

# 36.Faculty Evaluation Bylaws

Department in charge: Academic Affairs Team 1073-4 ▲

Established on May 27, 2005 Regulation No.69

Amended on Aug. 29, 2006 Regulation No.82

Amended on Oct. 10, 2007 Regulation No.101

Amended on Aug. 14, 2009 Regulation No.123

Amended on Jan. 26, 2012 Regulation No.154

Amended on Dec. 27, 2012 Regulation No.172

Amended on May 19, 2015 Regulation No.210

Amended on Oct. 29, 2015 Regulation No. 216

Amended on Jan. 14, 2016 Regulation No. 221

Amended on Aug. 8, 2016 Regulation No. 229

Amended on Dec. 30, 2016 Regulation No. 237

## Article 1 (Purpose)

These bylaws seek to come up with fair and reasonable criteria for evaluating the achievements of full-time faculty members of Handong Global University pursuant to Article 6 (Evaluation Criteria) of the Faculty Evaluation Regulation.

## Article 2 (Basic Principle)

As the basic principle of faculty evaluation, faculty members shall be encouraged to accomplish their mission as members of the Handong community through continued self-development in the course of providing education for the whole person to students in conformity to the objectives of education of the university, e.g., education designed to foster intellect, character, and spirituality.

## Article 3 (Application Scope)

In principle, these bylaws shall apply to full-time faculty members belonging to undergraduate schools; if a full-time faculty member belonging to a graduate school is concurrently appointed in an undergraduate school, and the ratio of classes in the undergraduate school for the relevant evaluation period is the same as or higher than the ratio of classes in graduate school, however, such faculty member shall be governed by these bylaws.

## Article 4 (Composition of Evaluation)

Faculty evaluations shall consist of the following areas: research, education, service, and students' character education, spirituality education, and professors' community activities. (amended on Jan. 26, 2012)

## Article 5 (Method of Evaluation)

1. The research, education, and service areas shall be evaluated by the Faculty Evaluation Committee (hereinafter referred to as "Committee") based on 【Attached Table 1】 , 【Attached Table 2】 , and 【Attached Table 3】 . If the criteria for judgment in evaluation are obscure, the decision shall rest with the committee.
2. The chapel, community leadership, internship guidance, short-term study & training guidance in the education and committees areas and special task implementation teams, student training, and group guidance in the service area shall be evaluated based on faculty members' self-statements.
3. Faculty members' character education, spirituality education, and professors' community activities shall be first checked by the chairmen of undergraduate schools followed by the Faculty Evaluation Committee, the Faculty Personnel Committee and interview with the president. (amended on Jan. 26, 2012)

### **Article 6 (Evaluation Procedure)**

The evaluation procedure shall be established pursuant to Article 9 of the Faculty Evaluation Regulation. Professors' self-evaluation reports shall be prepared using Attached Form No. 1.

### **Article 7 (Formal Objection)**

Formal objections may be filed pursuant to Article 10 of the Faculty Evaluation Regulation using Attached Form No. 2.

### **Article 8 (Composition of Research Area)**

The research area shall consist of thesis, general research achievements, and research activities; the detailed classification and evaluation table is presented as 【Attached Table 1】 . (amended on Jan. 26, 2012).

### **Article 9 (Matters to be Evaluated in the Research Area)**

1. Theses, research achievements, and research activities in specialization areas
2. If not related to majors, theses, research achievements, and research activities that are considered to conform to the educational objectives of the university or have academic value
3. In principle, thesis, general research achievements, and research activities of the research area shall be submitted three months before the estimated date of appointment. However, a certificate or manuscript with the specified date for publication submitted one month before the estimated date of appointment can be recognized. (Amended on Oct. 29, 2015)

### **Article 10 (Evaluation Ratio)**

The following are the evaluation ratios according to the number of authors of thesis (A,B), books, proceedings, patents, and research reports: (amended on Jan. 26, 2012)

1. In case of 1 person: 100%
2. In case of 2 persons: 70%
3. In case of 3 persons: 50%
4. In case of 4 or more persons: 30%

**Article 11 (Minimum Period of Being Appointed in Office as Required for Scores of Appointments for general research achievements)**

Under any of the following cases, only the one earning the highest score shall be acknowledged:

1. Academic convention and its proceedings
2. Receiving a project order and a project research report for that project
3. In case the same research record applies to two or more items

**Article 12 (Definition of International and Domestic)**

1. For the theses, books, proceedings, and patents of inventions in **【Attached Table 1】**, international refers to those academic journals, books, academic conventions, or patents for inventions of those countries at the international level; the relevant countries shall be separately determined by undergraduate school.
2. In the case of countries other than those determined as per Clause 1, theses shall be recognized as non-registered domestic scientific journals, books, as domestic academic books, proceedings, as domestic academic conventions, and patents for inventions, as domestic ones.
3. Notwithstanding Clauses 1 and 2, theses in SCI, SCIE, or AHCI shall be recognized as international ones.

**Article 13 (Minimum Period of Being Appointed in Office as Required for Scores of Appointments for general research achievements)** (amended on Jan. 26, 2012)

Appointments shall be recognized only when the period of being in office is 3 months or longer in each semester; if the period becomes 3 months over two semesters, however, the period shall be recognized in the next semester.

**Article 14 (Composition of Education Area)**

The education area shall consist of basic items and optional items. The detailed classification and evaluation table is presented as **【Attached Table 2】**.

**Article 15 (Minimum Period of Being Appointed in Office as Required for Scores of**

### **Appointments for Basic Items)**

Appointments shall be recognized only when the period of being in office is 3 months or longer in each semester; if the period becomes 3 months over two semesters, however, such shall be recognized in the next semester.

### **Article 16 (Composition of Service Area)**

The service area shall consist of basic items, in-school services and out-of-school services. The detailed classification and evaluation table is presented as **【Attached Table 3】** .(amended on Jan. 26, 2012)

### **Article 17 (Minimum Period of Being Appointed in Office as Required for Scores for Committees, Task Force Teams, or Administrative Services)**

Appointments shall be recognized as one case only when the period is 4 months or longer per year; if the period is 4 months over 2 years, however, such shall be recognized the following year.

### **Article 18 (Composition of Students' Character Education, Spirituality Education, and Professors' Community Activities)**

The area of students' character education, spirituality education, and professors' community activities is the same as the area of students' character education, spirituality education, and professors' community activities in Attached Form No. 1. (amended on Jan. 26, 2012)

### **ADDENDUM**

These bylaws shall enter into force as of May 27, 2005; the previous faculty evaluation guidelines shall be abolished on the same day.

### **ADDENDUM**

These amended bylaws shall enter into force as of August 29, 2006.

### **ADDENDUM**

These amended bylaws shall enter into force as of October 10, 2007.

### **ADDENDUM**

This amended bylaws shall enter into force as of August 17, 2009.

