Regulations on Faculty Personnel Management

Article 1 (Purpose) These regulations establish personnel management standards for faculty members at Pohang University of Science and Technology (hereinafter referred to as “University”).

Article 2 (Application Scope) ① These regulations shall apply to tenure-track and tenured faculty members of various academic ranks at the University and apply mutatis mutandis to non-tenure-track faculty members.
② Details concerning the appointment and management of non-tenure-track faculty members including Visiting Faculty, Collegiate Faculty, Research Faculty, Endowed Faculty, Affiliate Faculty, Adjunct Faculty, and Part-time Lecturers shall be established separately in the Detailed Rules on Non-Tenure-Track Faculty Personnel Management.
③ Details concerning teaching associates shall be established separately in the Detailed Rules on the Management of Teaching Associates.

Article 3 (Definitions) The terms used in these regulations shall be defined as follows:
1. A “tenure-track or tenured faculty member” refers to a ranked faculty member who belongs to a department (“department” hereinafter includes divisions and graduate programs) of the University and undertakes regular teaching, research, academic advising, and administrative work; he/she may continue to work until the retirement age through reappointment, tenure review, and other relevant systems.
2. A “non-tenure-track faculty member” refers to a faculty member employed on a temporary basis by the University for teaching and/or research.
3. “Appointment” refers to new appointment, promotion, reappointment, transfer, dual appointment, secondment, appointment to administrative position, leave of absence, removal from position, suspension from office, return from leave/reinstatement, dismissal (haeim) and discharge (pamyeon).
4. “Promotion” means appointment to a higher rank from a lower rank.

Article 3-2 (Faculty Ranks) A faculty member’s academic rank shall be Professor, Associate Professor, or Assistant Professor. (Amended March 1, 2013)

Article 4 (Restriction on Dual Commitment) ① A faculty member shall not concurrently hold a full-time paid position at any other institution or organization.
② A faculty member wishing to teach or study in another institution or to hold a position at another institution must obtain approval from the President of the University through the head of his/her department.
③ Notwithstanding Clause 1, if a faculty member wishes to concurrently hold an additional position to start a new business, the President of the University may allow one year of dual commitment for the related work. If deemed necessary, the President of the University may approve an extension of the dual appointment period following deliberations by the POSTECH Research and Business Development Foundation Steering Committee and with the consent from the head of the faculty member’s department. (Amended March 1, 2008)

Article 4-2 (Secondment) If deemed necessary by the President of the University, a faculty member may be temporarily reassigned to an institution other than POSTECH.

Article 5 (Retirement Age) ① A faculty member shall retire on the last day of the semester in which he/she reaches the age of 65. The last day of the first semester shall be August 31 and the last day of the second semester shall be the end of February in the following year. (Amended April 21, 2016)
② The retirement age of a faculty member who is recognized to have outstanding research achievements and considered essential to the advancement of the University may be extended up to the age of 70 by a resolution of the Board of Trustees.

Chapter 2 Appointment
Article 6 (Person Empowered to Appoint) ① The President of the University shall be appointed by the Chairman of the Board of Trustees with a resolution by the Board of Trustees.
  ② A faculty member shall be appointed by the President of the University with approval from the Board of Trustees following deliberations by the Faculty Personnel Committee. (Amended March 1, 2008)

Article 7 (Appointment Principles) ① Faculty recruitment shall be separately carried out as regular recruitment and special recruitment; the relevant details shall be established in the Detailed Rules on New Faculty Recruitment.
  ② Review of applications for faculty positions shall be based on the verification of qualifications, achievements, work performance, and other skills.

