

# **33. Personnel Management Bylaws for Part-time Faculty Members**

Department in charge: Academic Affairs Team 1073-4 ▲

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## **Chapter 1 General Provisions**

### **Article 1 (Purpose)**

1. These bylaws seek to specify matters regarding the definition, qualification, employment, service, treatment, required documents, etc., of non-tenured faculty members, excepting lecturers, of Handong Global University (hereinafter referred to as "University") pursuant to Clause 5, Article 36 of the Articles of Incorporation and Clause 2, Article 2 of the Regulation on Personnel Management for Faculty Members. (Amended on Dec. 27, 2012) (Amended on Dec. 31, 2014)
2. Matters related to the definition, qualification, employment, service, treatment, required documents, etc., of lecturers among non-tenured faculty specified in Clause 1 shall be separately decided by the president. (Newly established on Dec. 27, 2012)

## **Article 2 (Kinds and Definitions of Terms) (Amended on Dec. 27, 2012)**

1. Invited faculty members pertain to those faculty members who are in charge of majors, practical affairs, and cultural arts education at the undergraduate schools.
2. Visiting faculty members refer to those faculty members required for student education and research or deemed necessary by the university.
3. Industry-Academic faculty members refer to those who are dedicated to education, research, and support of business start-up and students' employment through Industry-Academic cooperation, and who are evaluated by the performance of Industry-Academic cooperation. (Newly established on Dec. 27, 2012)
4. CK faculty members refer to those faculty members in charge of the Local University Specialization Project, and their personnel expenses shall be covered by the government subsidies for the Local University Specialization Project.(Newly established on Sep. 18, 2014)
5. Research faculty members refer to those faculty members who are in charge of research and work for research institutes of this university. (Newly established on Aug. 18, 2016)
6. Faculty members with multiple appointments pertain to faculty members pursuant to Article 17 of the Higher Education Act and Article 7 of its enforcement decree. (Amended on Sep. 18, 2014)
7. Exchange faculty members refer to faculty members pursuant to the international exchange regulation of the university.(Amended on Sep. 18, 2014)
8. Chair faculty members pertain to those faculty members who are scholars with prominent scientific achievements.(Amended on Sep. 18, 2014)
9. Honorary faculty members refer to those faculty members pursuant to Article 17 of the Higher Education Act, Article 8 of its enforcement decree, and rules for honorary professor.(Amended on Sep. 18, 2014)
10. Special invited faculty members pertain to those faculty members acknowledged to be able to contribute to the development of the university.(Amended on Sep. 18, 2014)
11. Non-tenured faculty members who work all day long refer to those who are receiving compulsory lecture hours and monthly fixed remunerations based on agreements pursuant to Clause 1 or 10, and those who do not fall under this shall be referred to as non-tenured faculty members who work part-time. (Amended on Sep. 18, 2014)(Amended on Aug. 18, 2016)

## **Chapter 2 Job Title and Qualification**

### **Article 3 (Job Title)**

Invited faculty members, visiting faculty members, Industry-Academic faculty members, research faculty members, faculty members with multiple appointments, exchange faculty members, chair faculty members, honorary faculty members, and specially invited faculty members shall be commonly called invited professors, visiting professors, Industry-Academic faculty members, research professors, professors with multiple appointments, exchange professors, chair professors, honorary professors, and specially invited professors. (Amended on Dec. 27, 2012) (Sep. 18, 2014) (Jun. 4, 2019)

## **Article 4 (Qualification)**

1. All faculty members defined under Article 2 should possess at least the qualification for Assistant professor pursuant to Article 16 of the Higher Education Act; however, those faculty members who give lectures at the Center for Continuing Education shall possess at least the qualification of a bachelor's degree.(Amended on Jul. 10, 2012)
2. Those invited faculty members and visiting faculty members giving lectures should acquire at least a master's degree. (Amended on Dec. 27, 2012)
3. Faculty members with multiple appointments shall be currently working at their original workplaces as permanent regular employees (with 3 years' experience or more), and they should obtain the agreement of the heads their original workplaces.
4. Chair faculty members shall be scholars with prominent scientific achievements; they should be recommended by any of the undergraduate schools.
5. In principle, Industry-Academic faculty members shall have more than 10 years of working experiences from industries, governmental institutions, and quasi-governmental institutions in a field that is related to the major on which he/she will give lectures in undergraduate school. (Newly established on Dec. 27, 2012)

## **Chapter 3 Appointment**

### **Article 5 (New Appointment)**

1. In principle, new appointments of part-time faculty members shall be effected through open employments. (Amended on Sep. 1, 2019)
2. In principle, to appoint non-tenured faculty members who work all day long, three Examination Committee members including the chairman of undergraduate school, dean of graduate school, director of an affiliated institution, or director of an affiliated research institute (hereinafter referred to as "Director of the institution") in the undergraduate school, graduate school, affiliated institution, or affiliated research institute (hereinafter referred to as "Institution"), respectively, shall go through stage 1 (basic) and stage 2 (major), and the president appoints after the stage 3 (interview) and the deliberation of Faculty Personnel Committee. However, if deemed necessary by the president, the new appointment process for non-tenured faculty members who work all day long can be simplified as that of Clause 5. (Amended on Dec. 27, 2012) (Dec. 31, 2014)
3. The Examination Committee members under Clause 2 shall consist of the director of the institution and 2 full-time faculty members in the related areas as recommended by the director of the institution; when newly appointing invited faculty members belonging to the Chaplain's Office, however, the Examination Committee members shall consist of the university chaplain and two full-time faculty members recommended by him/her from among the Service Committee members; when appointing part-time faculty members belonging to the Department of Language Education, the Examination committee may include the dean of the Department of Language Education and 2

full-time or part-time faculty members in the related areas. (Amended on Jun. 4, 2019)

