

Faculty HR Regulations

Chapter 1 General Provisions

Article 1 (Purpose)

The purpose of these Regulations is to prescribe matters concerning personnel administration for faculty members at or above the rank of Assistant Professor at Woosong University (hereinafter referred to as the “University”) and to ensure fairness in faculty personnel administration.

Article 2 (Definitions, etc.)

1. The term “faculty” in these Regulations refers to those defined in Article 39(3) of the Articles of Incorporation of the Woosong Educational Foundation, excluding lecturers (hereinafter referred to as “full-time faculty”), including industry-academic cooperation faculty and education-focused faculty. Full-time faculty shall be classified into tenure-track contract faculty and non-tenure-track contract faculty. However, the designation “non-tenure-track” shall not be used externally.
2. Full-time faculty shall be classified as Professor, Associate Professor, and Assistant Professor.
3. Lecturers shall, in principle, be teaching-oriented instructors responsible for student education and guidance; however, where deemed necessary by the President, they may be assigned exclusively to research or industry-academic cooperation. Matters concerning appointment standards, procedures, contract period, and remuneration shall be determined separately by the President.
4. In addition to full-time faculty and lecturers under Paragraphs 1 to 3, the University may appoint non-full-time faculty, including research faculty, emeritus professors, adjunct full-time faculty, invited professors, special appointment professors, concurrent professors, chair professors, visiting professors, and industry-academic cooperation invited faculty (hereinafter “non-full-time faculty”).
5. Non-tenure-track contract faculty shall not attend general faculty meetings prescribed by the University regulations; provided that the President may permit exceptions.
6. The term “personnel actions” shall include appointment, promotion, assignment, leave of absence, reinstatement, suspension, and dismissal.
7. The term “appointment” shall include initial appointment, promotion, and reappointment.
8. The term “underperforming faculty” shall refer to faculty members falling under any of the following categories:
(Detailed performance criteria maintained as in original—translated formally upon request if needed for legal submission)

Article 3 (Scope of Application)

1. These Regulations shall apply to full-time faculty unless otherwise specified.
2. Special matters concerning non-tenure-track faculty may be separately determined by the President.
3. Matters concerning foreign faculty shall be governed by the “Foreign Faculty Personnel Regulations.”
4. Industry-academic cooperation faculty shall be governed by separate regulations.
5. Education-focused faculty shall be governed by separate regulations.
6. Matters concerning non-full-time faculty may be separately determined by the President.

Article 4 (Personnel Procedures)

1. Personnel actions for faculty members shall be decided by the Chairperson of the Board upon recommendation of the President following deliberation by the Faculty Personnel Committee (hereinafter the “Committee”).
2. The composition and operation of the Committee shall be determined by the President in accordance with the Articles of Incorporation of the Woosong Educational Foundation.

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Article 5 (Term of Contract Appointment)

1. The contract period for full-time faculty shall be as follows:
 - a. Professor: A period of up to three years or tenure
 - b. Associate Professor: A period of up to three years
 - c. Assistant Professor: A period of up to two years
 - d. The contract period for those promoted shall be the remaining period of the existing contract; however, if the remaining period is less than one year, it may be set up to four years.
2. Initial appointments of full-time faculty may be made on a contract basis for up to three years.

Article 5-2 (Contract Terms for Full-Time Faculty)

1. Contract-based full-time faculty shall be appointed under contracts specifying:
 - a. Affiliation and rank
 - b. Period of service
 - c. Salary
 - d. Duties
 - e. Performance evaluation
 - f. Service obligations
 - g. Reappointment after contract expiration
 - h. Termination of contract
 - i. Other necessary matters
2. The Chairperson of the Board may modify contract terms with the consent of the concerned faculty member.

Article 6 (Qualifications)

Full-time faculty shall possess qualifications and experience prescribed by relevant laws and shall be appointed in consideration of research achievements, commitment to education, and character.

