

# International Faculty Position

## Korea Nazarene University(KNU)

Korea Nazarene University recruits a full-time non-tenure track international professor as the below. (Employed as of March 1<sup>st</sup>, 2018)

### I. Field of Opening

Department	Field	Preference	Number of Openings
General Education	English Conversation and English-content classes	Bilingual	0

**✘If there's no qualified applicants, we may not hire any.**

### II. Required Qualification

1. Degree and experiences must meet either A. or B. or C. \*When the degree period and teaching experiences are overlapped, we admit either one.

A. Bachelor's degree beholder + 4 years of teaching or researching experiences in the related field after achieving the degree \*

B. Master's degree beholder (2 years) + 2 years of teaching or researching experiences in the related field after achieving the degree\*

C. Doctor's degree beholder

\*Teaching experiences as a full-time professor at a government accredited college level above, or a full-time English teacher(15 hours/week above) at a government accredited kindergarten, primary or secondary school are 100% admitted. Teaching experiences other than these will be considered according to the KNU's regulations. (NO private academies)

2. Evangelical Christian equipped with intelligence, good personality and spirituality
  3. Applicants must meet the Eligibility specified in the Education Public Official LAW, Private School Law of Republic of Korea and the Regulations of KNU.
  4. Nationality: Those who are from English-speaking countries as a first language
  5. Applicants with eligible visas or who can receive eligible visas
- ✕If applicants do not achieve a proper visa, employment will be withdrawn.

### **III. Job descriptions**

- Teaching (15 hours/week each semester, including upto 3 hours of irregular classes, free talking, etc.)
- Detailed matters will be written on the contract.

### **IV. Application Documents**

Documents should be submitted in either English or Korean. Documents in other languages should be translated into English or Korean and be notarized with the applicant's signature. \*If you do not submit the whole application documents, you are excluded from the documents screening. For a recommendation letter from a pastor, you can use your own form.

1. Application form
2. Self-introduction (Including Personal testimony)
3. Plans to teach and contribute to KNU
4. Recommendation letter (From a pastor)
5. Completed questionnaire
6. Self health check list

7. Agreement to offer personal information
8. A copy of passport (Photo and signature pages)
9. Original copies of certificate of Work Experience for each employment. (This should be related to your teaching, researching, industry-education (corporation) experiences on your resume.)

10. Copies of Bachelor, Master, Doctor's Diploma

- *Resume \*Upon request afterwards*
- *Apostilled or Embassy-confirmed Copies of Bachelor, Master, Doctor's Diploma \*Upon request afterwards*
- *Apostilled or Embassy-confirmed copies of certificate of Work Experience for each employment \*Upon request afterwards*
- *A copy of alien registration card if residing in Korea \*If applied*
- *Copies of publications (in PDF files or hard copies) \*If applied*
- *Copies of doctorate dissertation (in PDF files or hard copies) \*If applied*
- *Copies of professional licenses or documents (such as TOPIK, Teacher Certificate, etc.) \*If applied*
- *6 identification photos(3.4cmX4.5cm) taken within 6 months (Write your full name on the back of each photo) \*Photos taken with your digital camera or printed by a home printer are unacceptable. \*After confirmation of employment*
- *Employment Health Check-up at a KNU designating hospital \*After confirmation of employment*

## V. Submission of documents

1. By registered postal mail, e-mail or in person (Successful applicants who submitted the

documents through e-mail must submit in hard copies by when interviewed.)

※KNU is not responsible for any e-mails that fail to arrive at KNU.

