

# Teaching Conditions

## 1. Period: **March 1, 2013 - February 28, 2014**

(The contract may be extended every 1 year)

## 2. Qualifications

### 1) **Theory Faculty** (teaching theoretical subjects)

In order to be qualified as a member of the Theory Faculty, the faculty member should be either (i) one who has been, by the commencement of employment at the University, a member of a **full-time faculty for three years or more** at a university or college in the country where the language concerned is spoken, or (ii) one who has a **doctoral degree**, speaks the standard variety of the language, and is deemed qualified to teach at the University.

### 2) **Language Faculty**(teaching conversational skills)

In order to be qualified as a member of the Language Faculty, the faculty member should be either (i) one who has been a full-time faculty member at a university or college in the country where the language concerned is spoken, or (ii) one who has a **master's degree** or an equivalent, speaks the standard variety of the language, and is deemed qualified to teach at the University.

## 3. Salary

Full Professor : 4,792,100 KRW (Korean Currency)

Associate Professor : 4,272,400 KRW

Assistant Professor : 1) 3,736,000 KRW, 2) 3,202,000 KRW

*(\*Depending on his or her former educational and teaching experiences either 1) or 2) will apply.)*

- ※ The position can be different from the present position in your country.
- ※ Additional payment for any extra teaching load shall be made on the basis of the pay-scale for foreign instructors. In case the foreign faculty teaches less than the minimum required load, the salary payment will be deducted based on the deficiency.

## 4. Minimum load of teaching hours

- **Theory Faculty** should teach a minimum of **eight hours a week**, of which four hours or more should be at the department/division and/or at the graduate school for which s/he is primarily employed.
- **Language Faculty** should teach a minimum of **twelve hours a week**.
- ※ The faculty member should be present at the University for four days or more

each week.

5. Airfare Support : One-way airplane ticket from (departure) to Seoul (economy class for the faculty member and his/her spouse)

※ Airplane tickets should be purchased from the Travel agency the University introduces.

※ Airfare support does not apply to those who is already staying in Korea.

6. Accomodations: Dormitory for foreign professors (single room or family room)

7. Required Documents

- **Certificate of employment** in English(positions should be identified)

\* positions among part-time lecturer, full-time lecturer(former), assistant professor, associate professor, and full professor

\* If he or she has previous career experience as a part-time lecturer, the weekly teaching hours should be stated on the certificate of employment

- **Photo Copy of diplomas (BA, MA, Ph.D)**

- Research/publications list in English

- Resume with recent 3 photos attached in English

- Copy of passport

\* If coming with family members, below documents should be added :

- Certificate of marriage

- Certificate of children's birth

- Family member's photos

- Copy of passport

8. Submission Deadline : by December 3rd

- All the required documents should be submitted to Academic Affairs Team by 12/3. The department can set their own deadline depending on their own circumstances.

9. Contract Renewal System for Foreign Faculty

- In order to renew a contract, department consensus and fulfillment of research requirement are necessary.

*[Contract Renewal Standard - Points according to HUFS Research Points Policy]*

Category	Research Points
Theory Faculty	Minimum of 120 points per year
Language Faculty	Minimum of 100 points per year

\* For foreign faculty members in Science related fields: 2 SCI, SCIE, SCOPUS papers are required annually from the third year renewal of contract. (Foreign faculty members in College of Natural Sciences & College of Engineering)

## 10. System for staying abroad

- Depending on the personal situation, the faculty member may stay abroad two consecutive months during the four month period of recesses (summer and winter) at his/her discretion.
- For example : In an academic year, if a faculty member stays abroad during the summer recess for two months, he or she has to stay in Korea during the winter recess.
- When going abroad during the semester or recess for some reasons, the faculty member should submit an 'Overseas Travel Permit' to the Office of Academic Affairs.

## 11. HUFS Faculty Research Grant

- In the following, please find information on the newly established HUFS Faculty Research Grant.

### **Academic Paper Publication**

#### ***1) Faculty Eligible for Grant***

The grant is provided only to foreign faculty members who are working at HUFS as of the date of application and submit the application form to receive research expenses with attachment of the research article published in a domestic or international general journal or a prominent international academic journal.

#### ***2) Research Article Eligible for Grant***

- A. Research article that has been published in a domestic or international general journal or a prominent international academic journal.
- B. In principle, grant is approved when the research article is related to the field that the applicant specializes in. And the grant is approved after the review of the article that is evaluated to be academically outstanding.

- C. Grant is provided only when the published article is submitted as the faculty member is being employed by the HUFS.

**3) Amount of Grant**

- A. When the research article is published in a domestic or international general journal, the amount of grant is KRW 1,000,000 for one article and KRW 2,000,000 for one additional article.
- B. When the article is published in a prominent international academic journal, the amount is as below.

Amount of Grant	A&HCI	KRW 10 million
	SSCI	KRW 8 million
	SCI (SCIE)	KRW 6 million

**4) Journal Eligible for Grant**

- A. Domestic or international general journal
- Benefit accredited journal by National Research Foundation of Korea(including international general journals, HUFS International Journal of Foreign Studies)
  - \* Benefit accredited journal list link as below  
[http:// www.nrf.re.kr/ \\_prog/ download.php?filename=Benefit\\_accredited\\_journal.xls](http://www.nrf.re.kr/_prog/download.php?filename=Benefit_accredited_journal.xls)
- B. Prominent international academic journal
- Prominent journals listed on the database published by the Institute for Scientific Information, Inc. (ISI); for example, A&HCI, SSCI, SCI, and SCIE.

