

# **15.Regulation on Personnel Management for Faculty Members**

Department in charge: Academic Affairs Team 1073-4 ▲

Established on Mar. 1, 1995 Regulation No.4  
Amended on Dec. 1, 1995 Regulation No.5  
Amended on Mar. 1, 1997 Regulation No.12  
Amended on Mar. 1, 1998 Regulation No.17  
Amended on Dec. 15, 1999 Regulation No.27  
Established on Jun. 21, 2000 Regulation No.32  
Amended on Feb. 28, 2003 Regulation No.50  
Amended on Aug. 21, 2003 Regulation No.53  
Amended on Jun. 23, 2004 Regulation No.59  
Amended on May 27, 2005 Regulation No.69  
Amended on Nov. 11, 2005 Regulation No.72  
Amended on Apr. 10, 2008 Regulation No.110  
Amended on Jun. 26, 2009 Regulation No.121  
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 Sep. 18, 2014. Regulation No.195  
Amended on Dec. 31, 2014. Regulation No.203  
Amended on May 19, 2015. Regulation No.210  
Amended on Aug. 10, 2015. Regulation No.213  
Amended on Mar. 7, 2016. Regulation No.222  
Amended on Aug. 18, 2016. Regulation No.230  
Amended on Dec. 1, 2016. Regulation No. 234  
Amended on Dec. 20, 2016. Regulation No. 236

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## **Chapter 1 General Provisions**

## **Article 1 (Purpose)**

This regulation aims at impartial personnel management by establishing the standard for personnel administration to be applied to the faculty members of Handong Global University (hereinafter referred to as "University").

## **Article 2 (Scope)**

1. This regulation shall apply to full-time faculty members (hereinafter referred to as "Faculty Members"). Matters related to personnel management for faculty members shall be governed by this regulation.
2. Matters related to personnel management for part-time faculty members and assistants shall be decided separately by the president.

## **Article 3 (Definitions)**

The terms used in this regulation shall have the following definitions:

1. In general, "faculty members" are classified into full-time faculty members and part-time faculty members; however, faculty members as used by the university refer only to the full-time faculty members.
2. "Full-time faculty members" pertain to professors, associate professors, assistant professors.(Amended on Jul. 10, 2012)
3. Full-time faculty members are classified into tenure track faculty members and junior tenure track faculty members. Tenure track faculty members refer to faculty members eligible for the guarantee of tenure and promotion, whereas junior tenure track faculty members pertain to those whose guarantee of tenure and promotion are impossible.
4. "Part-time faculty members" refer to the invited faculty members, visiting faculty members, Industry-Academic faculty members, CK faculty members, faculty members with multiple appointments, honorary faculty members, chair faculty members, exchange faculty members, specially invited faculty members, and lecturers.(Amended on Dec. 27, 2012)(Amended on Sep. 18, 2014)(Amended on Aug. 18, 2016)
5. "Appointment" pertains to new appointment, promotion, pay step increase, change of occupation, transfer, demotion, multiple appointments, dispatch, temporary retirement, relief from duties, suspension from duties, reinstatement, removal from office, dismissal, and relief of post.
6. "Reappointment" refers to the act of reappointing or recontracting a faculty member whose appointment period or contract period has expired.
7. "Position" pertains to the duties and responsibility assigned to a faculty member.
8. "Reinstatement" refers to the act of reinstating a faculty member who has filed a temporary retirement or who has been punished with relief from duties or suspension from duties while in service.

#### **Article 4 (Time of Appointment)**

1. Faculty members shall be considered to have been appointed on the dates shown in the letter of appointment or in the notice of appointment. A faculty member who is removed from office due to death shall be considered to have been removed from office on the day following his/her death.
2. The letter of appointment or notice of appointment shall arrive at the person to be appointed by the appointment date.

#### **Article 5 (Prohibition on Applying the Date of Appointment Retroactively)**

Except in cases wherein a faculty member is relieved from duties, with regard to the day the faculty member was indicted on criminal charges as the effective date, the appointment date shall not be applied retroactively.

#### **Article 6 (Prohibition on Holding Multiple Appointments)**

1. In principle, faculty members shall not have full-time multiple appointments at other institutions; if allowed by related laws, however, such multiple appointments shall require prior approval from the president (amended on Apr. 10, 2008).
2. If a faculty member wishes to give lectures at other institutions or secure appointment from other institutions without being attached to such institution, prior approval shall be obtained from the president.
3. Any faculty member wishing to hold multiple appointments as an external director of a profit-oriented private enterprise such as commercial, industrial, and financial investment business (a director who does not engage in the routine business of a company pursuant to Clause 3, Article 9 of the 「Laws on Capital Market & Financial Investment Business」 ) shall obtain approval from the president following deliberation by the Faculty Personnel Committee.

