation criteria at least a month prior to application deadline via daily newspapers, official newsletters, and digital networks or other effective media. If necessary, however, dean of a college/school may also provide more detailed information regarding the hiring process. *<Revised February 3, 2003; February 27, 2006>*

Article 10 (Evaluation of Applicants)

- (1) Applicants are evaluated by the following sequences: *<Revised February 3, 2003>*
 1. Review at the level of general education and major field (The First Stage). *<Revised March 26, 2004; July 21, 2010>*
 - A. Applicant's compatibility with the advertised area of recruitment.
 - B. Applicant's research records (during the past three years of his/her application).
 - C. Comprehensive research records in applicant's area of expertise.
 2. Personal Interviews (Second Stage) *<Revised March 26, 2004>*
 - A. Public presentation or lecture
 - B. Personal introduction and research and teaching plans

- C. Applicant's fitness into overall departmental and college objectives.
- (2) Based on the recommendations of college-level personnel management committee, dean of each undergraduate/graduate college/school shall stipulate specific items, weights, and methods for implementing those steps out-lined in Paragraph 1 in consideration of specific academic nature and mission of the college. <Revised March 26, 2004>
 - (3) Evaluation of applicants proceeds according to Paragraph 1 of this article in compliance with Paragraph 3 of Article 4-3 of the National Education Officials Appointment Regulations. If necessary, two stages in Paragraph 1 can be rendered simultaneously. <Revised February 3, 2003>
 - (4) The evaluation score of an applicant in the first stage is the sum of scores for his/her research records attained during the past three years and comprehensive achievement in his/her area of expertise. If the applicant is not compatible with the recruitment area of expertise and his records of achievement do not meet the requirements set by the college or department, he/she will be ineligible for further consideration. <Established March 26, 2004>
 - (5) Normally the number of candidates eligible for the second, personal inter-view, stage, shall not exceed three for each opening. <Established March 26, 2004>

Article 11 (Reviewers for Applications)

- (1) Dean of each college/school shall appoint, based on the recommendation of the head of the department or program the applicant is applying for, committee members to review applicant's portfolio.
- (2) The review committee, normally consisting of five members, must include two or more who are not affiliated with Seoul National University. <Revised February 3, 2003; March 26, 2004>

Article 12 (Assessment of Applications)

Each member of the review committee rates applicant's achievement as Superior (5), Good (4), Average (3), Weak (2), or Bad (1). The committee will determine an average score after eliminating both the highest and the lowest scores; this average score shall be the assessment score of the applicant's research achievement. <Revised February 3, 2003; March 26, 2004>

Article 13 (Categories of Research Records, Research Equivalents and Conversion to Scores)

- (1) Applicant's research records may include the following categories: <Revised February 3, 2003>
 1. Books (Limited to those published)
 2. Translations (Limited to those published)
 3. Articles in academic journals and anthologies
 4. Presentations, exhibitions, award citations (in the fields of arts and physical education)
 5. Achievements in other fields such as architectural and interior designs, etc.
 6. Book editions, master's thesis and doctoral dissertation (subject to college committee's approval).
- (2) Dean of each college/school shall stipulate the details regarding each category of research records stated in Paragraph 1 of this article in consultation with the college committee. The

details may include research articles forthcoming, in press or under consideration by a publisher. <Established February 3, 2003>

(3) Score of each research publication stated in Paragraph 1 of this article is as follows:

1. Single author: 100 points
2. Two authors: 70 points
3. Three authors: 50 points
4. Four authors or more: 30 points

If applicant, however, is the first author or the corresponding author in a publication with three or more authors, he/she is entitled to 70 points. <Revised February 3, 2003>

(4) Scores of research-equivalent achievements in the field of arts and athletic performances (such as presentations, performing arts, exhibitions and awards) are shown in Appendix 2. <Revised February 3, 2003>

Article 14 (Requirements for Research Records)

- (1) Dean of a college/school, in consultation with the college personnel management committee, shall stipulate necessary requirements for research records in order to measure the academic excellence of a candidate. <Revised February 2; 2003, March 26, 2004; July 21, 2010>
- (2) Research requirements of a college/school must obtain President's approval after the evaluation by University Personnel Management Committee. <Established March 26, 2004; Revised July 21, 2010>

Article 15 (Postponement of Appointment of a New Faculty Member)

- (1) President may grant a postponement of appointment to a newly hired faculty if the candidate presents extenuating reasons/circumstances preventing him/her from performing contractual obligations on time. This grace period may be six months or less. If necessary, President may grant a grace period of six months or less once more. <Revised February 3, 2003>
- (2) If a candidate who has been granted a grace period does not take on his/ her position after the grace period, University may revoke his/her contract.

