

## Detailed Rules on Non-tenure-track Faculty Personnel Management

Established Oct. 1, 1997	Amended Apr. 1, 2004	Amended May. 1, 2014
Amended Jun. 17, 1998	Amended Feb. 16, 2007	Amended Mar. 1, 2015
Amended Jan. 14, 2000	Amended Mar. 1, 2013	Amended Mar. 16, 2016
Amended Aug. 1, 2003	Amended Oct. 1, 2013	

**Article 1 (Purpose)** These detailed rules specify matters concerning the appointment and management of non-tenure-track faculty members in accordance with Article 2, Clause 2 of the Regulations on Faculty Personnel Management of Pohang University of Science and Technology (hereinafter referred to as “University”).

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

1. A “distinguished visiting professor” refers to a Nobel Laureate or a person with distinguished academic achievements equivalent to those of a Nobel Laureate, and a non-tenure-track faculty member appointed for a fixed period of time for education and research at the University. (Amended March 16, 2016)
2. A “visiting faculty member” refers to a non-tenure-track faculty member appointed for a fixed period of time for education and research at the University. (Amended March 16, 2016)
3. An “honors professor” refers to a non-tenure-track faculty member with a high reputation, who is appointed for a fixed period of time for a particular matter assigned by the University or for education and research at the University. (Amended May 1, 2014)
4. A “collegiate faculty member” refers to a ranked non-tenure-track faculty member who is appointed for a fixed period of time to teach a particular subject.
5. A “research faculty member” refers to a ranked non-tenure-track faculty member who belongs to a department (or division) or an affiliated research center of the University and is appointed for a fixed period of time to research. (Amended October 1, 2013)
6. An “endowed faculty member” refers to a ranked non-tenure-track faculty member whose salary is supported by an endowment fund for education and research at the University.
7. An “affiliate faculty member” refers to a non-tenure-track faculty member originally belonging to another institution who is appointed for a fixed period of time by the University for the purpose of promoting information exchange and establishing a close collaboration system between academia, industry, and research institutes.
8. An “adjunct faculty member” refers to a tenure-track/tenured faculty member of the University who is concurrently appointed to another department (or affiliated research center) or a special graduate school of the University for the purpose of interdisciplinary education and research within the University.
9. A “part-time lecturer” refers to a non-POSTECH member appointed by the University to teach a course within a curriculum for a certain period of time.
10. An “academia-industry collaboration professor” refers to a non-tenure-track faculty member with industry experience who is appointed for a fixed period of time by the University to engage mainly in promoting education, research, business development, and student career support activities through collaboration with industry. (Established March 1, 2013)

**Article 3 (Appointment Procedures)** ① To appoint a distinguished visiting professor, honors professor, visiting faculty member, collegiate faculty member, research faculty member, endowed faculty member, or academia-industry collaboration professor in a department (or research center), the head of the department (or director of the research center) shall review a candidate’s teaching and research achievements and contributions to the department and recommend a qualified candidate to the Faculty Personnel Committee by attaching the documents specified in Article 5, Clause 2 following deliberations by the departmental personnel committee. In this case, details on appointment including the purpose, period, and duties (teaching and research) and employment terms and conditions must be stipulated specifically in the personnel utilization plan. As for the appointment of a research faculty member, however, the qualification requirements for an equivalent rank of tenure-track/tenured faculty member shall be applied *mutatis mutandis*. (Amended May 1, 2014)

② An affiliate faculty member shall be appointed by the President of the University with a recommendation from the head of the relevant department (or director of the relevant research center) following deliberations by the Faculty Personnel Committee. In this case, the head of the department must attach the minutes of the departmental personnel committee meeting, the candidate’s Curriculum Vitae, and a letter of consent from the head of the institution where the candidate belongs.

③ An adjunct faculty member shall be appointed by the President of the University with a recommendation from the head of the professor's secondary department after consent is given by the head of the professor's primary department and following deliberations by the Departmental Personnel Committee of the professor's secondary department.

④ A part-time lecturer shall be appointed by the President of the University once the head of the department in need of a part-time lecturer determines the details of the appointment including the course necessary for the operation of a curriculum, its lecture schedule, and the number of lecture hours per week, and recommends a candidate for appointment; the qualifications for a part-time lecturer shall be determined separately by the President of the University.

⑤ A non-tenure-track faculty member of the University shall concurrently belong to the POSTECH Research and Business Development Foundation. (Established February 16, 2007)

**Article 3-2 (Promotion Procedure for Research Faculty)** The promotion of a research faculty member shall be executed by the President of the University after the personnel committee of the faculty member's department (division) or graduate school and the Faculty Personnel Committee have deliberated on the Achievement Report submitted by the faculty member.

**Article 4 (Appointment Period)** ① In principle, the length of appointment of a distinguished visiting professor, a visiting faculty member, a collegiate faculty member, a research faculty member, an endowed faculty member, or an academia-industry collaboration professor shall be within three years; the reappointment can be conducted following deliberations by the Faculty Personnel Committee. (Amended March 16, 2016) However, the length of appointment of an honors professor shall be determined separately by the President of the University. (Amended May 1, 2014)

② The length of appointment of an affiliate faculty member shall be two years, and reappointment may be allowed following a recommendation from the head of the faculty member's department and deliberations by the Faculty Personnel Committee. If the faculty member's appointment in the institution where he/she originally belongs expires, however, his/her appointment as affiliate faculty of the University shall be deemed to have expired accordingly.

