

24.Faculty Evaluation Regulation

Department in charge: Academic Affairs Team 1073-4 ♥

Established on Aug. 31, 1999 regulation no.24

Amended on Jun. 23, 2004 regulation no.59

Amended on May 27, 2005 regulation no.69

Amended on Jan. 26, 2012 regulation no.154

Article 1 (Purpose)

Handong Global University (hereinafter referred to as "University") shall operate a faculty evaluation system to foster effectively talents who shall serve the nation and the world and lead the 21st century and to realize the development of the university and its educational ideology. The system is designed to evaluate fairly and objectively the full-time faculty members of the university in terms of how they fulfilled their basic duties such as education, research, student teaching, services etc., promote the enhancement of literacy among professors, enhance the qualitative excellence of education and research, ensure the competitiveness of the university, and facilitate rational faculty personnel management.

Article 2 (Principle of Evaluation)

The performance evaluation of professors shall be carried out fairly and rationally based on the principles of comprehensiveness, objectivity, and autonomy as well as in consideration of the special natures of the departments.

Article 3 (Application Scope)

This regulation shall apply to full-time faculty members serving the university.

Article 4 (Schedule of Evaluation)

The faculty evaluation shall be carried out every January.

Article 5 (Evaluation Area)

The areas of faculty evaluation consist of research, education, service, students' character education, spirituality education and professor's community activities, and details shall be governed by the Faculty Evaluation Bylaws (hereinafter referred to as "Bylaws"). (amended on Jan. 26, 2012)

Article 6 (Evaluation Criteria)

Faculty evaluation criteria shall be separately determined by bylaws.

Article 7 (Organization of the Faculty Evaluation Committee)

A Faculty Evaluation Committee (hereinafter referred to as "Committee") shall be established and operated for faculty evaluation and examination. The president shall appoint not more than 11 full-time faculty members as Faculty Evaluation Committee members; however, in case any committee member is the subject of examination, this member shall be excluded from the corresponding evaluation and examination.

Article 8 (Functions of the Committee)

The following are the functions of the committee:

1. Establishment of the basic principles of faculty evaluation management
2. Deliberation on self-faculty evaluation
3. Faculty evaluation for the candidates for reappointment, promotion and pay step increase (amended on Jan. 26, 2012)
4. Other functions related to the deliberation on faculty evaluation as prescribed by the president

Article 9 (Procedure for Faculty Evaluation)

1. Full-time faculty members shall prepare professors' self-evaluation reports for checking and signing by the head of school or dean of graduate school and submission to the dean of academic affairs together with evidentiary documents.
2. The dean of academic affairs shall review the submitted professors' self-evaluation reports and request the committee to examine them.
3. The committee shall perform the evaluation in every January based on the professors' self-evaluation reports, prepare faculty evaluation rating tables, and forward the result to the dean of academic affairs.
4. The dean of academic affairs shall notify the professors concerned of the results of the faculty evaluation and report to the president.

Article 10 (Formal Objection)

1. Any professor objecting to the result of the faculty evaluation may file a written objection with the dean of academic affairs within 1 week.
2. Upon receiving an objection, the dean of academic affairs shall immediately request the committee to reexamine the evaluation result. For its part, the committee shall send the result of the reexamination to the dean of academic affairs within 2 weeks of the date of filing of objection. The dean of academic affairs shall immediately notify the professor concerned of the result and

report to the president.

Article 11 (Utilization of Faculty Evaluation for New Appointments, Reappointments, Promotions and Pay step increases)

Examinations for new appointments, reappointments, promotions and pay step increase of full-time faculty members shall be performed pursuant to relevant provisions of the regulation governing the faculty members of the university; however, any and all examination criteria overlapping with the faculty evaluation shall reflect the result of the latter. (amended on Jan. 26, 2012)

Article 12 (Utilization of Other Faculty Evaluations)

<Deleted> (May 27, 2005)

Article 13 (Record Management)

The dean of academic affairs shall keep and manage the professors' self- evaluation reports and the evaluation results.

Article 14 (Other Matters)

Matters other than those stipulated in this regulation shall be deliberated on by the committee and decided by the president.

ADDENDUM

This regulation shall enter into force as of August 31, 1999.

ADDENDUM

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

ADDENDUM

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

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of March 1, 2012.(Jan. 26, 2012, No.154)
2. (Application Date) Pay step increase shall be applied since March 1,2014.