4. Exchange faculty members shall be appointed pursuant to the regulation on international exchange cooperation.
5. The stage 3 of interview examination of the appointment procedure in Clause 2 of Article 5 can be omitted for exchange faculty members, part-time faculty members, those who are appointed as part-time faculty members again after he/she resigned as full-time faculty members of this university, and non-tenured faculty members who work all day long and have special duties such as project management like Industry-Academic faculty members. (Amended on Dec. 27, 2012) (Dec. 31, 2014) (May 11, 2018) (Sep. 1, 2019)
6. Notwithstanding the provisions of Clause 2, research faculty members shall be appointed by the president after the appointment procedure according to the Regulation on Research Faculty Members and the deliberation by the Faculty Personnel Committee. (Newly established on Aug. 18, 2016)
7. <Deleted on Sep.1, 2019>

## **Article 6 (Reappointment)**

1. Non-tenured faculty members who work all day long shall be evaluated by evaluators consisting of full-time faculty members in the related area including directors of institutions (3 members, in principle. However, 3 full-time or part-time faculty members for the department of language education, in principle.) jointly using the sheet of reappointment evaluation table ([Attached Form 1]), and the president shall decide whether to reappoint the faculty members after review by the Faculty Personnel Committee. If the examination members prepared the sheet using different evaluation tables for one faculty member in unavoidable situations, however, the reappointment appraisal marks shall be calculated based on the average of the scores granted by each examination member. (Amended on Dec. 27, 2012) (May 11, 2018) (Jun. 4, 2019)
2. Exchange faculty members shall be reappointed pursuant to the regulation on international exchange cooperation. (Newly established on Aug. 18, 2016)
3. Among those who met the requirements for reappointment according to the Regulation on Research faculty members, the reappointment of research faculty members who met the requirements for reappointment according to the Regulation on Research faculty members shall be determined by the president after the deliberation by the Faculty Personnel Committee.
4. Exchange faculty members and part-time faculty members shall be recommended by the directors of institutions and deliberated on by the Faculty Personnel Committee before the president decides whether to reappoint them or not. The reappointment recommendation shall be based on **【Attached Form No. 2】** . (Amended on Dec. 27, 2012) (Jun. 4, 2019)

## **Article 7 (Promotion)**

There shall be no promotion system for part-time faculty members.

## **Article 8 (Dismissal)**

1. The part-time faculty members defined under Article 2 shall be naturally dismissed if they are not reemployed or reappointed as per an agreement after their terms of office or appointment periods have expired and the school notifies them 2 months prior to the expiration of their appointment periods; however, the school may not serve a notice if the contact details of any part-time faculty member are unknown.
2. The part-time faculty members who died during the term of office shall be deemed dismissed the day after he/she died. (Newly established on Sep. 18, 2014) (Jun. 4, 2019)
3. Faculty members with multiple appointments shall be naturally dismissed on the date they lost their positions in their original workplaces. (Amended on Sep. 18, 2014)
4. If any part-time faculty member does not sufficiently perform the obligation under Article 11, he/she can be dismissed by the president following deliberation by the Faculty Personnel Committee. (Amended on Sep. 18, 2014) (Mar. 23, 2020)

## **Article 8-2 (Retirement Age) (Newly established on Dec. 31, 2014)**

1. The retirement age of non-tenured faculty members shall be 65 years, and those who reach the retirement age shall retire at the end of the semester inclusive of the day he/she reaches the retirement age.
2. Not with standing the provisions of Clause 1, the retirement of a non-tenured faculty member can be extended when the school needs the member due to the nature of his/her duty after obtaining approval from the Faculty Personnel Committee.

## **Article 8-3 (Relief from Duties) (Newly established on Mar. 23, 2020)**

Matters regarding the relief from duties of part-time faculty members shall be governed by Article 32 of Regulation on Personnel Management for Faculty Members of this university.

## **Article 8-4 (Disciplinary Actions) (Newly established on Mar. 23, 2020)**

1. Matters regarding disciplinary actions for part-time faculty members shall be governed by Article 36 of Regulation on Personnel Management for Faculty Members of this university.
2. In the case where the provisions of Clause 1 is applied, the "Faculty Disciplinary Committee" shall be the "Part-time Faculty Disciplinary Committee," and the Faculty Personnel Committee shall play its role, in principle; when necessary, however, the president may organize the Part-time Faculty Disciplinary Committee separately.

## **Article 9 (Period and Date of Appointment)**

1. In principle, each new appointment or reappointment shall be for 2 years; however, the period may

be determined otherwise in special cases (Amended on Dec. 6, 2006).

2. In principle, the date of appointment shall be March 1 or September 1; if necessary, however, the date of appointment may be determined by the president depending on the roles such as education, research, and industry-academic cooperation. (Amended on Oct. 25, 2006) (May 11, 2018)

## Chapter 4 Service

### Article 10 (Number of Compulsory Hours)

1. In principle, the number of compulsory hours of part-time faculty members shall be based on the table shown below; however, the number of compulsory hours may be changed when making a contract if approved by the president, and the treatments based on the reduced number of compulsory hours shall comply with Clause 2, Article 14 (Treatment) or by a contract. (Amended on Dec. 27, 2012) (Sep. 18, 2014) (Sep. 1, 2019)

Type of Faculty Member	Area	Number of Compulsory Hours
Part-time faculty members	Faculty members with multiple appointments	12 hours or less
	Visiting faculty members	12 hours or less
	Foreigner visiting faculty members	15 hours or less
	Faculty members other than honorary faculty members, those with multiple appointments and visiting faculty members	9 hours or less

2. If a part-time faculty member takes charge of team guidance, the number of hours corresponding to the community leadership training shall be acknowledged (amended on Oct. 25, 2006).
3. <Deleted on Sep. 1, 2019>
4. The compulsory hours of honorary faculty members shall be governed by the Regulation on Honorary Professors. (Newly established on Sep. 1, 2019)

### Article 11 (Obligations)

Part-time faculty members shall have the following obligations:

1. Observe all regulations and sincerely perform their duties.
2. Strictly keep confidential the secrets obtained in the course of performing their duties not only while in office but also after retirement.
3. Refrain from receiving any money or favor in relation to their duties.