### **ADDENDUM**

1. (Enforcement Date) This amended bylaws shall enter into force as of March 1, 2012.(Jan. 26, 2012, No.154)
2. (Application date) This amendment shall apply to the subjects of reappointment, promotion and pay step increase of 2014 school year, and Clause 3, Article 5 shall be applied on the enforcement date.
3. (Exemption regulation applied to Professors' Achievements) Professors' achievements before 2014 school year shall be counted by the existing bylaws while achievements after 2014 school year by the amended bylaws.
4. (Exemption regulation for the ratio of multiple authors of thesis (A,B)) When calculating the evaluation ratio of Article 10 of bylaws, 50% of the evaluation ratio shall be recognized only for undergraduate school researchers. Detailed Evaluation Ratio shall be broken down as below.

Number of authors	Evaluation Ratio	Number of authors	Evaluation Ratio
1	100%	3	50%
1.5	85%	3.5	40%
2	70%	more than 4	30%
2.5	60%		

#### **ADDENDUM**

This amended regulation shall enter into force as of Dec. 28, 2012.(Amended on Dec. 27, 2012 Regulation No.172)

#### **ADDENDUM**

This amended regulation shall enter into force as of May 19, 2015.(Amended on May 19, 2015 Regulation No.210)

#### **ADDENDUM**

These amended bylaws shall enter into force as of October 29, 2015.

#### **ADDENDUM**

These amended bylaws shall enter into force as of January 14, 2016.

#### **ADDENDUM**

These amended bylaws shall enter into force as of Aug 8, 2016.

#### **ADDENDUM**

These amended bylaws shall enter into force as of Dec 30, 2016.

【Attached table 1】

Research Area Evaluation Table (Amended on Aug. 8, 2016)

Composition	Item	Category	Subcategory	Score	Remarks		
Thesis	Thesis A	International academic journal	SCI, SSCI, AHCI	200	Temporarily, 200 points are recognized by 2020.		
			SCIE	150			
			SCOPUS	125			
	Thesis B	Domestic academic journal	International academic journal	academic journals registered to the Korea Research Foundation	100	Note1)	
				Non-SCI, Non-SSCI, Non-SCIE, Non-AHCI	100		
		Domestic academic journal	International academic journal	PhD thesis	150		Note 2)
				candidates for registration	70		
		Not registered	30				
General Research Achievements	Book	International academic books		300	Only those whose full texts are published		
			Domestic academic books	150			
			Compilation/Translation	70			
			Revised version of a book	30			
	Proceedings	International academic convention	Proceedings with Examination Committee members	100			
			Proceedings without Examination Committee members	50			
		Domestic academic convention	50				
		Regional academic convention	30				
	Works and performances					7~150	Note 3) partially recognized as thesis A score
	Appointment score						Note 5)
Research activities	Academic conference	Organizers, chief editor		10	Annual score limits Note 7)		
			Senior person present	10			
			Presentation/Discussion/Abstract	10			
	Evaluating activity	National project evaluation	Thesis evaluation	each thesis	10	Annual score limits Note 7) When it comes to National Project Examination, points will be given per day. Acknowledgement : evaluation activity for related Accreditation Programs	
				The central government	20		
			Others(including local governments)		10		
	prizes for academic research				10,20,30	Detailed scores and other matters shall be determined by the Faculty Evaluation Committee.	
Others			20 points per year	5			
Industry-Academic research	Patent	Patent for invention	International	300	Note 4) Only those to which registration numbers have been assigned		
			Domestic	200			
		Utility model		50			
		Program registration		50			

Project research report	National institute		50	Task managers shall be given 1.2 times the relevant score If the ranges are overlapped with Receiving orders for projects, the higher score is recognized.
	Private company		30	
	School	Not recognized as scores for Research activities	30	
Receiving orders for projects	Less than KRW 10 million		30	Task managers: shall be given 1.2 times the relevant score. Amount of research fund received = Research fund/Number of research professor-level co-researchers If the ranges are overlapped with Project research reports, the higher score is recognized. Note 6) Calculation Formula For Receiving orders for projects, up to 70 points shall be recognized when 1 point is given to 1 million won (per project)
	KRW 10 ~ 70 million		50~70	
	KRW 70 million or more		70	
New technology, New product	Each technology / product	New product/technology accredited by the government and affiliated institutions	100	
Technology transfer	Each technology transfer	Less than KRW 10 million or more	200	
		KRW 10 million or more	400	
Business start-up by faculty members			50	

Note) Calculation Formulation:

$$\frac{(\text{Amount of research funds received}) + 140,000,000}{3,000,000}$$

**Note1)** Thesis A score of this subcategory shall be recognized temporarily by the school year of 2020 within the limit of 30% of the minimum score of Thesis A that are required for promotion, reappointment, or pay step increase.

**Note2)** Thesis A score of this subcategory shall be recognized within the limit of 30% of the minimum score of Thesis A that are required for promotion, reappointment, or pay step increase. (but this amendment shall be applied temporarily from 2014 school year to 2017 school year)

**Note3)** Works and Performances Evaluation Table

**Note4)** If the item scores for a thesis and a patent are overlapped, 100% of favorable evaluation points and 20% of unfavorable evaluation points are recognized. However, the professor concerned can choose the point to be recognized according to his/her intention, regardless of whether the points of items are favorable or unfavorable.

**Note5)** Faculty members who have been appointed university chaplain, vice president, or dean of office shall be deemed to have earned 25 points each for "theses" and "general research achievements" in each semester; the deans of graduate schools, the associate deans of offices, the director of the Department of Language Education, the director of the International Affairs, and the chairmen of undergraduate schools shall be deemed to have earned 25 points for "general research achievements." When the achievements are evaluated in relation to the promotion of faculty members, however, achievements shall be recognized only within the limit of up to 50% of the minimum requirements for theses and general research achievements for promotion as specified in the Bylaws on Faculty Member Employment.

■ Only those that have been published in a nationwide specialized literary journal or as a separate book shall be recognized. There are less than 10 national specialized literary journals including "Creation and Criticism," "Literary World," "La Plume," "Criticism and Forecasting," "Writer's World," "Silcheon Munhak," "Literature and Society," etc., and these are determined every year based on the publishing situations by the Faculty Evaluation Committee after consulting with the chairmen of undergraduate schools or professors for related majors.

- Literature Evaluation Table

Category	Remarks	Score
Novels or dramas	1 long piece (400 or more submissions of 200-letter manuscript papers) 1 novel collection	100
	1 medium-length story (200 or more but less than 400 submissions of 200-letter manuscript paper)	70
	1 short story (less than 200 submissions of 200-letter manuscript paper)	50
Criticism	1 criticism collection	100
	1 criticism (100 or more submissions of 200-letter manuscript paper)	70
	1 criticism (50 or more but less than 100 pages of 200-letter manuscript paper)	50
	1 criticism (less than 50 pages of 200-letter manuscript paper)	30
Poem	1 poem collection	100
	1 poem	7(maximum of 70)

■ This evaluation items are not recognized as thesis A.

