**Brief Information on the Appointment of**

**Full-time Faculty Members**

 **1. Ranks of Full-Time Faculty Members**

 a. Tenure-Track Full-Time Professors

 b. Non-Tenure-Track Full-Time Professors

 1) Non-Tenure-Track Full-Time Professors teaching major courses

 2) Non-Tenure-Track Full-Time Professors teaching foreign language skills

 **2. The Appointment Process:** Job advertisement -> Collection of applications -> Deliberation and recommendations by the department and college dean (an interview may be requested) -> Deliberation by the Dean of Academic Affairs -> Interview -> Deliberation by the University Appointments Committees -> Appointed by the Chairman of the Board of Trustees.

 **3. List of the Necessary documents for the Appointment of the Full-time Faculty Member**

 a. Curriculum Vitae, including

 1) Photo

 2) Contact information (E-mail address and Telephone No.)

 3) List of publications and research activities

 4) **All the information concerning degrees and experience must have the exact period with the starting and ending date** (at least the year and the month)

 b. 2 Letters of recommendation

 c. All the degree (graduation) certificates listed on the curriculum vitae

 d. All the transcripts listed on the curriculum vitae

 e. All the career certificates listed on the curriculum vitae

 f. Thesis of the degrees(Dissertations) (PDF Files are acceptable)

 g. Copy of articles and books published within the last three years or pamphlets / portfolio in the field of arts achieved within the last three year period

 h. A copy of the data page(s) of the applicant’s passport

※ None of these may be neglected

  **4. Salary**

 a. Tenure-Track Full-Time Professors (based on Assistant Professor Position): USD 51,500 (Negotiable - Commensurate with qualifications; the final decision will be made by the University Appointment Committee under the permission of the board of trustees)

 a-1. The employee is paid one twelfth of the annual salary on the fifteenth of each month.

 a-2. The salary is paid in Korean Won (KRW) according to the exchange rate of the fifth day of each month announced by Seoul Money Brokerage Services Ltd. Additionally, exchange rate is between 1$:1,000Won to 1$:1,200Won.

 b. Non-Tenure-Track Full-Time Professors: Non-negotiable

|  |  |  |  |
| --- | --- | --- | --- |
|  | Associate Professor | Assistant Professor (Rank S) | Assistant Professor (Rank A) |
| Major Courses | KRW 55,800,000/year | KRW 51,000,000/year | KRW 46,200,000/year |
| Foreign Language skills | KRW 51,000,000/year | KRW 46,200,000/year | KRW 41,400,000/year |

 b-1. Assistant Professor(Rank S) position is only provided to those who have more than 4 years of teaching experience as an assistant professor (Rank A) in Keimyung University and are recommended by the department head and the college dean.

 ※ Korean income tax (non-refundable), half of the medical insurance (non-refundable), and half of the pension (fully refunded in retirement), as required under Korean law, are withheld each month from the employee's salary.

 **5. Accommodation**

 a. Tenure-Track Full-Time Professors: The university will supply a university-provided off-campus or an on-campus apartment (International House – Foreign Faculty Dormitory) or a housing subsidy for a privately secured housing (KRW 3.6 million per semester-tax will be deducted following the relevant law) in principle.

 b. Non-Tenure-Track Full-Time Professors: The university will provide an on-campus apartment (International House – Foreign Faculty Dormitory) or a housing subsidy for a privately secured housing (KRW 3.0 million per semester-tax will be deducted following the relevant law) in principle.

 c. The university will provide housing in consideration of the employee's circumstances, the availability of housing and the current housing subsidy budget.

 d. The utilities and other management of maintenance charge shall be borne by the employee. Additionally, if international faculty members live together, only one faculty members shall be provided with the designated housing or a housing subsidy.