
2025 Full-time Faculty Recruitment Guidelines



I . Overview of (First Stage) Document Review Evaluation

| | |
|------------------------|--|
| Overview of Evaluation | <ul style="list-style-type: none"> ▶ The document review process is conducted by the department review committee composed of 5 to 7 professors recommended by dean. ▶ Applicants who pass the document review will be selected by combining the assessment results of the departmental document review committee to a multiple of four times the planned number of invitations (or within the multiple of four if the number of applicants is less than four times). |
| Evaluation Criteria | <ul style="list-style-type: none"> ▶ Applicants' doctoral dissertations and research achievements, as well as their relevance to the invitation field, the reputation of their alma mater (both undergraduate and graduate), professional experience, research achievements, academic excellence, and potential for development, are assessed. The document review score is calculated by averaging the remaining scores after excluding the highest and lowest scores among the evaluations of the document review committee members (rounded to the third decimal place). |

Qualifications and Guidelines for Application

■ Fields of Employment

For detailed information on the fields of recruitment and introduction to each field, please refer to the website (<http://faculty.skku.edu>).

■ Qualification

- ▶ An individual who, as of the application date, is a recipient of a doctoral degree or is eligible for the conferment of a doctoral degree prior to the date of appointment (in a state where the submission of the degree certificate is feasible), and who has no disqualifying factors for employment as a faculty member under relevant laws (such as the Private School Act) and regulations of the university
 - * However, applicants for the Department of Fine Arts, Department of Film, Television and multimedia, and Department of Theatre can also apply if they hold or are expecting to receive a master's degree.
 - * Applicants for the Department of Medicine and Department of Metabiohealth can also apply if they hold an M.D. degree.
 - * Applicants for the Department of Architecture, specializing in architectural design, must hold or be expecting to receive a master's degree and possess an architect's license (domestic or international), while other architectural majors can apply if they are expecting to receive a doctoral degree.
- ▶ Applicants must meet the minimum research performance criteria.
 - ※ Applicants who do not meet the minimum educational or research performance criteria will be disqualified if they apply.

■ Scope and Period of Recognized Research Achievements

- ▶ Scope
 - Papers published in international professional journals (SCIE, SSCI, A&HCI) and other international professional journals.
 - Papers published in domestic professional journals (listed or candidates for listing by KCI).
 - Dissertation
 - Professional academic books (as an author)
 - Papers presented at international academic conferences (in the fields of information and communication, software).
 - Creative works (including practical presentations and performances).
 - International patent registrations.
- ▶ Period
 - Limited to achievements published within the last 3 years (from April 1, 2021, to April 29, 2024)

■ Minimum Research Performance Standards

- Individuals who have published at least one paper as the main author (first author or corresponding author) in an international or domestic professional journal
 - ※ Applicants who do not meet the minimum criteria but possess main authorship achievements within the recognized scope and period are also eligible to apply (excluding doctoral dissertation)

■ Required Documents (Mandatory Submission)

▶ Recommendation Letter (1 copy only)

- Referrer: University faculty members or experts in the relevant field
- Submission Method: The referrer logs in to the recommendation letter reception system and submits the letter directly.

① (Applicant) Provide the referrer with the URL* of the recommendation letter reception system and the applicant's number**.

*[KOR] <https://kingoinfo.skku.edu/gaia/nxui/outdex.html?language=KO&menuId=NIBGI010200M>

[ENG] <https://kingoinfo.skku.edu/gaia/nxui/outdex.html?language=EN&menuId=NIBGI010200M>

**「Faculty Pool」-[Application for Invitation] menu / 10-digit alphanumeric combination

② (Referrer) Issue a password by clicking [Issue Password] on the initial screen of the recommendation letter reception system

③ (Referrer) Log in with the issued password, upload the recommendation letter, and save/submit it.