### **Chapter 2 Appointment**

#### **Article 7 (Appointing Officer)**

Faculty members shall be newly appointed by the president after obtaining approval from the chairman following the deliberation by the Faculty Personnel Committee, and the appointment shall be reported to the Board of Directors. (Amended on Dec. 31, 2014)(Amended on Aug. 10, 2015)

#### **Article 7-2 (Opinion Collection on the Reappointment of Appointing Officer)**

1. Pursuant to Clause 2, Article 74 of Articles of Incorporation of Handong Global University Foundation (hereinafter referred to as "Foundation"), all associations and organizations related directly or indirectly to the education and administration of this university may submit their opinions on the reappointment of the current president in written form via the Academic affairs committee member in charge of the foundation affairs (hereinafter referred to as "Academic affairs member") at least 3 weeks prior to the period when the board of directors makes a determination on the reappointment of

the president. (Newly established on Dec. 20, 2016)

2. As the basis for this is participation of the school community, opinions shall be collected and kept private and the related procedures shall be operated properly and transparently. As the purpose of this is to collect opinions on the personnel affairs of the president of the school community, opinions shall be briefly and neatly prepared without raising ungrounded slander or suspicions. (Newly established on Dec. 20, 2016)

3. Details related to the opinion collection can be prescribed separately by the academic affairs member through the discussion with the heads of associations and organizations of the school community. (Newly established on Dec. 20, 2016)

### **Article 8 (Principle of Appointment)**

1. The appointment of new faculty members shall be classified into public invitation and special invitation.
2. Except in cases wherein prospective faculty members hold doctorate degrees or have special research experience, faculty members shall not be appointed to the post of associate professors or higher based only on experience as high school teachers, assistants at colleges, or administrative staff (excluding research experience in the relevant field).(Amended on Jul. 10, 2012)
3. In case a person who had retired from office while working as a college faculty member is reappointed to the post of college faculty member, and if he/she had not served for the number of years of continuous service required for promotion in his/her previous job title, said person shall not be appointed to a post higher than the job title held prior to retirement.

### **Article 9 (Special Appointment)**

Persons falling under the category specified in Article 36-2 of the Articles of Incorporation may be specially appointed.

### **Article 10 (Qualifications of Full-time Faculty Members)**

1. Faculty members shall not carry any reason for disqualification as stipulated in Article 16 of the Higher Education Act. Newly appointed faculty members shall have the following experience after earning their bachelor's degrees (in such case, the educational and research experience and research results shall be evaluated in accordance with the Regulation on University Professor Qualification Standard, Etc; related detail guidelines shall be decided separately by the president): (Amended on Jul. 10, 2012)
  - (1) Professor: 10 years
  - (2) Associate professors: 7 years
  - (3) Assistant professors: 4 years

(4) (Deleted on Jul. 10, 2012)

- Matters related to the position class of a newly appointed full-time faculty member shall be decided separately by the president.

### **Article 11 (Required Documents)**

Persons appointed to the post of faculty member shall submit the following documents:

- Personnel record card (specified form)
- Personal history written in own hand (specified form)
- Written pledge (specified form)
- Highest educational attainment (bachelor's, master's and doctorate) and transcripts of records
- Transcript of family register
- Abstract of Resident Registration Card or certificate of military service
- Transcript of Resident Registration Card
- Statement of personal background (specified form)
- Medical report
- Career certificate (if applicable)
- Report on research result examination (specified form)
- Results of research result
- Photos (4 pieces, 5x7cm; 8 pieces, 3x4cm; 4 pieces, 2.5 x 3cm)
- Other required documents

### **Article 12 (Faculty Members' Initial Pay Step)**

- (Deleted)
- (Deleted)
- (Deleted)

### **Article 13 (Appointment Period)**

- Tenure track faculty members shall be appointed based on the following appointment periods (the appointment periods for junior tenure track faculty members shall be 2 years in principle, however, these can be determined by contracts, if necessary.): (Amended on Dec. 1, 2016)

Job Title	Faculty Members Appointed Before January 1, 2002	Faculty Members Appointed After January 1, 2002
Assistant professor	4 years	Period decided by the contract
Associate	6 years	Retirement age or period decided by

professor		the contract
Professors	Retirement age	Retirement age (or period decided by the contract if desired by the professor)