③ The length of appointment of an adjunct faculty member shall be two years, and reappointment may be allowed with a consent of the head of the faculty member's primary department and a recommendation from the head of the faculty member's secondary department. If the faculty member's appointment in his/her primary department expires, however, then his/her appointment as adjunct faculty in the secondary department shall be deemed to have expired accordingly.

④ The appointment period of a part-time lecturer shall begin on the first day of a semester and end on the last day of the semester.

⑤ Notwithstanding the provisions of Clauses 1 to 4, exceptions may be granted if specially approved by the President of the University. (Established March, 16, 2016)

**Article 4-2 (Automatic Expiration of Appointment)** A non-tenure-track faculty's appointment shall expire automatically upon the expiration of his/her appointment period. (Established March 1, 2013)

**Article 4-3 (Removal from Position, Disciplinary Measures)** For matters concerning removal from position, dismissal, and other disciplinary measures, Articles 37 and 39 of the Regulations on Faculty Personnel Management may apply *mutatis mutandis* to non-tenure-track faculty; if such matters arise due to the closing of a department or an academic unit, however, the foregoing shall not apply. (Established March 1, 2013)

**Article 5 (Recommendation Schedule and Required Documents)** ① The recommendation of appointment of a distinguished visiting professor, an honors professor, a visiting faculty member, a collegiate faculty member, a research faculty member, or an endowed faculty member must be submitted to the Faculty Personnel Committee no later than three months prior to the expected date of appointment. (Amended May 1, 2014)

② The following are the documents to be submitted to the Faculty Personnel Committee with the recommendation of appointment of a distinguished visiting professor, an honors professor, a visiting faculty member, a collegiate faculty member, a research faculty member, or an endowed faculty member: (Amended May 1, 2014)

1. Letter of recommendation from the head of the faculty member's department (for a research center, from the director of the research center as well as the head of the department)
2. Minutes of the departmental personnel committee meeting
3. Personnel utilization plan and details of funding source for remuneration
4. Application for visit or acceptance letter for temporary invitation (if applicable)
5. Curriculum Vitae
6. Employment verification issued by the head of the institution where one belongs (if applicable)

③ A foreign national who has been granted an appointment shall be required to submit a copy of certificate of highest degree attained (for submission to the Ministry of Justice) along with other required documents for

appointment to the Office of Academic Affairs.

**Article 6 (Work Conditions for Visiting and Collegiate Faculty)** ① The remuneration for visiting faculty and collegiate faculty shall be determined based on his/her academic background and teaching/research experience. However, the appointment and work conditions for collegiate faculty, supported by the university fund, shall be determined separately. (Amended March 1, 2015)

② Deleted (March 1, 2015)

③ Deleted (February 16, 2007)

④ A visiting or collegiate faculty member shall not be eligible to serve as the principal advisor on a graduate student's thesis. If necessary, however, the head of the faculty member's department may appoint him/her as co-advisor partnered with a tenure-track/tenured faculty member of the department.

**Article 6-2 (Work Conditions for Distinguished Visiting Professors)** The work conditions for distinguished professors shall be determined separately by the President of the University. (Amended March 16, 2016)

**Article 6-3 (Work Conditions for Honors Professors)** The work conditions for honors professors shall be determined separately by the President of the University. (Established May 1, 2014) (Amended March 16, 2016)

**Article 7 (Work Conditions for Affiliate Faculty)** ① An affiliate faculty member shall be a non-tenure-track faculty member; in principle, an affiliate faculty member shall not receive remuneration. No differentiation in academic rank shall be made for affiliate faculty members.

② The head of the department where an affiliate faculty member belongs may assign the affiliate faculty member a course to teach; in this case, the affiliate faculty member may be paid compensation according to the pay standard of part-time lecturers.

③ An affiliate faculty member cannot carry out an independent research project at the University but may be allowed to participate in a research project as co-researcher if the research project's principal investigator is a tenured/tenure-track faculty member of the University.

④ An affiliate faculty member shall not be eligible to serve as the principal advisor on the thesis of a graduate student enrolled in the general graduate school of the University. If necessary, however, the head of the faculty member's department may appoint him/her as co-advisor partnered with a tenure-track/tenured faculty member of the department.

⑤ An affiliate faculty member shall faithfully offer advice on the curriculum and other matters of his/her department; he/she may attend a departmental or a university-level faculty meeting but shall not be given any voting right.

⑥ A faculty identification card may be issued to an affiliate faculty member with a recommendation from the head of the faculty member's department.

**Article 8 (Work Conditions for Adjunct Faculty)** ① An adjunct faculty member shall not be given any separate pay for the job, and his/her academic rank in the primary department shall apply. When an adjunct faculty member in a special graduate school of the University teaches a course, however, he/she may be paid prescribed compensation for the lecture, but the course may not be used to fulfill his/her teaching load requirements.