- Additional Notes

- ① The recommendation letter must include a brief introduction of the referrer and signature
- ② The referrer must accurately state the name and field of the applicant in the recommendation letter.
- ③ The recommendation letter can be in any format but must be submitted as an uneditable file type (PDF, JPG, etc.).

*File name: Applicant's name_Department (Field of Invitation)

④ Applicant can check the status of the recommendation letter submission at [Check Recommendation letter] menu.

*Failure to submit the recommendation letter within the submission period will result in disqualification.

⑤ The recipient of the recommendation letter should be listed as 'Vice President of Academic Affairs, Sungkyunkwan University.'

⑥ It is recommended to include the applicant's research network, academic excellence, and potential for development in the recommendation letter.

[How to Confirm Applicant Number]

※ Even after receiving the applicant number, it is possible to modify the application.

After modifying the application, click the [Application for subscription] button again to reflect the changes.

Clicking the this button multiple times will not change the initially issued applicant number.

▶ Curriculum Vitae

- Includes lifelong history (research achievements).
- No specific format or file type restrictions for the CV.
- It is recommended to include achievements beyond research, such as project performance, participation in academic conferences, awards, references, etc.

■ Other Notes

- ▶ Principle of excluding individuals who have newly applied to the university twice or more in the last 3 years (excluding the current application cycle) and have been rejected.
- ▶ Regarding the recognition of upcoming publications:
 - Recognition of upcoming publications in international professional journals (A&HCI, SSCI, SCIE, etc.) is

possible, but proof of acceptance by the editorial board must be submitted

(Proof of acceptance by the editorial board must be submitted only for applicants who have passed the first-stage evaluation. Failure to submit supporting documents or submission of an unacknowledged confirmation document will result in disqualification.)

- * Method of input (Example): If scheduled for May 2024, 2024/05 (☐Scheduled Publication ←Click), and enter an 00~00 on the 'page published'.

II. Submission of Application (Online Submission)

■ Period and Method

- ▶ Application/Recommendation letter Submission Period: **2024. 4. 15.(Mon) 09:00 ~ 4. 29.(Mon) 16:00** (KST, based on completion of online submission)
- ▶ Method: Applications/recommendation letters will not be accepted via mail or in-person submission. Applications must be submitted online through the university's "Faculty Pool" system, and recommendation letters must be submitted only through the recommendation submission system.

■ Required Documents (Mandatory Submission)

- ▶ [Faculty Pool Input] Application (Include academic record such as average GPA)
 - * If GPA is not applicable, it may be left blank. In the case of the ratio field, input the corresponding score out of 100. Example: GPA 4.97, Out of 5.00, Ratio 99
- ▶ [Faculty Pool input] **List of Research Achievements**
- ▶ [Faculty Pool input] **Self-introduction** (Specify detailed major field and names of advisors for theses and dissertation)
- ▶ [[Reception system](#)] **Recommendation Letter** (Recommendation letter from university faculty members or experts in the relevant field, only 1 copy accepted)
- ▶ [Faculty Pool Upload] **Curriculum Vitae** (Include lifelong history(research achievements))

■ Research Achievement Recognition Period and Scope: Refer to Applicant Qualifications

■ Applicant Notes

- ▶ The applicant takes responsibility for any disadvantages resulting from false information, errors in the dates of research achievements and academic performance, and incomplete documents. If it is determined that the submitted information is false or that research achievements are plagiarized upon verification, the university reserves the right to cancel the appointment of full-time faculty members even after their appointment.
- ▶ All information entered in the application can be modified through the university's "Faculty Pool" system until the application deadline **<April 29, 2024 (Monday), 16:00 (KST)>**. Please regularly check for any inaccuracies.
- ▶ Even if the application has been submitted, failure to complete the submission of recommendations by the application deadline **<April 29, 2024 (Monday), 16:00 (KST)>** will result in disqualification.
- ▶ The applicant's personal information and application details will be kept as confidential as possible.
- ▶ Applicants may apply for only one field, and violation of this rule will result in disqualification from all fields