- Design work evaluation table

Item	Remarks	Score	
1.Exhibit	Private exhibit	Private exhibits or media artwork exhibits invited by international art galleries	150
		Private exhibits or media artwork exhibits invited by domestic art galleries	120
		Widely recognized private exhibits	100
	Group exhibit	2 persons	70
		3 persons ~ 7 persons	50
Collective exhibit	Invitation or member exhibits in domestic or international corporations, associations, or other group exhibits	10~50	
2. Award-winning works	Prize in a contest	Winning a grand prize in the National Art Exhibit, Korea Industrial Design Exhibit, or an authoritative international exhibit	150
	Prize in a contest	Winning a prize for special selection or higher in the National Art Exhibit, Korea Industrial Design Exhibit, or authoritative international exhibit	100
	Prize in a contest	Winning a prize for selection or higher in the National Art Exhibit, Korea Industrial Design Exhibit, or any authoritative international exhibit	70
	Prize in a contest	Winning a prize for special selection or higher in other contests	10~50

■ Initial selection of Design works are determined on the basis of the exhibit space, level of completion and size through Design School meetings.

■ The Design works submitted to different competitions shall be recognized once with its highest score (its scores are not double-counted).

■ Design works scores shall be recognized within the limit of 100% of the minimum score of Thesis A that are required for promotion, reappointment, or pay step increase, and the score beyond minimum requirements for thesis A are recognized as Works and Performance points. (but, it shall be temporarily applied from 2014 school year to 2017 school year for the acknowledgement of thesis A)



- Construction and sculpture work evaluation table

Item	Score
Work invited by the Korean Institute of Architects	100
Construction magazine, journal of the Korean Institute of Architects, Space	70
Other general magazines	10~50

■ These evaluation items are not recognized as thesis A.

■ Scores for other magazines shall be determined by the Faculty Evaluation Committee after consulting with the chairmen of undergraduate schools or professors for related majors.

- Performances

Item	Remarks	Score
Writing or performing in a International play / directing media artworks	•Original script performed/played in international theater festivals or theaters, and the performances/media artworks directed. <sup>Note1)</sup>	100
Writing or performing in a domestic play / directing media artworks	•Original script performed/played in domestic theater festivals or theaters, and the performances/media artworks directed. <sup>Note1)</sup>	70
Participating in an international or domestic production of play/ media artworks <sup>Note 2)</sup>	•Performances: participating in production, planning, scenic design, lighting design, costume design, choreography, writing music or lyrics, translation, adaptation, dramaturgy and other works. •Media artworks: participating in production, planning, production design, lighting, edition, music, translation, adaptation and other works.	50
Playwriting or performances / media artworks awarded in a contest	Winning a prize for selection or higher in a renowned international contest (Note 1, Note 2)	100
	Winning a prize for selection or higher in a renowned domestic contest (Note 1, Note 2)	70
	Winning a prize for special selection or higher in other contests (Note 1, Note 2)	10-50

Note 1) Theater/film festival standard for Performances / media artworks area

\* International Theater Festivals: It includes The Edinburgh International Festival, Dublin Fringe Festival, Avignon Festival, ITI Theatre of Nations, Stratford festival, and Dublin Theatre Festival, London International Festival of Theatre, and Beseto Theatre Festival, and the application ratio for the other international festivals shall be determined through a separate deliberation.

\* Domestic theater festivals: it includes Seoul Theatre Festival, Korea Theatre Festival, Uijeongbu International Music Theatre Festival, Keochang International Festival of Theatre, Daegu International Musical Festival, Donga Play award, Seoul Performing Arts Festival and other theater festivals equivalent to above-mentioned festivals.

\* International film festival: It includes Festival de Cannes, Berlin International Film Festival, The Venice International Film Festival, Toronto International Film Festival, the Sundance Film Festival, Internationale Film Festival Rotterdam, Yamagata International movie Festival, Hot Docs International Documentary Film Festival, International Documentary Film Festival Amsterdam, Busan International Film Festival, Puchon International Fantastic Film Festival, Gwangju International Film Festival, Jeonju International Film Festival, EBS International Documentary Festival, Experimental Film and Video Festival in Seoul, Clermont-Ferrand International Short Film Festival, International Short Film Festival Oberhausen, Tampere International Short Film Festival, Short Shorts Film Festival, Palm Springs International Film Festival, Pusan International Short Film Festival, Asiana International Short Film Festival, and short films awarded in international film festivals, and application ratio for the international film festivals other than the above-mentioned ones shall be determined through a separate deliberation.

\* Domestic film festival

Daejong Film Awards, Korea Film Awards, Blue Dragon Film Awards, Paeksang Arts Awards, Korean Independent Film Festival, Mise-en-scene's Short Film Festival, Seoul Independent Film Festival, Busan Asian Short Film Festival, Independent Film & Video Makers' Forum, Seoul Independent Documentary Festival, short films awarded in domestic film festivals, and other film festivals whose awareness are equivalent to above-mentioned ones are included.

Theaters that show commercial plays such as first-run theaters, Art movie theater, Sejong Center for the Performing Arts, The National Theater of Korea, Seoul Arts Center, Culture and Arts Centers, Dongsoong Art Center, Chongdong Theater, LG Arts Center, Doosan Art Center, and other theaters in Hyehwa.

\* The qualification of events and contests that are not mentioned above shall be evaluated by hearing opinions of school departments and reviewing the cases of other universities. If a work achieves several rewards, the highest score or the score of an award whose value is equivalent to other award shall be recognized.

Note 2) Items except participation to international / domestic performance/media artwork shall be recognized only within the limit of up to 100% of the minimum requirements for thesis A required for promotions, reappointments, and pay step increases, and the scores exceeding those minimum requirements shall be recognized as Works and Performances score. (However, it shall be temporarily applied from 2014 school year to 2017 school year for the recognition of thesis A)

**Note 4)** If the item scores for a thesis and a patent are overlapped, 100% of favorable evaluation points and 20% of unfavorable evaluation points are recognized. However, the professor concerned can choose the point to be recognized according to his/her intention, regardless of whether the points of items are favorable or unfavorable.

**Note 5)** Faculty members who have been appointed university chaplain, vice president, or dean of office shall be deemed to have earned 25 points each for "theses" and "general research achievements" in each semester; the deans of graduate schools, the associate deans of offices, the director of the Academic Information Center, the director of the Information and Computer Center, the director of the Department of Language Education, the director of the International Affairs, and the chairmen of undergraduate schools shall be deemed to have earned 25 points for "general research achievements." When the achievements are evaluated in relation to the promotion of faculty members, however, achievements shall be recognized only within the limit of up to 50% of the minimum requirements for theses and general research achievements for promotion as specified in the Bylaws on Faculty Member Employment.

**Note 6)** Calculation formula: 
$$\frac{4 \times (\text{amount of research fund received}) + \text{KRW}140,000,000}{\text{KRW}6,000,000}$$

**Note 7)** The scores that can be earned from two items, Academic convention and Evaluating activity, are limited to 100 points a year.

