

## Detailed Rules on New Faculty Recruitment

Established May 1, 1997  
 Amended Jun. 1, 2001  
 Amended Mar. 1, 2002  
 Amended Jul. 1, 2009  
 Amended Jun. 9, 2014

### Chapter 1 General Provisions

**Article 1 (Purpose)** These detailed rules specify the procedures and standards for new faculty recruitment as provided for by the Regulations on Faculty Personnel Management (hereinafter referred to as “Personnel Regulations”) for the fair and reasonable recruitment of excellent faculty members.

**Article 2 (Application Scope)** These detailed rules shall apply to the recruitment of tenured faculty among the faculty members specified in Regulations on Faculty Personnel Management. However, it shall apply to the recruitment of non-tenured faculty if necessary. (Amended June 9, 2014)

**Article 3 (Recruitment Methods)** ① Faculty recruitment shall be carried out using two different methods, namely, regular recruitment and special recruitment.

② “Regular recruitment” shall refer to open recruitment of general faculty members who are considered to qualify as faculty member of the University as provided for in the Personnel Regulations.

③ “Special recruitment” shall refer to invitation-based recruitment of scholars with internationally recognized academic achievement who are expected to make great contributions to the introduction of a new field of study or the University’s advancement.

**Article 4 (Recruitment Schedule)** ① Regular recruitment shall be carried out throughout the year through an open recruitment process. (Amended June 9, 2014)

② Special recruitment may be held at anytime with a recommendation from the head of a department if deemed necessary by the President of the University.

**Article 5 (Recruitment Capacity)** In principle, the number of new faculty hires shall be within the range specified in each department’s faculty recruitment plan for the following two years, which shall have been approved by the Board of Trustees based on the long-term development plan for the University.

### Chapter 2 Regular Recruitment

**Article 6 (Positions to be Filled)** ① The head of each department shall determine the areas of study for which a new faculty member is needed in his/her department following deliberations by the departmental personnel committee, and recommend the results to the chair of the Faculty Personnel Committee within two months of commencement of each academic year. The proposed number of new faculty hires shall not exceed the recruitment capacity in each department as provided for by Article 5.

② The positions recommended by each department shall be finalized with the approval of the President of the University following deliberations by the Faculty Personnel Committee.

③ The chair of the Faculty Personnel Committee shall notify the relevant department of the result of the deliberations by the Faculty Personnel Committee stipulated in Clause 2 without any delay.

**Article 7 (Job Announcement)** ① The Vice President of Academic Affairs shall draw up a job announcement based on Article 6, Clause 2 and advertise it in and outside Korea using appropriate methods no later than 15 days prior to the closing date for applications. (Amended July 1, 2009)

② Each department may post its own job announcement in and outside Korea after its recruitment fields and job announcement plan are finalized and approval from the President of the University is secured. A person who applies through this announcement shall be subject to the evaluation process of

regular recruitment.

**Article 8 (Receipt of Applications)** ① In principle, the Office of Academic Affairs shall receive all applications and supporting documents specified in a job announcement and transfer them to the relevant department. However, in case of the recruitment in Clause 2 of Article 7, the related department shall receive the applications and supporting documents. (Amended June 9, 2014)

② Applications submitted directly to a department outside an open recruitment period may be reviewed along with those submitted during the open recruitment period. However, the head of the department must notify the Office of Academic Affairs of such matters.

**Article 9 (Evaluation Process)** Candidates shall be evaluated in the following three phases.

1. Evaluation Phase 1: Review of application documents by the Faculty Search Committee and evaluation by outside experts

2. Evaluation Phase 2: Department-internal evaluation through a public presentation, interview, etc.

3. Final Evaluation: Evaluation by the Faculty Personnel Committee

**Article 10 (Faculty Search Committee)** The head of a department with a faculty job opening shall organize the Faculty Search Committee consisting of experts in the relevant field to ensure reasonable and objective assessment for recruitment, clarify the committee's specific duties and operation period, and provide support and supervision for the smooth operation of the committee.

