**Faculty Recruitment:**

**Job Opening for Ajou University in Tashkent in the Second Semester of 2021 (Open Competition)**

**This notice is an English translation of the original Korean-language faculty recruitment notice. In the event of any inconsistency or discrepancy between the original Korean version and this translation, the content of the original version shall prevail.**

**1. Number of New Hires: One (1) Full-time Non-tenure-track Professor (dedicated to teaching)**

| **College** | **Department** | **New Hire** | **Qualifications** |
| --- | --- | --- | --- |
| Dasan University College | Electrical and Computer Engineering | 1 | **▶ Degree and Experience**- Master's degree or higher in relevant field- Industry experience in related fields ▶ **Other Requirements** - Ability to teach Systems Engineering - Ability to teach in English**▶ Preference** - Teaching experience preferred |

**※ Since this recruitment is conditional on dispatch to Ajou University in Tashkent (AUT), the period of the appointment contract is limited to the period of dispatch (view AUT introduction <click>)**

**※ The initial contract period is two (2) years, and it is possible to renew the contract if the renewal evaluation criteria are met.**

**※ During the semester, you must stay in Uzbekistan to give lectures (up to 24 credits per year).**

**※ In addition to the salary, support for local living expenses, settlement expenses, and housing and flight expenses is provided. (Inquiry: AUT Project Team 031-219-1891/2921, ehdgh301@ajou.ac.kr)**

**2. Qualifications (each must be fully met)**

 A. Absence of grounds for disqualification from appointment as a faculty member of a private university

B. Satisfaction of qualifications required by the department (major) as of the application deadline

 - On the application form, applicants may include work experience they have completed prior to the date of appointment (September 1, 2021).

**3. How to Apply**

 A. Notice and Application Period

- **Online Application Period: July 9 (Fri) to 24 (Sat), 2021, 12:00 noon (Korean time)**

**\* When submitting the online application on the deadline, you may encounter an unexpected error. So, please submit the online application as early as possible.**

B. Application Procedures (If only No. ① below is completed, the application will not be accepted.)

① Apply after registering with our faculty recruitment pool system (Shortcut: <https://faculty.ajou.ac.kr/faculty/pool.jsp>).

 ‧ As we operate a faculty recruitment pool system, you need to register your information with the faculty recruitment pool first and then apply online within the application period. **(If you register your information with the pool only, your online application will not be completed.)**

 ② Select the department and field for which you wish to apply from the “Application for Open Recruitment” menu and **submit your application within the application period**.

 ③ Complete the submission of documents as specified in No. 4 (Submission of Documents) below **via email within the deadline.**

 C. Precautions to Take When Registering Your Information with the Faculty Recruitment Pool

① When you fill out the “Self-introduction” section:

- **Please use another program (such as Hangul or MS Word) to write the introduction and then paste the content in the pool registration form.**

(When entering the introduction directly into the registration form, errors occur frequently mainly because the number of characters is exceeded, which results in the content not being saved.)

② You need to submit the photo file separately after adding the photo to the pool registration form.

 - You may encounter an error when uploading your photo. In this case, you may submit the file later.

D. Others

1. After completing the online application, you do not need to print and submit an application form. All you need to do is submit the required research results and certificates to the faculty team of Ajou University via email within the application period. (For more details, see the guide for submission of documents below.)
2. We recommend that you use the Internet Explorer browser.
3. **When submitting the online application on the deadline, you may encounter an unexpected error. So, please submit the online application as early as possible.**

**4. Submission of Documents**

A. How to submit: Convert your documents to PDF or JPG format (editable file format is not accepted), and **submit them via email (faculty@ajou.ac.kr).**

 ※ Email subject format: [OO Department Your Name] Name of Document

 ※ Email attachment file name: [OO Department Your Name] Name of Document

 ※ Please make one file for each item as shown below, and send your research results in separate files.

- If you have multiple papers, please classify them as 3.1, 3.2, 3.3, etc.

 ※ When sending an email, please compress all files into one zip file **(photo file must be included)**.

|  |
| --- |
| **How to Attach Documents** |
| **Classification of Documents to Be Submitted****(Before compression)** | **Email Attachment** |
|  |  |

 B. Documents to be Submitted

1) Prepare a list of submitted documents (1 sheet, free format) and number the files in the following order:

 2) One (1) copy each of curriculum vitae (free format) and research plan (free format)

 3) One (1) copy each of research results over the four years prior to the notice date **(only for research results produced since July 1, 2017)**

 ※ Only published research papers may be submitted, and papers published online may be recognized only if the DOI (Digital Object Identifier) ​​number is confirmed. / Qualitative points will be added for papers scheduled to be published when a confirmation of the publication schedule is submitted.

 ※ For research results with an impact factor (IF), it is necessary to submit documentary evidence (such as a copy of the IF screen of the journal).

 4) One (1) copy of your final thesis

 5) One (1) copy each of degree certificate and transcript

 6) One (1) copy each of career and employment certificate

 C. Document Submission Period

 **- Please send your application and documents via email no later than 12:00 p.m. on July 24, 2021 (Sat.) (Korean time).**

 **※ If the submission of your application and documents is not completed by the aforementioned deadline, you will not be considered as a final applicant.**

 D. Points to Note

* Documentary evidence in foreign languages ​​(except English) must be accompanied by translations signed by the applicant, and the address, phone number, fax number, and email address of the contact person must be written at the bottom of the translations.
* Applicants who make it onto the final list will be notified of other required documents on an individual basis.
* Original copies of certificates (degrees, transcripts, experience, employment, etc.) must be submitted separately after the appointment is confirmed.
* Documents of unsuccessful applicants will be destroyed in August 2021, after the final list is confirmed.