Article 8 (Qualifications of Faculty Members) A faculty member in each rank shall meet the following qualifications (Exceptions may be made, however, if a person is recognized to have outstanding achievements):

1. To qualify for the rank of Professor, a person shall have at least 10 years of teaching and/or research experience after obtaining his/her doctoral degree or equivalent work experience.
2. To qualify for the rank of Associate Professor, a person shall have at least five years of teaching and/or research experience after obtaining his/her doctoral degree or equivalent work experience.
3. To qualify for the rank of Assistant Professor, a person shall have a doctoral degree or equivalent work experience. (Amended March 1, 2013)
4. (Deleted March 1, 2013)

Article 9 (Terms and Conditions Including the Length of Appointment) ① Upon the appointment of a faculty member, the terms and conditions including the length of appointment shall be determined within the following scope provided in the Bylaws of the POSTECH Foundation:

1. Appointment Period
   A. Professor: Up to the retirement age; however, a different period may be contractually established at the request of the person being appointed as Professor or if a person is recruited as a Professor (excluding cases in which a person is promoted from Associate Professor to Professor). (Amended July 1, 2009)
   B. Associate Professor: The period set by the individual contract (Amended April 21, 2016)
   C. Assistant Professor: The period set by the individual contract
   D. (Deleted March 1, 2013)

2. Remuneration: Remuneration according to the Regulations on the Management of Annual Salary Plan for Faculty Members.
3. Conditions of Employment: Matters concerning the teaching load, employing department (division) and so forth
4. Performance Evaluation: Matters concerning the evaluation of teaching and research achievements and other services
5. Conditions and Procedures for Reappointment: Matters concerning the conditions and procedures for reappointment upon completion of the appointment period
6. Other matters deemed necessary by the person empowered to make appointments
② The appointment period for a faculty member shall be counted from the date of appointment to the given rank. However, if the appointment period ends during a semester, the last day of the semester shall be regarded as the completion date of the appointment.
③ (Deleted)

Article 9-2 (Reappointment) ① The criteria for reappointment for each faculty rank shall be as follows:

1. Reappointment as Professor: Same as the criteria for promotion to Professor
2. Reappointment as Associate Professor: Same as the criteria for promotion to Professor (Amended April 21, 2016)
3. Reappointment as Assistant Professor: Same as the criteria for reappointment stipulated by the department (Amended April 21, 2016)
4. (Deleted March 1, 2013)
② Upon completion of the appointment period provided for by Article 9, Clause 1, a faculty member may extend his/her appointment period with approval from the Board of Trustees and recommendation of the President of the University, following deliberations by his/her departmental personnel committee (including recommendation from the head of his/her department) and the Faculty Personnel Committee. However, the
faculty member’s total appointment period for the given rank shall not exceed the maximum length of service defined for the rank in Article 21.

3 For a faculty member whose appointment period is set by a contract in accordance with Article 9, Clause 1, the notice of completion of his/her appointment period and the right to apply for reappointment review must be served to the faculty member in writing no later than four months prior to the completion of appointment. (Amended April 21, 2016)

4 A faculty member who has received a notice in accordance with the foregoing clause shall submit an application for reappointment review to the President of University through the head of his/her department within 15 days of receiving the notice. (Amended April 21, 2016)

5 The departmental personnel committee and the Faculty Personnel Committee shall deliberate on a case in accordance with the criteria provided for by Clause 1, decide whether to reappoint a faculty member or not, and notify the faculty member of the result no later than 2 months prior to the completion of appointment. If a decision is made to reject the application for reappointment, a notice of non-reappointment must be sent to the faculty member specifying the reasons for the decision. (Amended April 21, 2016)

6 Reappointment shall be executed on March 1 and September 1 of each year.

Article 9-3 (Tenure) Tenure appointments shall be construed pursuant to the criteria and procedure for promotion to Professor. (Amended April 21, 2016)

Article 10 (Special Appointment) ① The President of the University may appoint as Professor Emeritus a professor who has retired from the University upon reaching the retirement age and made outstanding achievements in teaching, research, and services during his/her service. (Amended November 16, 2006)

② The President of the University may appoint as Chair Professor a tenure-track or tenured faculty member of the University or a person outside the University following deliberations by the Faculty Personnel Committee if he/she is deemed to have achieved outstanding educational/research results. In addition, a tenured faculty member of the University may be appointed POSTECH Fellow or Department Honors Professor following deliberations by the Faculty Personnel Committee. (Amended November 1, 2008; Amended May 1, 2014)