※ Note: Instructions for overlapped research achievements

Under any of the following cases, only the one earning the highest score shall be acknowledged:

1. Academic convention and its proceedings
2. Receiving a project order and a research report for that project
3. In case the same research record applies to two or more items

**【Attached table 2】**

**Education Area Evaluation Table**

Composition	Item	Score	Remarks	
Basic item Note 1)	Chapel	15	To be recognized only when attended for 12 or more times	
	Community leadership	15	To be recognized only when attended for 12 or more times The scores for the relevant semester are recognized when new professors attend New Faculty Fellow.	
	Undergraduate school lecture (including seasonal terms)	15*number of hours	If lecture cancellation/supplementary lecture reports, performance records, and revised performance records are not submitted within the deadlines, 5 points per case shall be deducted from the relevant course. The number of hours for community leadership shall be excluded (newly established on Oct. 10, 2007).	
	Appointment score Reduction in Compulsory teaching hours	- (9 - number of hours for appointment) x 15 - (9 - reduced number of hours for compulsory teaching) x 15	If appointments overlap, only one will be recognized.	
Education Optional items	Professor Competence Development	Handong Professor Academy	20*number of participation times 1* hours of participation	20 points to short-term programs during vacations, 1 point to the one-day program during semesters, and other education programs accredited by the school.
		Lecture consulting	10	
	Graduate school lectures	15 x number of hours	If lecture cancellation/supplementary lecture reports, performance records, and revised performance records are not submitted within the deadlines, 5 points per case shall be deducted from the relevant course.	
	Lecture coordinator	5	including professors in charge of a division of class and Team lecture coordinators Only one course is recognized per semester.	
	Course Portfolio	5*number of subjects	2 points shall be given per a course when a SMART report is submitted. 3 points shall be given per a course when a subject portfolio is submitted.	
	Development of lecture materials	20	-In case a lecture material has been developed, the Faculty Evaluation Committee shall evaluate it and decide whether to assign 10 ~ 20 points.  - In case of a lecture material has been revised: 5 points ※ Presentation materials (PPT files) are not recognized as lecture materials.	
	Open lecture	30	- In case of a lecture opened on K-MOOC by a faculty member, 30 points shall be given, and in case of a KOCW online video, 20 points shall be given. In case of open lecture materials, 10 points shall be given. - When it comes to open lecture video clip, up to 10 points per clip can be substituted with Thesis A of Research Area (up to 20% of the minimum requirement for appointment) and in case of substitution, the substituted scores shall be deducted from the relevant item.	
	Student Counseling	10 points for more than 30 students per semester	Points shall be given per semester when a professor counsels more than 10 students (only computerized record) in a semester. (Proportional point distribution: 10 students - 1 point ~ 30 students - 10 points)	
Class satisfaction rate among students	Points per class with high satisfaction	Proportional point distribution based on the average GPA of each		

		rate(0~5)/ 5 points per 0.1 % of Improvement rate	department (Humanities or social science departments (4.2) and Science & engineering departments (4.2) and Global leadership (Language Education Center) (4.1) Proportional to the average(point 0)~4.6(point 5) Points shall be given considering the improvement rate in comparison with the total average GPA of the previous year. 5 points shall be given per 0.1 % of the Improvement rate.
	Employment rate and advancement rate of students proceeding on to institutions of higher education	20	Points shall be given to an undergraduate school whose employment rate and advancement rate are more than 60% (yearly). (Proportional point distribution: 60 % - 10 points ~ 90 % students - 20 points)
	prizes in relation to education	10, 20, 30	10 points - School and regional level 20 points - national level 30 points - international level
	Other activities in relation to education	5/case	Up to 20 points per year Acknowledgement : participate in seminar or workshop for the Engineering education accreditation system

Industry-Academic education	*Short-term study & training guidance (Instruction for field training)	3*students*credits	To be recognized for up to 10 students per semester including these three evaluation items In case of items with no credit, 1 credit shall be recognized. Points shall not be given to items recognized as a class hour.
	Internship guidance (Commissioned education program)	3*students*credits	
	Research Guidance(Individual research, research for graduation)	3*students*credits	
	Introducing students to a company for employment	10 points/student	In case that the professor is directly/indirectly associated with the employment of a student
	Providing guidance for student career or employment	3-10 points/up to 60 points per year	including giving guidance to student clubs for employment
	Providing guidance for business start-up	5 points/case	
	student's business start-up	20 points/case	

**Note 1)** If the score for a basic item cannot be earned due to an order by the chairman of the undergraduate school, the score shall be deemed to have been earned in that semester. The weighted scores for undergraduate school lectures shall be calculated by 15 x number of hours x WF, and the weight factors (WF) shall be determined by the formula within the ranges shown below, and they shall not be applied doubly. (However, The weighted scores for undergraduate school lectures shall be recognized as scores for Education optional items, not for basic items.)(Amended on Dec. 27, 2012)

1. Weight factors for the number of persons

- Cultural & social sciences: less than 50; 0.0 ~ 100 or more; 0.2
- Natural science: less than 40; 0.0 ~ 80 or more; 0.2

2. Weight factors for English or nighttime lectures

- Cultural & social sciences: less than 50; 0.2 ~ 100 or more; 0.4
- Natural engineering: less than 40; 0.2 ~ 80 or more; 0.4

\* For faculty members whose mother country is an English speaking country, however, the general lecture weight factors shall apply.

Attached table 3】

Service Area evaluation table

Composition	Item	Score	Remarks	
Basic Item	Entrance examination	Interview	10/day	The vice president, university chaplain, and deans of offices shall be deemed to have earned 15 points per year (amended on Oct. 10, 2007).
		Drafting Questions	10/case	
		PR	10/case	
		Consulting	10/case	
		Evaluation	10/case	
In-school service	Committee activities	5~10/committee (30/year)	3 points: 3 or more meetings or more than 3 hours 1 point shall be given per 1 meeting or 1 hour and as many as 10 points can be given (for a year)	
	Task Force team Note 1) (Task Force)	5~20 (40/year)	20 points- Those TFs that prepare a proposal for the government's budgetary support to the university for several years 15 points- Those TFs that prepare a proposal for the government's budgetary support to the undergraduate school for several years 10 points- TF that prepare a proposal in relation to the government's budgetary support for 1 year or less 5 points- Those TFTs related to school policy studies	
	Administrative service and services related to education accreditation.	10~40 (40/year)	Note 1) In case of overlapped appointments, 100% of two appointment scores shall be recognized.	
	Student training	20 (60/year, 20/semester)	Note 2)	
	Club guidance	5~10 (10/year)	5 points: 5 or more meetings per year 10 points: 10 or more meetings per year	
	Others	5(20/year)	To be evaluated by the Faculty Evaluation Committee Non-regular lectures and consulting in relation to majors included In case of admission examination for graduate schools, 5 points shall be given per service (more than 4 hours) (Scores for Admission examination are not included in the limited scores of 20 hours per year)	
Out-of-school service	Local and social service	5/service content (20/year)	Only for continued services; cases of services shall be described	
	Special lectures	5/case (20/year)		
	Services for institutions (national institutions, etc.) drafting of questions or Examination Committee members	5/case (20/year)	Including local governments	
	Others	5/case (20/year)	Detailed scores and others shall be determined by the Faculty Evaluation Committee	
Industry - Academic Service	Signing and managing cooperative agreement with businesses and organizations	50/year	Note 3) 10 points shall be given for identifying a company, 5 points per company for the management of such relation and cooperation identification of a company and the management of such relation during the year shall not be repetitively recognized.	
	Technology management guidance	50/year	Technology management guidance 20 points per case	
	Activities in businesses	50/year	10 point shall be given per month	
	Other Industry - Academic Cooperation Service	50/year	Note 4)	

