

# 40.Bylaws on Faculty Members Holding Additional Positions at Other Institutions

Department in charge: Academic Affairs Team 1072-1073 ♥

Established on Apr. 10, 2008 Regulation No.110

## | ADDENDUM | Attachment |

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

These bylaws seek to specify the necessary matters in relation to faculty members of Handong Global University (hereinafter referred to as "University") holding additional positions in other institutes pursuant to Article 6 of the Regulation on Personnel Management for Faculty Members.

### **Article 2 (Subject of Application)**

These bylaws shall apply to full-time and part-time faculty members (hereinafter referred to as "Faculty Members") of the university under a full-time system.

### **Article 3 (Basic Principles for Permitting the Holding of Additional Positions)**

In principle, faculty members of the university shall not hold additional positions in other institutes so that they can devote themselves to student education, guidance, and scientific research; however the holding of additional positions in other institutes may be permitted under any of the following cases:

1. If holding an additional position to help the development of the church, the community, and the country for social services rather than for profit, it shall be permitted as long as such activity does not cause any trouble in student education, guidance, and academic research.
2. Holding an additional position in another institute for profit may be permitted by the president as specified by applicable laws only when such is directly related to student education, guidance, or academic research so that faculty members can adequately perform their original duties.

### **Article 4 (Permission Criteria)**

When permitting any faculty member to hold an additional position in another institute, the president shall consider the following matters governed by the basic principle of Article 3:

1. Purpose/Necessity of holding an additional position: The objective of the additional position shall be student education, guidance, academic research, or social services.
2. Condition for holding an additional position: The holding of an additional position shall neither cause trouble in student education, guidance, or academic research nor require too much time and effort.
3. Period of holding an additional position: In principle, the period shall be 1 year, but may be

extended if necessary.

### **Article 5 (Procedure for Permission)**

1. The followings are the procedures for permitting faculty members to hold additional positions in other institutes:

- (1) Any faculty member wishing to hold an additional position in another institute shall prepare an application form for holding an additional position in another institute/extend the period (Attached Form No. 1) for submission to the Academic Affairs Team together with related evidentiary documents.
- (2) The institute where the faculty member wishes to hold an additional position pursuant to Item 1 shall submit an official document requesting the university to permit the relevant faculty member to hold an additional position.
- (3) The president shall determine whether to permit the faculty member to hold an additional position as well as the period of holding the additional position considering the materials submitted as set forth under Items (1) and (2) and the permission criteria specified under Article 4, and notify the faculty member concerned accordingly.

2. If the faculty member wishes to hold an additional position in relation to pastoral activities, the procedure under Item (2), Clause 1 may be waived.

### **Article 6 (Report of Activities Conducted While Holding the Additional Position)**

Faculty members holding additional positions shall prepare and submit a report of the activities conducted while holding an additional position in another institute (Attached Form No. 2) to the president within the permitted period of holding the additional position.

### **Article 7 (Extension of the Period of Holding an Additional Position)**

A faculty member holding an additional position and wishing to extend the permitted period for such shall submit to the president an application form for holding an additional position in another institute/extending the period (Attached Form No. 1). The president shall then decide whether to extend the permitted period considering the report of activities conducted while holding an additional position in another institute as submitted by the faculty member pursuant to the permission criteria specified Article 4.

### **Article 8 (Cancellation of Holding of Additional Position)**

Even if a faculty member is holding an additional position, the president may cancel approval of such if the basic principle for permitting such under Article 3, the permission criteria under Article 4 are violated, or if required by the university.

## **ADDENDUM**

These established bylaws shall enter into force as of April 10, 2008.



**한 동 대 학 교 총 장 귀하(To: The President of Handong Global University)**

< 총장 작성란(Columns to be completed by the president) >

승인/ 허가 여부 (Whether permitted)	허가여부 (Whether permitted)	가(Yes) / 부(No)	
	허가기간 (Permitted period)	년 월 (년 월 일 ~ 년 월 일) years months (Month/Day/Year ~ Month/Day/Year)	
	비 고 (Remarks)		

[Attached Form No. 2]

결 재 (App roval)	담당 (Person in charge)	계장 (Assistant manager)	과장 (Manager)	처장 (Dean)	총장 (President)

## 타기관 겸직활동 보고서

(Report of activities conducted while holding an additional position in another institute)

겸직 기관 (Institu te where the additio nal positio n is to be held)	기 관 명 (Name of institute)		대표자 성명 (Name of representative)	(인) (Seal)
	연 락 처 (Contact info.)		구분(Division) (해당란에 'V'체크) (Check (put "V" the applicable item))	비영리(Non-profit)( ), 목회활동(Pastoral activity)( ), 영리(For profit)( ), 사외이사(External director)( )
	주 소 (Address)			
겸직 업무 (Job while holding the additio nal positio n)	부 서 (Department)		직위(보직) (Position (appointment))	
	겸직기간 (Period of holding the additional position)	년 월 일 ~ 년 월 일 Month/Day/Year ~ Month/Day/Year		
	주당소요시간 (Time spent per week)	(주중 활동(근무)시간 명시)(Specify the weekly activity (working) time)		
	겸직활동내용 (Content of the activities conducted while holding the additional position)	(겸직업무 활동 등을 구체적으로 기술하되 난이 부족할 경우 별도 작성 가능) (Describe in detail the activities conducted while holding the additional position; use separate sheets if necessary.)		
	학생의 교육· 지도, 학문연구 또 는 사회봉사와의 연 관성 (Relationship to student education, guidance, scientific	(영리업무인 경우에만 작성함)(Describe only in the case of work for profit) (구체적으로 기술하되 난이 부족할 경우 별도 작성 가능) (Describe in detail; use separate sheets if necessary.)		

research, or social  
services)

이와 같이 본인의 겸직활동보고서를 제출합니다.(I hereby submit a report of my activities while holding another position.)

년 월 일

Month/Day/Year

\_\_\_\_\_학부  
School of \_\_\_\_\_

성명 : (인)  
Name : (Seal)

학부장 성명 : (인)  
Name of chairman: (Seal)

한 동 대 학 교 총 장 귀하

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