Article 15-2 (Detailed Rules and Regulations concerning New Faculty Employment)

President shall devise and implement, in consultation with University Personnel Management Committee, detailed enforcement provisions and plans regarding new faculty recruitment and employment. <Established February 3, 2003>

CHAPTER III CONTRACT RENEWAL

Article 16 (Contract Renewal)

At the end of one's contractual period, he/she may apply for a contract renewal to retain the current rank and position.

Article 17 (Time of Contract Renewal)

Faculty contract renewal takes place twice a year—March 1st and September 1st.

Article 18 (Contract Renewal Criteria and Procedures)

- (1) A full-time faculty may request one-time contract renewal before his/her contract period

expires. He/She must satisfy the contract renewal criteria and procedures detailed by University Personnel Management Committee. Contract renewal period may not exceed the initial contract period for each professional rank. <Revised February 3, 2003; May 12, 2004>

- (2) Dean of each undergraduate/graduate school must notify full-time contractual faculty including non-tenure track full-time faculty within a specified period of time their impending contract renewal. <Established May 12, 2004; Revised February 27, 2006>
- (3) If dean concludes that a faculty member does not meet the contract renewal criteria stated in Paragraph 1 of this article, dean must offer him/her an opportunity to present and defend his/her case. <Established February 3, 2003; Revised May 12, 2004; February 27, 2006>
- (4) University Personnel Management Committee must allow the faculty member whose contract renewal was denied an opportunity to present his/her written defense and appear before the committee to appeal for his/her case. <Established May 12, 2004; Revised February 27, 2006>
- (5) President shall inform the faculty in writing of reasons for non-renewal decision based on the University committee's review of the case two months prior to the expiration of his/her contract. <Established February 3, 2003; Revised May 12, 2004>
- (6) The faculty member who was denied her/his contract renewal may appeal to Appeal Commission for Teachers according to Paragraph 6 of Article 11-3 in the National Education Officials Act for a review of his/her contract renewal status within 30 days of the denial notice. <Established May 12, 2004; Revised February 27, 2006>
- (7) (8) <Established May 12, 2004; Deleted February 27, 2006>

Article 19 (Contact Renewal Review)

- (1) The following items should be considered in reviewing faculty members for contract renewal: <Revised May 12, 2004>
 1. Research achievement and academic or creative activities in his/her professional field
 2. Teaching effectiveness and achievement
 3. Service activities
 4. Other achievements (including awards, citation of honor and distinction, and commendation, research grants, etc.)
 5. Good character and conduct and observance of education-related laws and ordinances as a faculty.
- (2) Review of research accomplishment of a faculty under contract renewal consideration shall be conducted with the standards and criteria stated in Articles 11, 12, and 13. <Revised May 12, 2004>
- (3) Dean of a college/school shall determine evaluation objectives, categories and their respective weights, and procedures necessary for implementing Paragraph 1 of Article 19 in consultation with the college/school personnel management committee. In performing this task, dean may take into consideration the school's specific needs and circumstances within the scope of faculty evaluation rules and plans as stipulated by President. <Revised February 3, 2003>

Article 20 (Period of Evaluation for Research Records)

A faculty member with a contract period of two years or less must submit research articles published in Korean or international journals, which amount to 100 points or more; the applicant should be the single author, the first author or the corresponding author in at least one paper. A faculty member with 2-4 year contract must submit 200 points worth of research articles published in Korean or international journals with at least 2 articles in which he/she is as the single author, the first author or the corresponding author. A faculty member with a contract period of 4-6 years must submit three or more articles as the single author, the first author, or the corresponding author published in Korean or international research journals with his/her total research records amount to 300 points or more. Exceptions to these rules may be allowed subject to the President's approval if University Personnel Management Committee considers the candidate's records of achievement extraordinary. <Revised February 3, 2003>

Article 20-2 (Detailed Stipulations for Faculty Contract Renewal)

President implements and executes the detailed regulations and review plans regarding contract renewal in consultation with University Personnel Management Committee. <Established February 3, 2003>

CHAPTER IV PROMOTION

Article 21 (Timing of Faculty Promotion)

A full-time faculty promotion takes place twice a year, one on March 1 and an-other on September 1. <Revised July 21, 2010>

Article 22 (Promotion Decision)

President makes a final decision on the promotion of a faculty based on the recommendation from the head of the respective academic unit.