4. Refrain from engaging in any act compromising the honor of the university or the dignity of faculty members regardless of whether or not such falls within the range of their duties.
5. Avoid labor movements or other group acts except those related to their duties.
6. Immediately report any change in their personal details to the Personnel Management Department.
7. If the university assigns any team guidance, part-time faculty members shall perform such pursuant to the relevant regulations or guidelines (newly established on Oct. 25, 2006).

### **Article 12 (Temporary Retirement)**

The part-time faculty members defined under Article 2 may not temporarily retire from office during the term of their contracts; if unavoidable due to disease or natural calamity, however, they may be retired temporarily for less than 6 months, and if deemed necessary by the president, some or all of his/her remuneration may be paid during the period of temporary retirement. (Amended on Dec. 8, 2018)

### **Article 13 (Leave)**

Leaves shall be granted to part-time faculty members pursuant to Chapter 3 (Holidays and Leaves) of the staff service regulation; if any leave is unavoidably used during a semester (except more than 7 days' sick leave), and lectures are consequently canceled, however, the faculty member concerned should give supplementary lectures as a rule.

## **Chapter 5 Treatment**

### **Article 14 (Treatment)**

1. In principle, The monthly remuneration for non-tenured faculty members who work all day long giving lectures according to the number of compulsory hours in the table under Article 10 (Number of Compulsory Hours) shall be based on the amount calculated by dividing by 13 the annual total amount indicated in the monthly fixed remuneration standard table for non tenure track faculty members as of January 1 of the relevant year based on career under Article 15. (Amended on Dec. 27, 2012)
2. The monthly remuneration for non-tenured faculty members working all day long whose number of compulsory hours at the time of the contract is less than that in the table under Article 10 (Number of Compulsory Hours) may be paid after deducting the amount of remuneration for the difference in the number of hours with the number of compulsory hours from the amount under Clause 1 based on the proportion set forth in **【Attached Table 1】** . (Amended on Dec. 27, 2012)(amended on Sep. 18, 2014)
3. The remuneration for non-tenured faculty members working all day long whose highest educational attainment is bachelor's degree shall be determined according to the remuneration table in **【Attached Table 2】** based on career under Items (1) and (2), Clause 1, Article 15. In this case,

if the number of compulsory hours is smaller than that in the table under Article 10 (Number of Compulsory Hours), the remuneration may be reduced according to the proportion set forth in 【Attached Table 1】 . (Amended on Dec. 27, 2012)

4. The remunerations for exchange faculty members shall be determined pursuant to the regulation on international exchange cooperation.
5. The remunerations and retirement allowances for non-tenured faculty members who do not fall under Clause 1, Article 14, shall be separately determined by the president at the time of the contract considering the careers of the relevant faculty members by referring to 【Attached Table 3】 . (Amended on Dec. 27, 2012)
6. Other welfare allowances such as holiday allowances, etc., shall be deemed to be included in the monthly remunerations.
7. The lecture fees for overtime (lectures exceeding the number of compulsory hours at the time of the contract) shall be paid pursuant to the regulation on full-time faculty members' number of compulsory lecture hours and lecture fee payments.
8. Retirement allowances shall be deposited every year only for those faculty members who receive monthly fixed remunerations; however, retirement allowances may be paid upon the agreement of the person concerned pursuant to the Act on the Guarantee of Employees' Retirement Benefits. (Amended on May 11, 2018)

#### **Article 15 (Recognition of Careers of Non-tenured Faculty Members who Work All Day Long for Remunerations)(Amended on Dec. 27, 2012)**

1. The careers of Non-tenured Faculty Members who Work All Day Long following their new appointment are those after they obtained their master's degree and recognized based on the following (if careers overlap, however, only the higher career attainment shall be acknowledged) (Amended on Dec. 27, 2012):
  - (1) The education career as a tenured professor and the full-time career as a non-tenured professor at any of the universities or technical colleges specified in the regulations on University Professor Qualification Standard, Etc.; shall be fully recognized. (Amended on Dec. 27, 2012)
  - (2) Careers as lecturer or part-time faculty member shall be recognized fully if the lectures given are 10 hours or more per week; in case of lectures less than 10 hours per week, the recognized career shall be reduced by 10% per hour. If the lectures are 5 hours or less per week, the recognized career shall be 50% of the period. (Amended on Dec. 27, 2012)
  - (3) PhD studies shall be fully recognized for up to 3 years.
  - (4) For those invited faculty members who are in charge of the Chaplain's Office, the career as pastor after the ordainment shall be fully recognized in addition to the careers under Items (1) ~ (3), and 70% of the career pertaining to pastoral duties after obtaining a master's degree related to pastoral duties (except for careers as pastor) shall be recognized; among the careers herein, however, those working part-time as pastor or in relation to pastoral duties shall be recognized as 50% of the periods (newly established on Oct. 25, 2006).