**5. Screening Procedure and Schedule**

 A. Screening procedure: Each department will contact you by email to inform you of whether you passed the initial and second screenings.

|  |  |
| --- | --- |
| **Phase**  | **Procedure** |
| Initial Screening | <Department> Basic Screening |
| <Department> Examination of Major  |
| Second Screening | <Department> Major-related Interview and Open Lecture |
| Third Screening | <Headquarters> Screening by Faculty Selection Committee |

 ※ For more details, please refer to the “Rules on New Faculty Appointment” in “About Ajou > Ajou Profile > Regulations” on our website.

 B. Screening Schedule

* The initial screening (basic screening and examination of major field) and second screening (major-related interview and open lecture) will be conducted during the period **from July 27 (Tue) to Aug 3, 2021 (Tue).**
* The third screening, conducted by the Faculty Selection Committee, will be done in early August 2021.
* Deliberation by the Faculty Personnel Committee is scheduled for August 2021.
* Approval of the Board of Directors of Daewoo Academy is scheduled for August 2021.

※ The aforementioned schedule may be adjusted, and notification of the progress and results will be provided via email, as indicated on the application form.

**6. Points to Note**

1. If there are no qualified applicants in the relevant field, the appointment may not be made.
2. When submitting an online application for open competition, you may not apply for two different positions at the same time, even if two or more majors are matched.
3. The information registered with the faculty recruitment pool is used as faculty personnel information, so the information you provide needs to be clear and accurate. If the information provided is untrue, your appointment may be cancelled or you may face other disadvantages after appointment.
4. The applicant shall take responsibility for any disadvantages incurred during the screening process due to false or inaccurate information in the submitted documents or the insufficiency of research results.
5. Your appointment may be cancelled based on the medical checkup results, existence of reasons for disqualification, or history of sexual offenses.
6. Matters not specified in this notice shall be determined in accordance with Ajou University’s regulations and guidelines on personnel affairs.

**7. Date of Appointment**

1. The appointment date is September 1, 2021 (second semester of 2021).
2. Welfare benefits: Ajou University Hospital discount, medical checkup support, group insurance, welfare card, etc.

**8. Miscellaneous**

1. Support for Interviewees
* For domestic residents, transportation expenses are provided, while partial airfare is provided for overseas residents (required to submit supporting documents such as a copy of passport and airplane ticket).
* For those living abroad, the interview may be conducted online through Zoom or other such services.
1. Restriction of the Appointment of Those with a Bachelor’s Degree from Certain Universities: In accordance with Article 11-3 of the Educational Officials Act and Article 4-3 of the Decree on the Appointment of Educational Officials, the appointment of those with a bachelor’s degree from certain universities may not be permitted.
2. Other Inquiries
* We do not accept inquiries about qualifications or suitability of majors. (Such matters are decided by the Screening Committee.)
* For general inquiries related to application (registration with the faculty recruitment pool and document submission), please contact the Faculty Team (Tel: 031-219-1528 / faculty@ajou.ac.kr).

\* Due to the high number of phone calls, it may not be possible to receive your call. Please send your inquiry via email.

**9. FAQs on Faculty Recruitment: For other inquiries, please see the FAQ menu on the left side of the website.**

 Q: What if I can't see the receipt?

 A: The receipt is not a required document. Its purpose is simply to inform the applicant that the application has been submitted successfully. There is no need to print out and submit the receipt. If you do not see the receipt, please contact us by email with your name and the department you are applying for. (Email address: **faculty@ajou.ac.kr**)

 Q: Is it possible to submit copies of the required documents, such as graduation certificates?

 A: You may submit copies of the documents. However, **the originals must be submitted when the appointment is confirmed.**

 Q: Can I apply for the position with a similar major?

 A: That will be decided by the screening committee when it reviews the case. (We do not respond to inquiries regarding this matter.)

 Q: Can I submit a career certificate or graduate certificate that has not been issued recently?

 A: If it is a copy of the certificate, you will need to submit the original at a later date. If it is the original, you may submit it even if it has not been issued recently.

Q: The IF index differs from journal to journal. Which index should I submit?

A: If the IF index differs from journal to journal, you can submit those that you think are most advantageous for you.

Q: Should the research plan and cover letter be written in Korean or English?

A: Unless otherwise specified, they can be written in either Korean or English.

Q: Is it okay if the research plan submitted separately is different from the one provided in the online application?

A: Since there is a 1,000-character limit and it is impossible to attach pictures online, it is fine for the format to be different, as long as the content is the same.

Q: The universities of some countries do not issue transcripts with their degree records (or graduation certificates). In this case, what should I do?

 A: In that case, you may submit only your degree record (or graduation certificate).

Q: What does “lead author (responsibility and correspondence)” mean in the “Research Results” field?

 A: It refers to the first author and corresponding author.

Q: What if my foreign university cannot be searched on the application website?

A1: Try entering only certain words of university’s name, with **the first letter of each word written in upper case**.

 (For example, in the case of “Georgia Institute of Technology,” enter only “**G**eorgia.”)

 A2: If the suggestion in A1 above does not work, please send the name of the university and the relevant country in English to faculty@ajou.ac.kr for registration.

Q: What if there is an error, such as the information I entered (such as experience and research information) failing to save?

A: If the name of a research institution or position exceeds 20 characters, it cannot be saved. Therefore, please be careful not to exceed 20 characters in each column.

 Q: What if I find that nothing has been entered even after having saved the information, such as a cover letter?

 A: This is caused by a conflict between your PC and the Ajou system. To resolve this issue, hit the spacebar twice in the first line before you input the information.

 Q: Is a letter of recommendation mandatory?

 A: It is mandatory for full-time tenure track faculty positions, but it is not for full-time non-tenure track positions.