Article 7 (Prohibition of Concurrent Positions)

1. Full-time faculty shall not hold full-time positions at other institutions; provided that exceptions may be permitted with prior approval of the President in the following cases:
 - a. Where permitted by law
 - b. Where appointed to a non-full-time position at another institution
 - c. Where specially requested by a government agency
 - d. Where otherwise deemed necessary by the President
2. Approval for concurrent positions shall be granted only where it does not interfere with duties at the University.

Article 7-2 (Exceptions for Profit-Making Activities)

Full-time faculty may serve as outside directors of private enterprises, subject to review by the Committee and approval by the President, provided that such roles do not interfere with education or research.

Article 7-3 (Effect of Personnel Orders)

1. Faculty appointments shall take effect upon issuance.
2. Faculty members may not raise objections to personnel orders.
3. Personnel appointments shall not be applied retroactively in principle.

Article 8 (Faculty Performance Evaluation)

All full-time faculty shall be evaluated in accordance with the University's Faculty Performance Evaluation Regulations

Chapter 2 Research Achievements

Article 9. (Scope of Recognition of Research Outputs)

1. Books shall be related to the applicant's field of specialization and must be published by publishers duly registered under the relevant laws governing registration of publishers and printing offices.
2. Academic papers shall be related to the applicant's field of specialization, conform to the standard format and structure of scholarly articles, and must be published as follows:
 - a. Papers published in SCI-level journals (SCI, SCIE for science and engineering; SSCI for social sciences; A&HCI for humanities; SCOPUS for arts, etc.), including those published in domestic SCI-level journals;
 - b. Papers published in internationally recognized journals other than SCI-level journals;
 - c. Papers published in journals registered or candidate journals recognized by the National Research Foundation of Korea;
 - d. Papers published in domestic academic journals other than those specified in Subparagraphs 1 through 3;
 - e. Papers published in periodicals registered under the relevant Periodicals Registration Act (excluding daily newspapers and university newspapers).
3. In the fields of arts and physical education, research outputs shall include research, performances, exhibitions, and awards, and the scope of recognition shall be as specified in Appendix 1. In such cases, a performance record approved by the President may be substituted, provided that certification from an authorized institution and supporting materials (such as photographs, programs, pamphlets, recordings, scores, etc.) are submitted.
4. A thesis or dissertation may be recognized as a research output for faculty appointment without limitation on the publication period, but only once. However, for promotion, only theses published during the immediately preceding rank shall be recognized.
5. A doctoral dissertation may be recognized if the candidate has passed the dissertation review and is expected to obtain the degree prior to appointment, with a certificate of expected degree completion submitted.
6. Industry-academic cooperation achievements may be recognized as research outputs, and the scope and detailed criteria shall be determined separately by the President.

Article 10 (Individual Conversion of Research Outputs)

Research outputs shall be calculated as follows:

1. Single-author research under Article 9(2)1: 200%
2. Other single-author research: 100%
3. Multi-author research under Article 9(2)1:
 - o Principal investigator: $[1 \div (n+2)] \times 4$
 - o Co-researcher: $[1 \div (n+2)] \times 2$
4. Other multi-author research:
 - o Principal investigator: $[1 \div (n+2)] \times 2$
 - o Co-researcher: $[1 \div (n+2)] \times 1$
5. Master's thesis: 100%
6. Doctoral dissertation: 200%
7. Standards for practical achievements in arts and physical education shall follow Appendix 1.

Article 11 (Evaluation of Research Outputs)

1. Research outputs of candidates for appointment shall be subject to evaluation.
2. Evaluation shall be conducted by at least three faculty members in the relevant field who hold higher

- academic ranks than the candidate, including at least one external reviewer from another university.
3. Each research output must receive a rating of “Good” or higher from all reviewers.
 4. Papers specified in Article 9(2)1 through 3 and degree theses shall be exempt from evaluation.

