

Bylaws on Faculty Evaluation and Appointment of Faculty Members of the International Law School

Department in charge: Academic Affairs Department 1073-4

Established on Oct. 10, 2007 Regulation No.101

Amended on Jul. 10, 2012 Regulation No.163

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

Amended on Dec. 22, 2015 Regulation No. 220

Amended on Dec. 30, 2016 Regulation No. 237

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Chapter 1 General Provisions

Article 1 (Purpose)

These bylaws seek to stipulate the necessary matters for the enforcement of Article 6 (Evaluation Criteria) of the Faculty Evaluation Regulation and Clause 4, Article 14 and Clause 6, Article 19 of the Regulation on Personnel Management for Faculty Members.

Article 2 (Application Scope)

In principle, these bylaws shall apply to full-time faculty members belonging to the International Law School (hereinafter referred to as "Graduate School"); even if any full-time faculty member belonging to the graduate school also teaches in an undergraduate school, these bylaws shall apply provided the sum of the numbers of lecture hours in the graduate school during the relevant evaluation period is the same as or larger than the sum of the numbers of lecture hours in the undergraduate school.

Article 3 (Prohibition on Falsification)

If any faculty member falsified any of the documents required for promotion or reappointment, the president may request for disciplinary action subject to deliberation by the Faculty Personnel Committee.

Chapter 2 Faculty Evaluation

Article 4 (Composition)

Faculty evaluations shall consist of the areas of research, education, and services; the items by area are shown in [Attached Table 1] , [Attached Table 2] , and [Attached Table 3] .

Article 5 (Procedure)

1. Each of the full-time faculty members shall prepare a professor's self-evaluation report during the period specified in advance and submit it to the dean of graduate school along with evidentiary documents.
2. The dean of graduate school shall evaluate the professor's self-evaluation reports together with the director of the Office of Academic Affairs and submit the result to the Faculty Evaluation Committee, which in turn shall finally evaluate the result and send it to the dean of academic affairs.
3. The dean of academic affairs shall notify the relevant professors of the result of faculty evaluation and report to the president.

Article 6 (Formal Objection)

Formal objections shall be filed pursuant to Article 10 of the Faculty Evaluation Regulation; formal objection forms shall be filled out (see Attached Form No. 2).

Article 7 (Minimum Period of Being Appointed in Office)

1. The required period of being appointed in office for the scores of appointments and committees shall be recognized only when the period of being in office of a faculty member is 3 months or longer per semester; if the period becomes 3 months for over two semesters, however, such shall be recognized in the next semester.
2. The required period of being appointed in office for scores of appointments in the areas of services and committees shall be recognized as one case only when the period is 4 months or longer per year; if the period becomes 4 months over 2 years, however, such shall be recognized next year.

Article 8 (Evaluation Ratio)

The evaluation ratios for the number of authors of Law Reviews, Journal Articles, Conference Papers, and Publications in the area of research are as follows:

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 9 (Overlapping Research Records)

In case the same research record applies to two or more items, only the one with the highest score shall be acknowledged.

Chapter 3 Promotion and Reappointment

Article 10 (Period of Evaluation for Promotion)

The minimum number of years of continuous service as 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.

Article 11 (Minimum Requirement for Promotion)

1. The following are the minimum scores for faculty evaluation as necessary for promotion:

Division (The minimum number of years of continuous service for Promotion)	Period of Evaluation	Score
Assistant professor → Associate professor(6 years)	6 years	1,800
Associate professor → Professor(5 years)	5 years	2,000

(Amended on Jul. 10, 2012)

2. Each person to be promoted from associate professor to professor shall earn at least 200 points in the Law Review or Journal Article item to meet the minimum score for promotion.
3. The minimum scores for Law Review or Journal Article required for promotion and appointment mentioned in the Clause 2 can be substituted 100% by the score for Technology Transfer, and up to 70% by the score for Patent, Receiving Project orders, New technology and New product. and the substitution ratio shall be maximum 20% for each evaluation item above.(Amended on Dec. 22, 2015) (Amended on Dec. 30, 2016)

Article 12 (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 not be included in the period of evaluation for reappointment.

Article 13 (Minimum Requirement for Reappointment)

During the evaluation period, each faculty member shall earn 100 points on the average per semester in the area of education and 25 points on the average per semester in areas other than education.

ADDENDUM

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

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. (Exemption regulation regarding treatment change such as remuneration according to the repeal of promotion step to assistant professor) For full-time lecturers who were promoted under the existing bylaws when the amended bylaws of Article 11 were effective, the opportunity to get improved treatment including remuneration given when promoted can be effective for those who satisfy the criteria based on this amendment, and operational details shall be decided separately by the president.

ADDENDUM

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

ADDENDUM

These bylaws shall enter into force as of December 22, 2015.

ADDENDUM

1. (Enforcement Date) These bylaws shall enter into force as of December 30, 2016.
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.

