

Detailed Rules on the Operation of Faculty Tenure System

Established Mar. 1, 2000
Amended Mar. 1, 2002
Amended Jul. 1, 2009
Amended Mar. 1, 2010
Amended Mar. 26, 2013
Amended Oct. 16, 2014
Amended Jul. 1, 2015
Repealed Apr. 21, 2016

Article 1 (Purpose) These detailed rules specify matters concerning tenure review and tenure appointment of faculty members pursuant to the Bylaws of the POSTECH Foundation (hereinafter referred to as “Bylaws”) and the Regulations on Faculty Personnel Management so as to guarantee the status of faculty members and improve their teaching and research capabilities.

Article 2 (Definitions) The terms used in these detailed rules are defined as follows:

1. “Tenured faculty member” refers to a faculty member who is appointed to serve until the retirement age specified in Article 5 of the Regulations on Faculty Personnel Management because he/she has accomplished outstanding achievements in teaching and research and is recognized as a scholar of the highest reputation who can make a prominent and continuous contribution to his/her department.
2. “Department” refers to an academic unit such as a department, a division, a program, a special graduate school, or a professional graduate school to which a faculty member who has applied for tenure review belongs.
3. “Department Head” refers to the head of a “department” as defined in Clause 2.

Article 3 (Application Scope) ① These detailed rules shall apply to a tenure-track/tenured faculty member specified in Article 3, Item 1 of the Regulations on Faculty Personnel Management.

- ② For the tenure-track/tenured faculty members in the previous Clause, matters concerning notification to candidates for tenure review and submission procedure of required documents for JA (Joint Appointment) faculty, the formation of Tenure Committee, and the vote by secret ballot on tenure appointment shall be established separately in the Detailed Rules on JA (Joint Appointment) Faculty Personnel Management. (Established July 1, 2015)

Article 4 (Supporting Provisions) These detailed rules shall be established pursuant to Article 53-2 of the Private School Act, Article 46 of the Bylaws, and Articles 9 and 9-3 of the Regulations on Faculty Personnel Management; matters other than those specified in these detailed rules shall be governed by the relevant laws, rules and regulations, and conventional practice.

Article 5 (Notification to Faculty and Submission of Required Documents) ① The Vice President of Academic Affairs must send a written notice regarding the schedule and procedures of tenure review to a faculty member who is due for tenure review and the head of the faculty member’s department (hereinafter referred to as “Department Head”) no later than one year and nine months prior to the completion of the faculty member’s existing appointment.

- ② A faculty member who has received a notice in accordance with the foregoing clause must submit the following documents to his/her Department Head.

1. One copy of the curriculum vitae and one copy of the Achievement Report
2. One copy of the list of representative papers and one reprint of each paper
3. Other supporting documents on the person's achievements in teaching, research, and services (one copy each)

- ③ The Department Head who has received the documents in the foregoing clause must compose a Letter of Request for External Evaluation and send it to a minimum of five reviewers in Korea and/or abroad, enclosing the curriculum vitae and four or so representative papers of the faculty member under review. The Department Head must request the reviewers to respond before the meeting of the Departmental Tenure Committee. The Letter of Request for External Evaluation must include the following items:

1. Personal information on the faculty member under review in detail
2. Information on the teaching (including lecture courses for undergraduate and graduate students, and academic advising), research (including research background and goal, summary of major research achievements, and intellectual property), and services records of the faculty member under review

3. Information on the tenure criteria of POSTECH
4. A request for comparative evaluation of the faculty member under review and the comparable scholars
5. List of comparable scholars (three to five)
6. Request for opinion as to whether the faculty member under review deserves the merit of tenure at POSTECH
7. Due date for response
8. Other matters worth noting

Article 6 (Criteria for Tenure Review) For tenure review, a faculty member's achievements must be evaluated for each of the following criteria:

1. The faculty member's expertise in his/her research field
2. Potential to become a scholar at the level of faculty members in the world's top 20 universities

Article 7 (Departmental Tenure Committee) ① A Departmental Tenure Committee (hereinafter referred to as "Committee") shall be composed of a minimum of five members including a minimum of two external members, such as a faculty member from another department. (Amended October 16, 2014)

② The chair and the members of the Committee shall be appointed by the Department Head with the approval of the Vice President of Academic Affairs.

③ The chair of the Committee shall convene a Committee meeting to review the achievements of a faculty member based on the documents specified in Clauses 2 and 3 of Article 5; the chair of the Committee must report the result of the review to the Department Head no later than one year and four months prior to the completion of the faculty member's existing appointment.