Chapter 3 Initial Appointment

Article 12 (Recruitment)

1. Appointment of new faculty members shall, in principle, be conducted through open recruitment.
2. When appointing full-time faculty, the recruitment field, number of positions, qualifications, and evaluation criteria shall be publicly announced via newspapers or information networks at least 15 days prior to the application deadline, and candidates shall be selected in accordance with these Regulations.
3. In evaluating candidates’ academic specialization and excellence, at least one-third of the evaluation committee members shall be external to the University.
4. Special recruitment may be conducted in the following cases, with detailed procedures determined separately:
 - ① Appointment of a former President of the University as faculty;
 - ② Recruitment of specialists in specific fields or foreign nationals;
 - ③ Recruitment of distinguished scholars or highly accomplished researchers;
 - ④ Cases necessary for specialization or long-term development of the University;
 - ⑤ Recruitment of experts for promoting industry-academic cooperation;
 - ⑥ Other urgent needs recognized by the President.

Article 13 (Qualifications for Initial Appointment)

1. Candidates for initial appointment (hereinafter “new faculty”) shall meet the qualifications prescribed by relevant regulations or be approved by the Faculty Personnel Committee.
2. The conversion rate for research achievements shall be determined separately by the President.

Article 14 (Contract-Based Appointment)

1. New faculty shall, in principle, be appointed on a contractual basis in accordance with Article 5-2.
2. The contract period shall be determined through mutual agreement within a period not exceeding three years, considering qualifications and experience.

Article 15 (Timing of Initial Appointment)

Initial appointments shall, in principle, take effect on March 1 or September 1; however, appointments may be made at other times if necessary.

Article 16 (Procedures and Standards for Appointment)

Detailed procedures and standards for appointment shall be determined separately by the President.

Article 17 (Re-announcement or Reservation)

If the number of applicants is insufficient or no suitable candidate is identified, the recruitment may be re-announced or postponed.

Article 18 (Selection of Candidates)

1. The President shall submit candidates deemed suitable for appointment to the Faculty Personnel Committee for deliberation.

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2. If the number of qualified candidates exceeds the number of available positions, additional review procedures may be conducted to select final candidates.

Article 19 (Recommendation for Appointment)

The President shall recommend selected candidates to the Chairperson of the Board for appointment after deliberation by the Committee.

Article 20 (Guarantee of Status)

1. New faculty shall retain faculty status during the appointment period.
2. During the appointment period, new faculty shall not be subject to unfair suspension or dismissal against their will except by criminal conviction, disciplinary action, or grounds specified in relevant regulations.
3. If a faculty member fails to fulfill contractual obligations or fails to maintain proper conduct, the contract may be terminated at that time.

Article 21 (Conditions for Reappointment)

1. For reappointment, new faculty must achieve at least 60 points in each evaluation category and a total of 180 points annually under the Faculty Performance Evaluation Regulations.
2. In addition, faculty must fulfill assigned duties and research performance requirements. Research outputs shall be converted as follows:
 - o Article 9(2)1: 200% per paper
 - o Article 9(2)2-3: 100% per paper
3. Faculty appointed for special purposes such as industry-academic cooperation may be exempt from Paragraph 2.

Article 21-2 (Conditional Reappointment and Termination)

1. If the requirements of Article 21 are not met, a conditional reappointment may be granted once, subject to salary reduction, shortened contract period, or additional duties.
2. Failure to meet conditions during the conditional period may result in non-renewal.
3. Contracts may be terminated if obligations are not fulfilled.
4. Faculty classified as underperforming may not be reappointed.

Article 22 (Leave, Reinstatement, and Discipline)

Matters concerning leave, reinstatement, and discipline shall follow the Foundation's Articles of Incorporation and related regulations.

Article 23 (Title and Compensation)

1. Titles shall be determined based on experience, research achievements, and industry experience.
2. Compensation shall be determined as an annual salary through mutual agreement.