**Note 1)** 40 points to be recognized for appointments for which 4 hours are set as compulsory lecture hours per week based on the number of compulsory lecture hours per week in the attached table of the Regulation on Full-time Faculty Members' Lecture Hours and Payment of Lecture Fees; 20 points for appointments for which 6 hours are set, 15 points for appointments for which 7 hours are set, 10

points for appointments for which 8 hours are set, for Coordinator who took electives among education accreditation courses including engineering education accreditation, and for other appointments.

**Note 2)** Only those items recognized by the Faculty Evaluation Committee from among the followings:

1. In the case of meetings during a semester, those who regularly meet for at least 1 hour per session for 10 weeks or longer, and such fact has been reported to the Chaplain's Office as F-GBS (Faculty-Group Bible Study) or student training program at the beginning of the semester
2. In the case of meetings during a vacation, those who regularly meet for at least 2 hours per session for 10 days or longer, and such fact has been reported to the Chaplain's Office as F-GBS or student training program before the vacation
3. Faith training program for 3 nights and 4 days or longer

**Note 3)** giving a special lecture to workers of contracting companies, utilization of common equipments(laboratory), Training workers in charge of production in industrial sites, recruitment of an adjunct professor, guidance on industry-academic joint thesis, lecturing on entrepreneurship and leadership to workers from contracting companies, case number of managing the industry-academic cooperation track, activities at industrial sites (longer than 1 month: during Sabbatical leave or summer/winter vacations) and other achievements in managing relationships with industrial counterparts

**Note 4)** a member of non-executive directors, field trips to industrial sites(as a guiding professor), other activities for industry - academic cooperation with businesses or institutions (including contents in Note 3))(Amended on Dec. 27, 2012)

[Attached Form No. 1]

Professor's Self-Evaluation Report (Amended on Dec. 27, 2012)

Name :

Department :

Current Position :

Evaluation Period:

Before God, I hereby certify that the Professor's Self-Evaluation Report for promotion, reappointment, and pay step increase is true and correct in every detail.

Name :

(Signature)

I hereby certify that I have thoroughly examined this Professor's Self-Evaluation Report.

Chairman of the undergraduate school/Dean of the graduate school

Name :

(Signature)

**【Guidelines】**

Please fill in each area of the evaluation, and if there is a section requiring "Reference No.", submit the related data, with the same reference number marked on them.

## 1. Area of Research

### 1-1 Thesis A

Title	Category <sup>Note)</sup>	Date of publication	Journal publisher	Number of authors	Reference no.

#### 【Guidelines】

- Note) Category 1 : SCI, SSCI, SCIE, AHCI      2 : International academic journals except those listed in Note 1      3 : Academic journals registered to the Korea Research Foundation
- In terms of thesis, only those that have been made within the evaluation period shall be recognized based on the date of its publication in an academic journal.

### 1-2 Thesis B

Title	Category <sup>Note)</sup>	Date of publication	Journal publisher	Number of authors	Reference no.

- Note) Category 1 : candidates for registration to the Korea Research Foundation      2 : PhD thesis      3 : Domestic academic journals not registered to the Korea Research Foundation

#### 【Instruction for professor evaluation】

- Domestic academic journals not registered to the Korea Research Foundation: Only those that have been published in a periodical thesis collection edited by a nationwide editorial committee shall be recognized. (The 8th Faculty Evaluation Committee meeting '06)

### 1-3 Book

Title	Category <sup>Note)</sup>	Date of publication	Publisher	Number of authors	Reference No.

#### 【Guidelines】

- Note) Category 1 : International academic book      2 : Domestic academic book      3 : Compilation/Translation      4 : Revised version of a book
- Only those that have been written within the evaluation period based on the date of publication shall be recognized.

#### 【Instruction for professor evaluation】

- Only those marked with ISBN or the name of publisher shall be recognized. (The 5th Faculty Evaluation Committee meeting '06)
- Books with several authors written in an essay form shall be recognized as one of the other activities of research. (The 9th Faculty Evaluation Committee meeting '08)

### 1-4 Proceedings

title	Category <sup>Note)</sup>	date of publication	Society in charge	Number of authors	Reference no.

#### 【Guidelines】

- Note) Category 1 : International academic conference with evaluation committee members      2 :



International academic conference without evaluation committee members 3 : Domestic academic conference  
4: Local academic conference

2. In terms of proceedings, only those of which full texts are published shall be recognized.

**【Instruction for professor evaluation】**

Achievements made in symposiums or workshops shall not be recognized as proceedings but as special lectures. (The 6th Faculty Evaluation Committee meeting '07)

**1-5 Works and Performances**

Title	Category <sup>Note)</sup>	Date of release	Organization in charge	Number of writers	Reference No.

**【Guidelines】**

1. Note) Category

- **Literary work** (Only those that have been published in a nationwide specialized literary journal or as a separate book shall be recognized. There are less than 10 national specialized literary journals including "Creation and Criticism," "Literary World," "La Plume," "Criticism and Forecasting," "Writer's World," "Silcheon Munhak," "Literature and Society," etc., and these are determined every year based on the publishing situations by the Faculty Evaluation Committee after consulting with the chairmen of undergraduate schools or professors for related majors. )

- 1 : Novels or plays, 1 long piece (400 or more submissions of 200-letter manuscript papers) or 1 novel collection
- 2 : Novels or plays, 1 medium-length story (200 or more but less than 400 submissions of 200-letter manuscript paper)
- 3 : Novels or plays, 1 short story (less than 200 submissions of 200-letter manuscript paper)
- 4 : 1 critique collection
- 5 : 1 critique (100 or more submissions of 200-letter manuscript paper)
- 6 : 1 critique (50 or more but less than 100 pages of 200-letter manuscript paper)
- 7 : 1 critique (less than 50 pages of 200-letter manuscript paper)
- 8 : 1 poem collection
- 9 : 1 poem

- **Design work**

- 10 : Private exhibit
- 11 : Group exhibit (2 persons) 11 : Group exhibit (3~7persons)
- 12 : Collective exhibit
- 13 : Award-winning works (Winning of a grand prize in the National Art Exhibit, Korea Industrial Design Exhibit, or authoritative international exhibit)
- 14 : Award-winning works (Winning of a prize for special selection in the National Art Exhibit, Korea Industrial Design Exhibit, or authoritative international exhibit )
- 15 : Award-winning works (Winning of a prize for special selection or higher in other contests)

- **Construction and sculpture work**

- 16 : Work invited by the Korean Institute of Architects
- 17 : Construction magazine, journal of the Korean Institute of Architects, Space
- 18 : Other magazines (These are determined by the Faculty Evaluation Committee after

consulting with the chairmen of undergraduate schools or professors for related majors.)