(Amended on Jul. 10, 2012)

2. The appointment period after a faculty member is hired shall be calculated based on the date of appointment; if there is a promotion or a demotion during the faculty member's tenure, however, the appointment period shall be recalculated starting from that time.
3. If the appointment period specified in Clause 1 expires in the middle of a semester, the last day of the semester inclusive of the termination date of the period shall be regarded as the expiration date of the appointment period.
4. If the appointment period specified in Clause 1 expires in the middle of the period of dispatch or official trip of a person who has been dispatched overseas or is on an official trip overseas in the line of duty, the remaining period of the dispatch or official trip shall be included in the appointment period provided the remaining period does not exceed 2 years.
5. The period of leave of absence as specified in Items (2) and (4)~(8), Clause 1, Article 59 of the Private School Act shall not be included in the appointment period specified in Clause 1.
6. The necessary matters in relation to the appointment of tenure track faculty members shall be decided separately by the president.

#### **Article 14 (Reappointment)**

1. A faculty member whose appointment period has expired pursuant to Clause 1, Article 13 shall be reappointed through the specified examination based on the Faculty Evaluation Regulation.
2. Faculty members shall be reappointed as of March 1 and September 1 of each year. (amended on Jun. 26, 2009)
3. <Deleted>
4. Detailed matters related to reappointment shall be decided separately by the president.

#### **Article 14-2 (Reappointment Procedure)**

1. If the appointment period of a faculty member is to be terminated, the appointing officer shall notify the faculty member concerned at least 4 months prior to the expiration of the appointment period that the appointment period will be terminated, and that he/she may apply for deliberation for reappointment (i.e., written notice; the same shall apply hereinafter in this article).
2. Any faculty member receiving a notice pursuant to Clause 1 but wishes to be reappointed shall request for deliberation for reappointment from the appointing officer by submitting the following documents to the Office of Academic Affairs via the head of relevant school or dean of graduate school within 15 days of receiving the notice):
  - (1) Application for deliberation for reappointment
  - (2) Professor's self-evaluation report based on the Faculty Evaluation Regulation (including related

evidences of achievements)

3. Upon receipt of an application for examination for reappointment pursuant to Clause 2, the Faculty Evaluation Committee shall evaluate the performance of the faculty member based on the Faculty Evaluation Regulation covering the period from the day of commencement of working in the current position up to 6 months prior to the termination date.
4. The Faculty Personnel Committee shall deliberate on and determine whether to reappoint the faculty member based on the results of the faculty evaluation conducted pursuant to Clause 3. In such case, the Committee shall give an opportunity to the faculty member concerned to attend the Faculty Personnel Committee to express his/her opinions or submit his/her written opinions by the designated period for a period of 15 days or more during the process of deliberation.
5. The president shall review the results of the faculty evaluation performed pursuant to Clause 3 and the reappointment deliberation carried out by the Faculty Personnel Committee pursuant to Clause 4 to determine whether or not to recommend the reappointment of the faculty member and to request approval of the chairman of the board. (Amended on Aug. 10, 2015)
6. Upon receipt of approval from the chairman to reappoint the faculty member pursuant to Clause 5, the president shall inform the relevant faculty member about his/her reappointment at least 2 months before the expiration of the appointment period. If the reappointment of the faculty member is disapproved, however, the following shall be clearly specified: (Amended on Aug. 10, 2015)
  - (1) Intention not to reappoint the faculty member
  - (2) Reasons for disapproving the reappointment
  - (3) Any faculty member wishing to file an objection against the decision not to reappoint him/her may file an appeal with the Appeal Commission for Teachers operating pursuant to Article 7 of the Special Act on the Improvement of Teachers' Status within 30 days of learning of such decision.

### **Article 15 (Inquiries)**

New faculty members shall be appointed only after checking their personal references and past experience including inquiries as to scholastic ability, if necessary. However, past experience may be checked after appointment in case of an unavoidable situation related to the academic schedule.