③ Details concerning the appointment and management of Professor Emeriti, Chair-Professors, POSTECH Fellows, and Department Honors Professor shall be stipulated separately. (Amended November 1, 2008; Amended May 1, 2014)

Article 11 (Counting the Number of Years) The number of years of teaching and research shall be counted as follows:
1. Teaching experience and research experience may be added together;
2. If a person has engaged in teaching and/or research in two or more institutions concurrently, only the number of years spent in one of the institutions shall be counted;
3. A person holding a doctoral or a master’s degree shall be considered to have a research experience of five years and two years after obtaining a bachelor’s degree, respectively;
4. Matters other than those stipulated above may be determined separately by the President of the University;

Article 12 (Deleted)

Article 13 (Deleted)

Article 14 (Reasons for Disqualification) The following persons shall not be employed as faculty members:
(Amended September 1, 2015)
1. A person who is under guardianship or limited ward needing consent;
2. A person who was declared bankrupt and has not yet been reinstated;
3. A person in whose case five years have not passed since his/her imprisonment without labor or a heavier punishment declared by a court that was completely executed or exempted;
4. A person who was sentenced by the suspension of the execution of imprisonment without labor or a heavier punishment and for whom two years have not passed since the period of suspension expired;
5. A person who is under a suspended sentence of imprisonment without labor or a heavier punishment as declared by a court (this shall apply only to a person under the suspension of sentence of imprisonment or a heavier punishment, who has committed a crime prescribed in Articles 129 through 132 of the Korean “Criminal Act” or Articles 355 and 356 of the Korean “Criminal Act” with respect to his/her duty);
6. A person who is disqualified, or whose qualification is suspended, pursuant to a judgment of the court or other Acts;
7. A person who had committed a crime prescribed in Articles 355 and 356 of the Korean “Criminal Act” with regard to his/her duty, and for whom two years have not passed from the time punishment became final and conclusive after being sentenced to a fine not less than three million won;
8. A person who was discharged (pamyeon) from office by a disciplinary action, and for whom five years have not passed thereafter;
9. A person who was dismissed (haeim) from office by a disciplinary action, and for whom three years have not passed thereafter;
10. A person who has been discharged or dismissed from office, or against whom punishment by a fine of at least one million won or a heavier punishment declared by court has become final and conclusive, for committing a sexual crime defined in Article 2 of the Korean “Act on Special Cases concerning the Punishment, etc. of Sexual Crimes” against a minor (including persons for whom the period of a stay of execution has elapsed after being declared the stay of execution);
11. A person that displays poor character;

**Article 15 (Required Documents)** A person appointed as a faculty member shall prepare and submit the following documents:
1. Two copies of curriculum vitae;
2. One copy of certificate proving the highest educational attainment;
3. One copy of certificate of work experience (or certificate of employment);
4. Two copies of certificate of family relations;
5. One copy of certificate of basic personal information;
6. Two copies of the abstract of resident registration or certificate of military service;
7. Two copies of resident registration;
8. One copy of the pre-employment physical checkup;
9. Three copies of the personal information statement;
10. Two copies of the personnel record card;
11. One copy of written oath;
12. One copy of the declaration of eligibility for medical insurance;
13. One copy of the declaration of faculty/staff employment;
14. Other documents deemed necessary by the President of the University;

**Chapter 3 Promotion**

**Article 16 (Years-in-Rank Requirements)** (Deleted April 21, 2016)

**Article 16-2 (Promotion Procedure)** The promotion of a faculty member shall be executed by the President of the University after the following procedure: deliberations by the departmental personnel committee of the faculty member on the Achievement Report submitted by the faculty member, recommendation by the head of the faculty member’s department, deliberations by the Faculty Personnel Committee and approval from the Board of Trustees. (Amended March 1, 2008)

**Article 17 (Promotion Schedule)** The promotion of faculty members shall be executed on March 1 and September 1 of every year.

