

37.Bylaws on the Appointment of Faculty Members

Department in charge: Academic Affairs Team 1073-4 ▲

Established on Dec. 21, 2005 Regulation No.73

Amended on Jan. 26, 2012 Regulation No. 154

Amended on Jul. 10, 2012 Regulation No. 163

Amended on Dec. 27, 2012. Regulation No. 172

Amended on Feb. 28, 2014. Regulation No. 186

Amended on Aug. 14, 2014. Regulation No. 194

Amended on Nov. 18, 2014. Regulation No. 199

Amended on May. 19, 2015. Regulation No. 210

Amended on Dec. 30, 2016. Regulation No. 237

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Chapter 1 General Provisions

Article 1 (Purpose)

These bylaws seek to specify necessary details for the enforcement of Clause 4, Article 14 and Clause 6, Article 19 and Article 26 of the Regulation on Personnel Management for Faculty Members. (amended on Jan. 26, 2012)

Article 2 (Basic Spirit)

These bylaws are a means of realizing the Christian education ideal and vision of Handong Global University as the university of God (hereinafter referred to as "University"). As the basic spirit, faculty members of the university shall accomplish their mission as members of the Handong community through continued self-development in the course of providing students with education for the well-rounded person conforming to the educational objectives, i.e., intellect, humanity, and spirituality education.

Article 3 (Application Scope)

In principle, these bylaws shall apply to full-time faculty members belonging to undergraduate schools and full-time faculty members dedicated to Industry-Academic cooperation (hereinafter referred to as "Industry-Academic faculty members" who are appointed to strengthen Industry-Academic cooperation.; if any full-time faculty member belonging to a graduate school also teaches in an undergraduate school, however, these bylaws shall apply when the sum of the numbers of lecture hours in the undergraduate school during the relevant evaluation period is the same as or larger than the sum of

the number of lecture hours in the graduate school. (Amended on Dec. 27, 2012)

Article 4 (Relationship with Faculty Evaluation Regulation)

Faculty evaluations under these bylaws shall be governed by the Faculty Evaluation Regulation and bylaws.

Article 5 (Prohibition on Falsification)

If any faculty member is found to have falsified any of the documents required for reappointment, promotion, and pay step increase, the president may request disciplinary action subject to deliberation by the Faculty Personnel Committee. (amended on Jan. 26, 2012)

Article 6 (Duty for adequate report of Students' Character Education, Spirituality Education and Professors' community activities, and Utilization of Evaluation)

1. Professors shall adequately report the students' character education, spirituality education and professors' community activities during the evaluation period in Professor's self-evaluation report. (amended on Jan. 26, 2012)

2. The students' character education, spirituality education and professors' community activities (Chapel, community leadership, professors' retreats, professors' prayer meetings) reported pursuant to Clause 1, Article 6 shall be qualitatively reflected to deliberation for pay step increase, promotion and reappointment. (newly established on Jan. 26, 2012)

Article 7 (Points Given During Sabbatical Leave)

During the examination for promotion, reappointment or pay step increase, 150 points per semester shall be given as the basic item score in the area of education, and 15 points per semester, as the basic item score in the area of services during the period of sabbatical leave. (amended on Jan. 26, 2012)

Chapter 2 Promotion

Article 8 (Period of Evaluation for Promotion)

1. The minimum number of years of continuous service specified under Clause 1, Article 19 of the Regulation on Personnel Management for Faculty Members as calculated back from the expected date of promotion shall be evaluated; however, the scores of faculty members excluded from promotion for thesis A in research area for the next period shall be evaluated in terms of their minimum service years plus the period after the exclusion from promotion. The period after the exclusion from promotion -which can be added to the minimum number of years of continuous service - does not exceed 2 years. (amended on Jan. 26, 2012)

2. In calculating the period under Clause 1, the period excluded in the number of years required for promotion pursuant to Clause 5, Article 19 of the Regulation on Personnel Management for Faculty Members shall also be excluded in the period of evaluation for promotion.