[Attached Table 1]

Evaluation table for the area of education

Item		Score Calculation	Remarks
Teaching Hour		Number of hours×10	Number of lecture hours
Position		Dean : 100 Director of the Office of Academic Affairs/Director of the Office of External Cooperation :50 Chief professor : 30	Appointment
Undergrad Team		20	Undergraduate school's team guiding professor (community leadership training)
HILS Advisee / Cell Group		20	International Law School's team guiding professor
Moot Court Team Coach		Credits×5	Moot court contest guiding professor
Independent Study Advisor		Number of students×Credits×2	Individual research guidance
MA Thesis Faculty Advisor		Number of students×Credits×2	Adviser for degree theses
Chaplain faculty member	Activities	Student Discipleship 0~30	Determined and evaluated by the The dean of the graduate school within the score range
		Spiritual Education Resources 0~30	
		Leadership and Participation in Community Spiritual Life 0~30	
Others	General faculty member	0~20	

[Attached Table 2] (Amended on Dec. 22, 2015)

Evaluation table for the area of research

Item	Sub-item	Points	Remarks
<u>※)Law Review or Journal Article</u>		20 ~ 100	To be determined by the dean of graduate school within the range of score
Conference Paper	-	20 ~ 50	
Publication	Monographs	50 ~ 200	
	Translation	20 ~ 50	
Research Project	-	10 ~ 30	
Academic-Professional Conference / Meeting	Organizer	20	To be recognized only once a year
	Presentation	5	
	Participation	2	
Activities supporting laws related to Industry-Academic cooperation	Patent	50~300	Details are the same as the details of Attached Table 1 of Faculty Evaluation Bylaws.
	Receiving orders for projects	30~70	
	New technology, New product	100	
	Technology transfer	200~400	
	Others	50	10 points shall be given per case and maximum 50 points shall be given per year.
Others		0 ~ 20	To be determined by the dean of graduate school within the range of score

Note) Law Review and Journal Article shall be in the form of a scholarly paper (a paper with an introduction, the point, conclusion, footnotes and bibliography). If the paper is less than 10 pages, proportional partial scores can be given.

[Attached Table 3]

Evaluation table for the area of services

Item	Score	Remarks
Participation in local, regional, and national government activities	10	Activities for government agencies
Leadership in church activities	10	Church activities
External law-related activities	15	
Off-campus lecturing	2 * Number of times	External special lectures
Dean, Associate dean, Assistant dean	50	Appointment
Committee	10	Committee activities
Task force team	10	TFT activities
Effectiveness in teaching, discipleship, and mentoring	10 ~ 50	The dean of graduate school shall differentially assign scores based on [3-9], [3-10], [3-11], and [3-12] as prepared by professors firsthand.
Admission/Recruitment	5 ~ 20	Interview, Drafting admission test, Recruitment activity; dean of graduate school to assign scores
Awards and recognition	30	Dean's recognition, Excellence in Teaching Award, etc.
Devotion speaking	3 (per time)	Chapel preaching
In-school seminar	3 (per time)	In-school special lectures
Others	0 ~ 20	To be determined by the dean of graduate school within the range of score

[Attached Form No. 1]

교수업적 자체 평가서 (Professor's self-evaluation report)

소 속(Belonging to)		직 명(Job title)	
직 번(ID number)		성 명(Name)	
최종학위(Conferred)		전 공(Specialization)	
휴직 및 파견현황 (Status of temporary retirement or dispatch)	구 분(Division)	기 간(Period)	비 고(Remarks)
		. . . ~ . . .	
		. . . ~ . . .	

20 년 월 일 (Month/Day/Year)

작성 자(Prepared by)	성 명(Name) :	(서명)(Signature)
확인자(학부장/대학원장) (Checked by (Chairman of undergraduate school/dean of graduate school))	성 명(Name) :	(서명)(Signature)

교수업적평가위원회 위원장 귀하
(To: The Chairman of the Faculty Evaluation Committee)

1. 교육분야(Area of education)

1-1 Undergrad Team (공동체리더십 참석여부)(If participated in community leadership)

학기 (Semester)	12회 이상 참석 여부 (If participated for 12 or more times)	자료번호 (Data no.)
학년도(Year) 학기(Semester)		
학년도(Year) 학기(Semester)		

1-2 HILS Advisee/Cell Group(국제법률대학원 팀지도교수) (International Law School's team guiding professor)

학기 (Semester)	12회 이상 참석 여부 (If participated for 12 or more times)	자료번호 (Data no.)
학년도(Year) 학기(Semester)		
학년도(Year) 학기(Semester)		

1-3 Moot Court Team Coach(모의법정경연대회 지도교수)(moot court contest guiding professor)

학기 (Semester)	대회명(내용) (Contest name(content))	학점 (Credit)	자료번호 (Data no.)
학년도(Year) 학기(Semester)			
학년도(Year) 학기(Semester)			

1-4 Independent Study Adviser (개별연구)(individual research)

학기 (Semester)	과목명(지도내용) (Course name(content of guidance))	학생수 (Number of students)	학점 (credits)	자료번호 (Data no.)
학년도(Year) 학기(Semester)				
학년도(Year) 학기(Semester)				

1-5 MA Thesis Faculty Adviser (학위논문 지도교수)(adviser for degree theses)

학기 (Semester)	논문 명(내용) (Thesis name (content))	학생성명 (Student name)	학점 (Credits)	자료번호 (Data no.)
학년도(Year) 학기(Semester)				
학년도(Year) 학기(Semester)				

1-6 Others for Education (Use separate sheets if necessary)

첨부로 작성하여 제출(Use separate sheets if necessary and submit)

2. 연구분야(Research area)

2-1 Law Review or Journal Article

제목 (Title)	발표일자 (Date of publication)	발표기관기 (Institute in charge of publication)	저자 수 (Number of authors)	자료번호 (Data no.)

