

# Detailed Implementation Regulations for Full-Time Faculty Contract Renewal at Seoul National University

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Revised May 31, 2004

Revised July 16, 2004

Revised January 12, 2005

Revised April 1, 2006

Revised January 31, 2008

Revised December 3, 2008

Revised July 21, 2010

Revised September 16, 2010

Revised September 28, 2010

Revised October 28, 2010

## **Article 1 (Purpose)**

The purpose of the regulations herein is to stipulate and define necessary procedures to implement the evaluation of full-time faculty and assistants for contract renewal and other personnel matters in accordance with Article 20-2 of Regulations regarding Appointment of Full-Time Faculty and Assistants at Seoul National University (hereafter “Regulations”), National Education Officials Act, and National Education Officials Appointment Regulations.

## **Article 2 (Notification of the Expiration of Faculty Contract)**

- (1) President shall order dean of a college/school to notify the faculty member six months prior to his/her contract expiration date that his/her contract renewal review is due. The dean must inform the faculty member of the details of evaluation schedule, criteria, and procedures for contract renewal.
- (2) Upon receiving the notification, the faculty member may apply for contract renewal. The faculty member, as long as he/she does not submit a written waiver request for contract renewal, is assumed to apply for renewal.
- (3) Faculty member, who wishes to extend the contract period in accordance with Paragraph 3 of Article 3 of the regulations must acquire President’s approval six months prior to the end of his/her contract. This request must be accompanied by a certificate documenting her pregnancy and expected delivery date or adoption of a baby. In this case, extension of the contract period is at the same rank he/she holds at the time of President’s approval.  
<Established July 21, 2010>

## **Article 3 (Evaluation of Faculty for Contract Renewal)**

- (1) Faculty applying for contract renewal is evaluated according to the following guidelines. He/She must receive final evaluation points of 70 or higher to be successful. Evaluation score of research achievement specified in Paragraph 4 of Article 4 must be grade B (“Woo”) or higher.
- (2) Faculty member is evaluated on his/her teaching effectiveness (40 points), research activities (40 points), service (10 points) and department chair’s assessment (10 points). Additional bonus points (5 points) may be awarded for special professional achievements including awards.
- (3) Teaching effectiveness (40 points) is measured in accordance with the evaluation criteria as stated in Appendix 2 based on teaching hours, supervision of theses, and class evaluations. College/School personnel management committee may adjust the evaluation criteria and scores,
- (4) Research activities (40 points) are measured in accordance with the criteria and the scores mentioned in Appendix 3 based on the research records (20 points), comprehensive research records (15 points) and other research activities (5 points) such as research grants and university-industry collaborations. The “comprehensive research records” include all published research articles, books, academic activities (participation in academic conferences and symposiums and invited lectures, etc.), exhibitions and public presentations, and performance-related activities. These will be evaluated by department chair, college/school dean and each reviewer of the evaluation committee. The college/school personnel management committee stipulates and executes the detailed provisions concerning the assessment of candidate’s comprehensive research records and other research activities.  
<Revised July 21, 2010>
- (5) Service activities (10 points) are evaluated by the dean of each college/school (and associate dean or department chair) based on on- and off-campus activities including participation in academic societies and governmental business (counseling, evaluation and consulting works, and delegate missions, etc.), and public and volunteer services for society and charity organizations according to the criteria and scores listed in Appendix 4.
- (6) Candidate’s faithful observance of education laws and ordinances and his/her characters and conducts as a full-time faculty (10 points) is evaluated by the dean of each college/school (and associate dean or department chair) according to the criteria and scores described in Appendix 5. The college/school personnel management committee shall examine the evaluation.
- (7) Extra 5 points can be given by the dean of the college/school for various achievements (awards, decorations, citations, commendations, etc.). The college/school personnel management committee shall examine the evaluation.
- (8) Dean of each college/school must complete the form in Appendix 1 including evaluations from Paragraphs 1 to 7 to submit it to President.

**Article 4 (Evaluation of Candidate’s Research Records)**

- (1) Categories and scores of research records are defined in accordance with Article 13 of the regulations. Dean of a college/school may, in consultation with the college personnel

management committee, redefine the research categories and criteria, exclude some of them and/or add additional stipulations.

- (2) Research achievement, which has been made during the candidate's contract period, can be submitted for evaluation for contract renewal. The "contract period" as stipulated in Article 20 of the regulations is the period between the date of one's initial appointment and the expected date of contract renewal (or reappointment). Extension of contract period due to the reasons described in Paragraph 2 of Article 5-3 of National Education Officials Appointment Regulations and Paragraph 3 of Article 3 of the regulations, however, will be excluded from the contract period in calculating the number of publications required for appointment renewal. <Revised July 16, 2004; July 21, 2010>
- (3) Selection and appointment of reviewers for research records and comprehensive research records should be done in accordance with Article 11 of the regulations. 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 af-filiation with Seoul National University. <Revised July 21, 2010>
- (4) Evaluation of the applicant's research records is conducted according to Article 12 of the regulations. If and when the applicant receives an average score of "B" ("Woo") or above on each of the criteria, he/she will be considered acceptable for contract renewal.