**Article 18 (Promotion Requirements)** ① A faculty member to be promoted shall meet the minimum requirements specified for each rank as follows (If there are separate standards set by a department, however, such standards shall have precedence):
1. Promotion to Professor
   A. Teaching requirements: To qualify in the assessment of teaching, a faculty member shall have taught a minimum of three courses during the period of service as Associate Professor, with at least one of them being a graduate-level course, and received satisfactory results on course evaluations.
   B. Research requirements: To qualify in the assessment of research achievements, a faculty member shall have supervised a doctoral dissertation during the period of service as Associate Professor and have gained international recognition as an outstanding researcher in the field of his/her expertise by publishing peer-reviewed papers in internationally recognized journals or books or accomplishing the equivalent research achievements (academia research/industry research) at the international level. However, if a faculty member has participated in a special technology development project in or outside
Article 20 (Deleted)

Article 21 (Maximum Length of Service) ① The following are the maximum lengths of service for tenure-track faculty members (not yet tenured) in a given rank:
1. Professor: Not limited
2. Associate Professor: Seven years
3. Assistant Professor: Four years for new appointment; three years for a one time reappointment (Amended April 21, 2016)
4. (Deleted March 1, 2013)
② Associate Professor and Assistant Professor who fail to be promoted within the period provided for in Clause 1, Items 2 and 3 shall not be reappointed. (Amended March 1, 2013 and April 21, 2016)
③ Notwithstanding Clauses 1 and 2, if the Board of Trustees grants deferral of promotion or reappointment review to a faculty member for special reasons such as a period of research inactivity due to unavoidable circumstances, he/she may be reappointed for a maximum of three years. (Established March 26, 2013) (Amended April 21, 2016)

Article 22 (Restriction on Promotion) The following persons shall not be promoted:
1. A person who is the subject of a request for a resolution of disciplinary action or an active disciplinary measure, a person who has been removed from position, or a person on leave of absence
2. A person against whom a disciplinary measure was taken, which ended within the following periods of time:
   - Suspension from office: 18 months
   - Salary reduction: 12 months
   - Reprimand: 6 months

Article 23 (Deleted)
Article 24 (Deleted)
Article 25 (Deleted)
Article 26 (Deleted)
Article 27 (Deleted)
Article 28 (Deleted)
Article 29 (Deleted)
Article 30 (Deleted)

the University, and his/her outstanding contribution in such a project is recognized, the requirement above may be applied flexibly. (Amended April 21, 2016)

C. Service requirements: In the assessment of services, a faculty member’s work for the University’s advancement, activities in academic societies, or services for community development during his/her period of service as Associate Professor may be recognized.

2. Promotion to Associate Professor
   A. Teaching requirements: To qualify in the assessment of teaching, a faculty member shall have taught a minimum of two courses during the period of service as Assistant Professor, with at least one of them being a graduate-level course, and received satisfactory results on course evaluations.
   B. Research requirements: To qualify in the assessment of research achievements, a faculty member shall have gained international recognition as an outstanding researcher in the field of his/her expertise by publishing peer-reviewed papers in internationally recognized journals or books or accomplishing the equivalent research achievements (academia research/industry research) at the international level. However, if a faculty member has participated in a special technology development project in or outside the University, and his/her outstanding contribution in such a project is recognized, the requirement above may be applied flexibly. (Amended April 21, 2016)
   C. Service requirements: In the assessment of services, a faculty member’s work for the University’s development, activities in academic societies, or services for community development during his/her period of service as Assistant Professor may be recognized.

