

## **22.Regulation on Full-time Faculty Members' Teaching Hours and Payment of Lecture Fees**

Department in charge: Academic Affairs Team 1073-4 ▲

Established on Aug. 1, 1995 regulation no. 3  
Amended on Mar 29, 2002 regulation no. 41  
Amended on Feb. 28, 2005 regulation no. 65  
Amended on Feb. 16, 2006 regulation no. 76  
Amended on Dec. 6, 2006 regulation no. 88  
Amended on Oct. 10, 200 regulation no. 101  
Amended on May 21, 2008 regulation no. 111  
Amended on Sep. 1, 2008 regulation no. 113  
Amended on Nov. 26, 2008 regulation no. 114  
Amended on Aug. 14, 2009 Regulation No.123  
Amended on Nov. 26, 2010 Regulation No.138  
Amended on Jul. 10, 2012 Regulation No.162  
Amended on Dec. 27, 2012 Regulation No.172  
Amended on Jun. 30, 2014 Regulation No.192  
Amended on Nov. 18., 2014 Regulation No.199  
Amended on Oct. 29, 2015 Regulation No. 216  
Amended on Mar. 7, 2016 Regulation No. 222

### **| ADDENDUM | Attached Table |**

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

This regulation seeks to stipulate the criteria for the limit of time spent on lectures by a member of the faculty of the university (including researchers in charge of lectures) per week as well as for the payment of lecture fees.

#### **Article 2 (Classification of Lectures)**

Lectures of the university are classified as follows:3

1. Guidance and demonstration of examples of experiments-practices and practical skills, etc., are called extraordinary lectures.
2. Normal lessons other than those specified in Clause 1 are called regular lectures.
3. Lectures given by domestic/foreign celebrities are called special lectures.
4. Lessons in excess of the compulsory lecture hours shall be called additional lectures.
5. Lessons provided by the hour by faculty members other than the full-time faculty members of the university shall be called hourly lectures.

#### **Article 3 (Compulsory Lecture Hours)**

1. In principle, the compulsory lecture hours per week of a member of the faculty of the university shall be 9 hours; however, the compulsory lecture hours per week of Industry-Academic faculty members, shall be 6 hours. (Amended on Dec. 27, 2012)
2. Notwithstanding the Clause 1, Article 3, compulsory lecture hours may be differently specified by agreements and if approved by the president. (Newly established on Dec. 27, 2012)
3. The compulsory lecture hours shall be calculated by totaling all the hours spent on lectures in the university except lecture hours in general graduate school.

#### **Article 4 (Lecture Hours in Shortage)**

If a faculty member's lecture hours are less than the compulsory lecture hours due to any special reason, approval by the president is required; if approved by the president, the hours in shortage shall be added to the number of hours in the next semester.

#### **Article 5 (Payment of Lecture Fees)**

Among the lecture fees for lectures in the university, lecture fees for additional lectures and hourly lectures shall be paid pursuant to the following:

1. Lecture fees for additional lectures shall be paid to the faculty members who actually gave the lectures based on the number of hours of actual lecture; however, the number of hours shall be rounded off to two decimal places when calculated.
2. Lecture fees for hourly lectures shall be paid to the faculty members who were appointed by the president and actually gave the hourly lectures based on the number of hours of actual lecture.
3. In case the university is temporarily closed due to emergency disasters or other matters of urgency, faculty members shall be deemed to have given lectures during the period of closure, notwithstanding the provision of Clause 1.

#### **Article 6 (Calculation of Lecture Fees)**

The lecture fees paid by the university shall be calculated as follows:

1. Lecture fees for extraordinary lectures shall be calculated by regarding 2 hours as 1 hour of regular lecture; however, lecture fees for guidance on practical skills in the subjects of arts, physical education, or other particular functions or other subjects approved by the president may be calculated in the same manner as when calculating the lecture fees for regular lectures (amended on Dec. 6, 2006).
2. Lecture fees shall be calculated per week; however,, periods less than a week may be regarded as 1 week when lectures are finished at the end of each semester.
3. The extra lecture fees shall be paid by following the attached table based on the number of students attending the lectures. However, the number of the students shall be calculated by computing the average for all subjects based on the numbers registered on the grade point average table, and the subjects that are excluded shall be prescribed separately by the dean of academic affairs. (Amended on Nov.18, 2014)

4. Full-time faculty members shall be paid lecture fees only when they give lectures in excess of their compulsory lecture hours.

### **Article 7 (Exemption from Working the Compulsory Lecture Hours)**

1. Compulsory lecture hours for faculty members who have been appointed to school positions can be exempted, and the criteria shall be determined by the president separately.(Amended on Jun. 30, 2014)
2. <Deleted> (Amended on Jun. 30, 2014)
3. In addition to the faculty members specified in Clauses 1, faculty members deemed able to contribute significantly to the development of the university by the president may be exempted from working their compulsory lecture hours depending on the degree of contribution subject to the deliberations of the Faculty Personnel Committee and academic affairs meetings (newly inserted on Sep. 1, 2008)(Amended on Jun. 30, 2014)
4. If a faculty member cannot work his/her compulsory lecture hours due to an illness or unexpected accident, the president can reduce the compulsory lecture hours following deliberation by the Academic Affairs Committee. (Amended on Oct. 29, 2015)

### **Article 8 (Limitation of Lecture Hours)**

The lecture hours may neither be more than twice the compulsory lecture hours in the case of full-time faculty members nor more than 9 hours per week in the case of part-time instructors; if the lecture hours are exceeded for unavoidable reasons, however, the approval of the president should be obtained in advance. (Amended on Mar. 7, 2016)

### **Article 9 (Lectures in Other Universities)**

If a member of the faculty of the university is to give a lecture in another university, the approval of the president should be obtained in advance, the lecture hours shall not exceed 6 hours in a day in a week (2 days in a week if Saturday is included), and the lecture shall be limited to one university; however, the lecture hours may not exceed 16 hours.