2. Mailing address: Academic Affairs Office, Korea Nazarene University, Wolbong-ro 48, Cheonan-city, Chungnam, 31172, South Korea

3. Application deadline: All the necessary documents must arrive at KNU by 12 p.m.

**November 30<sup>th</sup>, 2017 (Korean Standard Time)**

4. Inquiry : Tenny Lee +82-41-570-1550, [tenny@kornu.ac.kr](mailto:tenny@kornu.ac.kr)

## VI. Schedule

Date (Korean Standard Time)	Things
13:00 p.m. September 21st, 2017 ~ 12:00 p.m. November 30th, 2017	Application and Documents Submission
4:00 p.m. December 11th, 2017	Documents Screening
4:00 p.m. December 14th, 2017	Successful Candidate Announcement for Documents Screening
4:00 p.m. December 18th, 2017	Sample Lecture and Interview (Successful Candidate for Documents Screening Only) *Video interview is available.
Before January 31st, 2018	Successful Candidate Announcement

## VII. Salary and benefits (Before Tax)

1. Bachelor – 2,450,000KRW/Month, Master – 2,500,000KRW/Month, Doctor's degree holder – 2,550,000KRW/Month
2. Start-up money : 400,000 KRW (Within a month after employment, limited to the very 1<sup>st</sup> employment)

3. Housing : Either ① or ② or ③

①250,000KRW/month house stipend for an individual off-campus housing

②If you use KNU's housing, 200,000 KRW/month is deducted from a monthly salary.

③KNU's housing can be offered free of charge according to the Evaluation and Dedication to KNU with the President's permission.

4. Korea Teacher's Pension according to the Law

5. National Health Insurance according to the Law

6. Paid summer and winter vacation (Vacation will be taken when summer and winter KNU camps two weeks each are not in session. Camp teaching pay is offered according to the office's policy.)

## **VIII. Important notes**

1. The contract is for 2 years. (A new contract may be offered at the end of two years by evaluations.)

2. KNU or an employee of KNU is not responsible for any information that fails to reach because of incorrect contact information.

3. If, at any stage during or after the selection process, it is discovered that you have provided false information, you will be disqualified from the entire process. If employed, the contract will be terminated immediately and required to reimburse KNU for the salaries received from KNU. A letter of release from KNU will NOT be issued.

4. The instructors must attend a local Nazarene church during the contract period.

5. Drinking and smoking are not allowed.

6. The instructors cannot have any criminal records.

7. The instructors must follow and uphold the manual and guidelines set by the International Church of the Nazarene.

8. The Application documents must be complete. If all the required documents are not

provided, the application shall not be accepted.

9. All the communications with applicants will be conducted by e-mail. If the e-mail address provided by the applicant is not correct or a properly sent e-mail cannot reach him/her, KNU is not responsible for any disadvantages that it may cause.

10. If any rules and conditions are not specified in this notice, they will follow the provisions of personnel of Korea Nazarene University.

11. Successful applicants must participate in the Orientation at the end of Feb.

# Application for International Faculty Position

## Application Form

### Personal Information

Name	(Given)	(Family)		Photo (JPEG, etc.)
Date of Birth		Marital Status		
Gender		Religion		
Nationality		Denomination		
Current Address				
Cell Phone No.		Home Phone No.		
Email Address				

### Academic Background \*Supporting documents should be attached.

Degree	Name of the Institution	Address (City/Country)	Period (YY/MM/DD- YY/MM/DD)	Major	Name of the Degree
B.A.					
M.A.					
Ph.D.					

**Work Experiences \*This should be related to teaching, researching or industry-education(corporation). Supporting documents should be attached.**

Name of Institution	Address (City/Country)	Period (YY/MM/DD-YY/MM/DD)	Position	Job Description

**List of Publications \*Within the last 4 years, as of the submission deadline. Copies of publications should be submitted in PDF files or hard copies.**

Research Classification (Impact Factor)	Title of Publications	No. of Researcher (Primary Author/Co-author)	Published Date Period (YY/MM/DD)	Others (ISSN)



Failure to submit, late submission, or incomplete documents shall not be considered.

I hereby certify that all the information and documents are true and correct.