### **Article 16 (Multiple Appointments)**

<Deleted>

### **Article 17 (Adjunct Faculty Members)**

1. <Deleted>
2. <Deleted>

**Article 17-2 (Visiting Faculty Members)**

<Deleted>

**Article 17-3 (Honorary Faculty Members)**

<Deleted>

**Article 17-4 (Chair Professor)**

<Deleted>

**Article 18 (Lecturer)**

- 1. <Deleted>
- 2. <Deleted>

**Article 19 (Promotion Criteria)**

- 1. The minimum number of years of service at the university as required of a faculty member for promotion shall be as follows (however, the minimum number of years may be decided differently for faculty members appointed as contract employees pursuant to Clause 6, Article 36 of the Articles of Incorporation:

Promoted Job Title	Minimum Number of Years of Continuous Service for Tenure Track Faculty Members	Minimum Number of Years of Continuous Service for Junior Tenure Track Faculty Members
Associate professor	4 years	5 years
Professors	5 years	-

(Amended on Jul. 10, 2012)

- 2. <Deleted>
- 3. <Deleted>
- 4. <Deleted>
- 5. The training period, research, and lectures carried out by a faculty member at domestic or overseas research institutes or at higher educational institutions and sabbatical leave shall be included in the number of years of service required for promotion; however, the period of leave of absence shall not be included in the number of years of service.(Amended on Jul. 10, 2012)
- 6. Detailed matters related to promotion shall be separately decided by the president.

**Article 20 (Examination Procedure for Promotion)**

- 1. A faculty member satisfying the promotion criteria specified in Clause 1, Article 19 shall be



informed that he/she is eligible for promotion at least 6 months before the estimated date of promotion.

2. Upon receipt of such notice, the faculty member concerned shall submit the following documents to the Office of Academic Affairs:
  - (1) Application for Promotion
  - (2) Results of research carried out from the date of appointment in the current position to the day before the estimated date of promotion or results of performance evaluation performed based on the Faculty Evaluation Regulation covering the period from the date of appointment in the current position to the day before the estimated date of promotion
  - (3) Recommendation issued by the head of the undergraduate school (dean of graduate school) or head of the relevant departments (Attached Form No.4) (amended on Jan. 26, 2012)
  - (4) Professor's self-evaluation report based on the Faculty Evaluation Regulation (including related evidences of achievements)
3. When the results of research carried out during the period from the date of appointment in the current position to the day before the estimated date of promotion are submitted pursuant to Item (2), Clause 2, Article 20, the Faculty Evaluation Committee shall evaluate the achievements.
4. The Faculty Personnel Committee shall deliberate on and decide whether to promote a faculty member based on the performance evaluation carried out pursuant to Clause 3, results of the performance evaluation submitted pursuant to Item (2), Clause 2, Article 20, and a recommendation of the head of the relevant undergraduate school (or dean of graduate school) or the relevant department. (Amended on Jul. 10, 2012)
5. The president shall examine results of deliberation carried out by the Faculty Personnel Committee, results of performance evaluation, and the recommendation of the head of the undergraduate school (dean of graduate school) or head of the relevant departments, interview the faculty member eligible for promotion, decide whether to appoint /promote him/her, obtain approval from the chairman of the board, and appoint /promote him/her, if desired. (Amended on Aug. 10, 2015)
6. However, the professors shall be appointed by the president as per the resolution of the board of directors. (Newly established on Aug. 10, 2015)

## **Article 21 (Examination of Research Results)**

1. <Deleted>
2. <Deleted>
3. <Deleted>

## **Article 22 (Performance Evaluation)**

1. Performance shall be evaluated based on the Faculty Evaluation Regulation.
2. <Deleted>
3. The results of evaluation shall be reflected when deciding on reappointment, promotion and pay step increase.(amended on Jan. 26, 2012)
4. Detailed matters related to performance evaluation shall be decided separately by the president.

**Article 23 (Time of Promotion)**

Faculty members shall be promoted as of March 1 and September 1.

**Article 24 (Restriction on Promotion)**

A faculty member shall not be promoted under any of the following cases:

- 1. Request for disciplinary decision, disciplinary action, relief from duties, or temporary retirement has been imposed on the faculty member.
- 2. In case the following period has not lapsed from the day the execution of the disciplinary action was terminated:
  - Suspension from office - - - - - 18 months
  - Pay reduction - - - - - 12 months
  - Reprimand - - - - - 6 months

**Article 25 (Type of Pay Step Increase)**

The pay step increase shall be classified into regular pay step increase and special pay step increase.

