**University of Seoul Announcement No. 2022-567**

**2023 Seoul International Summer School(SISS)**

UOS IICE(Institute of International Cooperation and Education)

**<Recruitment for SISS Visiting Professors>**

UOS opens recruitment for professors going to foster talented students with the spirit of the times and civic spirit who is looking forward to leading the future and innovative education that creates social values together.

December 19, 2022

President of UOS

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| 1 | **Criteria** |

**A. Areas of Recruitment: 4 professors in 4 fields.**

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| Department | Major | Invitation Fields | | Number of Professors | Eligibility Requirements |
| Division | Recruiting Majors |
| IICE | IICE | SISS | 4 fields  - Issues in Finance  - Global Marketing Management  - Economic Analysis for the Global Citizen  - International Relations | 4 | • More than 10 years of experience of industries in the field of recruitment. Including domestic and foreign educational institutions, state institutions (local governments), research institutes, and public institutions.  • More than 3 years of teaching experience in the field of recruitment in English at world renowned universities abroad. |
|  | | | | | |
| ※ Qualification for Candidates  1. Not fall under any of the reasons for disqualification under Article 33 of the <National Public Officials Act>.  2. Qualified as an assistant professor under Article 16 of the <Higher Education Act> and Article 2 of the <Regulations on Standards for Qualification of Faculty Members>.  3. Under 65 years of age as of the scheduled date of appointment: those born after September 1, 1957  4. In the case of foreigners, those who are eligible to enter the country under the <Foreign Immigration Control Act> and are eligible to lecture at university educational institutions. | | | | | |

**B. Term of Appointment**

1) Term of Appointment: June 18 ~ July 18, 2023

※ Term of appointment and class teaching method are flexible depending on the operating circumstances of the program.

2) Expected date of Appointment: July 2023

3) Duty and Responsibility :

- Teaching one of undergraduate courses in English

\* Target group: sophomores or juniors from various nationalities including UOS Korean students

- Total number of teaching hours: 45hours (3 hours/day for 15 days)

- Participation in various programs of SISS

**C. Application Period**

**1) Application**

▣ Submission period: Jan 2, (Monday) 00:00 ~ Jan 19, 2023(Thursday) 24:00 (Korean time)

▣ Application submission method: E-mail ([uossummer@uos.ac.kr)](mailto:uossummer@uos.ac.kr)

※ The name of application files must include the applicant’s name

※ Application and related Documents can be written in Korean or English

**2) Required documents**

**A) Application form (Attachment 1)**

- Please fill the attached form and submit **PDF file.**

**B) Major Statement (Attachment 2)**

- Please fill the attached form and submit **PDF file.**

**C) A letter of Self-introduction, Course Proposal and Syllabus (Attachment 3)**

- Please fill the attached form and submit **PDF file.**

- A letter of self-introduction : Major research experience and achievement, work/lecture experience, writing activity, award-winning experience

- Course proposal(summary): Details of education and future plans

- Syllabus

**D)List of Research Results and Evidence Materials (Attachment 4)**

- Only the research results within the last three years as of the deadline for document application (January 1, 2020 to December 31, 2022) are acceptable.

- Please fill the attached form and submit **PDF file.**

- Only the posting results by the deadline for application are acceptable.

※The expected publication performance is not acceptable.

**E) Diploma (**1 copy of each of the diplomas for all bachelor’s, master's, and Doctoral degrees mentioned in the education background and corresponding transcripts)

- A certificate in a foreign language other than English must be submitted with a Korean translation with personal signature.

- Please submit one **PDF file.**

**F) CV(with Career Certificates)**

- A certificate of experience for all careers on the application must be submitted, and the period of experience not submitted is not recognized.

- Career certificates in foreign languages other than English must be submitted with a Korean translation with personal signature.

- Please submit one **PDF file.**

※ Additional evidence for the List of Research Results and career certificates can be requested to be submitted later for successful applicants.

**G) Consent Form for Collection, Use, and Provision of Personal Information to Third Parties (Legal obligation) (Attachment 5)**

**Agreement to submit to background check for Sexual Crime (Legal obligation)**

- Please submit one PDF file.

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| 2 | **Evaluation Process** |

**○ 1st round for basic review: 3 categories. 50 points in total**

- Conformity with the field of recruitment: 20 points

- Lecture experience: 20 points

- A letter of self-introduction and course(research) proposal: 10 points

**○ 2nd round for interview(ZOOM): 3 categories. 50 points in total**

- Attitude as an educator, interview question-and-answer, personality and qualities as an instructor.