**Article 5 (College/School Personnel Management Committee)**

College/School Personnel Management Committee must review all the procedures and detailed evaluation criteria for contract renewal and make every effort to facilitate the process of evaluation. If necessary, the committee may leave a part or all of evaluations except for the evaluation of research records at the discretion of the applicant's school/department.

**Article 6 (Opportunity for Appeal)**

- (1) Dean of college/school must clearly and concretely explain how the applicant failed to meet the performance standards when he/she, whose contract renewal was denied, is granted an opportunity to appeal his/her case in accordance with Paragraph 3 of Article 18 of the regulations. Dean must also give the faculty member an opportunity to present concretely his own view and defense on the issue in contention.
- (2) Dean must notify the applicant of the time and place for him/her to present his/her case fifteen days in advance. The appeal party should then prepare a statement according to the methods and procedures specified by the college/school personnel management; his/her appeal should be reflected in the final review of contract renewal. <Revised April 1, 2006>

**Article 7 (University Personnel Management Committee and Other Miscellaneous Matters)**

- (1) In case President finds the positive recommendation by the dean of the college/school of the candidate for contract renewal appropriate, President may approve the application in consultation with University Personnel Management Committee. If the applicant is found to be conspicuously deficient as a faculty member in the following areas, President may deny the faculty's reappointment in consultation with the committee: <Revised January 31, 2008>
  1. Applicant in the course of teaching and research caused serious social concern and

- badly damaged the name, image and the reputation of the University.
2. Applicant incurred a serious disciplinary sanction and was convicted of a criminal offense while in service.
  3. Applicant was found to be grossly fraudulent in research and research fund/grant management.
  4. Applicant seriously misconducted in research and violated research ethics.
- (2) President has the authority to reject the applicant in consultation with University Personnel Management Committee when dean evaluates the applicant not eligible for contract renewal. *<Revised January 31, 2008>*
- (3) The University Personnel Management Committee must allow the faculty member whose contract renewal was denied fifteen or more days to prepare and submit his/her appeal statement to the committee as well as an opportunity to present his/her case before the Committee. *<Revised April 1, 2006>*

**Article 8 (Notification of Denial for Contract Renewal)**

President, after consulting with University Personnel Management Committee must send the applicant a non-renewal notice with specific reasons for non-renewal two months prior to the expiration of his/her contract.

**Article 9 (Notification of Opportunity, Procedure and Timing of Appeal)**

When the applicant is informed of his/her contract non-renewal, President must notify him/her in writing that the applicant may request re-evaluation according to Article 9 of Special Act for Improving Faculty Status. This notification must include the procedure and timing for such re-evaluation. *<Revised April 1, 2006>*

**Article 10 *<Deleted April 1, 2006>***

**Supplementary Clause (May 31, 2004)**

These implementation regulations will be effective from June 1, 2004. Article 2 or Article 5 will be applied to contract renewal evaluation from March 1, 2005.

**Supplementary Clause (July 16, 2004)**

These implementation regulations are in effect from July 16, 2004.

**Supplementary Clause (January 12, 2005)**

These implementation regulations are in effect on January 12, 2005.

**Supplementary Clause (April 1, 2006)**

These implementation regulations are in effect from the date of announcement.

**Supplementary Clause (January 31, 2008)**

These implementation regulations are in effect from the date of announcement.

**Supplementary Clause (December 3, 2008)**

These implementation regulations go into effect from the date of announcement.

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

These implementation regulations go into effect from the date of announcement. Paragraph 4 of Article 3, Paragraphs 2 and 3 of Article 4 will be applied to contract renewals from March 1, 2011.

**Supplementary Clause (September 16, 2010)**

These implementation regulations go into effect from the date of announcement.

**Supplementary Clause (September 28, 2010)**

These implementation regulations go into effect from the date of announcement.

**Supplementary Clause (October 28, 2010)**

These implementation regulations go into effect from the date of announcement.

[Appendix 1]: Comprehensive table of scores for evaluation of faculty appointment

[Appendix 2]: Table of evaluation criteria and scores for teaching activities

[Appendix 3]: Table of evaluation criteria and scores for research activities

[Appendix 4]: Table of evaluation criteria and scores for service activities

[Appendix 5]: Table of evaluation criteria and scores for department chair or program director.

- [Appendix 1-5] above is following the regulations stipulated by each college/school personnel management committee.

※ 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.)