**Article 26 (Regular Pay Step Increase)**

- 1. The period required for pay increase between pay steps shall be 1 year.
- 2. The pay step shall be increased for faculty members as of March 1 and September 1.
- 3. Details related to regular pay step increase shall be decided separately by the president. (Newly established on Jan. 26, 2012)

**Article 26-2 (Procedure for Pay Step increase)** (Newly established on Jan. 26, 2012)

- 1. The candidates for regular pay step increase shall be notified by the appointing officer at least 4 months prior to the expected date of pay step increase.
- 2. Any faculty member receiving a notice shall submit the results of the faculty evaluation based on the Faculty Evaluation Regulation to the Office of Academic Affairs.
- 3. The Faculty Evaluation Committee shall evaluate the performance of the faculty member achieved for two years counted backward from the expected date of pay step increase based on the Faculty Evaluation Regulation.
- 4. The president shall decide whether to increase the faculty member's pay step, obtain approval from the chairman of the board, and increase his/her pay step. (Amended on Aug. 10, 2015)

**Article 27 (Redefining the Pay Steps)**

Guidelines on University Faculty Qualification Standard and Career Conversion Rate Application shall apply when redefining the pay steps for faculty members.(Amended on March 7, 2016)

### **Article 28 (Special Pay Step Increase)**

1. Special pay step increase may be granted to any of the following faculty members who have served for a period of 1 year or more:
  - (1) Person who has rendered meritorious services for the development of the university
  - (2) Person whose creative suggestion has been adopted
  - (3) Person who has been commended for rendering special, meritorious services
2. To allow special pay step increase pursuant to Clause 1, the pay shall be specially increased by 1 step starting from the 1st of the month following the month inclusive of the day the reasons for step increase have occurred. If the date of the special step increase falls on the day of regular step increase, the pay shall be increased by 2 pay steps.
3. If a special pay step increase is granted, the next regular pay step increase period shall be calculated starting from the date of regular pay step increase up to the day before the special pay step increase.

### **Article 29 (Restrictions on Pay Step Increase)**

Under any of the following cases, no pay step increase shall be allowed during the relevant period:

1. A person who has been punished by disciplinary action, relief from duties, or temporary retirement (excluding the temporary retirement granted due to occupational injuries or diseases)
2. Persons for whom the following periods have not lapsed from the day the execution of disciplinary action is terminated:
  - Suspension from office - - - - - 18 months
  - Pay reduction - - - - - 12 months
  - Reprimand - - - - - 6 months
3. Persons who fall short of the minimum requirements for pay step increase. (Newly established on Jan. 26, 2012)

## **Chapter 3 Guarantee of Social Status**

### **Article 30 (Retirement Age)**

1. The retirement age of faculty members shall be 65 years.
2. Deleted on May 19, 2015
3. A faculty member shall retire at the end of the semester inclusive of the day he/she reaches the retirement age.

### **Article 31 (Personnel Actions Taken Against One's Will)**

1. A faculty member shall not be subject to unfair disposition such as leave of absence or removal from office against his/her will unless such actions are required due to the pronouncement of a sentence or disciplinary actions or for reasons stipulated in the Private School Act, except in cases wherein a school section is abolished or a section is overstaffed.
2. Faculty members shall not resign based on an official suggestion.
3. Any faculty member objecting to the disciplinary actions or other disadvantageous measures taken against his/her will may request for reexamination from the Faculty Members Disciplinary Retrial Committee.

### **Article 32 (Temporary Retirement, Relief from Duties, and Dismissal)**

The temporary retirement, relief from duties, and dismissal of faculty members shall be handled in accordance with the Foundation's Articles of Incorporation.

### **Article 33 (Natural Retirement)**

Faculty members shall retire under any of the following cases:

1. Faculty members are governed by Article 57 of the Private School Act.
2. Persons who have failed to secure reappointment

### **Article 34 (Reasons for Removal from Office)**

1. Under any of the following cases, the appointing officer may remove a faculty member from office:
  - (1) The faculty member failed to return to duty, or he/she is unable to perform his/her duties after the period of temporary retirement has expired or the reasons for his/her temporary retirement have ceased to exist.
  - (2) The faculty member joined or aided an organization that seeks to overthrow the government.
  - (3) The faculty member joins political or labor movements, participates in the mass boycott of classes, or guides or incites students to support or oppose certain political parties.
  - (4) The faculty member withheld important details in the personnel records or falsified testimonies or statements.
2. The appointing officer wishing to remove a faculty member from office for reasons specified in Items (2)~(4), Clause 1 shall obtain the consent of the Faculty Disciplinary Committee.
3. The day of removal from office as specified in Item (1), Clause 1 shall be the date of termination of the leave of absence or date the reasons for the leave of absence ceased to exist.

### **Article 35 (Order of Removal from Office Due to the Closure of Section, etc.)**

In case of a need to remove a faculty member from office because a section is abolished or a section is overstaffed due to the closure of school section(s), faculty members shall be removed from office starting from the lowest-ranking person considering the results of the school performance evaluation, research achievements, and disciplinary actions.