Article 23 (Years of Service Required for Promotion)

- (1) A minimum number of years of service required for promotion is shown in Appendix 3 for different ranks. <Revised February 3, 2003>
- (2) An associate professor must apply for his/her promotion review within two years starting from his/her fifth year of service. A faculty whose contract extension was granted according to Paragraph 3 of Article 3 can postpone the promotion review for the length of his/her extension. A faculty whose service hours at other reputable institution of higher education were accrued toward promotion can apply for promotion review before his/her minimum service hours stipulated in Appendix 3 mentioned in Paragraph 1. <Established June 26, 2008; Revised July 21, 2010>
- (3) A faculty member who failed to have a promotion review as described in Paragraph 2 or was denied a promotion should wait two years for the next promotion review. Dean of a college/school may waive this restriction if a faculty member demonstrates stringent reasons and extenuating circumstances for an earlier promotion review. <Established June 26, 2008>

- (4) Years of teaching for promotion review refer to a regular teaching records as a full-time faculty at a four-year college including schools specializing in fine arts and physical education and other professional experiences comparable to full-time teaching at a four-year college. Paid sabbatical leave for research abroad will be counted toward teaching hours, but a leave without pay will not be counted. <Revised February 3, 2003; March 6, 2008; June 26, 2008>
- (5) The college personnel management committee defines the “four-year colleges” and “full-time status” stated in Paragraph 4. <Revised March 6, 2008; June 26, 2008>

Article 24 (Promotion Review)

- (1) University’s promotion review follows the provisions stated in Articles 11, 13, and 19. Dean of a college/school, because of the school’s specific academic nature and other extenuating circumstances, may form a committee of three reviewers including one or more outside reviewers not affiliated with Seoul National University. The review score must be the average score of all three reviewers. <Revised February 3, 2004; March 26, 2004; July 21, 2010>
- (2) President shall stipulate all provisions to implement necessary details regarding faculty promotion not specified in Paragraph 1 of this article. <Established March 26, 2004>
- (3) Each college/school may establish specific review procedures (such as re-view categories and weights), which are subject to the President’s approval after a review by the college personnel committee. <Established June 26, 2008>

Article 25 (Period of Evaluation for Promotion Review)

- (1) A faculty member with a 2-year contract or less must submit research publications in reputable Korean or international journals amounting to 100 points or more with at least one article in which he/she is the single author, the first author or the corresponding author. A faculty member with a 2-4 year contract must submit 300 points worth of research publications in reputable Korean or international journals with at least three articles in which he/she is the single author, the first author or the corresponding author. A faculty member with a 4-6 year contract must submit 500 points worth of research publications in Korean or international journals with at least five articles in which he/she is the single author, the first author or the corresponding author. University Personnel Management Committee may waive these requirements if a candidate’s research achievement is considered highly exceptional and noble in his/her professional field. <Revised February 3, 2003>
- (2) Evaluation period and number of publications necessary for promotion are separately determined for a contract renewed full-time faculty. <Established February 3, 2003>

Article 25-2 (Detailed Stipulations for Faculty Promotion)

President shall implement detailed regulations for faculty promotion and plans to execute them in consultation with University Personnel Management Committee. <Established February 3, 2003>

CHAPTER V TENURE

Article 26 (Quota of Tenured Faculty)

Promotion to tenured faculty will not exceed 90 percent of the total number of tenure applicants.

Article 27 (Appointment of Tenured Faculty)

- (1) A full professor may be tenured with continuing appointment until retirement according to Article 47 of the National Education Officials Act upon evaluation of the college personnel management committee and Council on Tenure and Continuing Appointment. A full-time faculty may obtain a contractual appointment as a full professor according to Article 3 of the university regulations. *<Revised July 21, 2010>*
- (2) A full professor under a contractual appointment may apply for tenure three years after his initial appointment as a professor. If the applicant fails to obtain tenure, he/she may be eligible for another tenure review in two years; under extenuating circumstances, however, he/she may request another tenure review within two years upon approval of the dean of his/her college. *<Established July 21, 2010>*
- (3) An associate professor is normally employed without tenure. If he/she passes tenure evaluation by meeting the tenure standards of both the college and Council on Tenure and Continuing Appointment, President may grant him/her tenure according to Article 47 of the National Education Officials Act. *<Revised February 3, 2003; July 21, 2010>*
- (4) Detailed provisions concerning the constituents and the rules of Council on Tenure and Continuing Appointment shall be determined separately. *<Revised July 21, 2010>*