② An adjunct faculty member shall not suffer any disadvantage in his/her status in his/her primary department due to the adjunct appointment.

③ With respect to departmental matters, the head of the secondary department of an adjunct faculty member may regard the adjunct faculty member as equal to tenure-track/tenured faculty members of the department.

**Article 8-2 (Work Conditions for Research and Endowed Faculty)** ① A research faculty's remuneration cannot be paid from the university fund; instead, it shall be funded from a research fund of a professor or a research center.

② An endowed faculty member's remuneration shall be paid from the relevant fund; once the fund runs out, the endowed faculty member's employment shall be terminated accordingly.

③ In principle, a research or endowed faculty member shall not be eligible to serve as the principal advisor on a student's thesis. If necessary, however, a research or endowed faculty member may serve as a co-advisor on a student's thesis if partnered with a professor designated by the head of his/her department.

**Article 8-3 (Qualifications and Work Conditions for Academia-Industry Collaboration Professors)** ① In principle, an academia-industry collaboration professor shall meet all of the following requirements. (Established March 1, 2013)

1. Must have a minimum of ten years of work experience in industry as provided by relevant laws.
2. Must hold a doctoral degree

② An academia-industry collaboration professor's remuneration shall be determined based on his/her academic background, teaching/research experience, and industry work experience. If remuneration for a particular position has been set by an external organization such as the government, however, the amount set by the external organization shall apply to the particular position.

③ An academia-industry collaboration professor shall have academia-industry collaboration activity as his/her sole assignment; if necessary, however, an academia-industry collaboration professor may teach a course or serve as a co-advisor on a student's thesis at the University.

**Article 9 (Work Conditions for Part-time Lecturers)** A part-time lecturer shall be paid prescribed compensation according to the payment standard for teaching compensation. For a part-time lecturer who commutes from a long distance, however, transportation allowance and accommodation may be provided at the request of the head of his/her department.

**Article 10 (Other Benefits)** The following are fringe benefits for distinguished visiting professors, visiting faculty, collegiate faculty, research faculty, endowed faculty, and academia-industry collaboration professors (Amended February 16, 2007):

1. Accommodation may be provided according to the housing allocation standards of the University following deliberations by the Faculty Personnel Committee; the monthly rent and utility fees shall be paid by the faculty member using the accommodation.
2. In principle, a faculty member shall pay his/her own cost of relocation; for a specially invited faculty member, however, the University may pay for round-trip airfare.
3. Matters concerning the purchase of a national health insurance policy shall follow the regulations for tenure-track/tenured faculty members in the University.
4. International and long-distance call charges shall be paid by the person using the service; the phone charges incurred because of official business approved by the head of the faculty member's department shall be paid by the University.
5. An office may be provided to a faculty member at the discretion of the head of his/her department in principle; miscellaneous expenses including business trip expenses shall be paid from a research fund.
6. The monthly rent for the accommodation shall be determined separately by the President of the University.
7. Matters concerning the severance pay shall be determined separately. (Amended February 16, 2007)

**Article 11 (Restriction on Teaching Loads)** ① An affiliate faculty member and an academia-industry collaboration professor cannot teach courses exceeding six hours per week.

② An adjunct faculty member must meet his/her teaching load requirements by combining his/her lecturing hours in the primary department and the secondary department. However, to teach a course in the secondary department, an adjunct faculty member must obtain advance approval from the head of his/her primary department.

③ (Deleted March 1, 2013)

④ A part-time lecturer cannot teach courses exceeding nine hours per week. However, exceptions may be allowed by the President of the University in unavoidable circumstances.

⑤ In principle, the research faculty member shall not teach a course within a curriculum. However, exceptions may be allowed by the President of the University in unavoidable circumstances. (Amended October 1, 2013)

**Article 12 (Mutatis Mutandis Application)** The Regulations on Faculty Personnel Management of the University shall apply *mutatis mutandis* to matters other than those specified in these detailed rules; all such matters shall require approval by the President of the University to be executed.

### Addenda

1. These detailed rules shall be established and take effect on October 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 detailed rules shall be amended on June 17, 1998 and shall take effect on July 1, 1998.

**Addendum**

These amended detailed rules shall take effect on January 14, 2000.

**Addendum**

These amended detailed rules shall take effect on August 1, 2003.

**Addendum**

These amended detailed rules shall take effect on April 1, 2004.

**Addenda**

1. (Effective Date) These amended detailed rules shall take effect on February 16, 2007.
2. (Interim Measures) A dual commitment in the POSTECH Research and Business Development Foundation made prior to the amendment of these detailed rules shall be deemed to have been made pursuant to these detailed rules.

**Addendum**

These amended detailed rules shall take effect on March 1, 2013.

**Addendum**

These amended detailed rules shall take effect on October 1, 2013.

**Addendum**

These amended detailed rules shall take effect on May 1, 2014.

**Addendum**

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

**Addendum**

These amended detailed rules shall take effect on March 16, 2016.