3. (Deleted March 1, 2013)
② For promotion to Professor, letters of recommendation from a minimum of five external experts (domestic and/or foreign) in the applicant’s field of study must be submitted; the applicant shall not suggest more than half of the references. (Amended June 9, 2014 and April 21, 2016)
Article 31 (Deleted)

Chapter 4 Personnel Committee

Article 31-2 (Faculty Personnel Committee) Matters concerning the Faculty Personnel Committee in the University shall be governed by the Bylaws of the POSTECH Foundation; the committee shall deliberate on the following matters:
1. Matters provided for by Article 58 of the Bylaws of the POSTECH Foundation
2. Matters concerning the promotion, appointment, and transfer of faculty members
3. Matters concerning awards for and disciplinary measures against faculty members and research staff members (Amended March 1, 2008)
4. Matters concerning the tenure appointment of faculty members
5. Matters concerning the approval of sabbatical leaves for faculty members
6. Matters concerning the evaluation of achievements and the annual salary system (Amended March 1, 2008)
7. Matters concerning the appointment of teaching associates
8. Matters concerning the establishment and amendment of rules and regulations pertaining to faculty personnel matters (Amended March 1, 2008)
9. Other important matters concerning personnel affairs of faculty members

Article 31-3 (Departmental Personnel Committee) ① A departmental personnel committee shall be established in each department with the head of the department serving as the chair of the committee to deliberate on matters delegated by the Faculty Personnel Committee such as hiring and promotion of faculty members in the department.
② The departmental personnel committee shall consist of five to seven members including the chair of the committee.
③ The members of the departmental personnel committee shall be appointed by the head of the department from among the faculty members at the rank of Professor in principle; if necessary, however, an Associate Professor may be appointed. However, if fewer than five tenure-track faculty members are positioned as equal to or higher than an Associate Professor for an employing department, the head of the faculty member’s department may appoint a faculty member from different departments as a departmental personnel committee member with the consent from the Vice President of Academic Affairs. (Amended October 16, 2014)
④ The terms of office of the members of the departmental personnel committee shall be two years, with the possibility of reappointment.

Chapter 5 Remuneration

Article 32 (Remuneration) Policies concerning the remuneration of tenure-track and tenured faculty members shall be established separately in the Regulations on the Management of Annual Salary Plan for Faculty Members.

Chapter 6 Guarantee of a Faculty Member’s Status

Article 33 (Guarantee of a Faculty Members’ Status) The guarantee of a faculty member’s status shall be governed by the Bylaws of the POSTECH Foundation.

Article 34 (End of Contract due to Natural Causes) The employment contract for any faculty member who falls under any of the following cases shall be naturally ended:
1. Death
2. A person who has reached retirement age
3. A person specified by any item of Article 14
4. A person who has not reported his/her return from a leave of absence within 30 days of the completion of the leave
Chapter 7 Awards and Disciplinary Measures

Article 38 (Awards) ① The President of the University may grant an award to the following faculty members:
1. A person whose contributions to the University's advancement and achievements are recognized to be outstanding
2. A person who is recognized to have shown excellent work performance, served faithfully for a number of years, and served as an example to others
② Awards shall be given in the form of a commendation or a certificate of merit; an additional prize may be given.

Article 39 (Disciplinary Measures) ① Disciplinary measures may be taken against any of the following faculty members:
1. A person who has violated education-related laws, the Bylaws of the POSTECH Foundation, or other rules and regulations established by the University by committing an act in total disregard of his/her duty as a faculty member
2. A person who has committed a breach of duty or neglected his/her duty
3. A person who has committed an act that caused him/her to lose his/her dignity as a faculty member

Article 40 (Types and Effects of Disciplinary Measures) ① Disciplinary measures shall include discharge (pamyeon), dismissal (haeim), suspension from office, salary reduction, and reprimand.
② “Suspension from office” shall range from one month to three months; a person under suspension from office shall not engage in the job but maintain his/her status as a faculty member, and the monthly salary shall be reduced by two-thirds of the regular amount.
③ “Salary reduction” shall range from one month to three months, with the monthly salary reduced by one-third of the regular amount.
④ “Reprimand” shall involve the submission of a statement on the case by a faculty member, which shall be followed by an admonition.

Article 41 (Procedures for Disciplinary Measures) Details on the procedures for disciplinary measures and a review of a disciplinary measure shall be governed by the Bylaws of the POSTECH Foundation.