Article 28 (Tenure for an Associate Professor)

Tenure application is allowed when a full-time faculty is promoted to an associate professor. Three academic years must pass for tenure application if a full-time faculty is initially appointed as an associate professor or if he/she did not obtain tenure when promoted to an associate professor. Tenure is awarded on March 1 or September 1, whichever comes first after three years of his/her service. *<Revised February 3, 2003; July 21, 2010>*

Article 29 (Tenure Review)

- (1) A tenure review covers teaching, research, and service records and other achievements (honors, commendations, citations, awards, etc.). President determines detailed review procedures and other necessary items based on the recommendations of University Personnel Management Committee. *<Revised February 3, 2003; March 26, 2004; July 21, 2010>*
- (2) *<Deleted February 3, 2003>*

Article 29-2 *<Deleted July 21, 2010>*

CHAPTER VI APPOINTMENT OF ASSISTANT

Article 30 (Appointment of Assistants)

New assistants may be appointed at any time of the year; renewal of assistant's appointment is

twice a year—March 1 and September 1.

Article 31 (Qualifications of Assistants)

- (1) A candidate with a master degree must have a grade point average of 3.0 or higher in his/her graduate curriculum. A candidate with a bachelor degree must have a grade point average of 2.5 or higher for his/her junior and senior curriculum or must rank within top 25 percent of his/her class in the same department.
- (2) Paragraph 1 of this article does not apply to assistants in special categories (performance fields of dancing and painting).

Article 32 (Recommendation for Assistants)

President shall appoint an assistant upon recommendation by the dean of a college/school or the head of an academic/research unit.

Article 33 (Appointment of Assistants)

President shall establish all necessary and detailed procedures for appointment and reappointment of assistants. <Established February 3, 2003>

CHAPTER VII COMPLEMENTARY RULES

Article 34 (University Committee Reviewing Objections and Appeals to Faculty Appointments)

- (1) President may establish a university committee (hereafter “Committee”) to investigate objections and appeals pertaining to full-time faculty appointment (new hire, contract renewal, promotion, tenure, etc.). The committee shall review any serious diversion of procedures and partiality of evaluation upon receiving objection, protest, petition, or request for disclosure of evaluation information in regard to faculty appointment.
- (2) The committee consists of seven to nine members including its chairperson.
- (3) Vice President serves as the chairperson and President appoints committee members among the full-time associate and full professors including three nominated by University Senate.
- (4) President shall implement detailed provisions necessary for the work of the committee in consultation with University Personnel Management Committee. <Established February 27, 2006>

Supplementary Clause (December 3, 1976, Regulation No. 453)

- (1) (Effective Date) These regulations are effective from December 3, 1976.
- (2) (Repealed Regulation) The regulation with respect to the faculty appointment is repealed.

Supplementary Clause (May 9, 180, Regulation No. 529)

These regulations go into effect from the date of announcement.

Supplementary Clause (December 24, 1991, Regulation No. 849)

These regulations go into effect from the date of announcement. Paragraph 1 of Article 7, Articles 8 and 10 as amended go into effect from March 1, 1992.

Supplementary Clause (November 2, 1994, Regulation No. 942)

These regulations go into effect from the date of announcement.

Supplementary Clause (May 13, 1997, Regulation No. 1044)

These regulations go into effect from the date of announcement.

Supplementary Clause (February 3, 2000, Regulation No. 1148)

- (1) (Effective Date) These regulations are effective from the date of announcement.
- (2) (Exception to Tenure of Full and Associate Professors) Contract renewal for full or associate professors at the time of this revision shall be extended until his/her retirement in accordance with the existing regulations.
- (3) (Exception to Tenure of Assistant Professors) An assistant professor (to be) promoted to an associate professor prior to January 1, 2002 at the time of this revision shall be employed until his/her retirement in accordance with the existing regulations.

Supplementary Clause (December 11, 2001, Regulation No. 1165)

These regulations go into effect from the date of announcement.

Supplementary Clause (June 20, 2002, Regulation No. 1357)

- (1) (Effective Date) These regulations are effective from the date of announcement.
- (2) (Exception to Tenure of Full and Associate Professors) Full and associate professors at the time of this revision are subject to unrevised regulations for tenure.
- (3) (Exception to Assistant Professors and Full-time Lecturers) Contract renewal for assistant professors and full-time lecturers prior to September 1, 2003 follows the unrevised regulations for contract renewal.