2-2 Conference Paper

제목 (Title)	발표일자 (Date of publication)	주관학회 (Managing academic society)	저자 수 (Number of authors)	자료번호 (Data no.)

2-3 Publication

제목 (Title)	구분 (Division)	출판일자 (Date of publishing)	출판사 (Publisher)	저자 수 (Number of authors)	자료번호 (Data no.)

구분(Division) : 1 - Monographs 2 - Translated Articles

2-4 Research Project

제 목 (Title)	기간 (Period)	계약기관 (Contracted institute)	과제책임자 여부 (Whether a task manager is appointed or not)(O,X)	연구원수(과제책임자포함) (Number of researchers(including the task manager)	자료번호 (Data no.)

2-5 Academic - Professional conference/meeting

제 목 (Title)	구분 (Division)	대회일자 (Date of convention)	학술대회명 (Name of scientific convention)	자료번호 (Data no.)

구분(Division): 1 - Organizer 2 - Presentation 3 - Participation

2-6 Others for Research (Use separate sheets if necessary)

첨부로 작성하여 제출(Use separate sheets if necessary and submit)

3. 봉사분야(Area of services)

3-1 Participation in Local, Regional, and National Government Activities

기관명 (Name of institute)	기간 (Period)	활동내용 (Content of activity)	자료번호 (Data no.)

3-2 Leadership in Church Activities

교회명 (Church name)	기간 (Period)	활동내용 (Content of activity)	자료번호 (Data no.)

3-3 External Law-related Activities

기관명 (Name of institute)	기간 (Period)	활동내용 (Content of activity)	자료번호 (Data no.)

3-4 Off-campus Lecturing

제목 / 특강내용 (Title/content of special lecture)	일자 (Date)	기관 (Institute)	자료번호 (Data no.)

3-5 Administrative Work: Unofficial Title

활동내용 (Content of activity)	기간 (Period)	대학원장 평가(Evaluation by the dean of graduate school)	자료번호 (Data no.)

3-6 Committee

위원회명 (Name of committee)	기간 (Period)	활동내용 (Content of activity)	자료번호 (Data no.)

3-7 Task Force Team

Team name	기간 (Period)	활동내용 (Content of activity)	자료번호 (Data no.)

3-8 Admission and Recruitment

구분 (Division)	활동내용 (Content of activity)	일자 (Date)	대학원장 평가(Evaluation by the dean of graduate school)	자료번호 (Data no.)

구분(Division): 1 - Admission 2 - Recruitment

3-9 Awards and Recognition

구분 (Division)	상명 (Prize name)	일자 (Date)	기관명 (Institute name)	자료번호 (Data no.)

구분(Division) : 1 - Award 2 - Recognition

3-10 Devotion Speaking(국제법률대학원 채플설교)(Chapel preaching at the International Law School)

학기 (Semester)	설교 횟수 (Number of times of preaching)	자료번호 (Data no.)
학년도(Year) 학기(Semester)		
학년도(Year) 학기(Semester)		

3-11 In-School Seminar(교내 특강)

학기 (Semester)	특강명 (Name of special preaching)	일자 (Date)	자료번호 (Data no.)
학년도(Year) 학기(Semester)			
학년도(Year) 학기(Semester)			

3-9 Demonstrated integration of Christian faith with their courses (Use separate sheets if necessary)

첨부로 작성하여 제출(Use separate sheets if necessary and submit)

3-10 Investment in the mentoring of students in their professional and Christian life (Use separate sheets if necessary)

첨부로 작성하여 제출(Use separate sheets if necessary and submit)

3-11 Demonstrated commitment to enhancing their legal expertise and teaching skills (Use separate sheets if necessary)

첨부로 작성하여 제출(Use separate sheets if necessary and submit)

3-12 Participation and contribution to the university's community, faculty, and student life (Use separate sheets if necessary)

첨부로 작성하여 제출(Use separate sheets if necessary and submit)

3-13 Others (Use separate sheets if necessary)

첨부로 작성하여 제출(Use separate sheets if necessary and submit)

[Attached Form No. 2]

업적평가 이의신청서 (Formal objection against the evaluation)

■ 이의 신청자(Objector)

구 분 (Division)	승진 / 재임용 / 정기업적평가 (Promotion/reappointment/periodic performance evaluation)	소 속 (Belonging to)	
직 번 (ID number)		직 명 (Job title)	
성 명 (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(Indicate either research, education, or service for the area.)

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