### **Article 10 (Base Lecture Fee)**

1. The base lecture fee per hour as per Clause 5, Article 2 shall be decided by the president within the scope of the budget for each school year; however, the base lecture fee may be increased under any of the following cases:
  - (1) The hourly lecture fees for foreigners, honorary professors of other colleges (universities), retired professors, or domestic celebrities shall not exceed 2 times the base amount.
  - (2) The hourly lecture fees for cases wherein an increase is required as acknowledged by the president shall not exceed 1.5 times the base amount.(amended on Nov. 26, 2008)(Amended on Mar. 7, 2016)

- (3) When calculating the increased hourly lecture fees of Clause 1 and Clause 2, a fixed amount of lecture fee can be paid within the mentioned multiples. (Newly established on Mar. 7, 2016)
2. The term "hourly" in Clause 1 refers to 1 teaching hour.
3. The special lecture fees as per Clause 3, Article 2 shall be separately prescribed by the president.
4. The additional lecture fees in Clause 4, Article 2 shall be separately prescribed by the president.

### **Article 11 (Special Cases of Lecture Fee Payments)**

1. Under any of the following cases, lecture fees may be paid even to those faculty members who did not actually give lectures:
  - (1) Examination periods
  - (2) When lectures have been skipped to participate in intramural events or observe national events
  - (3) Registration periods
  - (4) When regularly instructing multiple students or student groups in addition to the formal lecture hours as appointed by the president
2. In the case of Item 1, Clause 1, the subjects are limited to those faculty members (including part-time instructors) who worked in accordance with the actual lecture schedule. For Item 4, however, the time may not exceed 2 hours a week.

### **Article 12 (Supplementary Lecture)**

1. In principle, lectures that have been skipped or canceled pursuant to the service regulation of university or due to official trips shall be supplemented by lectures as well.
2. To skip or cancel a lecture as per Clause 1, an application for the skipping-cancellation of the lecture shall be submitted to the Academic Affairs Team in advance.

### **Article 13 (Date of Payment of Lecture Fees)**

Except for special lecture fees, the lecture fees for the month shall be paid on the date of payment of remuneration for the next month; however, additional lecture fees shall be paid in lump sum in February and August after the end of each semester.

### **ADDENDUM**

1. (Effective Date) This regulation shall enter into force as of August 1, 1995.
2. (Interim Measure) <Deleted> (December 6, 2006)

### **ADDENDUM**

This amended regulation shall enter into force as of March 1, 2002.

**ADDENDUM**

This amended regulation shall enter into force as of February 28, 2005.

**ADDENDUM**

1. (Effective Date) This amended regulation shall enter into force as of February 16, 2006; however, Article 2 herein shall enter into force as of the first semester of the school year 2006.
2. (Special Case of Payment of Additional Lecture Fees) Although lectures in general graduate school are not added to the compulsory lecture hours pursuant to the provision in Clause 2, Article 3, they shall be included in the calculation of the number of hours for the payment of additional lecture fees; when calculating the number of hours, however, 100% of the time of lectures in general graduate school and attended by 3 or more students shall be recognized, or 50% of the time of lectures attended by less than 3 students shall be recognized for up to 3 hours per week.

**ADDENDUM**

This amended regulation shall enter into force as of December 6, 2006 but shall be implemented beginning March 1, 2007.

**ADDENDUM**

This amended regulation shall enter into force as of October 10, 2007 but shall be implemented beginning the second semester of the school year 2007.

**ADDENDUM**

This amended regulation shall enter into force as of May 21, 2008.

**ADDENDUM**

This amended regulation shall enter into force as of September 1, 2008.

**ADDENDUM**

This amended regulation shall enter into force as of November 26, 2008.

**ADDENDUM**

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

### **ADDENDUM**

This amended regulation shall enter into force as of December 1, 2010.

### **ADDENDUM**

This amendment regulation shall enter into force as of July 11, 2012.(Amended on Jul. 10, 2012. Regulation No.162)

### **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 June 30, 2014. (Amended on Jun. 30, 2014. Regulation No.192)

### **ADDENDUM**

This amended regulation shall enter into force as of November 18, 2014. (Amended on Nov. 18, 2014. Regulation No.199)

### **ADDENDUM**

This amended regulation shall enter into force as of October 29, 2015.

### **ADDENDUM**

(Enforcement Date) This amended regulation shall enter into force as of March 7, 2016.

(Interim Measure) The existing payment standard is applied to those who were employed by the contract before the enforcement of this amended

[Attached Table 1]

<Deleted> (Amended on Jun. 30, 2014)