2. When recognizing careers, only those careers backed by career certificates shall be recognized; the career certificates submitted after the recognition of careers shall be used to recognize careers for the next reappointment.

### **Article 16 (Support for Official Trips for Academic Society Meetings)**

1. Official trip expenses related to tenure track faculty meetings are supported once a year only for those part-time faculty members who work all day long. The official trip expenses shall be calculated according to the standards for Staff Member in accordance with the regulation on staff travel expenses; however, official overseas trip expenses shall be paid in the amount equal to the expenses for official trips to Seoul. (Amended on Jul. 10, 2012)
2. The number of days of an official trip in relation to the tenure track faculty meetings may not exceed 3 days.

### **Article 17 (Payment of Airfare)**

1. When newly employing a foreign faculty member residing abroad, the round-trip airfare shall be paid on an actual expense basis provided it does not exceed KRW 1,200,000.
2. When newly employing a foreign faculty member residing in the country, a round-trip airfare to the foreign country shall be paid on an actual expense basis provided it does not exceed KRW 600,000 so that he/she can get a visa.
3. The foreigner referred to in Clauses 1 and 2 pertains to a person whose nationality is not Korean.

### **Article 18 (Other Support)**

1. Living quarters are supported only in the case of part-time faculty members of foreign nationality. Matters regarding the living quarters shall be governed by the Housing Management Regulation. (Amended on May 11, 2018)
2. <Deleted on May 11, 2018>
3. Support in the forms of research rooms, health insurance, and pensions shall be provided pursuant to related laws and university regulations.
4. <Deleted on May 11, 2018>

### **Article 19 (Required Documents)**

Faculty members shall submit the required documents specified in **【Attached Table 4】**. (Amended on Dec. 27, 2012)

- ① (Deleted on Dec. 27, 2012)
- ② (Deleted on Dec. 27, 2012)
- ③ (Deleted on Dec. 27, 2012)
- ④ (Deleted on Dec. 27, 2012)

- ⑤ (Deleted on Dec. 27, 2012)
- ⑥ (Deleted on Dec. 27, 2012)
- ⑦ (Deleted on Dec. 27, 2012)
- ⑧ (Deleted on Dec. 27, 2012)
- ⑨ (Deleted on Dec. 27, 2012)
- ⑩ (Deleted on Dec. 27, 2012)
- ⑪ (Deleted on Dec. 27, 2012)
- ⑫ (Deleted on Dec. 27, 2012)
- ⑬ (Deleted on Dec. 27, 2012)
- ⑭ (Deleted on Dec. 27, 2012)
- ⑮ (Deleted on Dec. 27, 2012)

### **ADDENDUM**

1. (Enforcement Date) These bylaws shall enter into force as of March 1, 2004. The existing personnel management guidelines for lecturing faculty members, etc., shall be abolished on the same day.
2. (Interim Measure for the Enforcement Date) These bylaws shall apply to the new appointments and reappointments of part-time faculty members in the first semester of school year 2004.
3. (Interim Measure) Faculty members who have already been appointed even before these bylaws entered into force shall be deemed to have been appointed as of 1st semester of 2004 pursuant to these bylaws.
4. (Interim Measure for Job Titles) Faculty members who have already been appointed as lecturing faculty members or treatment faculty members shall be called invited professors from among the invited faculty members as of the appointment date in the first semester of school year 2004 and shall be deemed to possess the necessary qualification.
5. (Interim Measure for Remuneration) If the current remunerations for lecturing faculty members or treatment faculty members are less than those specified under Articles 14 and 15, supplementary allowance shall be paid to make up for the difference. Those invited faculty members whose highest educational attainment is bachelor's degree shall be paid according to the remuneration table in **【Attached Table 2】** .

### **ADDENDUM**

These amended bylaws shall enter into force as of February 1, 2005.

### **ADDENDUM**

These amended bylaws shall enter into force as of May 18, 2005.

### **ADDENDUM**

These amended bylaws excluding Clause 4, Article 15 – which shall enter into force as of October 1, 2006 – shall enter into force as of October 25, 2006.

### **ADDENDUM**

These amended bylaws shall enter into force as of December 6, 2006.

### **ADDENDUM**

These amended bylaws shall enter into force as of June 27, 2009.

### **ADDENDUM**

1. (Enforcement Date) These amended bylaws 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 faculty members) Those who were employed as part-time faculty members according to the existing bylaws are now considered as part-time faculty members who are hired under these amended bylaws.

### **ADDENDUM**

1. (Enforcement Date) These amended bylaws shall enter into force as of Dec. 28, 2012.(Amended on Dec. 27, 2012. Regulation No.172)
2. (Special measures related to Industry-Academic faculty members)
  - (1) When recognizing careers of Industry-Academic faculty members for Remunerations pursuant to Article 15, the education careers after they obtained their master's degree and working experience from industrial firms may be recognized.
  - (2) The remuneration for Industry-Academic faculty members whose highest educational attainment is bachelor's degree may be determined considering their careers, such as that from industrial firms, by agreements, not according to the remuneration table in **【Attached Table 2】** .
  - (3) The remuneration for Industry-Academic faculty members whose highest educational attainment is bachelor's degree, specified in item 2, shall be governed by Article 12 of Regulation on Personnel Management for Faculty Members. However, in case of the remuneration for faculty members whose highest educational attainment is bachelor's degree, only 50% of their careers that are converted according to Career Conversion Rate Table (**【Attached Table 1】**) of Regulation on Personnel Management for Faculty Members may be recognized.

### **ADDENDUM**

These amended bylaws shall enter into force as of September 18, 2014.(Amended on Sep. 18, 2014.