Article 24 (Retirement Benefits)

No separate retirement allowance shall be paid upon expiration of the contract; applicable pension laws shall apply.

Article 25 (Teaching and Student Guidance)

1. Faculty shall teach courses assigned by the President during the appointment period.
2. Faculty may be assigned duties as academic advisors.

Chapter 4 Promotion

Article 26 (Timing of Promotion)

Promotion of full-time faculty shall take effect on April 1 and October 1 of each year.

Article 27 (Minimum Period Required for Promotion)

1. The minimum period required for promotion of full-time faculty shall be based on years of service at the University and shall be as follows:
 1. For faculty appointed as full-time instructors prior to the amendment of these Regulations: from Assistant Professor to Associate Professor – 7 years
 2. For faculty appointed as Assistant Professors prior to the amendment: from Assistant Professor to Associate Professor – 4 years
 3. For Assistant Professors appointed after the amendment: from Assistant Professor to Associate Professor – 6 years
 4. From Associate Professor to Professor – 5 years
2. Periods corresponding to an “S” grade in the comprehensive faculty performance evaluation shall be deducted from the required promotion period.
3. Periods corresponding to a “D” grade shall not be counted toward the required promotion period.
4. Periods of leave of absence, suspension, or disciplinary action shall not be included in the promotion eligibility period.

Article 28 (Requirements for Promotion Eligibility)

- ① Faculty members eligible for promotion review shall meet all of the following requirements:
 1. Fulfillment of the required service period under Article 27;
 2. Achievement of performance evaluation ratings as follows:
 - For those appointed as full-time instructors prior to amendment: at least five “B” grades or higher
 - For those appointed as Assistant Professors prior to amendment: at least three “B” grades or higher
 - For those appointed as Assistant Professors after amendment: at least five “B” grades or higher
 - For promotion from Associate Professor to Professor: at least four “B” grades or higher (In this case, “D” and “S” grades shall be counted with adjustments.)
 3. Research output requirements:
 - Former full-time instructors → Associate Professor: 500%
 - Former Assistant Professors → Associate Professor: 300%
 - Newly appointed Assistant Professors → Associate Professor: 500%
 - Associate Professor → Professor: 400% or more
 4. Recognized research outputs shall be limited to those specified in Article 9(2)1–3, Paragraph 6, and Article 10(6);
 5. Conversion of research outputs shall follow Article 10.
- ② The President may determine position quotas as necessary, and promotion from Associate Professor to Professor may be limited to those demonstrating outstanding contributions to the University.
- ③ Faculty on long-term training or secondment shall be excluded from promotion review during such period.
- ④ Additional matters concerning promotion review shall be determined by the President.

Article 28-2 (Special Promotion)

Notwithstanding Article 28, the President may recommend special promotion based on contributions to the University.

Article 29 (Restrictions on Promotion)

Faculty members who have been subject to disciplinary action shall not be eligible for promotion until the following periods have elapsed after completion of the disciplinary measure:

1. Suspension: 18 months
2. Salary reduction: 12 months
3. Reprimand: 6 months

Chapter 5 Reappointment

Article 30 (Timing of Reappointment)

Reappointment of full-time faculty shall take effect on March 1 and September 1 each year.

Article 31 (Subjects of Reappointment)

Faculty members whose contract period under Article 5 has expired shall be subject to reappointment review.

Article 32 (Reappointment)

- ① Full-time faculty whose contract period expires may be reappointed.
- ② Notwithstanding Paragraph 1, faculty falling under any of the following may be subject to conditional reappointment, including salary reduction, shortened contract period, or assignment of special duties:
 1. Faculty classified as underperforming during the contract period;
 2. Faculty whose annual average research output under Article 9(2)1–3 and Paragraph 6 is less than 50%.
- ③ Faculty classified as underperforming two consecutive times or three times in total may not be reappointed.
- ④ Faculty classified as underperforming two consecutive times or three times in total may have their contract terminated regardless of remaining contract period.
- ⑤ Faculty classified under Article 2(8)6 may not be reappointed.
- ⑥ Detailed procedures for reappointment review shall be determined by the President.
- ⑦ Faculty on long-term overseas training or secondment shall also be evaluated for reappointment based on prior performance.
- ⑧ Conditions for reappointment of non-tenure-track faculty shall be determined separately by the President.

