

Regulations of Teaching Assistants

Article 1 (Purpose)

The purpose of these Regulations is to prescribe matters concerning the appointment and personnel management of teaching assistants (hereinafter referred to as “Assistants”) at Woosong University (hereinafter referred to as the “University”).

Article 2 (Definition and Duties)

Under these Regulations, the term “Assistant” refers to a person appointed upon recommendation by the head of the relevant department (school) or the head of an affiliated unit. Assistants shall perform duties under the direction of the department head or unit head, including:

- Assisting academic administration;
- Supporting educational and research activities;
- Managing educational equipment and facilities;
- Assisting student guidance;

Assistants assigned to laboratory or practice-based departments shall additionally assist in:

- Preparation of laboratory and practical sessions;
- Management of laboratory equipment and facilities.

Article 3 (Qualifications)

An Assistant shall be a graduate of a university or a person recognized as having equivalent academic qualifications, possessing the knowledge and practical skills required for the position, and demonstrating integrity, diligence, and good character.

Article 4 (Appointment Procedures)

1. Assistants shall be appointed by the Chairperson of the Board of the Woosong Educational Foundation upon recommendation by the President.
2. Candidates recommended by academic advisors shall undergo a recruitment process.
3. Candidates shall be selected through evaluation, including interviews assessing job-related knowledge, practical abilities, and personal qualifications.

Article 5 (Contract Appointment)

1. Assistants shall be appointed on a contractual basis for a period of one year.
2. Upon expiration of the contract period, the Assistant shall automatically retire; however, if performance is excellent and continued service is required, reappointment may be granted once upon request by the department.
3. Required documents and a written employment contract shall be submitted at the time of appointment.

Article 6 (Dismissal)

An Assistant may be dismissed regardless of the contract period in any of the following cases:

1. Violation of duties or negligence in performing duties;
2. Involvement in serious misconduct, whether related to duties or not;
3. Acceptance of improper benefits, embezzlement, or misuse of public funds;
4. Other cases where dismissal is requested by the head of the affiliated department due to violations of service regulations.

Article 7 (Compensation)

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Compensation for Assistants shall be determined separately by the President.

Article 8 (Service Obligations)

Service obligations of Assistants shall be governed mutatis mutandis by the University's Staff Service Regulations.

Article 9 (Supplementary Provision)

Matters concerning personnel management of Assistants not specified in these Regulations or other relevant rules shall be determined separately by the President