### **ADDENDUM**

1. (Enforcement Date) These amended bylaws shall enter into force as of Dec. 31, 2014.(Amended on Dec. 31, 2014. Regulation No.203)
2. (Interim measures regarding the retirement age) Faculty members who reach their retirement age before the enforcement date of these amended bylaws, who reach their retirement age within their employment contract period, or whose reappointment is determined according to the existing bylaws are considered that their retirement age is extended to the end of their current contract period or the period to be contracted.

### **ADDENDUM**

1. (Enforcement Date) These amended bylaws shall enter into force as of August 18, 2016.
2. (Interim measures regarding compulsory lecture hours of research faculty members and appointment of research faculty members) Those who were employed as research faculty members according to the existing bylaws are considered as those who are hired under these amended bylaws.
3. (Application of the exemption regulation regarding compulsory lecture hours of research faculty members and other regulations) In principle, compulsory lecture hours shall not be given to research faculty members, and matters related to Article 14 and Article 15 of these bylaws and other matters that are not specified in these bylaws shall be governed by the provisions of the related regulations of this university, such as the Regulation on Research Faculty Member.

### **ADDENDUM**

These amended bylaws shall enter into force as of May 11, 2018. (Amended on May 14, 2018) (Academic Support Team-633 Request for cooperation regarding the registration of regulations, etc. related to amended Personnel Management Bylaws for Part-time Faculty Members)

### **ADDENDUM**

1. (Enforcement Date) These amended bylaws shall enter into force as of October 8, 2018. (Amended on Oct. 8, 2018. Academic Support Team-1150(Oct. 8, 2018))
2. (Case of Application of Article 12) These amended bylaws shall apply to faculty members including those who temporarily retired after September 1, 2018.

### **ADDENDUM**

These amended bylaws shall enter into force as of June 4, 2019. (Amended on Jun. 4, 2019. Academic Support Team-770 (Jun. 4, 2019))

## **ADDENDUM**

1. These amended bylaws shall enter into force as of September 1, 2019.
2. (Interim measures regarding part-time faculty members who were newly appointed before Aug. 1, 2019) The following compulsory lecture hours shall apply to part-time faculty members who were appointed before August 1, 2019.

Type of Faculty Member	Area	Number of Compulsory Hours
Part-time faculty members who work all day long	Lectures on majors or liberal arts in undergraduate schools	12 hours
	Lectures on Industry-Academic cooperation or practical programs	6 hours
	Lectures on practical affairs (computing and English conversation)	15 hours
	Service in the Chaplain's Office	6 hours + Services in the Chaplain's Office

## **ADDENDUM**

These amended bylaws shall enter into force as of March 23, 2020. (Amended on Mar. 23, 2020. Academic Support Team-431 (Mar. 23, 2020))

[Attached Table 1]

**Table of ratio of remuneration for non-tenured faculty members who work all day long according to the number of hours**

(Amended on Oct. 6, 2006)(amended on Sep. 18, 2014)

1. Non-tenured faculty members who work all day long lecturing on majors or liberal arts of undergraduate schools. (amended on Sep. 18, 2014)

No.	Number of Hours	Ratio (%)
1	13	100
2	12	95
3	11	90
4	10	85
5	9	80
6	8	75
7	7	70
8	6	65

2. Non-tenured faculty members who work all day long lecturing on practical affairs (computing and English conversation)(amended on Sep. 18, 2014)

No.	Number of Hours	Ratio (%)
1	16	100
2	15	95
3	14	90
4	13	85
5	12	80
6	11	75
7	10	70
8	9	65

[Attached Table 2]

**Table of remuneration for non-tenured faculty members who work all day long with bachelor's degrees**

(Amended on Sep. 18, 2014)

Salary Class	Career (year)	Monthly Remuneration
1	0	1,560,000
2	1	1,625,000
3	2	1,690,000
4	3	1,754,000
5	4	1,800,000
6	5	1,865,000
7	6	1,957,000
8	7	2,040,000
9	8	2,105,000
10	9	2,179,000
11	10	2,244,000
12	11	2,308,000
13	12	2,382,000

\* "Career" in the table above refers to the career set forth under Items (1) and (2), Clause 1, Article 15 (Recognition of Careers of Non-tenured Faculty Members who work all day long for Remunerations) of these bylaws. (amended on Sep, 18. 2014)

[Attached Table 3]

### Reference table of remunerations for full-time faculty members

Division	Faculty Members Required to Work the Weekly Compulsory Hours						Comparison of Remunerations of Full-time Faculty Members (based on 9 hours)				Remarks
	Lecture Fees per Hour	Monthly Fixed Amount for 3 Hours	Monthly Fixed Amount for 6 Hours	Monthly Fixed Amount for 9 Hours	Monthly Fixed Amount for 12 Hours	Monthly Fixed Amount for 15 Hours	Full-time Lecturer	Assistant Professor	Associate Professor	Professor	
1	1-time payment of hourly lecture fees	276,000	552,000	828,000	1,104,000	1,380,000	-	-	-	-	1-time payment of hourly lecture fees
2	-	414,000	828,000	1,242,000	1,656,000	2,070,000	-	-	-	-	1.5-time payment of hourly lecture fees
3	2-time payment of hourly lecture fees	552,000	1,104,000	1,656,000	2,208,000	2,760,000	-	-	-	-	2-time payment of hourly lecture fees
4	-	690,000	1,380,000	2,070,000	2,760,000	3,450,000	-	-	-	-	2.5-time payment of hourly lecture fees
5	3-time payment of hourly lecture fees	828,000	1,656,000	2,484,000	3,312,000	4,140,000	-	-	-	-	3-time payment of hourly lecture fees
6	-	966,000	1,932,000	2,898,000	3,864,000	4,830,000	Salary class 1	-	-	-	3.5-time payment of hourly lecture fees
7	4-time payment of hourly lecture fees	1,104,000	2,208,000	3,312,000	4,416,000	5,520,000	Salary class 3	Salary class 4	Salary class 2	-	4-time payment of hourly lecture fees
8	-	1,242,000	2,484,000	3,726,000	4,968,000	6,210,000	Salary class 13	Salary class 9	Salary class 7	Salary class 1	4.5-time payment of hourly lecture fees
9	5-time payment of hourly lecture fees	1,380,000	2,760,000	4,140,000	5,520,000	6,900,000	Salary class 18	Salary class 14	Salary class 12	Salary class 6	5-time payment of hourly lecture fees