Article 8 (Departmental Tenure Review) ① The Department Head shall have all tenured faculty members of the department vote by secret ballot on tenure appointment of the faculty member under review. However, if the number of tenured faculty members in the respective department is less than five, the election shall be replaced by the comment from the Departmental Tenure Committee. (Amended October 16, 2014)

② If the result of the secret ballot in the foregoing clause indicates that the majority of the tenured faculty members of the department (however, a minimum number of votes greater than the majority set by the department shall precede) have voted for the tenure appointment of the faculty member, the Department Head must submit a tenure recommendation for the faculty member to the Faculty Personnel Committee along with the following documents. However, if the department decides not to grant tenure to the faculty member according to the result of the secret ballot, the Department Head must notify the Vice President of Academic Affairs and the faculty member of the decision in writing.

1. Letter of recommendation from Department Head (which must include Items A-C below)
 - A. Compatibility of the faculty member with the department's development plan
 - B. Summary of the review process
 - C. Comments on the faculty member's strengths and weaknesses (in relation to the external reviewers' evaluations)
2. Minutes of the Committee meeting
3. Results of the secret ballot held by the tenured faculty members of the department
(Include comments from those who voted for and those who voted against the tenure appointment.)
4. Curriculum vitae of the faculty member
5. External reviewers' evaluations (consisting of the following items)
 - A. One copy of the Department Head's Letter of Request for External Evaluation specified in Article 5, Clause 3
 - B. List of the external reviewers whose evaluation has been solicited
(Specify who responded and who did not.)
 - C. A minimum of five evaluation letters from the external reviewers
6. All documents the faculty member submitted to the Department Head in accordance with Article 5, Clause 2
7. Other necessary documents

Article 9 (Review by the Faculty Personnel Committee) The chair of the Faculty Personnel Committee must convene a Faculty Personnel Committee meeting, conduct a comprehensive review of the documents submitted in accordance with Article 8, and make a recommendation to the President of the University as to

whether to grant tenure to the faculty member no later than one year and three months prior to the completion of the faculty member's existing appointment. If the Faculty Personnel Committee decides that the faculty member should not be granted tenure, the chair of the Faculty Personnel Committee must notify the faculty member and his/her Department Head of the decision in writing.

Article 10 (Recommendation to the Board of Trustees) ① If the President of the University decides to grant tenure to a faculty member who was recommended for tenure by the Faculty Personnel Committee, the President of the University shall recommend to the Board of Trustees approval of the tenure appointment of the faculty member.

② If necessary, the President of the University may form a Special Committee on Tenure Review to decide on the tenure recommendation of a faculty member before making a recommendation to the Board of Trustees.

Article 11 (Notification of Result and Appointment) ① The President of the University must notify the result of the deliberations by the Board of Trustees to the faculty member via his/her Department Head without delay.

② The President of the University shall make a tenure appointment upon obtaining approval from the Board of Trustees.

Article 12 (Timing and Number of Opportunities of Tenure Review) ① Tenure review for a Professor or Associate Professor who wishes to be tenured must be completed no later than one year prior to the completion of his/her existing appointment. Only one tenure review shall be conducted for each faculty member.

② A Professor or Associate Professor who fails the tenure review shall not be reappointed after his/her existing appointment expires.

③ Notwithstanding the foregoing clauses, if the Board of Trustees grants deferral of tenure 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)

Article 13 (Appointment Dates) Tenure appointments shall be made twice a year, on March 1 and September 1.

Article 14 (Cancellation of Tenure) With the consent of the Board of Trustees, the President of the University may cancel the tenure appointment of a tenured faculty member against whom a severe level of disciplinary measure (i.e., *haeim* 'dismissal' or *pamyeon* 'discharge') as provided for in the Regulations on Faculty Personnel Management has been taken.

Addendum

These detailed rules shall be established and take effect on March 1, 2000. However, matters executed before the effective date of these detailed rules shall be deemed to have been executed according to these detailed rules.

Addendum

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

Addendum

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

Addenda

1. (Effective Date) These amended detailed rules shall take effect on March 1, 2010.

2. (Interim Measures) ① These amended detailed rules shall apply to faculty members who are newly hired on or after March 1, 2010; Article 13 (Appointment Dates), however, shall apply to all faculty members.
- ② Notwithstanding Clause 1, the previous version of these detailed rules shall apply to faculty members of the Division of Humanities and Social Sciences appointed on or after March 1, 2010.

Addendum

These amended detailed rules shall take effect on March 26, 2013.

Addendum

These amended detailed rules shall take effect on October 16, 2014.

Addendum

These amended detailed rules shall take effect on July 1, 2015.

Addendum

1. (Effective Date) These detailed rules are repealed as of April 21, 2016.
2. (Interim Measures) However, Assistant Professors and Associate Professors who started before the date may opt to apply these Detailed Rules.