**- Performance**

- 19 : Writing or performing in an international play/directing media art works
- 20 : Writing or performing in a domestic play/directing media art works
- 21 : Participating in production of an international or domestic plays/media art works
- 22 : Playwritings or performances/media art works awarded in a contest (Winning of a prize for selection or higher in a renowned international contest)
- 22 : Playwritings or performances/media art works awarded in a contest (Winning of a prize for selection or higher in a renowned domestic contest)
- 22 : Playwritings or performances/media art works awarded in a contest(Winning of a prize for special selection or higher in other contests)

2. In terms of writings, performances and books, only those that have been written or released within the evaluation period shall be recognized based on the date of publication or release.

**【Instruction for professor evaluation】**

1. Receiving an award in a contest shall not be counted repeatedly with other achievements such as private exhibit, group exhibit, collective exhibit, research activities and prizes won for academic research.(The 4th Faculty Evaluation Committee '06)
2. The date of issue of magazine in which the work was published shall be recognized as the date of release or publication of the work.(The 4th Faculty Evaluation Committee '07)
3. Those that have neither been published in a magazine nor registered to a society shall not be recognized.(The 6th Faculty Evaluation Committee '07)

**1-6 Academic conference**

Title	Category <sup>Note)</sup>	Evaluation date	Evaluation organization	Reference no.

**【Guidelines】**

Note) Category 1 : Organizers, chief editors                      2 : Senior persons present                      3 : presentations, discussions, abstracts

**【Instruction for professor evaluation】**

1. Local academic conferences (organizers, chief editors, senior persons, presentations, discussions, abstracts) shall not be recognized as an academic conference for research activities but as items such as other research activities or academic conference awards that are recognized as 5 points. (The 4th Faculty Evaluation Committee meeting '05)
2. There shall be a society that holds the academic conference, and symposiums or seminars shall not be recognized as an academic conference. (The 5th Faculty Evaluation Committee meeting '06)

**1-7 Evaluation activity**

Title	Category <sup>Note)</sup>	Date	Organization	Reference no.

**【Guidelines】**

Note) Category 1 : Thesis evaluation 2 : National project evaluation

**【Instruction for professor evaluation】**

1. Thesis evaluation : The thesis evaluation shall be recognized. (The 4th Faculty Evaluation Committee meeting '05)

**1-8 Academic Research Awards**

Title	Category <sup>Note)</sup>	Date	Organization	Reference no.

**【Guidelines】**

Note) Category 1 : 1. A school or regional level shall be recognized as 10 points, a national level 20 points, and an international level 30 points.

**【Instruction for professor evaluation】**

1. A school or regional level shall be recognized as 10 points, a national level 20 points, and an international level 30 points. (The 4th Faculty Evaluation Committee meeting '05)
2. In terms of awards, only those that have prize money or a certificate of awards shall be recognized. (The 6th Faculty Evaluation Committee meeting '07)

**1-9 Other activities in relation to academic research**

Title	Date	<sup>Note1)</sup> Activity details	Reference no.

Note1) : Others (Specific details shall be submitted as a separate attachment)

**1-10 Patent (Patent, Utility model, Program registration)**

Title	Category <sup>Note)</sup>	Country of registration	Date of registration	Registration no.	Number of right holders	Reference no.

**【Guidelines】**

1. Note) Category 1 : International patent 2 : Domestic patent 3 : Utility model 4 : Program registration
2. Only those that have been given a registration number and registered within the evaluation period shall be recognized.

**1-11 Project research report**

Title	date of publication	Contracting organization	Whether or not a task manager was appointed (O,X)	Number of authors <sup>Note)</sup>	Reference no.

**【Guidelines】**

1. Note1) Category 1 : National institute 2 : Private company 3 : School
2. Note2) The number of authors shall include the task manager.
3. In terms of project research paper, only those that have been written within the evaluation period shall be recognized based on the date of publication.

**【Instruction for professor evaluation】**

1. Research report for a school project shall not be recognized as Industry-Academic cooperation achievements.

### 1-12. Receipt of project orders

Title	Amount of research fund received	Period	Contracting organization	Whether or not a task manager was appointed (O,X)	Number of researchers <sup>Note)</sup>	Reference no.

#### 【Guidelines】

1. Note) The number of researchers shall include the task manager.
2. In terms of the amount of research fund received, only those of which last day of fund use has occurred within the evaluation period shall be recognized.

#### 【Instruction for professor evaluation】

1. When calculating research fund for individual researchers, research assistants are excluded. For other items, however, research assistants shall be counted as authors or participants. (The 3rd Faculty Evaluation Committee meeting '05)
2. In terms of research fund, only those that have been provided from external organizations through a research support team and operated under its central management shall be recognized.
3. If a faculty member wants to substitute this evaluation item with Thesis A or get the score from this item as that for Industry-Academic research item, the scores for project orders received from national institutions and industrial firms can be recognizable and up to 70 points shall be recognized when 1 point is given to 1 million won.

### 1-13 New technology, new product

Title	Category <sup>Note)</sup>	Date	Name of organization	Reference no.

#### 【Guidelines】

1. Note) Category 1 : New products accredited by the government or affiliated institutions
- 2 : Certified as new technology

#### 【Instruction for professor evaluation】

1. New technology-product certification means research results which the government and public institutions accredit or certify concerning new technologies or new products.
2. This item shall be recognized by accreditation or certificates issued by the relevant institution.

### 1-14 Technology transfer

Title	Category <sup>Note)</sup>	Date	Name of organization	Technology transfer fee	Reference no.

#### 【Guidelines】

1. Note) Composition 1: Technology transfer that incurred licensing fees by transferring technologies or etc. 2: Technology transfer that incurred licensing fees by allowing licensing of technologies or etc.

#### 【Instruction for professor evaluation】

1. The recognizable technologies that are resulted from research shall be those that generate revenue by transferring technologies to a third party or allowing license. (However, transfer of technology whose guidance on technology or co-research is not completed, or technology that is

transferred by joint venture, merger & acquisition, and etc. is excluded.)

**1-15 Business start-ups by faculty members**

Company Name	Classification <small>Note)</small>	Date of Foundation	Number of Employees	Business Registration Number	Annual Sales (million won)	Material No.

Note) Classification 1 : For-profit business, 2 : Non-profit business

**2. Area of Education**

**2-1 Participation in chapels**

semester	Attendance during 16 weeks
school year semester	times

\* If you had any difficulty participating in chapels, please state the reason(s).

