

Detailed Rules on the Management of Teaching Associates

Established Dec. 3, 1986
Amended May 18, 1998
Amended Jun. 1, 2001

Article 1 (Purpose) These detailed rules specify matters concerning the management of teaching associates pursuant to Article 2, Clause 4 of the Regulations on Faculty Personnel Management of Pohang University of Science and Technology.

Article 2 (Definition) A “teaching associate” refers to a full-time assistant who assists a professor in teaching and research.

Article 3 (Duties) A teaching associate shall assist faculty members in a department in their teaching and research activities and fulfill the following duties:

1. Prepare the required materials.
2. Prepare for experiments and provide assistance during classroom experiments.
3. Maintain lab reports after experiments.
4. Conduct experiments and lab classes, and maintain equipment.
5. Handle the student assignments.
6. Collect and analyze research literature and references including statistical compilation.
7. Provide assistance on other research activities.

Article 4 (Qualifications) To qualify as a teaching associate, a person shall hold a Bachelor's degree or higher and shall not fall under any of the disqualification categories as per the Decree on the Appointment of Public Education Officials and the provisions concerning the faculty eligibility.

Article 5 (Quota) ① The head of a hiring department shall submit a teaching associate utilization plan to the President of the University via the Vice President of Academic Affairs when drawing up the budget for the following year.

② The quota of teaching associates shall be determined separately by the President of the University at the beginning of each academic year taking into account the number of teaching associates requested by each department as provided for in Clause 1.

③ The quota of teaching associates in a department shall be calculated based on the education and research plan of the department for the following year.

Article 6 (Appointment Principles) ① In principle, new recruitment shall be carried out through an open recruitment process; special recruitment may be conducted if necessary.

② The new recruitment procedure shall include a review of documents and an interview; a formal test may be administered, if necessary.

③ Deleted

④ A commissioned (temporary) teaching associate under an annual salary contract may be appointed at the request of a department.

Article 7 (Appointment Procedure) ① The head of a hiring department must recommend a candidate for teaching associate to the Faculty Personnel Committee through the Vice President of Academic Affairs following deliberations of the departmental personnel committee, no later than three months prior to the expected date of appointment.

② (Deleted)

③ The Faculty Personnel Committee shall review each department's teaching associate utilization plan, the letter of recommendation from the head of each department, and other recruitment documents, decide on the appointment, and make a recommendation to the President of the University.

Article 8 (Appointment) The President of the University shall appoint the person recommended pursuant to the provisions in Article 7 as a teaching associate.

Article 9 (Required Documents) The following are the required documents for the new appointment of a teaching associate:

1. one copy of curriculum vitae
2. one copy of a letter of recommendation from outside the University
3. one copy each of certificate of highest educational attainment, academic transcript, and certificate of work

experience

4. five copies of the personal information statement
5. two copies of the abstract of resident registration (including record of military service)
6. two copies of resident registration
7. one copy of certificate of family relations
8. Other documents deemed necessary

Article 10 (Appointment Period) A teaching associate's appointment period shall be one year.

Article 11 (Reappointment) ① The head of a hiring department or institute shall deliberate on the Statement of Teaching Associate Evaluation which covers the reappointment candidate's work attitudes and achievements for the previous academic year or semester; a decision on the reappointment shall be made following the deliberation, and the result shall be presented to the Faculty Personnel Committee.

② The President of the University shall reappoint the candidate recommended under the provisions in Clause 1.

③ If a teaching associate is not reappointed after his/her appointment period expires, his/her employment shall be deemed to have been terminated accordingly.

④ In principle, a teaching associate shall not be reappointed more than twice. However, if a department presents a special reason for additional reappointment of a teaching associate, the Faculty Personnel Committee, at the request of the head of the department, shall deliberate on and pass a resolution as to whether to allow an additional reappointment.

Article 12 (Service) ① In principle, a teaching associate shall be assigned to a department of his/her major. If necessary, however, he/she may serve concurrently in another department, affiliated center, or affiliated research center.

② A teaching associate shall perform his/her duties under the direction of the head of his/her department and the assigned professor.

Article 13 (Remuneration) ① A teaching associate's remuneration shall be determined separately by the President of the University.

② A commissioned teaching associate's remuneration shall be determined separately by the President of the University based on the recommendation from the head of a hiring department.

Article 14 (Mutatis Mutandis Application) The Regulations on Faculty Personnel Management of the University shall apply *mutatis mutandis* to matters other than those provided for by these detailed rules.

Addendum

These regulations shall be established and take effect on December 3, 1986.

Addendum

These amended regulations shall take effect on May 18, 1998; matters executed prior to the amendment of these detailed rules shall be deemed to have been executed pursuant to these detailed rules.

Addendum

These amended detailed rules shall take effect on June 1, 2001.