Supplementary Clause (February 3, 2003, Regulation No. 1374)

- (1) (Effective Date) These regulations are effective from the date of announcement
- (2) (Exception to Promotion Regulations) University shall apply different length of period and number of publications to evaluate research records and performances for promotion of a faculty member who is in service as of December 31, 2001.
- (3) (Exception) Revised regulations for tenure shall be applied to those who were promoted to the rank of an associate professor on April 1, 2002 or October 1, 2002 and those who expects promotion to an associate professor on April 1, 2003; if they do not receive tenure by July 1, 2003, their tenure procedure will be subject to Article 27.

Supplementary Clause (March 26, 2004, Regulation No. 1430)

These regulations go into effect from the date of announcement.

Supplementary Clause (May 12, 2004, Regulation No. 1438)

These regulations go into effect on June 1, 2004.

Supplementary Clause (February 27, 2006, Regulation No. 1527)

These regulations go into effect on March 1, 2006.

Supplementary Clause (March 6, 2008, Regulation No. 1671)

These regulations go into effect from the date of announcement; revised regulation on faculty promotion in Article 23 shall be effective from October 1, 2008.

Supplementary Clause (June 26, 2008, Regulation No. 1683)

Article 1 (Effective Date) These regulations are effective from the date of announcement. The revised regulation on faculty promotion in Article 23 becomes effective from October 1, 2008.

Article 2 (Exception) A full-time faculty who has been serving as an associate professor since September 30, 2003 must apply for a promotion by October 1, 2010.

Supplementary Clause (July 21, 2010, Regulation No. 1788)

Article 1 (Effective Date) These regulations are effective from the date of announcement. The revised regulations in Articles 10 and 14 shall be applied to recruitments for new faculty after March 1, 2011. The revised regulations in Articles 21 and 24 shall be applied to faculty promotion from March 1, 2011.

Article 2 (Exception) College/school with no established research requirement according to Article 14 at the time of this revision may comply with existing regulations in evaluating research achievement.

Article 3 (Special Clause Associated with the Change of Promotion Dates) A full-time faculty employed between March 2 and April 1 or September 2 and October 1 at the time of this revision is considered to be hired on March 1 or September 1 so that he/she can apply for a promotion without a semester delay due to his/her hiring date.

※ 본 영문 규정은 서울대학교에서 사용자의 편의를 위하여 참고용으로 제공하는 것이며, 국문 규정과 영문 규정 간에 의미상의 차이가 있는 경우에는 국문 규정이 효력을 갖습니다. (This Regulation has been translated into English for the convenience of the users. If there arises any conflict between the Korean text and the English text, the Korean text shall prevail as authentic.)

[Appendix 1] Contract Form

FACULTY EMPLOYMENT AGREEMENT (for tenure-track professors)

THIS FACULTY EMPLOYMENT AGREEMENT (hereinafter this “Agreement”) is entered into by and between Seoul National University (hereinafter “SNU”) and _____ (hereinafter the “Appointee”) on the last date written below.

SNU and the Appointee hereby agree as follows:

1. POSITION

The Appointee is appointed as _____ [Rank] on full-time basis, within the Department of _____, in the [College, School, Division] of _____, subject to the provisions herein. This is a tenure-track position, and the appointee is eligible for reappointment, promotion and/or tenure as stipulated in the Korean Public Education Personnel and Staff Act and the related SNU regulations and policies.

2. TERM OF APPOINTMENT

This appointment is for a term beginning _____ and ending _____, and SNU has no obligation as to any employment of the appointee beyond this term unless the appointee is reappointed, promoted and/or tenured before the contract expired.

3. RELATED LAWS AND POLICIES

- (1) This appointment is governed by the applicable policies and procedures contained in the Korean Public Education Personnel and Staff Act and other applicable SNU rules. Those rules, policies and procedures are incorporated by reference into this Agreement.
- (2) The Appointee shall comply with the ethical and other standards as specified in the Korean Public Education Personnel and Staff Act and other applicable SNU rules.
- (3) The Appointee shall be bound by all applicable policies and procedures duly adopted or amended from time to time by SNU.

4. SALARY, DEDUCTIONS AND BENEFITS

- (1) The amount of salary shall be determined based on the Appointee’s rank and salary grade, which are in turn determined pursuant to the Korean Public Education Personnel and Staff Act and other applicable SNU rules.
- (2) SNU shall make certain deductions from monthly salary payments as required by applicable laws and regulations such as pension and national health insurance premiums. SNU may deduct certain other amounts as the Appointee requests in writing.
- (3) The Appointee shall be entitled to employment benefits as specified in the Korean Public

Education Personnel and Staff Act and other related SNU policies and shall be eligible to enroll in the national health insurance plan.