Article 9 (Minimum Requirement for Promotion)

1. The minimum scores by area of faculty evaluation and minimum total score necessary for promotion are as follows:

(1) Tenure track full-time faculty members

Classification		Education Area	Research Area		Service Area	Industry-Academic performance (Education+Research+Service)	Total Score in Evaluation	Remarks (Evaluation Period)
			Thesis A					
		Basic Item	From 2014 school year to 2017 school year	From 2018 school year	Basic Item			
General faculty members	Assistant Professor → Associate Professor (6 years)	1,800	450	600	180	-	3,200	6 years
	Associate Professor → Professor (5 years)	1,500	400	500	150	-	2,600	5 years
Industry-Academic faculty members	Assistant Professor → Associate Professor (6 years)	1,260	450	600	180	540	3,200	6 years
	Associate Professor → Professor (5 years)	1,050	400	500	150	450	2,600	5 years

(Amended on Dec. 27, 2012)

- A. If evaluation period is different according to the working period, the minimum requirement for promotion of a relevant full-time faculty member shall be calculated by getting the scores during the semester concerned in evaluation period and the result shall be calculated to two decimal places. (Newly established on Jul. 10, 2012)
- B. In terms of the evaluation item of Handong Professor Academy in [Attached Table 2] Education Area Evaluation Table under Faculty Evaluation Bylaws, newly appointed professors must complete two compulsory programs of Handong Professor Academy (Identity as a Christian University and Integration of Faith and Education) within 5 years of the appointment, and the completion mentioned above can be considered the completion of the programs required for promotion. Candidates for promotion must complete more than one compulsory program within the period for promotion, and those who already completed the two compulsory programs can be substituted with elective programs of Handong Professor Academy. (Amended on Jul. 10, 2012)
- C. The minimum requirement for Promotion for Theses A under Research Area can be substituted 100% by the score for Technology Transfer under Research Area, and up to 70% by the score for Patent, Receiving Project orders, New technology and New product. (Newly established on Dec. 27, 2012) (Amended on Dec 30, 2016)
- D. Among The substitutable evaluation items for Industry-Academic cooperation service specified in the item C, the ratio that a single Industry-Academic Cooperation evaluation item can be substituted for Theses A is up to 20% for general faculty members, and up to 40% for

Industry-Academic faculty members. (Newly established on Dec. 27, 2012)

- E. In case that an Industry-Academic faculty member achieve scores for Basic item under Education Area more than the minimum requirements when evaluating Industry-Academic faculty members, the exceeding scores can be added to Industry-Academic performance scores. However, among basic items, scores earned for lectures given during seasonal terms cannot be added. (Newly established Dec. 27, 2012)
- (2) <Deleted on Feb. 28, 2014>
- (3) <Deleted on Feb. 28, 2014>
2. (Deleted on Jan. 26, 2012)

Chapter 3 Reappointment

Article 10 (Evaluation Period for Reappointment)

1. The period specified under Clause 1, Article 13 of the Regulation on Personnel Management for Faculty Members as calculated back from the expected date of reappointment shall be evaluated excluding 6 months immediately before the expected date of reappointment.
2. In calculating the period back under Clause 1, the period excluded in the period of appointment pursuant to Clause 5, Article 13 of the Regulation on Personnel Management for Faculty Members shall also be excluded in the period of evaluation for reappointment.
3. According to Clause 1, if the requirement for Thesis A under Research Area of Article 11 (Minimum Requirement for Reappointment) is not satisfied, the evaluation period for reappointment can be extended by 2 months immediately before the expected date of reappointment. The achievements to be recognized during the extended period shall be limited to those of Thesis A. (Newly established on Nov. 18, 2014)

Article 11 (Minimum Requirement for Reappointment)

The minimum scores by area of faculty evaluation and the minimum total score required for reappointment are as follows:

1. Minimum requirement for Reappointment of Tenure track full-time faculty members (amended on Jan. 26, 2012)

Classification		Education Area	Research Area		Industry-Academic performance (Education+Research+Service)	Total Score in Evaluation	Remarks (Evaluation Period)
			Thesis A				
		Basic Item	From 2014school year to 2017school year	From 2018school year			
General faculty members	Assistant professor	1,050	131.25	175	-	1,575	3 years and 6 months
	Associate professor	1,650	220	275	-	2,475	5 years and 6 months
Industry-Academic faculty members	Assistant professor	735	131.25	175	105	1,575	3 years and 6 months
	Associate professor	1,155	220	275	165	2,475	5 years and 6 months

(Amended on Dec. 27, 2012)