1. Composition of the Committee

A. In principle, the committee members shall be appointed from among faculty members belonging to the department who hold the rank of Associate Professor or higher; the committee shall consist of three to five members. For the evaluation of a candidate's major field of study as provided for by Item 2-A, a minimum of one-third of the committee members must be appointed from among non-POSTECH members who are experts in the relevant field.

B. (Deleted) March 1, 2002

C. The chair of the committee shall be elected from among the members and appointed by the head of the department.

2. Evaluation Phase 1

A. The committee shall consider the submitted documents based on the evaluation criteria approved by the head of the department and evaluate the congruity of a candidate's major with the required field of study and the academic excellence of a candidate in his/her field.

B. If necessary, the chair of the committee may request an expert (Korean or international) in the relevant field of study to evaluate the representative research achievements of the selected candidates.

C. The chair of the committee shall select up to five times the number of candidates to be hired based on the evaluation results, and submit a shortlist of candidates for Evaluation Phase 2 and a report of the committee to the head of the department within a specified period.

**Article 11 (Evaluation Phase 2)** ① The head of the department must notify all candidates of the evaluation result by the Faculty Search Committee without delay and, upon a candidate's request, must disclose the detailed evaluations pursuant to the Act on Disclosure of Information by Public Agencies.

② Faculty members in the department may participate in the public presentation and interviews of the candidates recommended in Evaluation Phase 2 and submit comprehensive evaluation statements covering each candidate's expertise, originality, research ability, and character to the head of the department.

③ The head of the department shall present the report of the Faculty Search Committee as provided for in Article 10, Clause 3 and the result of the evaluation provided for in Clause 2 for deliberations by the departmental personnel committee, select the final candidate after the deliberations, and recommend him/her to the Faculty Personnel Committee.

④ If necessary, the head of the department may recommend to the Faculty Personnel Committee multiple candidates with a ranking of the candidates.

⑤ If the head of the department finds no qualified candidate after the evaluation procedure stipulated in Article 9 has been duly followed, he/she may have the faculty recruitment procedure repeated with

the consent of the Faculty Personnel Committee.

**Article 12 (Final Decision)** ① A recruitment decision on a candidate recommended by a hiring department shall be made by the Faculty Personnel Committee following deliberations; the chair of the Faculty Personnel Committee shall report the details of the deliberations to the President of the University.

② If necessary, the head of a hiring department may request permission to attend the Faculty Personnel Committee.

③ The President of the University shall grant a final approval on the recruitment decision pursuant to Clause 1 and report the result to the Chairman of the Board of Trustees.

### Chapter 3 Special Recruitment

**Article 13 (Special Recruitment)** ① In principle, the final decision on a special recruitment case shall be made by the President of the University following deliberations of the Faculty Personnel Committee upon the recommendation of the head of the hiring department.

② When a new department or a new research center is created or a new research field is introduced, the President of the University may organize a Special Recruitment Committee consisting of Korean and/or international experts in the relevant field for consultation; based on the result of the consultation, the President of the University may make a final recruitment decision following deliberations of the Faculty Personnel Committee.

③ Specific matters on special recruitment including its procedure shall be determined on demand; the provisions for regular recruitment shall apply *mutatis mutandis* except under special circumstances.

### Chapter 4 Supplementary Provisions

**Article 14 (Confidentiality)** A faculty or staff member who has been involved in the work of faculty recruitment directly or indirectly must maintain confidentiality of any and all information he/she may have acquired in the course of carrying out the task; if the person violates this confidentiality clause, the President of the University may take a disciplinary measure against him/her with the consent of the Personnel Committee.

**Article 15 (Others)** Matters other than those provided for by these detailed rules shall be determined with approval of the President of the University.

#### Addenda

1. These detailed rules shall be established and take effect on May 1, 1997.
2. Matters executed prior to the establishment of these detailed rules shall be deemed to have been executed pursuant to these detailed rules.

#### Addendum

These amended detailed rules shall take effect on June 1, 2001.

#### Addendum

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These amended detailed rules shall take effect on March 1, 2002.

**Addendum**

These amended detailed rules shall take effect on July 1, 2009.

**Addendum**

These amended detailed rules shall take effect on June 9, 2014.