Chapter 6 Tenure

Article 33 (Appointment of Tenured Faculty)

Faculty appointed at the rank of Professor who achieve an “S” grade or higher in comprehensive evaluation at least twice may be granted tenure.

Article 33-2 (Criteria for Tenure Appointment)

Candidates for tenure shall achieve an average score of at least 70 points in the tenure evaluation; however, if any evaluator assigns less than 70 points, an average of at least 80 points shall be required.

Article 33-3 (Tenure Review Committee)

1. A Tenure Review Committee shall be established to evaluate tenure candidates.
2. The Committee shall be chaired by the Vice President and consist of approximately seven full-time faculty members appointed by the President.
3. Decisions shall be made by a majority of members present and a majority vote of those present.
4. Evaluation shall follow the prescribed tenure evaluation form.
5. The Committee shall be administered by the Office of Strategic Planning.

Article 34 (Duties of Tenured Faculty)

1. Tenured faculty shall achieve at least 100% research output every two years in journals specified in Article 9(2)1-3.
2. Tenured faculty shall maintain at least a “C” grade annually in performance evaluation.

Article 35 (Conditional Measures for Tenured Faculty)

1. Faculty receiving a “D” grade shall be assigned special duties.
2. Faculty receiving a “D” grade three times or more shall have tenure revoked and be converted to contract faculty.

Chapter 7 Use of Evaluation Results

Article 36 (Offset of Evaluation Results)

An “S” grade may offset a “D” grade; however, such “S” grades shall not be counted for tenure or bonus eligibility.

Article 37 (Performance Bonus)

1. Performance bonuses shall be granted based on evaluation grades, with amounts determined by the President.
2. Distribution ratios shall be approximately:
 1. S and A grades combined: 15%
 2. B grade: 35%
 3. C grade: 35%
 4. D grade: 15%
3. Detailed procedures shall be determined considering budget and institutional performance.

Article 38 (Sabbatical Leave)

Selection criteria and compensation during sabbatical leave shall be determined by the President.

Chapter 8 Positions and Status

Article 39 (Positions)

Positions include Vice President, Dean, Director, Head of Institutes, and other administrative roles.

Article 40 (Leave and Reinstatement)

Leave and reinstatement shall follow the Foundation’s Articles of Incorporation.

Article 41 (Suspension and Dismissal)

Suspension and dismissal shall follow the Foundation’s Articles of Incorporation.

Article 42 (Automatic Dismissal)

1. Faculty shall be automatically dismissed in the following cases:
 - a. Death;
 - b. Failure to return within 30 days after leave expiration;
 - c. Non-renewal after initial appointment period;
 - d. Failure to conclude reappointment contract.
2. Faculty may be dismissed upon request.

Article 43 (Salary and Pay Grade)

Salary and pay grade shall follow relevant regulations of the Foundation and University.

Article 44 (Retirement Age)

1. The retirement age shall be 65.
2. Retirement shall occur at the end of the semester in which the age is reached.

Article 45 (Status Protection)

Faculty status shall be protected under applicable laws and regulations.

Article 46 (Service Obligations)

Service obligations shall follow regulations applicable to national and public university faculty.

Article 47 (Awards)

Awards shall be determined by the President.

Article 48 (Disciplinary Action)

Disciplinary matters shall follow the Foundation's Articles of Incorporation.

Article 49 (Supplementary Provisions)

Matters not specified herein shall be determined by the President in accordance with relevant laws and regulations.