- A. If evaluation period is different according to the working period, the minimum requirement for reappointment of a relevant full-time faculty member shall be calculated by getting the scores during the semester concerned in evaluation period. (Newly established on Jul. 10, 2012)
 - B. The minimum requirement for Promotion for Theses A under Research Area can be substituted 100% by the score for Technology Transfer under Research Area, and up to 70% by the score for Patent, Receiving Project orders, New technology and New product. (Newly established on Dec. 27, 2012) (Amended on Dec. 30, 2016)
 - C. Among The substitutable evaluation items for Industry-Academic cooperation service specified in the item B, the ratio that a single Industry-Academic Cooperation evaluation item can be substituted for Theses A is up to 20% for general faculty members, and up to 40% for Industry-Academic faculty members. (Newly established on Dec. 27, 2012)
 - D. In case that an Industry-Academic faculty member achieve scores for Basic item under Education Area more than the minimum requirements when evaluating Industry-Academic faculty members, the exceeding scores can be added to Industry-Academic performance scores. However, among basic items, scores earned for lectures given during seasonal terms cannot be added. (Newly established Dec. 27, 2012)
 - E. If the scores earned for Thesis A exceed the minimum requirement for reappointment, up to 70% of the exceeding scores can be used for basic items for education area.(amended on May. 19, 2015)
2. <Deleted on Feb. 28, 2014>

Article 12 (Disqualification for Reappointment)

The relevant faculty members may not be reappointed if they do not satisfy the conditions for reappointment, if any, as specified in the agreements.

Chapter 4 Pay Step Increase

Article 13 (Evaluation Period and Periodic Pay Step Increase)ment for Faculty Members shall be two years counting backwards from the expected date of pay step increase. (Newly established on Jan. 26, 2012)

2. Evaluation for pay step increase shall be conducted every 2 years. (Newly established on Jan. 26, 2012)

Article 14 (Minimum Requirement for Pay Step Increase)

1. The minimum scores by area of faculty evaluation for pay step increase are as follows for full-time faculty members on tenure track under the pay step system: (Newly established on Jan. 26, 2012)

Classification		Education Area Basic Item	Research Area Thesis A		Service Area Basic Item	Industry-Academic performance (Education+Research+Service)	Remarks (Evaluation Period)
			From 2014 school year to 2017 school year	From 2018 school year			
Professor	Education Specialization	600	60	80	60	-	2 years
	Industry-Academic faculty members	<u>480</u>	<u>60</u>	<u>80</u>	<u>60</u>	120	2 years
	Research Specialization	480	180	240	60	-	2 years
Assistant Professor Associate Professor	General faculty members	600	60	80	60	-	2 years
	Industry-Academic faculty members	<u>480</u>	<u>60</u>	<u>80</u>	<u>60</u>	120	2 years

(Amended on Dec. 27, 2012)

2. Professors shall apply for specialization track upon the professor appointment and shall reapply every two years following the periodic pay step increase. Especially, in principle, the available number of members for research specialization track shall be within 20% of the entire number of Humanities or Social science departments and Science & Engineering departments. (Newly established on Jan. 26, 2012)

3. The minimum requirement for Pay Step Increase for Theses A under Research Area can be substituted 100% by the score for Technology Transfer under Research Area, and up to 70% by the score for Patent, Receiving Project orders, New technology and New product. (Amended on Dec. 27, 2012) (Amended on Dec 30, 2016)

4. <Deleted>(on Dec 30, 2016)

5. Among The substitutable evaluation items for Industry-Academic cooperation service specified in the Clause 3, the ratio that a single Industry-Academic Cooperation evaluation item can be substituted for Theses A is up to 20% for general faculty members, and up to 40% for Industry-Academic faculty members. (Newly established on Dec. 27, 2012)

6. In case that an Industry-Academic faculty member achieve scores for Basic item under Education Area more than the minimum requirements when evaluating Industry-Academic faculty members, the exceeding scores can be added to Industry-Academic performance scores. However, among basic items, scores earned for lectures given during seasonal terms cannot be added. (Newly established on Dec. 27, 2012)

established Dec. 27, 2012)

7. Faculty members promoted more than 15 years ago or aged 60 and over can substitute the minimum requirement for research area with the score earned in education or service area. (Amended on Dec. 27, 2012)

Article 15 (Application of pay step increase)

1. Faculty members who satisfy the minimum requirement for pay step increase shall get pay increased by 1 step, and, at the expected date of pay step increase for the next year, their pay shall be increased by 1 step without any separate evaluation for pay step increase. (Newly established on Jan. 26, 2012)
2. No pay step increase shall be allowed for faculty members who fail to satisfy the minimum requirement until the next pay step increase evaluation period. (Newly established on Jan. 26, 2012)
3. Notwithstanding the provisions of Clause 1 and Clause 2, Article 15, faculty members who satisfy achievements that lacked for the previous pay step increase shall get 3-step pay increase in the relevant year, and achievements in excess of the requirements for current year shall be passed and applied to the next regular pay step increase evaluation. (Newly established on Jan. 26, 2012)

