# Announcement of Recruitment for Visiting Professor

## 1. Positions

| Department | Field | Position | No. of Openings |
|---|---|---|---|
| Office of International Affairs | General English (교양영어) | Full-Time Visiting Professor (Teaching) | 4 |

## 2. Responsibilities:

- 12 hours per week for two 15-week semesters
  - English communication credit courses
  - Elective or other English mediated instructional credit courses
- Hold 3 office hours per week
- Support departmental development
  - Participate in curriculum, assessment, and materials development
  - Attend meetings

## 3. Contract Period and Remuneration

- Contract Period: Two years from the date of appointment
- Salary: Base pay of 3 Million KRW per month, plus housing allowance and other benefits (details will be provided separately).
- Other Information: Reappointment may be possible up to two times based on Performance

## 4. Eligibility Requirements

- Master's degree or higher in any of the following subjects: TESOL, Applied Linguistics, and related fields.
- 4 years of documented English-teaching experience in the field required.
  - Years spent completing study/research during a graduate degree program will be counted towards those 4 years, for example:
    - ✓ 2-year MA program plus 2 additional years teaching experience
    - ✓ 1-year MA program plus 3 additional years teaching experience
- Under 65 years of age as of the appointment date
- Applicants must be non-Korean nationals
- No disqualifying reasons under Article 33 of the National Public Officials Act
- Meets the qualifications under the Regulations on the Qualification Standards for University Faculty Members
- Not subject to employment restrictions under Article 56 of the Act on the Protection of Children and Youth against Sexual Offenses

※ *Candidates must have a qualified degree in hand at the time of application deadline.*

※ *Only experience verified by official documents (e.g., certificates or letters of employment) will be recognized*.

※ In cases of overlapping experience, only one record - whichever is most advantageous to the applicant - will be acknowledged.

※ The applications of those who do not meet these qualifications will not be reviewed.

## 5. Required Documents

❍ **Application Form Contents (submit as one document)**

- ☐ Application Form (Form 1)
- ☐ Cover Letter/ Personal Statement (Form 2)
- ☐ Sample Lesson Plan (Form 3)
- ☐ List of Research Achievement (if applicable) (Form 4)
- ☐ Record of Research Project Performance (if applicable) (Form 5)
- ☐ Consent to collection and use of personal information (Form 6)

❍ **Documents to Include attached in email (submit as separate documents)**

- ☐ Letter of reference including contact information (phone and email)
- ☐ Curriculum vitae
- ☐ Copies of Diploma and Academic Transcripts (Bachelor's, Master's, PhD)
- ☐ Certificate of employment (경력증명서) or employer's letter that verifies employment period.
- ☐ Copies of Certificates or Licenses related to the recruitment field (if applicable)

※ *Submit application form (as one document) and supplemental documents together in one email. Include your full name in the subject line of the email.*

※ *We kindly ask you NOT to zip your application materials.*

## 6. Recruitment Schedule

| Process | Dates | Notes |
|---|---|---|
| Application Submission | Nov 12 (Thu) – Nov. 22 (Wed), 2026 | E-mail submission |
| Application Review | Nov. 23 (Thu) – Nov. 30 (Wed), 2026 | |
| Announcement of 1st Round Results | Dec. 14 (Moni) – Dec. 15 (Tue), 2026 | Notification by email |
| Interview | Dec. 21 (Mon) – Dec. 29 (Tue), 2026 | Face to face, or Zoom possible only for overseas applicants. |
| University Faculty Personnel Committee Review | Jan. 2027 (tentative) | |
| Announcement of Successful Candidates | Jan. 2027 (tentative) | Notification via email |
| Submission of Required Documents | Jan. 2027 (tentative) | In Person or Air Mail for overseas candidates |
| Background and Eligibility Check | Jan. 2027 (tentative) | Criminal Background Check from home country and local check will be required |
| Orientation | Feb. 23, 2027 (tentative) | |
| Appointment | Mar. 1. 2027 | |

※ Schedule subject to change

※ Interview times cannot be changed after confirmation

## 7. Selection Process

- ❍ 1st Stage: Application documents Review
- ❍ 2nd Stage: Interview evaluation by the screening committee

## 8. Application Submission

- ❍ Submission Period: Nov. 12, 2026 (Thu), 10:00 – Nov. 22, 2026 (SunWed), 18:00
- ❍ **Send applications to: language@seoultech.ac.kr**
  - ➢ Any disadvantages resulting from the submission of false or incomplete documents are the responsibility of the applicant.
- ❍ Important Notes
  - ➢ All information provided in the application form must be verifiable through official documents.
  - ➢ Failure to submit the required supporting evidence may result in the cancellation of the applicant's selection.
  - ➢ Research achievements must be clearly relevant to the field of recruitment.
  - ➢ Any false or inaccurate information may result in disqualification or revocation of appointment, even after employment.

## 9. Additional Information

- ❍ Applicants must thoroughly read this announcement. Any disadvantages caused by errors, missing documents are the applicant's responsibility.
- ❍ Matters not specified herein shall be governed by the SeoulTech Non-Tenure-Track Faculty Personnel Regulations.
- ❍ The university reserves the right not to hire if no suitable candidates are found.
- ❍ Final appointees will be hired on a fixed-term contract basis in accordance with university regulations.
- ❍ If any submitted documents are found to be false, the appointment will be canceled, and the applicant will be barred from future faculty recruitment at SeoulTech.
- ❍ The recruitment schedule is subject to change depending on the university.

## 10. Documents Required for Appointment of Successful Candidates

① A copy of the passport or Alien Registration Card (ARC)

② Original copies of supporting documents, including degree certificates, academic transcripts, and certificates of employment or work experience
- ➢ For degrees obtained from overseas universities: Apostilled copies of the final degree certificate and academic transcript.
- ➢ For degrees obtained from Korean universities: Apostille certification is not required.
- ➢ For overseas work experience: Apostilled certificates of employment or work experience

③ Criminal Background Check Certificate from the applicant's home country (with Apostille certification)

④ Consent Forms for the Use of Shared Administrative Information, Criminal Background Check for Sexual Offenses, and Provision of Personal Information (Forms will be provided separately to Successful candidates.)

⑤ Medical Examination Certificate for Employment in Public Institutions

⑥ A copy of the bankbook or bank account statement for salary deposits

⑦ A digital passport-style photograph (3 × 4 cm, JPEG or other image file format)

## 11. Contact Information

- ❍ Phone: +82-2-970-9185
- ❍ Email: language@seoultech.ac.kr