**2-2 Participation in community leadership**

semester	Attendance during 16 weeks
school year semester	times

\* If you had any difficulty participating in community leadership, please state the reason(s).

**2-3 Team lecture coordinator**

semester	Category <sup>Note)</sup>	Name of course	Number of participating professors
school year semester			

Note1) 1. Team lecture Coordinator 2. Professor in charge of a division of classes

**2-4 Development of lecture materials**

semester	Name of course	Participating faculty	Content of development	Reference no
school year semester				

**【Instruction for professor evaluation】**

1. In terms of lecture materials, only those that are deemed to have academic and educational value shall be recognized. Materials in PowerPoint format shall not be recognized.
2. If there is more than one author, the evaluation ratio specified in the Article 10 of Bylaws shall be applied. Virtual lecture materials (materials on the web) shall be recognized. (The 4th Faculty Evaluation Committee meeting '05)
3. When a class does not have a text book or a professor only uses the text book for reference and has created lecture materials instead, the lecture materials developed by the professor shall be recognized as the developments of lecture materials. (The 5th Faculty Evaluation Committee meeting

'06)

4. The material that covers the content of lectures for a semester shall be recognized. (The 8th Faculty Evaluation Committee meeting '06)

5. Teaching material development report of New University for Regional Innovation (NURI) shall be recognized as lecture material development. (The 5th Faculty Evaluation Committee meeting '08)

#### 2-5 Open lecture

semester	Name of course with open lectures	Number of participating faculties	Content	Reference no.
school Year Semester				

#### 2-6 Student counseling

semester	Counseling achievements	Reference no.
school Year Semester		

#### 【Instruction for professor evaluation】

1. Only computerized data shall be recognized.

#### 2-7 Prizes won in relation to education

Title	Category <sup>Note)</sup>	Date	Awarding organization	Reference no.

#### 【Guidelines】

Note) Category 1 : A school or regional level shall be recognized as 10 points, a national level 20 points, and an international level 30 points.

#### 【Instruction for professor evaluation】

1. A school or regional level shall be recognized as 10 points, a national level 20 points, and an international level 30 points. (The 4th Faculty Evaluation Committee meeting '05)
2. Prizes given to professors who earned high scores in lecture evaluation and community leadership training at the end of a semester shall not be counted as professor evaluation points as they are given to encourage, not to give an award. (The 6th Faculty Evaluation Committee meeting '07)
3. Only those that have prize money or a certificate of awards shall be recognized. (The 6th Faculty Evaluation Committee meeting '07)

#### 2-8 Others activities in relation to education

Title	Date	Detailed activities (number of meetings, etc.)	Reference no.

【Guidelines】 Specific details shall be submitted as a separate attachment.

#### 2-9 Internship guidance(including commissioned education program)

semester	Name of student	Organization offering internship program	Whether recognized as official class hour(s)
school year semester			

#### 2-10 Research guidance (Individual research, graduation project, etc.)

semester	Name of student	Name of project	Whether recognized as official class hour(s)
school year semester			

### 2-11 Short-term study & training guidance

semester	Name of student	Training organization	Whether recognized as official class hour(s)
school year semester			

### 2-12 Guidance on Student employment

Semester	Name of Employed Student	Company Name	Material No.
school year semester			

Note 1) Students who are enrolled in National Health Insurance plan and counted in employment rate shall be recognized.

Note 2) Certificate of Guidance on Student Employment and Certificate of Employment issued by the institution that hired the student

Certificate of Guidance on Student Employment			
Employed Student		Company Name	
Details of giving career guidance for student employment	in less than 50 words		
Confirmed by	Dean of school (Signature)	Employed student (Signature)	Applicant (Signature)

### 2-13. Guidance on Career and Employment

Semester	Classification	Participated Program	Number of participated faculty members	Material No.
school year semester				

Note) Classification: 1. Participated in career development programs held by the university to help students' employment 2. Provided guidance on career and employment 3. Participated in writing books on career and employment 4. Provided guidance to student clubs for employment

#### 【Instruction for professor evaluation】

1. Participation in career development programs including mock interview that are held by the university shall be recognized.
2. Report for the provided guidance on career and employment shall be submitted and registered online, and 3 points shall be given to a case that 5 or more guidances are provided to a senior (in his/her 4th year). Up to 30 points shall be recognized per semester.
3. Ten points shall be given to a faculty member who wrote books alone on career and employment , and 5 points shall be given in case of co-authoring.
4. Five points shall be given to a case that 5 or more guidances per year are provided to student clubs for employment , and 10 points for 10 or more guidances per year. (Up to 10 points / year)

## 3. Area of Service

### 3-1 Committee activities

Name of committee	Period	Number or hour of annual participation

**【Instruction for professor evaluation】**

1. Volunteering as management members in centers or laboratories in HGU shall be recognized. (The 7th Faculty Evaluation Committee meeting '0)
2. Voluntary gatherings such as Association of Professors shall not be recognized as committee activities or in-school services, etc. (The 4th Faculty Evaluation Committee meeting '05)

**3-2 Task Force Team**

Team name	Category <sup>Note)</sup>	Period	Number of annual participation

**【Guidelines】**

- Note) 1 : TF teams that prepared a proposal for the government's budgetary support to the university for several years  
2 : TF teams that prepared a proposal for the government's budgetary support to the undergraduate school for several years  
3 : TF teams that prepared a proposal related to the government's budgetary support for less than 1 year  
4 : TF team related to in-school policies

**【Instruction for professor evaluation】**

1. If a professor has not participated in any activities, he or she shall not be recognized as a member of Task Force Team. (The 5th Faculty Evaluation Committee meeting '05)

**3-3 Bible study and student training**

Title	Period	Organization	Reference no.

**【Guidelines】**

- Note) 1 : Meetings during semesters  
2 : Meetings during vacations  
3 : Faith training program for 3 nights and 4 days or longer

**3-4 Club guidance**

Name of club	Period	Number of participation in club meetings

**【Instruction for professor evaluation】**

1. Mini club (informal) guidance is recognized.(The 5th Faculty Evaluation Committee meeting '05)
2. Employment-related student club guidance shall be written in Guidance on Career and Employment column under Education Area.

**3-5 In-school service, etc.**

Title	Period	Organization	Reference no.

**【Guidelines】**



1. Specific details shall be submitted as a separate attachment.

**【Instruction for professor evaluations】**

1. Voluntary gatherings such as Association of Professors shall not be recognized as committee activities or in-school services, etc.(The 4th Faculty Evaluation Committee meeting '05)

**3-6 Local and social service**

Title	Period	Organization	Reference no.

**【Guidelines】**

1. Specific details shall be submitted as a separate attachment.

**3-7 Special lecture**

Title /Content	Date	Organization	Reference no.

**3-8 Service for institutions (public institutions, etc.), committee members for exam writing or evaluation members**

Position / Role	Content	Period	Organization	Reference no.