Chapter 5 Supplementary Rules

Article 16 (Criteria for Reappointment and Guarantee of tenure of Professors)

The minimum requirement of reappointment of professors shall be governed by the minimum requirement for reappointment of associate professor of Provision 1 of Article 11, and the criteria for guarantee of tenure shall be governed by the minimum requirement for promotion of tenure track full-time faculty members of Item 1, Clause 1 of Article 9. (Newly established on Aug. 14, 2014)

ADDENDUM

1. (Enforcement Date) These bylaws shall enter into force as of December 21, 2005.
2. (Date of Application of Promotion and Reappointment) The dates of application of promotion and reappointment pursuant to these bylaws are as follows:

Promotion	Reappointment	Date of Application
Full-time lecturer → Assistant professor	Full-time lecturer	March 1, 2007
Assistant professor → Associate professor	Assistant professor	March 1, 2007
Associate professor → Professor	Associate professor	March 1, 2008

3. (Special Cases of Promotion or Reappointment) If the period before February 28, 2006 is included in the period of evaluation for promotion or reappointment, the following principles shall apply to the period by semester:
 - (1) Divide the entire evaluation period for promotion or reappointment by the unit of semesters

and divide the points of each item of the minimum requirements by the number obtained by the division by semester (hereinafter referred to as “Minimum Points by Item per Semester”).

- (2) Divide the evaluation period before February 28, 2006 by the unit of semesters and divide the points of each item of the minimum requirements obtained before February 28, 2006 by the number obtained by the division by semester (hereinafter referred to as “Points Obtained by Item per Semester”).
- (3) Based on the minimum requirement item, if the points obtained by item per semester are lower than the minimum points by item per semester, assign the minimum points by item per semester.

ADDENDUM

1. (Enforcement date) These amended bylaws shall enter into force as of March 1, 2012.(Jan. 26, 2012, No.154)
2. (Application date) These amended bylaws shall be applied as of March 1, 2014. However, the Clause 2 of Article 6 shall be applied on the enforcement date.
3. (Application and approval for professors' specialization track before the amendment of bylaws) application and approval shall be completed until February 2014.
4. (Interim measures regarding the minimum requirement for reappointment, promotion and pay step increase)
 - (1) If the evaluation period for reappointment, promotion or pay step increase falls under years before and after as of the application date of the bylaws, Mar 1, 2014, minimum requirements for reappointment, promotion, or pay step increase shall be calculated by getting the scores of each semester based on the existing and amended minimum requirements applied during the semester and multiplying them by the number of the semesters concerned.
 - (2) Notwithstanding the Clause 3 of Addendum of Faculty Evaluation Bylaws, the minimum requirements below shall be applied to pay step increase that will be conducted on March 1, 2014 because no minimum requirements for pay step increase were prepared.

Classification		Education Area	Service Area	Remarks (Evaluation Period)
		Basic Items	Basic Items	
Professors	Education Specialization	600	60	2 years
	Industry-Academic cooperation specialization	600	60	2 years
	research specialization	600	60	2 years
Full-time instructors Assistant Professors Associate Professors		600	60	2 years

5. (The range of non SCI, non SSCI, non SCIE, non AHCI achievements to be recognized as thesis

A required for reappointments, promotions and pay step increases) The score of non SCI, non SSCI, non SCIE, non AHCI achievements shall be recognized within the limit of 30% of the minimum score of thesis A that are required for reappointment, promotions and pay step increases, and 70% of thesis A score shall be earned through international academic journals (issued by SCI, SSCI, SCIE, AHCI) or national academic journals.

6. (Exception regulation for specific works & performing arts and academic journals to be registered to the Korea Research Foundation)
 - (1) Notwithstanding the Research Area Evaluation Table, 【Attached table 1】 of Faculty Evaluation Bylaws, specific works and performing arts are recognized within the limit of up to 100% of minimum requirements of thesis A for reappointments, promotions and pay step increases.
 - (2) Notwithstanding the Research Area Evaluation Table, the 【Attached table 1】 of Faculty Evaluation Bylaws, candidate journals to be registered to the Korea Research Foundation shall be recognized within the limit of up to 30% of minimum requirements of thesis A for reappointments, promotions and pay step increases.
 - (3) The items 1 and 2 shall be temporarily applied from 2014 school year to 2017school year.
7. (Application Exceptions) The staff members to be promoted under Items (2) and (3) Clause 1 of Article 9, and those to be reappointed under Item (2) of Article 11 shall be evaluated based on 【Attached table 1】 or 【Attached table 3】 of the existing Faculty Evaluation Bylaws until the bylaws for those subjects are amended.