\* The table above was calculated based on the lecture fee per hour; if the lecture fee per hour is changed, the amounts above may also be adjusted.

\* The monthly fixed amounts above include retirement allowances.

\* Faculty members who are not required to work the weekly compulsory hours may be paid no remuneration or special lecture fee A, B, or C.



[Attached Table 4] Required Documents(Newly established on Dec. 27, 2012)

Required Documents for Appointment of Non-tenured Faculty Members

Non-tenured Faculty Members who Work All Day Long	Non-tenured Faculty Members who Work Part-time
<ul style="list-style-type: none"> <li>① 1 Personnel record card (specified form)</li> <li>② 1 Curriculum vitae written in his/her own hand (or application)</li> <li>③ Educational attainment (1 copy for each of bachelor's, master's and doctorate) and transcripts of records</li> <li>④ 1 Medical report</li> <li>⑤ 2 Statements of Identity (specified form, not required for faculty members with multiple appointments)</li> <li>⑥ Photos (8 pieces, 3x4cm; 4 pieces, 2.5 x 3cm)</li> <li>⑦ 3 Transcripts of Resident Registration Card (if applicable)</li> <li>⑧ 1 Transcript of family register (for Korean nationals)</li> <li>⑨ 1 Abstract of Resident Registration Card or certificate of military service (if applicable)</li> <li>⑩ 1 Career certificate (if applicable)</li> <li>⑪ 1 copy for Passport and Alien Registration (for Non Korean nationals)</li> <li>⑫ 1 Certificate of Alien Registration or Certificate of domestic residence report (if applicable)</li> <li>⑬ 1 Certificate of Criminal Record issued by the relevant state authorities.</li> </ul>	<ul style="list-style-type: none"> <li>① 1 Curriculum vitae written in his/her own hand (or application)</li> <li>② Certificate of educational attainment (1 copy for each of bachelor's, master's and doctorate)</li> <li>③ Photos (2 pieces, 2.5 x 3cm)</li> <li>④ 1 Abstract of Resident Registration Card or certificate of military service (if applicable)</li> <li>⑤ 1 Career certificate (if applicable)</li> <li>⑥ 1 Written consent on Appointment with multiple positions issued by the university's institution (for faculty members with multiple appointments)</li> <li>⑦ 1 Certificate of employment (for faculty members with multiple appointments )</li> <li>⑧ 1 copy of Passport and Alien Registration (for Non Korean nationals)</li> </ul>

[Attached Form No. 1]

교수채용 1단계 심사 평정표

(Evaluation table for the 1st stage examination for the appointment of professors)

1. 전일제 비전임 교수채용(1단계 심사 평정표)(Appointment of non-tenured professors who work all day long (Evaluation table for the 1st stage examination for the appointment))

▣ 평정 대상자(Subject of evaluation)

소 속 (Belonging to)		지원분야 (Applicable area)	
성 명 (Name)		성 별 (Gender)	
생년월일 (Birth date)		최종학위 (Final education)	
심사일자 (Date of examination)			

▣ 평정(Evaluation)

심사항목 (Examined item)	심 사 내 용(Details of examination)
전공의 적합성 (Suitability of the major)	
학문적 우수성 (Scientific excellence)	
종합평가 (General evaluation) (A, B, C, D)	

\* 전공의 적합성 및 학문적 우수성에는 심사내용을 작성하여 주시고 종합평가에 A, B, C, D로 평정하여 주시기 바랍니다.(Describe the details of examination in the "suitability of the major" and "scientific excellence" columns and perform the general evaluation by assigning ratings of A, B, C, and D.)

\* 종합평가 내용(Details of the general evaluation): A - 매우우수 (Very excellent) B - 우수(Excellent) C - 보통 (Normal) D - 부적합(Not suitable)

▣ 평정자(Evaluator)

구 분(Division)	성 명(Name)	서 명(Signature)
심사위원장 (Chairman of Examination Committee)		
심사위원 (Examination Committee member)		
심사위원 (Examination Committee member)		

한동대학교(Handong Global University)

2. 산학 교수 채용(1단계 심사 평정표)(Appointment of Industry-Academic professors (Evaluation table for the 1st stage examination for the appointment))

■ 평정 대상자(Subject of evaluation)

소 속 (Belonging to)		지원분야 (Applicable area)	
성 명 (Name)		성 별 (Gender)	
생년월일 (Birth date)		최종학위 (Final education)	
심사일자 (Date of examination)			

■ 평정(Evaluation)

심사항목 (Examined item)	심 사 내 용(Details of examination)
전공의 적합성 (Suitability of the major)	
학문적 우수성 (Scientific excellence)	
산학협력 우수성 (excellency of Industry-Academic cooperation)	
종합평가 (General evaluation) (A, B, C, D)	

\* 전공의 적합성 및 학문적 우수성에는 심사내용을 작성하여 주시고 종합평가에 A, B, C, D로 평정하여 주시기 바랍니다. (Describe the details of examination in the "suitability of the major" and "scientific excellence" columns and perform the general evaluation by assigning ratings of A, B, C, and D.)