Name:

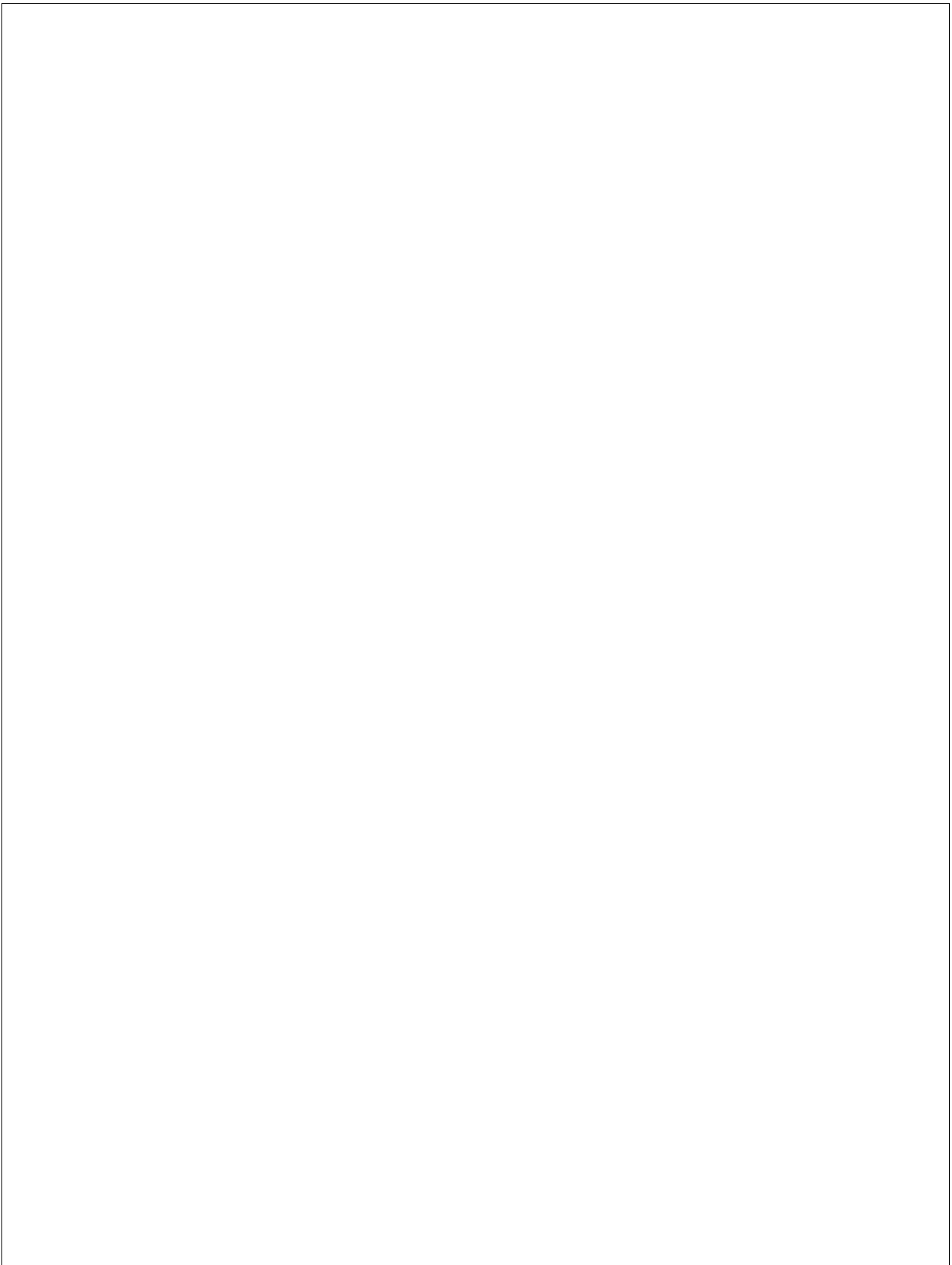
Signature:

Date :

**Korea Nazarene University**

**President of Korea Nazarene University**

Self-introduction (Personal Testimony)			
Applicant			
Name		Birthdate	



Plans to Teach and Contribute to Korea Nazarene University

\*Please provide 1 full lesson plan with resource references

Applicant

Name

Birthdate

## Recommendation Letter (From a pastor)

### Applicant

Name		Birthdate	
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How well do you know the applicant?

Please describe the applicant's religious life.

Please describe the applicant's service and activities.