**5) Number of Times for Grant: no limit per an academic year**

**6) Method to Apply for Grant**

- A. As for a joint research, grant is provided in compliance with the university research grant regulations (70% for two authors, 50% for three authors, 30% for four authors, and 20% for five authors or over five authors).
- B. It is recommended to publish academic papers in the faculty member's own country or overseas rather than in Korea.
- C. All academic papers which supported by HUFS are required the citation at the bottom of their first pages as described below.
- ◎ "This work was supported by Hankuk University of Foreign Studies Research Fund of 2013"

## Attending an International Conferences as a speaker

- 1) Number of Times for Financial Support: One-time-per-academic-year (on the basis of the conference date) support limited to article presentation
- 2) **Amount of Financial Support: Round-trip airfare is provided for the economy class.** The condition is that the airfare is provided only for one person (representative) when the two or more full-time faculty members of the HUFS are supposed to present the research article.
- 3) Conditions for Financial Support
  - a) The application form should be submitted one month before the international conference is held.
  - b) Financial support is provided only for attending the international conference organized or sponsored by the international society or the foreign research institute that publishes the international general journal or the academic journal at the higher level on a regular basis. The article presentation should be conducted in English or foreign language (including the language of specialty).
  - c) Financial support is not provided when attending the international conference that is held overseas and organized (sponsored) by the domestic organization (society or research institute) independently or jointly with other domestic organization.
  - d) Financial support is not provided when any one of organizations other than the HUFS offers airfare and expenses for attending the international conference.
  - e) Financial support is provided only when attending the international conference that is held overseas and organized by the domestic organization (society or research institute) jointly with a foreign research institute with the 3 participating countries and the 10 or more speakers of foreign researchers for presentation and discussion conducted in a foreign language (including the language of specialty).
  - f) In compliance with the HUFS service regulations, financial support is not provided when the period of overseas stay exceeds 7 days (excluding holiday) per one semester excluding the summer or winter vacation.
  - g) Financial support is not provided when the ISSN is not stated in the application form or the verification is impossible.

# 과(원)

문서번호

시행일자 2012. . .

수신 교무처장

참조 교무행정팀장

선람			지	
접 수	일자 시간		시	
	번호		결	
처 리 과			재	
담 당 자			공	
심 사 자			람	
			심	
			사	
			일	

## 제목 외국인교원 신규 임용 서류 제출

2013-1학기 외국인 신입교원 임용을 아래와 같이 제출합니다.

- 아 래 -

### 1. 인적사항

성 명	영 문	Family Name(성)		한 자	가족 동반 여부	배우자( )
		Given Name(이름)				자녀( )
	국 문			국 적		
성 별		생년월일		전 공		
계약기간				학위명		
최종출신대학				여권 번호		

### 2. 학력사항

학 위	수학 연월일	학 위 명	대학명 및 전공 (영어로 작성)
학 사	. . . - . . .		
석 사	. . . - . . .		
박 사	. . . - . . .		
추가사항	. . . - . . .		

(학위가 2개 이상인 경우 추가 사항에 작성함)

3. 경력사항(재학기간과 중복될 경우 제외)

근무처	직위	근무기간(연월일)
		. . . - . . .
		. . . - . . .
		. . . - . . .
		. . . - . . .
		. . . - . . .
		. . . - . . .
		. . . - . . .
		. . . - . . .

4. 연락처 및 이메일

본국주소 (영어로 기입바람)	근무지			
	자택			
전화번호	근무지		Fax	근무지
	자택			자택
이메일 주소				

5. 동반가족사항

관계	성명 (여권상 기록된 이름)	성별	연령	직업

- 첨부 : 1. 이력서 원본(사진 포함) 및 **번역본(소정 양식 이용)** 각 1부.  
 2. 학력(학위)증명서(번역문 포함) 각 1부.  
 3. 재직증명서 원본 및 번역문 각 1부.  
 4. 경력증명서 원본 및 번역문 각 1부.  
 5. 연구실적목록 및 번역문 각 1부.  
 6. 반명함판 사진 3장.  
 7. 혼인증명서(대사관 공증요, 부인동반에 한함) 및 번역문 각 1부.  
 8. 자녀출생증명서(대사관 공증요, 자녀동반에 한함) 및 번역문 각 1부.  
 9. 초청 대상자 여권사본 각 1부. 끝.

장 (印)

<별표1>

과(원)

# 이 력 서

사 진 ( 3×4 )	성 명 (국문)				성명(한자)				
	성 명 (영문)				성 별				
	생 년 월 일				국 적				
	현 주 소								
	전 화 번 호				이 메 일				
학 력 사 항									
수학 기간			대학명			전공		학위명	
	~								
	~								
	~								
	~								
	~								
경 력 사 항									
근무 기간			근무 기관명			직위		비고	
	~								
	~								
	~								
	~								
	~								
	~								
	~								
	~								

(뒷면계속)



주요 연구 실적 목록

발행일	제목	게재지 및 집권호

기 타

번역확인 \_\_\_\_\_ 학과(부)장(주임교수) \_\_\_\_\_ 인(서명)