**3-9 Out-of-school service, etc.**

Title	Period	Organization	Reference no.

**【Guidelines】**

1. Specific details shall be submitted as a separate attachment.

**3-10 Signing and managing cooperative agreements with businesses or organizations**

Name of organization	Category <sup>Note1)</sup>	Period	Cooperation results <sup>Note2)</sup>	Designated professor in charge (y/n)	Reference no.

**【Guidelines】**

1. 1 : New contracts 2: Management

2. Specific details shall be submitted as a separate attachment. Examples of cooperation results are the followings: giving a special lecture to workers of contracting company, utilization of common equipment (laboratory), training workers in charge of production in industrial sites, recruitment of an adjunct professor, guidance on industry-academic joint thesis, delivering lectures on entrepreneurship and leadership to workers from contracting companies, managing industry-academic cooperation track, activities at industrial sites (longer than 1 month: during the Sabbatical leave or summer/winter vacations) and other achievements in managing relationships with industrial counterparts

**3-11 Technology management guidance**

Name of organization	Period	Number of cases	Key content	Reference no.

**【Guidelines】**

1. Specific details shall be submitted as a separate attachment.

**3-12 Activities when dispatched to business industries**

Name of organization	Period	Activities	Reference no.

**【Guidelines】**

1. Specific details shall be submitted as a separate attachment.

**3-13 Other activities in industry-academic cooperation service**

Name of organization	Period	Activities	Reference no.

**【Guidelines】**

1. Specific details shall be submitted as a separate attachment. (Ex. opening a course on business start-up, being a member of non-executive directors, field trips to industrial sites (guiding professor), other activities for industry-academic cooperation with businesses or organizations)

**4. Area of professors' character education · spirituality education · community activities**

Purpose: The area of professors' character education · spirituality education · community activities seeks to help professors of Handong Global University assess their services, make plans, and establish an image as professors of the university of God so that the educational ideal and vision of Handong Global University may be realized.

Summary: The role of professors in realizing the educational ideal and vision of Handong Global University as the university of God cannot be overly emphasized. Through the establishment of the area of professors' character education · spirituality education · community activity, professors of Handong Global University can assess their services for the past one year including services in humanity and faith education for students and participation in the Handong community. Moreover, this is expected to help us -- as the members of the Handong community -- solidify our image as professors of the university of God and establish our visions and service plans so that the missions given to us can be accomplished.

The following makes up the area of professors' character education · spirituality education · community activities:

- (1) Character education
- (2) Spirituality education
- (3) Professor community

**Declaration of the Handong vision :**

Handong Global University will become an international university that educates 21st century leaders who will change the nation and the world based on the spirit of Christianity and discharge those demonstrating excellent-quality leadership and outstanding Christian humanity especially the spirit of sacrifice, honesty, and service.

**4-1 Area of character education area**

As described in our declaration of the Handong vision, the basics of character education include the

content of "discharging leaders demonstrating excellent-quality leadership along with outstanding Christian humanity especially the spirit of sacrifice, honesty, and service." As part of character education, we have implemented the system of maintaining persons in charge of teams, obligation of working, social service, and Student Residence Hall systems since the time of opening of our school. As professors in charge of teams, our university's professors are playing core roles of character education through the weekly "community leadership training" and individual interviews.

(1) Please share the objectives you have set and the result you obtained in the "community leadership training" while participating in character education as a professor in charge of a team.

(2) Please share any memorable experience or difficulty while participating in various kinds of character education including club guidance aside from official team activities.

(3) Please evaluate the overall management and your role in this year's "community leadership training" and tell us the parts that we have to focus on next year (refer to the "community leadership training" lecture evaluation sheet).

#### **4-2 Area of spirituality education**

Aiming at education for the whole person, our university is providing faith education along with intellectual and character education. As a means of providing faith education, our professors are recommended to lead bible studies voluntarily (F-GBS, Faculty Group Study) or participate in various faith education services in various forms in addition to participating in chapels together with students. The services for evangelizing students and helping and encouraging them so that their faith would take root in their characters and lives shall be continued.

(1) Please share with us how you are participating in the faith education of students. If you have to prepare something for a more effective faith service, what would it be?

(2) Please share any comment or blessing you have had through evangelizing, nurturing or counseling students.

(3) Please share any comment or blessing you have had during the chapels. If there is anything necessary for the chapels to become more full of grace and meaningful, please write it down.

#### **4-3 Area of Professors' community**

For our university to accomplish its mission as the university of God, we should mature as a community wherein the focus is on education and research based on faith. Forming a professors' community that will forge an alliance with diversity centering on Jesus Christ through worships and exchanges is very important, requiring devotion and training. As a way of forming a professors' community, we gather in professor prayer meetings held every Wednesday morning and professors' retreats at the beginning of each semester.

##### **Professor prayer meetings**

(1) Participation status of the professor prayer meetings

Semester		Number of participation during 16 weeks
Year	Semester	times

\* If you had any difficulty participating in professor prayer meetings, please state the reason(s).

(2) Please share any comment or blessing you have had during the Wednesday morning professor prayer meetings and make any suggestion to improve the Wednesday morning professor prayer meetings.

**The professors' retreats**

The professors' retreats held every summer and winter are venues for exchanges among professors, wherein all the professors of the university gather together to establish the identity of our community that integrates education and faith, share lives, and discuss the overall missions of Handong.

(3) Participation status of the professors' retreats

Semester		Rate of time of participation
Year	Semester	%

\* If you had any difficulty participating in professors' retreats, please state the reason(s).

(4) Please share any comment or blessing you have had during the professors' retreats and make any suggestion to improve the professors' retreats.

**Professor community in general**

(5) Please evaluate your overall service in forming the professor community.

(6) As a professor of Handong Global University, please share your vision and calling.

(7) As a professor of Handong Global University, please state in detail how we can help you with policy measures or suggest programs aimed at accomplishing your vision and calling.

**5. Integration of education and faith**

As the university of God, Handong Global University should offer education and conduct research in the context of integration of education and faith based on biblical teachings. Please share with us how you could integrate your major field of study with faith in 2,500 letters or more. The shared content may be introduced to other organizations through HGU press.

## 업적평가 이의신청서 (Formal objection against the evaluation)

■ 이의 신청자(Objector)

구분 (Category)	승진 / 재임용 / 정기업적평가 (Promotion/Reappointment/Periodic performance evaluation)	소속 (Belonging to)	
직번 (ID number)		직명 (Job title)	
성명 (Name)	(인) (Seal)	제출일자 (Date of submission)	

■ 이의 신청내용(Content of objection)

순번 (No.)	분야 (Area)	항목 (Item)	이의신청 내용 (Content of objection)

\* 분야는 연구, 교육 및 봉사분야 중에 하나를 표기(Indicated either research, education, or service for area)

\* 기록할 내용이 많을 경우에는 첨부로 작성 가능(Use separate sheets if necessary)