\* 종합평가 내용(Details of the general evaluation): A - 매우우수 (Very excellent) B - 우수(Excellent) C - 보통 (Normal) D - 부적합(Not suitable)

■ 평정자(Evaluator)

구 분(Division)	성 명(Name)	서 명(Signature)
심사위원장 (Chairman of Examination Committee)		
심사위원 (Examination Committee member)		
심사위원 (Examination Committee member)		

한동대학교(Handong Global University)

[Attached Form No. 2]

교수채용 2단계 심사 평정표

(Evaluation table for the 2nd stage examination for the appointment of professors)

1. 전일제 비전임 교수채용(2단계 심사 평정표)(Appointment of non-tenured professors who work all day long (Evaluation table for the 2nd stage examination for the appointment))

■ 평정 대상자(Subject of evaluation)

소 속 (Belonging to)		지원분야 (Applicable area)	
성 명 (Name)		성 별 (Gender)	
생년월일 (Birth date)		최종학위 (Final education)	
심사일자 (Date of examination)			

■ 평정(Evaluation)

심사항목 (Examination item)	심 사 내 용(Details of examination)
교육능력 (Education ability)	
인성 (Human nature)	
한동대학교 교육이념에의 부합성 (Conformity to the educational ideals of Handong Global University)	
종합평가 (General evaluation) (A, B, C, D)	

\* 교육능력, 인성 및 한동대학교 교육이념에의 부합성에는 심사내용을 작성하여 주시고 종합평가에 A, B, C, D로 평정하여 주시기 바랍니다.(Describe the details of examination in the "suitability of the major" and "scientific excellence" columns and perform the general evaluation by assigning ratings of A, B, C, and D.)

\* 종합평가 내용(Details of the general evaluation): A - 매우우수 (Very excellent) B - 우수(Excellent) C - 보통 (Normal) D - 부적합(Not suitable)

■ 평정자(Evaluator)

구 분(Division)	성 명(Name)	서 명(Signature)
심사위원장 (Chairman of Examination Committee)		
심사위원 (Examination Committee member)		
심사위원 (Examination Committee member)		

한동대학교(Handong Global University)

## 2. 산학 교수 채용(2단계 심사 평정표)(Appointment of Industry-Academic professors (Evaluation table for the 2nd stage examination for the appointment))

### ■ 평정 대상자(Subject of evaluation)

소 속 (Belonging to)		지원분야 (Applicable area)	
성 명 (Name)		성 별 (Gender)	
생년월일 (Birth date)		최종학위 (Final education)	
심사일자 (Date of examination)			

### ■ 평정(Evaluation)

심사항목 (Examination item)	심 사 내 용(Details of examination)
교육능력 (Education ability)	
인성 (Human nature)	
산학협력 능력 (Ability in Industry-Academic cooperation)	
한동대학교 교육이념에의 부합성 (Conformity to the educational ideals of Handong Global University)	
종합평가 (General evaluation) (A, B, C, D)	

\* 교육능력, 인성 및 한동대학교 교육이념에의 부합성에는 심사내용을 작성하여 주시고 종합평가에 A, B, C, D로 평정하여 주시기 바랍니다.(Describe the details of examination in the "suitability of the major" and "scientific excellence" columns and perform the general evaluation by assigning ratings of A, B, C, and D.)

\* 종합평가 내용(Details of the general evaluation): A - 매우우수 (Very excellent) B - 우수(Excellent) C - 보통 (Normal) D - 부적합(Not suitable)

### ■ 평정자(Evaluator)

구 분(Division)	성 명(Name)	서 명(Signature)
심사위원장 (Chairman of Examination Committee)		
심사위원 (Examination Committee member)		
심사위원 (Examination Committee member)		

한동대학교(Handong Global University)

[Attached Form No. 3]

**재임용 평정표(Evaluation table for Reappointment examination)**

**1. 전일제 비전임 재임용 평정(Reappointment examination evaluation of non-tenured faculty members who work all day long)**

각 항목의 해당 점수 칸에 ‘O’를 하시기 바랍니다. 총점이 32점 이상인 경우는 재임용 적격으로, 32점 미만인 경우에는 재임용 비적격으로 추천됩니다.

(Mark with "o" the relevant point column in each item. If the sum of the points is 32 or more, the person shall be deemed qualified for reappointment; if the total score is less than 32, however, the person shall not be qualified for reappointment.)