-The subject of the interview : Those who pass the 1st examination (within 5 times the number of people to be hired)

**○ Selection method :** The evaluation results of the judges are going to be averaged and selected in the order of highest score.

- If a prospective candidate gives up appointment, the next priority among candidates who meet the criteria according to the results of the examination will be determined as the prospective candidate.

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| 3 | **Announcement of successful applicants** |

○ Individual contact only for successful applicants at each stage.

○ Final successful candidates will be announced after April 2023.

※ The announcement of the results of the examination can be changed depending on the school situation.

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| 4 | **Note** |

**A. Conditions for Disqualification**

1) If a person who does not meet the qualification criteria applies, disqualification will be processed.

2) Failure to faithfully fill out each item of the appointment application form or failure to submit documents may result in non-reception (disqualification) processing.

3) If the submitted documents are found to be false, they will be disqualified, and the appointment may be canceled even after the appointment.

4) Selecting more than 1 field of study is not acceptable. In the case of double apply, disqualification in all fields is processed.

**B. Regarding Appointment**

1) An instructor appointment contract is made in accordance with the provisions on the appointment of instructors at UOS

2) Terms of appointment: 2023 Summer Semester and Seoul International Summer School (Please refer to Appendix 2 attached)

3) Expected date of appointment: June 2023

4) Salary(Honorarium) : Total 11,000,000won (before TAX)

※ Salary includes all airfare, accommodation fee, lecture fee, tax, exchange fee and remittance fee etc. There is no other expense. Instructor fees are going to be paid in accordance with the instructor standards of UOS when the program is fully implemented online due to the worsening COVID-19 situation.

※ Salary(Honorarium) will be paid after the final grade confirmation period.

**C. Regarding Lectures**

1) Subjects and lecture hours may be changed due to academic management.

2) If additional lectures are necessary, additional lectures may be given through consultation between the instructor and the recruitment department

3) When re-appointment occurs after the expiration of the new appointment period, the number of courses and lecture hours may change.

4) If the class is closed due to reasons such as insufficient number of students(number of student enrollment below 11), the lecture may not take place and the appointment will be cancelled.

**D. Others**

1) In accordance with the regulations related to the appointment of UOS, if there is no qualified person in the relevant field, an appointment may not be made.

2) All schedules related to the recruitment of invited professors are subject to change according to the circumstances of UOS.

3) Matters not specified in this notice shall be in accordance with the provisions for the appointment of non-executive faculty members of UOS.

4) For the request for return of submitted documents made by May 31, 2023, the final day of hiring process, it is scheduled to be returned(postal payment needs to be paid by receiver). Any unrequested documents will be destroyed after 14 days.

※ For more information, please contact the reception.

5) After the interview process, final candidates have to submit “Institutional agreement and Certificate” issued by their Home Institution by Feburary 28, 2023.

**Attachment**

1. Application for appointment form

2. Major statement form

3. A letter of self-introduction and course(research) proposal form

4. List of research results and evidence materials form

5. Consent Form for Collection, Use, and Provision of Personal Information to Third Parties

6. Schedule 1 : List of Area and Courses (Excel File)

7. Schedule 2 : SISS 2023 Daily Schedule (Excel File)

[Attachment 1]

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| Application Number |  | | |
| **Application Form** | | | | | | | | | | | |
| **Applying Department** | | | IICE | | | **Recruiting Field** |  | | | Picture  (3cm x 4cm) | |
| **Name (in English)** | | |  | | | |  | | |
| **1. Personal information** | | | | | | | | | |
| **Gender** | | Male /female | | | | **Nationality** | |  | |
| **Date of Birth** | | yyyy-mm-dd | | | | | | | |
| **Address** | | (Postal Code :                 ) | | | | | | | | | |
|  | | | | | | | | | |
| **Contact Information** | | **Home** | | **Office** | | | | | **E-Mail** | | |
|  | |  | | | | |  | | |
| **Affiliated University & Department** | |  | | | | | | |  | | |
| **2. Educational background and grades** | | | | | | | | | | | |
| **Degree** | | **Period**  **(YYYY.MM.DD)** | | **Department and major** | | | | | **Organization** | | **GPA** |
| **Bachelor** | | 0000.00.00 -  0000.00.00 | |  | | | | |  | | Full mark: |
| GPA : |
| **Master** | |  | |  | | | | |  | | Full mark : |
| GPA : |
| **Doctor** | |  | |  | | | | |  | | Full mark: |
| GPA: |
| ⋮ | |  | |  | | | | |  | |  |
| **3. Graduate Theses** | | | | | | | | | | | |
| **Degree classification** | | | | **Thesis Title** | | | | | **Date of degree conferral** | | |
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| **4. Career details** | | | | |
| **Working period** | **Length of service** | | **Position** | **Organization** |
| 0000.00.00 – 0000.00.00 | 00years 00months | |  |  |
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| **5. Course Select** | | | | |
| □ Issues in Finance  □ Global Marketing Management | | □ Economic Analysis of the Global Citizen  □ International Relations | | |