Article 42 (Deleted)

Chapter 8 Supplementary Provisions

Article 43 (Deleted)

Article 43-2 (Formal Objections and Their Review) ① A faculty member may make a formal objection to the decisions made by his/her departmental personnel committee concerning personnel matters such as appointment, promotion, and tenure, or regarding the annual salary assessment by the head of his/her department (division) by submitting a formal objection to the Chair of the Faculty Personnel Committee within 15 days of receiving a notice of decision on the aforementioned matters. (Amended July 1, 2009)
② The Chair of the Faculty Personnel Committee shall organize an ad hoc committee to conduct a review of the case within 30 days of receiving the formal objection filed pursuant to Clause 1. (Amended July 1, 2009)
③ A faculty member may make an objection to the result of a review by the Faculty Personnel Committee by submitting a statement for objection together with the relevant supporting documents to the Chair of the Faculty Personnel Committee within 15 days of receiving the initial review result. The Chair of the Faculty Personnel Committee shall hold a meeting to review the case within 30 days of receiving the application for objection. (Established July 1, 2009)

Article 44 (Mutatis Mutandis Application) The relevant laws and regulations or other precedents shall apply
mutatis mutandis to matters other than those provided for in these regulations concerning the appointment of a faculty member.

Article 45 (Interim Measures) Deleted (October 8, 2002)

Addendum

These regulations shall be amended on February 24, 1992 and applied retroactively as of October 17, 1992.

Addendum

These amended regulations shall take effect on February 25, 1993.

Addendum

These amended regulations shall take effect on March 1, 1993.

Addendum

These amended regulations shall take effect on March 1, 1994.

Addendum

These amended regulations shall take effect on May 24, 1994.

Addenda

① (Effective Date) These amended regulations shall take effect on January 14, 2000; matters executed before the amendment of these regulations shall be deemed to have been executed according to these regulations.
② (Interim Measures)
1. The lengths of appointment as provided for in Article 9, Clause 1, Items 1-C and 1-D shall apply to faculty members who are hired on or after January 1, 1998; for Assistant Professors and Full-time Lecturers who were appointed before the date, however, those shall apply starting from their reappointment.
2. The reappointment of an Associate Professor which came in or after the first semester of 1998 and whose appointment period ends on August 31, 2002 shall be regarded as reappointment for seven years from the reappointment date.
3. The provisions for tenure appointment of an Associate Professor shall take effect on March 1, 2000.

Addendum

These amended regulations shall take effect on June 1, 2001.
Addenda

① (Effective Date) These amended regulations shall take effect on October 8, 2002.
② (Interim Measures) Article 9-2 (Reappointment), Item 3 shall apply starting with faculty members whose appointment ends on or after September 1, 2002.

Addendum

These amended regulations shall take effect on January 1, 2005.

Addendum

These amended regulations shall take effect on November 16, 2006.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2008.
2. (Interim Measures) The amended Article 4, Clause 3 shall take effect on February 1, 2008.

Addendum

These amended regulations shall take effect on November 1, 2008.

Addendum

These amended regulations shall take effect on July 1, 2009.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2010.
2. (Interim Measures) ① These amended regulations shall apply to faculty members who are hired on or after March 1, 2010; Article 17 (Promotion Schedule), however, shall apply to all faculty members.
   ② Notwithstanding Clause 1, the previous regulations shall apply to faculty members of the Division of Humanities and Social Sciences appointed on or after March 1, 2010.

Addendum

These amended regulations shall take effect on March 1, 2013.

Addendum

These amended regulations shall take effect on March 26, 2013.
Addendum

These amended regulations shall take effect on May 1, 2014.

Addendum

These amended regulations shall take effect on June 9, 2014.

Addendum

These amended regulations shall take effect on October 16, 2014.

Addendum

These amended regulations shall take effect on September 1, 2015.

Addenda

1. (Effective Date) These amended regulations shall take effect on April 21, 2016.
2. (Interim Measures) These amended regulations shall apply to faculty members who are hired on or after April 21, 2016. However, faculty members who are in service before April 21, 2016 shall choose to apply either the preceding regulation or the amended regulation.