**▣ 평정(Evaluation)**

평 정 대상자 (Subject of evaluation)	소 속(Belonging to):	성 명(Name):				
	직 번(ID number):	평가일자(Date of evaluation):    년    월    일 (Month/Day/Year)				
평 정 항 목 (Evaluation item)		점 수 (Points)				심 사 의 건 (Examination opinion)
1. 교육자로서의 인격과 품위 (Character and dignity as an educator)		4	3	2	1	
2. 전공과의 부합성 및 강의경험, 능력 (Conformity to the specialization, experience in lectures, ability)		4	3	2	1	
3. 강의 효과(학생 강의평가, 전반적인 반응) (Effect of lectures(Students' evaluation of lectures, overall responses))		4	3	2	1	
4. 강의자료의 개발 및 활용 실적 (Record of development and utilization of lecture materials)		4	3	2	1	
5. 학생지도 실적(팀지도, 상담, 학생 면학 분위기 고취) (Record of guidance of students(Team guidance, consulting, instillation of love for studying among students))		4	3	2	1	
6. 교내 동료 교수(내,외국인)와의 인간관계 (Human relations with fellow professors in school (Korean, Foreigners))		4	3	2	1	
7. 소속학부와 대학의 교육 발전에의 공헌도 (Degree of contribution to the development of education at the relevant undergraduate school and the university)		4	3	2	1	
8. 한국(한동)문화에의 적응 능력 (Ability to adapt to Korean (Handong) culture)		4	3	2	1	
9. 본교직과 단·장기 인생 목표와의 부합성 (Consistency between the teaching job and short-term·long-term personal objectives )		4	3	2	1	
10. 본교직과 단·장기 직업 목표와의 부합성 (Consistency between the teaching job and short-term·long-term career objectives)		4	3	2	1	
11. 본교직을 위한 재교육, 상태(학회참여, networking, leadership)		4	3	2	1	

(State of reeducation for the teaching job(Participations in academic society meetings, networking, leadership))						
12. 신앙생활 및 개인생활의 청렴도 (Degree of uprightness in terms of faith and personal life)	4	3	2	1		
합 계(Total)					적격 (Qualified)	부적격 (Not qualified)

\* 주의 : 적격 / 부적격 난에는 비워두시기 바랍니다.

(\*Note: Leave the qualified/not qualified columns blank)

■ 평정자(Evaluator)

구 분 (Division)	성 명 (Name)	서 명(인) (Signature(seal))	구 분 (Division)	성 명 (Name)	서 명(인) (Signature(seal))
평 정 자 (Evaluator)			평 정 자 (Evaluator)		
평 정 자 (Evaluator)					

2. 산학교원 비전임교원 재임용 평정(Reappointment examination evaluation of Non-tenured Industry-Academic faculty members)

각 항목의 해당 점수 난에 'O'를 하시기 바랍니다. 총점이 32점 이상인 경우는 재임용 적격으로, 32점 미만인 경우에는 재임용 비적격으로 추천됩니다.

(Mark with "o" the relevant point column in each item. If the sum of the points is 32 or more, the person shall be deemed qualified for reappointment; if the total score is less than 32, however, the person shall not be qualified for reappointment.)ry-Academic faculty members

■ 평정(Evaluation)

평정대상자 (Subject of evaluation)	소속(Belonging to):	성명(Name):				
	직번(ID number):	평가일자(Date of evaluation): Month/Day/Year				
평정 항목 (Evaluation item)		점수 (Points)				심사의견 (Examination opinion)
1. 교육자로서의 인격과 품위 (Character and dignity as an educator)		4	3	2	1	
2. 전공과의 부합성 및 강의 경험, 능력 (Conformity to the specialization, experience in lectures, ability)		4	3	2	1	
3. 강의 효과(학생 강의 평가) (Effect of lectures(Students' evaluation of lectures) 4 point: higher than 4.0, 3point: between 3.5-4.0 2 point : between 3.0-3.5 1 point : lower than 3.0		4	3	2	1	
4. 강의 개선 노력 (강의계획서 작성 및 SMART 보고서 제출, 교수학습센터 세미나 참석, 학습 개선 모임 참석 여부) (Efforts to improve lecturers) (Preparation of Syllabus, submission of SMART report,		4	3	2	1	

attendance to Professor Training Center's seminars, attendance to Lecture Improvement meetings)					
5. 산학협력 교육 실적 (현장실습지도, 개별연구, 캡스톤디자인, 취업강좌 및 특강) (Record of Industry-Academic cooperation in Education area) (guidance for OJT program, researches, Capstone design, lectures on employment and special courses)	5	4	3	1	
6. 산학협력연구 실적 (논문실적, 특허, 기술이전, 수탁연구비) (Record of Industry-Academic cooperation in research area) (Achievements in theses, patents, technology transfer, receiving funds for research)	5	4	3	1	
7. 산학협력 봉사실적 (수탁연구비, 경영지도 등 기타 활동실적) (Record of Industry-Academic cooperation in service area) (Other achievements such as receiving funds for research, or guidance on management)	5	4	3	1	
8. 학생 진로지도의 실적 (취업연계실적, 취업동아리 지원, 학생창업, 취업지도 등) (Record of guidance on students' career) (Record of career guidance for student employment, support for student clubs for employment, student's business start-up, guidance on employment)	5	4	3	1	
9. 소속학부와 대학의 교육 발전에의 공헌도 (Degree of contribution to the development of education at the relevant undergraduate school and the university)	3	2	1	0	
10. 본교직과 단.장기 직업 목표와의 부합성 (Consistency between the teaching job and short-term·long-term personal objectives)	3	2	1	0	
11. 본교직을 위한 재교육 상태 (학회참여, networking, leadership) (State of reeducation for the teaching job) (Participations in academic society meetings, networking, leadership)	3	2	1	0	
12. 신앙생활 및 개인생활의 청렴도 (Degree of uprightness in terms of faith and personal life)	3	2	1	0	
합계(Total)	<b>적격(Qualified)</b>			<b>부적격(Not qualified)</b>	

\* 주의 : 적격 / 부적격 난에는 비워두시기 바랍니다.

(\*Note: Leave the qualified/not qualified columns blank)

■ 평정자(Evaluator)

구 분 (Division)	성 명 (Name)	서 명(인) (Signature(seal))	구 분 (Division)	성 명 (Name)	서 명(인) (Signature(seal))
평 정 자 (Evaluator)			평 정 자 (Evaluator)		
평 정 자 (Evaluator)					