## **Chapter 4 Faculty Personnel Committee and Disciplinary Committee**

### **Article 36 (Faculty Personnel Committee and Disciplinary Committee)**

The Faculty Personnel Committee and the Disciplinary Committee shall be governed by the Articles of Incorporation.

## **Chapter 5 Personnel Appointment**

### **Article 37 (Elements of Appointment)**

The elements of personnel appointment shall be classified into basic elements and additional elements.

1. Basic elements: Elements of appointment including the section, job title, pay step, ID number, and name
2. Additional elements: Matters related to the details of appointment covering the basic elements

### **Article 38 (Appointment Register)**

1. To enter details related to the personnel appointment of faculty members, the Personnel Section shall maintain an Appointment Register for the effective management of appointment numbers and details.
2. For the appointment numbers, annual serial numbers shall be used.

## **Chapter 6 Personnel Records**

### **Article 39 (Preparation, Maintenance, and Storage of Personnel Records)**

1. The Personnel Section shall prepare, maintain, and store the following personnel records of faculty members:
  - (1) Personnel record cards
  - (2) Basis of personnel records
  - (3) List of faculty members
  - (4) Reward register

- (5) Punishment register
- (6) List of retirees
- (7) List of temporary retirees

2. Personnel records may be replaced by computerized lists or micro films.

#### **Article 40 (Storing Personnel Records)**

Faculty members' personnel records shall be placed in envelopes and stored by the Personnel Section. If necessary, however, personnel records may be stored separately.

#### **Article 41 (Updating and Changing Personnel Record Cards)**

- 1. If there are items to be recorded in the personnel cards such as appointment, the personnel manager shall record the items of the relevant faculty member based on the specified procedure.
- 2. If there are items requiring correction or changes in personnel records for reasons other than those specified in Clause 1, the faculty member shall submit evidences to the Personnel Section.

#### **Article 42 (List of Faculty Members)**

A list of faculty members shall be prepared and maintained by section, by job title, and by ID number.

#### **Article 43 (Reward Register)**

A reward register containing the serial numbers by year shall be prepared and maintained.

#### **Article 44 (Disciplinary Action Register)**

- 1. A disciplinary action register containing the serial numbers by year shall be prepared and maintained for the disciplinary actions taken.
- 2. A person requesting for retrial shall enter the desired retrial date in the Remarks column. If the results of retrial are the same as the original disposition, "Results of retrial confirmed as original" shall be indicated; if the punishment is different from the original punishment, a red line shall be drawn over the original punishment, and the fact, entered in a separate column. The original correction number and date of disposition shall be entered in the correction number and punishment date columns, respectively, and related details, recorded in the Remarks column.

#### **Article 45 (Issuance of Certificates)**

- 1. If an incumbent faculty member requests for the issuance of a certificate of employment, the appointing officer shall issue the certificate of employment based on the personnel record cards.

2. If an incumbent or a retired faculty member requests for the issuance of a career certificate, the appointing officer shall issue the career certificate based on the personnel record cards.

## **Chapter 7 Supplementary Rules**

### **Article 46 (Remuneration)**

Matters related to the remuneration for faculty members shall be governed by the regulation on school staff remuneration.

### **Article 47 (Service)**

Matters related to the service of faculty members shall be governed by the regulation on school staff service.

### **Article 48 (Rewards)**

Matters related to rewards for faculty members shall be governed by the regulation on rewarding school staff.

### **Article 49 (Application)**

Matters other than those stipulated in this regulation shall be governed by related laws, regulations, or guidelines.

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

This amended regulation shall enter into force as of March 1, 1997.

### **ADDENDUM**

This amended regulation shall enter into force as of March 1, 1998.

### **ADDENDUM**

This amended regulation shall enter into force as of December 15, 1999.

### **ADDENDUM**

This amended regulation shall enter into force as of June 21, 2000.

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of February 28, 2003.
2. (Application) The provisions of Clause 4, Article 19 (Promotion Criteria) of this amended regulation shall apply to the next persons eligible for promotion after October 1, 2003.