- (4) Reasonable moving expenses may be paid to the Appointee, which shall be determined based on the applicable SNU policy.

5. DISCIPLINARY SANCTIONS

The Appointee may be subject to SNU's disciplinary sanctions for violating rules and regulations related to the Public Educational Personnel and Staff Act or any other applicable laws, rules or regulations.

6. REQUEST FOR TRANSCRIPTS AND OTHER DOCUMENTS

The Appointee agrees to have sent to SNU, upon its request, certified copies of any transcript(s) reflecting the award of degree(s) listed as received on the Appointee's curriculum vitae. The Appointee agrees that the employment of the Appointee is terminable by SNU if at any time the Appointee fails to provide such documents.

7. TRANSFER OF INTELLECTUAL PROPERTY RIGHTS

Unless the parties to this Agreement have made a separate arrangement, all right, title and interest in and to all work-related inventions and discoveries shall belong to SNU. The Appointee hereby agrees to convey, transfer and assign to SNU all right, title and interest in and to such inventions and discoveries and to cooperate in any related procedures.

8. ENTIRE AGREEMENT

The terms and conditions stated in this Agreement constitute the entire agreement between the parties. This Agreement may not be modified except by means of a written amendment signed by SNU and the Appointee.

9. GOVERNING LAW

This Agreement shall be governed and construed according to the laws of Korea.

10. OTHER PROVISION

This Agreement is prepared in the English language and the English language version as executed by the parties shall control for all purposes. This Agreement may be executed in two counterparts, each of which shall be deemed to be an original.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date last written below.

Signature of Appointee _____ Date

Signature of SNU President _____ Date

[Appendix 2] Evaluation Standards for Research Achievements

Research Achievements	Points
1. Fine Arts	
A. International, fine arts, commercial/industrial competitions	
• One award winning work (or an honorable mention)	50
• One best (or higher) award	100
• An exhibition at an international competition	50
B. Regional competitions	
• Two or more best awards	100
• Four award-winning works	100
C. Publicly recognized individual exhibitions	
• Individual exhibition	100
• A joint exhibition of two persons	50
• One group exhibition project	50
D. Member and public contests of publicly recognized group competitions	
• One award winning work (or an honorable mention)	25
• One or more best work	50
E. An exhibit at a publicly recognized domestic/international invitational competitions	70
F. Participation as a judge for an inter-national competition	50
G. Participation as a judge for a fine arts competition	
• Judge for a fine arts or industrial design competition	100
• Judge for a publicly recognized art work competition	50
• Judge for a city/provincial fine arts exhibition	25
2. Music	
A. Domestically/internationally recognized individual vocal or instrumental recital or composition presentation	100
B. A first guest performance with a domestically/internationally recognized orchestra and concert band or a premiere of a composition performed by a professional orchestra	70
C. A vocal ensemble of a trio or more, an instrumental performance of a trio or more, an individual concert, presentation or accompaniment of three musicians or more	50
D. A concert	
• Three performances or accompaniments at recognized concerts	100
• A soloist in a concerto or a leading role in an opera	100
3. Physical Education	
A. An individual research presentation (or a paper) at a recognized athletic organization	100
B. A participation in an Olympic competition	100
C. Two winning prizes at national athletic competition	100
D. Refereeing at internationally recognized competition	100
E. 50 teaching hours at a recognized physical education research institute	100
4. Special Awards (Creative Writings and Performances)	
A. The best prize or selection at a recognized national competition	100
B. Two awards at a recognized national competition	100
5. National Decoration for Academic and Arts-Related Achievements	200

[Appendix 3] Years of Services Required for Promotion <Revised March 6, 2008>

Ranks	Years of Service Required
Promotion to Full Professor	5 years
Promotion to Associate Professor	4 years
Promotion to Assistant Professor	2 years

- Note: A. Years of Service Required for Promotion: A faculty member's teaching experience as a full-time faculty at a four-year college/university or an equivalent institution will be accrued toward his/her service years for promotion. At least 50 percent of the required service years must come from his full-time employment years at Seoul National University (This rule applies also to those holding an Endowment Professorship (Gi-Gum Professors)).
- B. A faculty member's teaching years at schools other than Seoul National University will be counted only once toward the required service years for promotion; double counting of any kind is not allowed. <Revised March 6, 2008>
- C. Deleted <Revised March 6, 2008>