

Implementation Regulations for Administering the University Committee Reviewing Objections and Appeals on Faculty Appointment

Established April 1, 2006

Revised July 23, 2013

Article 1 (Purpose)

The purpose of the regulations stated herein is to stipulate and define, in accordance with Article 34 of Regulations regarding Appointment of Full-Time Faculty and Assistants at Seoul National University, necessary procedures for administering Appeals Committee in dealing with such matters as objection, protest, petition, and request for disclosure of evaluation information, etc. with respect to full-time faculty appointment and other personnel matters.

Article 2 (Function)

Appeals Committee's function is to review each of the following faculty appointment issues raised by President and report the result of its review/discussion to President:

1. An appeal and protest regarding new full-time faculty appointment.
2. An appeal, protest and petition regarding contract renewal, promotion and tenure for a full-time faculty.
3. Any faculty appointment matters that President finds further review necessary.

Article 3 (Organization)

- (1) The committee consists of seven (7) to nine (9) members including its chairperson. Dean of Academic Affairs serves it as its ex officio member.
- (2) A committee member serves for two (2) years. They can serve multiple terms.
- (3) President may appoint an advisor to the committee who is knowledgeable in law or in related areas of the complaint.

Article 4 (Committee Chair)

- (1) Executive Vice President of the University shall be the committee chairperson.
- (2) The committee chairperson represents the committee and oversees the committee works.
- (3) If the chairperson is unable to perform his/her responsibilities, a committee member designated in advance by the chairperson may act on his/her behalf.

Article 5 (Convening the Committee Meeting, etc.)

- (1) The committee chairperson convenes a committee meeting at the request of President to review appeals and petitions.
- (2) A meeting is convened with attendance of more than half of the committee members (quorum) and a resolution is passed with the consent of a majority of the present.

Article 6 (Recusal of a Committee Member)

When a member of the committee is a party to an appeal and dispute pending before the committee or has a conflict of interest in the outcome of dispute involving his/her own academic department, the committee member must be recused from participating in the review process of the committee.

Article 7 (Committee Hearing)

- (1) The committee may hold a committee hearing to summon witnesses and interested parties in order to examine the full circumstances of a case.
- (2) When the committee demands documentary materials, attendance, and depositions of witnesses and interested parties, the parties involved in the dispute and the dean of a college/school must make every effort to cooperate with the committee.

Article 8 (Disposition of Review and its Result)

- (1) The committee chairperson must report the findings and deliberations to President without delay.
- (2) President may demand that the involved college/school revisits the dispute and take necessary and appropriate measures including adjustment of a rank of the appellant based on the committee's report.

Article 9 (The Committee Secretary)

- (1) The chief of the Office of Academic Affairs serves as the committee secretary.
- (2) The committee secretary manages the committee businesses under the chairperson's supervision.

Article 10 (Allowance for the Committee)

All committee members and others including its advisor and witnesses may be paid for their services and travel expenses if the committee budget allows.

Article 11 (Administration Guidelines)

The committee chairperson, with the consent of the committee, may separately establish guidelines for matters not covered by the regulations herein.

Supplementary Clause (April 1, 2006)

These regulations are in effect from the date of announcement.

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