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of September 1, 2003.
2. (Interim Measures) For faculty members appointed during and before the 1st semester of 2003, the minimum number of years of continuous service required for promotion to assistant professor as stipulated in Clause 1, Article 19 shall be 3 years and 11 months and 4 years and 11 months for promotion to the level of professor; however, this is limited to the promotion that comes first after the application time specified in Article 23.
3. (Interim Measures Regarding the Remaining Period of Promotion) For faculty members appointed during and before the 1st semester of 2003, the remaining period shall be recognized after determining the position class stipulated in Clause 1, Article 19 (Promotion Criteria); however, this is limited to the initial promotion.
4. (Exceptions to Reappointment) Since the reappointment time has been integrated into March 1 pursuant to Clause 2, Article 14 (Reappointment), persons eligible for reappointment as of September 1 shall be reappointed as of March 1 of the following year.

### **ADDENDUM**

This amended regulation shall enter into force as of June 23, 2004.

### **ADDENDUM**

This amended regulation shall enter into force as of May 27, 2005.

### **ADDENDUM**

This amended regulation shall enter into force as of November 11, 2005.



## **ADDENDUM**

This amended regulation shall enter into force as of April 10, 2008,

## **ADDENDUM**

This amended regulation shall enter into force as of June 27, 2009.

## **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of March 1, 2012.(Jan. 26, 2012, No.154)
2. (Application Date of Pay Step increase) Article 26-2 and item 3, Article 29 shall apply to the candidates for pay step increase starting from 2014 school year.

## **ADDENDUM**

1. (Enforcement Date) This amendment regulation shall enter into force as of July 22, 2012.(Amended on Jul. 10, 2012 Regulation No.163)
2. (Interim measures regarding the abolition of full-time lecturer title) Full-time lecturers appointed under the regulation, which took effect with the amendment of Clause 1, Article 10 are considered as Assistant Professor in accordance with this amended regulation, and work experience as full-time lecturer under the previous regulation is recognized as experience as assistant professor according to this amendment.
3. (Interim measures regarding promotion standard) Assistant professors appointed under the previous regulation shall be covered by the promotion standard of the previous regulation.
4. (Interim measures regarding appointment period) the contract appointment period determined according to the previous regulation, which took effect with the amendment of Cause 1, Article 13 is considered as the appointment period under this amendment.
5. (Exemption on Promotion) For assistant professors who are employed newly after the enforcement of this amendment, the years of working period required for promotion (assistant professor -> associate professor) can be reduced to 4 years and 5 years for those on tenure-track and on junior tenure-track, respectively, according to the provision 2, Article 10 of the Regulation and the provision 2, Article 6 of guidelines for job title revision notwithstanding the Promotion Criteria in Article 19 of Regulation on Personnel Management for Faculty Members.

## **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 Sep. 18, 2014.(Amended on Sep. 18, 2014. Regulation No.195)

**ADDENDUM**

This amended regulation shall enter into force as of Dec. 31, 2014.(Amended on Dec. 31, 2014. Regulation No.203)

**ADDENDUM**

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

**ADDENDUM**

This amended regulation shall enter into force as of August 10, 2015.

**ADDENDUM**

This amended regulation shall enter into force as of March 7, 2016.(Amended on March 7, 2016. Regulation No.222)

**ADDENDUM**

This amended regulation shall enter into force as of Aug. 18, 2016.

**ADDENDUM**

This amended regulation shall enter into force as of Dec. 1, 2016.

**ADDENDUM**

This amended regulation shall enter into force as of December 20, 2016.

[Attached Table]

## Career Conversion Rate Table

1. Basic principle: Only careers after acquiring one's master's degree shall be recognized excluding the military service period.
2. Career conversion rate table

Type	Conversion Rate	Type of Experience
Type 1	100%	<ol style="list-style-type: none"><li>1. Experience as a faculty member (including in schools below university levels, excluding the experience as a lecturer)</li><li>2. Research experience at a research institute recognized by the university or by the Minister of Education, Science, and Technology</li><li>3. Experience as a government official</li><li>4. Military service</li><li>5. Experience of giving lectures about 10 hours or more of lecture per week at a college (including technical or junior college) after obtaining his/her master's degree</li><li>6. Experience as a full-time assistant professor or researcher at a college</li><li>7. Experience as an adviser for the establishment of the university (including provisional appointment)</li></ol>
Type 2	70%	<ol style="list-style-type: none"><li>1. Experience as a full-time faculty member other than that specified in Item 1 of Type 1</li><li>2. Experience working at the government or local government as public official in skill post or junior government employee other than that specified in Item 3 of Type 1</li><li>3. Experience as a minister at a religious corporation</li><li>4. Experience as private lawyer or certified public accountant</li><li>5. Experience working at educational associations based on the Education Act</li><li>6. The research experience of the doctorate degree holder shall be calculated by multiplying the number of school years by 70%.</li><li>7. Experience as a full-time employee at an industrial company in the field that is similar to the subject of the lecture(Newly established on Dec. 27, 2012)</li></ol>
Type 3	50%	<ol style="list-style-type: none"><li>1. Experience as a lecturer giving 5 hours or less of lecture per week at a college (including technical or junior college)</li><li>2. Experience as a full-time administrative assistant professor at a college(Newly established on Dec. 27, 2012)</li></ol>

