

# Detailed Implementation Regulations for New Full-Time Faculty Recruitment at Seoul National University

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Established May 3, 2003

Revised March 26, 2004

Revised July 21, 2010

## **Article 1 (Purpose)**

Detailed regulations here are designed to describe and stipulate necessary and appropriate implementation procedures for full-time faculty recruitment in accordance with National Education Officials Act, National Education Officials Appointment Regulations, and Appointment Regulations for Full-time Faculty and Assistants at Seoul National University, specifically in regard to the hiring ratio of individuals with degrees from other universities, principles of imposing the overall ratio, review methods, and other necessary rules for implementing personnel management.

## **Article 2 (Limitations on Hiring Graduates from a Specific University)**

In hiring new faculty, Seoul National University should follow Paragraph 4 of Article 11 of National Education Officials Act and Paragraphs 1 and 2 of Article 4-3 of National Education Officials Appointment Regulations.

## **Article 3 (Evaluation of New Faculty Applicants)**

- (1) New faculty applicants will be evaluated in accordance with Article 10 of Regulations regarding Appointment of Full-Time Faculty and Assistants at Seoul National University (hereafter “Regulations”). The applicants shall undergo two-level evaluation processes: preliminary and major-field reviews, and interview. If necessary, these two levels of evaluation may be combined.
- (2) Applicants shall be reviewed separately for each item of evaluation by reviewers. Their respective evaluation results shall be combined into a final score.
- (3) Those applicants who successfully passed the preliminary and major-field reviews shall be eligible for interviews. Dean of a college/school, in consultation with the college personnel management committee, determines the detailed procedures, evaluation criteria, respective weights and methods.

## **Article 4 (Evaluating Applicant’s Research Achievement)**

- (1) Categories and scores for the applicant’s research achievement will be implemented in accordance with Articles 13 and 14 of the regulations. Dean of a college/school may specify separate criteria for research achievement in consultation with the college personnel

management committee. <Revised July 21, 2010>

- (2) Reviewers rate the applicant's fitness for the publicly advertised field as excellent (3 points), fair (2 points) and poor (1 point) in light of his/her research records submitted for evaluation. Scores cast by each reviewer will be averaged. Then, both the highest and the lowest scores are excluded. If the average score of the remaining reviewers for the applicant is equal to or greater than 2.0, then he/she is considered to have passed the first level review. Otherwise, the applicant will be ineligible for further consideration. <Revised March 26, 2004>
- (3) Applicant's research records will be evaluated according to Articles 12 and 14 of the regulations. If the evaluation score is equal to or greater than 4.0, the applicant shall be considered eligible for the next level of consideration. <Revised March 26, 2004; July 21, 2010>
- (4) Applicant's overall research records are evaluated according to the evaluation criteria defined by each college/school personnel management committee. When the dean of the college/school finds major discrepancy between the evaluations, the applicant must be reevaluated according to the rules and regulations established by the personnel management committee. <Revised March 26, 2004>

#### **Article 5 (Interview)**

- (1) Applicant's public presentation, statement of research and teaching plans, and suitability for the applicant's program are assessed according to the evaluation criteria established by each college/school committee.
- (2) Five or more evaluators constitute the review committee to discuss and evaluate the applicant's presentation. The final score is the average score after excluding both the highest and the lowest scores. When there are ten or more evaluators, the final score is computed after excluding the two highest and the two lowest scores. <Established March 26, 2004>
- (3) Applicant's teaching and research plans will be evaluated according to the standards stipulated by the college/school personnel management committee. When the dean finds major discrepancy between evaluations, the applicant must be reevaluated according to the rules and regulations stipulated by the college/school personnel management committee. <Established March 26, 2004>

#### **Article 6 (Reviewers)**

- (1) In order to insure impartiality and objectiveness of evaluation process, applicant's doctoral dissertation advisor, recommenders, and research collaborators may not serve on the review committee. Under extenuating circumstances, however, dean may make exceptions to this rule, based on the review and recommendation of the college/school personnel management committee.
- (2) Reviewers evaluating the applicant's research records must be appointed according to the following rules:
  1. Department chair or program director recommends more than 5 reviewers inside and outside Seoul National University. Dean appoints five(5) committee members among the

recommended reviewers. <Revised March 26, 2004>

2. Reviewers, as a matter of principle, must be full-time faculty of Seoul National University at equal or higher rank than the applicant's expected rank or reputable scholars outside with rich scholastic and teaching experience in the related field. At least two (2) members should have no affiliation with Seoul National University.
  3. Each reviewer must be able to evaluate all applicants in the same recruiting field of study. <Revised March 26, 2004>
  4. If and when Seoul National University does not have faculty reviewer in the academic/research field of recruiting, or if faculty reviewers are at lower rank, outside reviewers should form the review committee in principle. <Revised March 26, 2004>
- (3) Reviewers for the purpose of evaluating applicant's overall research record and interview are appointed either by the dean of a college/school upon recommendations of department chairman, or selected by the college/school personnel management committee.

**Article 7 (College/School Personnel Management Committee)**

- (1) College/School Personnel Management Committee may select applicants for interviews up to three times the total number of openings based on the results of preliminary and major-field reviews. The committee may solicit the dean to select a certain number applicants for interviews (more than one but no more than three for each opening). <Revised March 26, 2004>
- (2) College/School Personnel Management Committee must review all the procedures and detailed evaluation criteria for new faculty appointment and make every effort to facilitate the process of evaluation. If necessary, the committee may leave a part or all of evaluations pertaining to the applicant's public presentation and teaching and research plans at the discretion of the recruiting school/department.

**Article 8 (Submission of Evaluation Forms and Recommendation for Employment)**

- (1) Dean of a college/school must submit to President, within five days after the closing date of applications, university faculty open recruitment application forms (Form 1) and list of applicants for employment (Form 2).
- (2) Reviewer of the applicant's research records must submit the evaluation results to the dean of the college/school according to research evaluation form (Form 3).
- (3) Dean of a college/school must submit faculty applicant's record (Form 4), faculty applicant evaluation report (Form 5) and comprehensive evaluation report for open recruitment (Form 6) for every applicant to President upon completion of the evaluation.
- (4) Dean of a college/school must specify the recommended rank and the contract period in the faculty applicant evaluation report (Form 5) for an applicant, who scored higher than the passing score set by the college/school personnel management committee.

**Article 8-2 <Deleted July 21, 2010>**

**Article 9 (Regulations and Rules for College/School)**

Dean of a college/school may stipulate internal rules and regulations in the context of the

university regulations and detailed rules. Dean must obtain approval of President upon evaluation of University Personnel Management Committee for the implementation of internal rules and regulations. <Revised July 21, 2010>

**Supplementary Clause (May 3, 2003)**

These implementation regulations will be effective from the date of announcement.

**Supplementary Clause (March 26, 2004)**

These implementation regulations will apply from the first new faculty recruitment in 2004.

**Supplementary Clause (July 21, 2010)**

These implementation regulations will be effective from the date of announcement. The revised regulations in Article 4 will be implemented from the public advertisement for new faculty recruitment after March 1, 2011.

※ 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 users. If there arises any conflict between the Korean text and the English text, the Korean text shall prevail as authentic.)