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 the minimum requirement for reappointment, promotion and pay step increase of full-time faculty members on tenure-track)
 - (1) If the expected date of reappointment and promotion is before Mar. 1, 2014, the minimum requirement shall be applied as follows:
 - A. The minimum scores required for reappointment are 150 points, on average, in basic items in education area and 225 points in total scores in evaluation per semester.
 - B. Minimum requirement for promotion

Classification (minimum working period(yrs) required for promotion)	Research Area		Education Area	Service Area	Total Score in Evaluation	Remarks (Evaluation Period)
	Theses	Achievements Other Than Theses	Basic Items	Entrance Examination		
Assistant professor → Associate professor (6 years)	250	250	1,800	180	3,200	6 years
Associate professor → Professor (5)	200	150	1,500	150	2,600	5 years

years)						
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* If evaluation period is different according to the working period, the minimum requirement for promotion of a relevant full-time faculty member shall be calculated by getting the scores during the semester concerned in the evaluation period and the result shall be calculated to two decimal places.

C. Minimum requirement for pay step increase

Classification	Education Area	Service Area	Remarks (Evaluation Period)
	Basic Item	Basic Item	
Assistant Professor Associate Professor Professor	600	60	2 years

(2) If the evaluation period for reappointment, promotion or pay step increase falls under years before and after as of the application date of the bylaws, Mar 1, 2014, minimum requirements for reappointment, promotion, or pay step increase shall be calculated by getting the scores of each semester based on Provision 2 of addendum on the minimum requirement for reappointment, promotion and pay step increase and on the amended minimum requirements applied during the semester and then multiplying them by the number of the semesters concerned.

3. (Exemption regulation regarding treatment change such as remuneration according to the repeal of a promotion step to assistant professor) For full-time lecturers who were promoted to assistant professors under the existing bylaws when the amended bylaws of Article 9 were effective, the opportunity to get improved treatment including remuneration given with promotion can be effective for those who satisfy the criteria based on this amendment, and operational details shall be decided separately by the president.

ADDENDUM

1. (Enforcement date) These amended bylaws shall enter into force as of December 28, 2012. (Amended on Dec. 27, 2012. Regulation No.172)
2. (Interim measures regarding the minimum requirement for reappointment, promotion and pay step increase) The existing minimum requirements for reappointment, promotion, and pay step increase shall be applied before March 1, 2014.
3. (Measures regarding appointment and evaluation of Industry-Academic faculty members)
 - (1) In principle, Industry-Academic faculty members shall be appointed from professors on tenure-track. However, assistant professors or associate professors may be appointed if the president approves the case at the request of the school concerned.
 - (2) In principle, within 25% of full-time faculty members on tenure track shall be appointed as Industry-Academic faculty members as of April 1st of each school year, considering the status of faculty members of undergraduate schools.
 - (3) Industry-Academic faculty members shall be appointed every 2 years.
 - (4) If the evaluation period for reappointment, promotion and pay step increase and the appointment

period of specialization track are overlapped several times, the appointment criteria for specialization track of the relevant period shall be applied.

(5) Details related to Items 1 or 4 shall be separately decided by the president.

ADDENDUM

These amended bylaws shall enter into force as of February 28, 2014.

ADDENDUM

These amended bylaws shall enter into force as of Aug 14, 2014.

ADDENDUM

These amended bylaws shall enter into force as of Nov 18, 2014.(amended on Nov 18, 2014, No. 199)

ADDENDUM

These amended bylaws shall enter into force as of May 19, 2015.(amended on May 19, 2015 No. 210)

ADDENDUM

1. (Enforcement Date) These amended bylaws shall enter into force as of December 30, 2016. (amended on Dec 30, 2016 No. 237)
2. (Applicability when substituting the item Thesis A with Technology transfer) The criteria for allowing substitution of the item Thesis A with the Technology transfer are as follows:
 - (1) The score for Thesis A can be substituted 100% by the technology transfer if the transfer fee is KRW 100 million or more per case.
 - (2) If the technology transfer fee is less than KRW 100 million per case, the rates of substituting the scores for Thesis A with technology transfer shall be up to 20% for general faculty members and up to 40% for Industry-Academic faculty members.