- Remarks:
1. Even if a faculty member does not have experience corresponding to those listed under Type 1, up to 100% may be applied if the faculty member has experience that is closely related to the field of recruitment.
  2. A doctorate degree shall be regarded as 3 years of research experience.
  3. For persons who have graduated from 2 or more equivalent schools, 80% shall be applied to the school years for schools other than 1 school.
  4. If the educational background and experience overlap, only 1 of them shall be used.
  5. If experiences in colleges overlap with each other, the experience shall be converted to 50% if the lecture hours per week is 5 or less; if the weekly lecture exceeds 5 hours, 10% shall be added for every hour of lecture until 100% is reached.

[Attached Form No. 1] <Deleted>

[Attached Form No. 2] <Deleted>

[Attached Form No. 3]

# 승진신청서

## Application for Promotion

소 속 :

Belong to:

직 급 :

Position class:

성 명 :

Name:

상기 본인은 교원인사규정 제19조 제1항 및 제2항에 의거 승진신청서를 제출합니다.

I hereby submit this application for promotion pursuant to Clauses 1 and 2, Article 19 of the Regulation on Personnel Management for Faculty Members.

년 월 일(Month/Day/Year)

위 본인(Name of applicant)

(인-Seal)

한동대학교 총장 귀하

**To: The President of Handong Global University**

[Attached Form No. 4]

**Opinions of Head of the undergraduate school (Dean of Graduate School) or head of the relevant department**

Faculty member to be promoted	Belong to	
	Job Title (Position class)	
	Name	
Chairman of the Undergraduate School Dean of Graduate School Head of the department	Belong to	
	Job Title (Position class)	
	Name	(Seal)

■ Guidelines

Opinions of Chairman of Relevant School written by Chairman of the Undergraduate School, Dean of Graduate School or Head of the relevant department (hereinafter refer to 'Chairman of the Undergraduate School ') for a faculty member to be promoted shall be used as a significant material for an interview with the Personal Management Committee and the University president under Clause 4 and 5 of Article 20 (Examination Procedure for Promotion). Therefore, the chairman of the undergraduate school should submit opinions about the related evaluation items for the promotional candidate within due period based on objective grounds.

- If a chairman of the undergraduate school, the head of department will be promoted to dean of Academic affairs, and for the promotion of dean of graduate school or a director of affiliated institutions is promoted, the opinions of the vice president of the relevant institution shall be submitted.

<p>■ Sharing the University's vision</p> <p>Please share your experience of joining university events to share and solidify the vision of the school (HANST, Entrance ceremony, Graduation ceremony).</p>
<p>1. Sharing the University's vision</p>
<p>2. Joining the University's events</p>

<p>■ Contribution to the undergraduate school or the university</p> <p>Please describe the faculty member's contribution and commitment to the undergraduate school or the university to meet the educational ideal and vision of the school.</p>
<p>1. Contribution to the undergraduate school</p> <p>- Cooperation with administrative businesses, participation of the undergraduate school events or meetings, activities in student guide (Employment/career guidance, club guidance, field trips to industrial sites and guidance, student counseling, etc.)</p>
<p>2. Contribution to University</p>
<p>■ Relationship with other professors</p> <p>For our university to accomplish its mission as God's university, the faculty member to be promoted should serve as a member of a mature community based on faith and maintain cooperative relationship with other professors. Please describe the faculty member's relationship with other professors in the undergraduate school and university.</p>
<p>1. Relationship with the undergraduate school department professors</p>
<p>2. Relationship with the other professors in the university</p>
<p>■ Lecture Evaluation</p> <p>As a university focusing on undergraduate school education, student education and lecture are</p>

more significant than in other universities. Please view the lecture evaluation of the faculty member and describe your opinion about the evaluation.

■ Area of students' character education · spirituality education · professors' community activities  
Please read the part of Area of students' character education · spirituality education · professors' community activities in Professor's Self-Evaluation Report written by the faculty member to be promoted, and describe your opinion about it as a Chairman of the Undergraduate School in detail.

1. Area of students' character education:

2. Area of students' spirituality education:

3. Area of professors' community activities: