

17. Regulation on the Appointment of Part-time Instructors

Department in charge: Academic Affairs Team 1073-4 ♥

Established on Aug. 1, 1995 Regulation No.3
Amended on Dec. 30, 2002 Regulation No.47
Amended on Mar. 21, 2006 Regulation No.77
Amended on Jul. 10, 2012 Regulation No.163
Amended on Mar. 7, 2016 Regulation No.222

| ADDENDUM | Attachments |

Article 1 (Purpose)

This regulation seeks to stipulate matters regarding the appointment of part-time instructors of Handong Global University (hereinafter referred to as "University").

Article 2 (Qualification)

1. Any part-time instructor shall have at least a 3-year career in education or research after university graduation. (Amended on Jul. 10, 2012)
2. Even without the qualification under Item 1, persons deemed by the president to have the same ability as those with careers in education or research based on the nature of the course to be handled may be appointed.

Article 3 (Career Conversion)

The career in education as required for qualification as part-time instructor under Article 2 is limited to a career in education in any university, junior college, or equivalent. The career in research shall be calculated using the rate of research performance conversion specified under Article 3 of the regulation on the criteria for professor's qualification.

Article 4 (Appointment of Part-time Instructors)

1. Part-time instructors for major courses shall be recommended by the head of department (school) and appointed by the president.
2. Part-time instructors for liberal arts courses shall be recommended by the head of the School of Global Leadership and appointed by the president.
3. Appointment letters (Attached Form No. 3) may be given to part-time instructors.

4. A person appointed as part-time instructor but has been newly appointed as full-time faculty member of the university shall be deemed to have been released from his/her appointment as part-time instructor on the same day of his/her appointment as full-time faculty member.

Article 4-1 (Appointment Period)

The appointment period of part-time instructors shall be in units of semester.

Article 5 (Restriction on the Number of Lecture Hours)

In principle, a part-time instructor shall not be in charge of more than **9** lecture hours per week; if the instructor cannot be substituted by another person, however, the president may allow exceptions considering the conditions.

Article 6 (Required Documents)

1. When recommending a part-time instructor, the following documents shall be prepared at least 30 days before the beginning of lectures in each semester and submitted to the Academic Affairs Team at least 20 days before the beginning of lectures in each semester:
 - (1) Recommendation for part-time instructor (Attached Form No. 1): 1 copy
 - (2) Certificate of last school attended: 1 copy (new)
 - (3) Certificate of career: 1 copy (new)
 - (4) Personnel record card: 1 copy (new)
2. Persons working as Assistant professor or higher in a university (including special college) or those with a career in said position may substitute the certificate of last school attended with the certificate of career.(Amended on Jul. 10, 2012)

ADDENDUM

This regulation shall enter into force as of August 1, 1995.

ADDENDUM

This amended regulation shall enter into force as of December 30, 2002.

ADDENDUM

This amended regulation shall enter into force as of March 21, 2006.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of July 22, 2012.
(Amended on Jul. 10, 2012 Regulation No.163)
2. (Interim measures regarding qualification of part-time instructor) Those who were employed as part-time instructors according to the existing bylaws are now considered as part-time instructors who are hired under this amended regulation.

ADDENDUM

This amended regulation shall enter into force as of March 7, 2016.

[Attached Form No. 1]

시 간 강 사 추 천 서 (Recommendation for part-time instructor)

						결 재 (Approval)	과 장 (Manager)	처 장 (Dean)	총 장 (President)
성 명 (Name)	주민등록 번호 (Resident registration no.)	성 별 (Gender)	담 당 과 목 (Course in charge)		주당시 간 (Hours per week)	주 소 (Address)	전 화(Tel.)		비 고 (Remarks)
			과목번호 (Course no.)	과목명 (Course name)			자 택 (Home)	근 무 처 (Workplace)	
<p>위의 사람(들)을 학년도 학기 _____ 학과(부) 시간강사로 추천합니다. (I hereby recommend the person(s) whose name(s) appears/appear as part-time instructor(s) of the department (school) of _____ for the ___ semester of _____.)</p> <p style="text-align: center;">년 월 일 Month/Day/Year</p> <p style="text-align: center;">학과(부)장(Head (Chairman) of department (school) of _____) (인) (Seal)</p>									

※ 비고란에 “신규” 또는 “계속”을 명기
(Specify whether "new" or "continued" in the remarks column)

위 촉 장
(Letter of Appointment)

성 명(Name):

위의 사람을 이 대학교 _____
시간강사로 위촉함.(I hereby appoint the person whose name
appears above as part-time instructor of _____ of the
university.)

기간: 년 월 일 년 월 일

Period: Month/Day/Year ~ Month/Day/Year

년 월 일

Month/Day/Year

한 동 대 학 교 총 장
(President of Handong Global University)