**I apply with a prescribed document to apply for the appointment of a visiting professor at your university.**

**Date:   yyyy-mm dd**

**Name:       (Signature)** 

**ATTN President of the University of Seoul**

[Attachment 2]

**Major Statement**

**◉ Applying Department(Major) :**

**◉ Recruiting Field :**

**◉ Applicant :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **University**  **/Graduate school** | **Instructional professor** | **Degree thesis(Date)** | **Relevant to the field of recruitment \*** |
| **Bachelor** |  |  |  |  |
| **Master** |  |  |  |  |
| **Doctor** |  |  |  |  |

\* Relationships between the field of recruitment (subject, etc.) and the major: Describe your thoughts on the relationship

[Attachment 3]

**A letter of self-introduction and course(research) proposal**

**◉ Applying Department(Major) : IICE**

**◉ Recruiting Field :**

**◉ Applicant :**

**Self-introduction**

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**Course proposal(Summary – Please Attach Syllabus)**

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| --- | --- |
| Course Name |  |
| Class Method | □ Lecture □ presentation □ Discussion □ Experiment □ Practice  □ Training □ Design □ FieldTrip □ Project □ E-Learning |
| Grading | □ Attendance % □ Portfolio % □ Participation %  □ Assignment % □ Quiz % □ Midterm Report %  □ Midterm Exam % □ Final Report % □ Final Exam %  □ Others % Total should be 100% and Attendance needs to be included |
| Brief Discription |  |

※ No page limit

[Attachment 4]

**List of research results**

**◉ Applying Department(Major) :**

**◉ Recruiting Field :**

**◉ Applicant :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number** | **Achievements** | **Publishing/**  **Presentation organization** | **Date** | **Number of research members\*** | **Performance rating\*\*** |
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**※Only the research results within the last three years as of the deadline for document application are acceptable.**

**\*Please indicate whether he/she is the corresponding author or the first author including the number of researchers.**

**\*\* The performance rating is marked as "International Famous" for academic journals included in internationally recognized indexes such as SCI (E), SSCI, and A&HCI, and "Domestic Famous" for Korea Research Foundation.**

[Attachment 5]

**Consent Form of Collection, Use, and Provision of Personal Information to Third Parties**

University of Seoul would like to collect, use, and provide your personal information to a third party regarding the appointment of non-executive professors as follows. Please read the following thoroughly and check whether you agree or not.

**[Agree to collect and use personal information]**

|  |  |  |  |
| --- | --- | --- | --- |
| **The object to be collected and used** | **Items of personal information to be collected and used** | **Purpose of collecting and using personal information** | **Period of using personal information** |
| Appointment documents for non-executive professors | Name, resident registration number (Article 14-2 of the Higher Education Act), photos, educational background and experience, mobile phone number, e-mail address, account number | Used for identification of real name, identification of reasons for disqualification, identification, payment of instructor fees, communication and information delivery etc. | Permanent |

※ You have the right to refuse to provide and utilize personal information.

○ The disadvantage of rejection : The above provision is essential for the appointment of non-executive professors at UOS, and if you refuse, you cannot appoint non-executive professors.

□ Agree □ Disagree

**[Agree to provide personal information to a third party]**

|  |  |  |  |
| --- | --- | --- | --- |
| **The institution that receives personal information** | **Items of personal information provided** | **The purpose of using personal information of the institution receiving personal information** | **The period of use and retention of personal information of the institution receiving personal information** |
| the police station, the Ministry of Education | Name, resident registration number, mobile phone number, e-mail address, salary details, educational background, and career details | Inquiry of criminal experience, inspection of sex offenders' employment status, confirmation of reasons for disqualification, and various statistical surveys related to non-executive professors | 5 years after retirement |

※ You have the right to refuse to provide and utilize personal information.

○ The disadvantage of rejection : The above provision is essential for the appointment of non-executive professors at UOS, and if you refuse, you cannot appoint non-executive professors.

□ Agree □ Disagree

I have fully understood and agree with the contents of this "Consent to Collection, Use, and Provision of Personal Information to Third Parties".

Date : Date of Birth :

Name : (signature)