What do you consider to be the applicant's strengths and talents in terms of the skills necessary for ministry and the position applied for?

Does the applicant have any doctrinal views which are overemphasized?  Yes  No If yes, please comment.

Has the applicant demonstrated high moral character in all aspects of ministry/employment and personal life?

Please rate the following as Excellent, Good, Average, Below Average or unknown.

Interpersonal relationships \_\_\_\_\_

Initiative, creativity \_\_\_\_\_

Family life \_\_\_\_\_

Teaching skills \_\_\_\_\_

Other remarks:

\_\_\_\_\_ I Recommend \_\_\_\_\_ I Do Not Recommend \_\_\_\_\_ I Recommend With Reservation

### Recommender

Name	(signature)	Organization (Denomination)	
Title		Address	
Contact no.		e-mail	

## Questionnaire

### Applicant

Name

Birthdate

Please answer in one or two sentences for each question.

1. Have you ever lived in a foreign country? If yes, when, where and how long?
2. If you said yes to the above question, what were the foods you liked and disliked?
3. Do you think you can live in a minimally furnished apartment?
4. You may experience various types of culture shock in Korea. How would you deal with culture shock?
5. If you have conflicts with other professors or staff, how would you settle them peacefully?
6. Have you ever taught ESL/EFL classes? If yes, when and where?
7. Students in EFL classes have different cultural backgrounds. What do you think may be a problem teaching students from different cultures?
8. Please define culture.
9. If your students' proficiency level is low, how would you teach them?
10. How would you teach speaking interactively? Please provide an example.
11. How would you teach listening interactively? Please provide an example.
12. Why do you want to teach at KNU?
13. Do you have a spouse, girl/boyfriend or fiancé? How does this person feel about you teaching in Korea?
14. Have you traveled abroad previously? When, where, length of travel, purpose of travel.
15. Have you read the Mission Statement and General Rules of the Church of the Nazarene and are you in agreement with them?

## Self-Health Check List

### Applicant

Name

Birthdate

1) Have you ever caught infectious diseases that threaten Public Health before?

Yes  (Infectious Disease name: \_\_\_\_\_), No

2) Have you ever taken any Narcotic (Drug) or Have you ever been addicted to alcohol?

Yes  (Narcotic name: \_\_\_\_\_), No

3) Have you ever received treatment for Mental/ Neurotic/ Emotional Disorder?

Yes  (Disorder name: \_\_\_\_\_), No

4) Are or were you HIV (AIDS) positive?

Yes  , No

5) Have you had any serious diseases or injuries for the last 5 years?

Yes  (name & recent situation: \_\_\_\_\_), No

6) Have you had trans-sexual operation?

Yes  , No

## Agreement to Offer Personal Information

I hereby agree to offer my personal information which is considered necessary by the personnel manager according to Article 10, being aware that it's protected by "The law on personal information protection in a public institution" in Korea.

I also agree that a copy of this document bearing my signature is valid for use as the original document.

yyyy    mm    dd

▪Name _____	Signature _____	▪Passport or Alien registration Number _____
▪Phone Number (Home Country) _____	_____	▪Cell Phone Number _____
▪e-mail _____	_____	▪Fax _____
▪Current Address _____		

**President of Korea Nazarene University**

Types of Personal information			
▫ 병적자료 Military Records	병무청	▫ 소득 및 납세자료 Income and Tax Payment Records	국세청, 지방자치단체
▫ 범죄경력자료 Criminal Records	경찰청, 검찰청	▫ 재산등록자료 Registered Property Records	행정자치부 등 각 관할기관
▫ 주민등록·호적자료 Resident Registration, Family Register Records	행정자치부, 지방자치단체	▫ 건강 및 진료내역자료 Health and Medical Records	국민건강보험공단
▫ 감사 및 징계전력자료 Inspection and Disciplinary Record	감사원, 행정자치부	▫ 사학연금 재직기간합산내역 Teacher Pension Records	사학연금관리공단 등
▫ 재산사항 Property	행정자치부, 국세청, 법원	▫ 출입국 및 국적 자료 Immigration Records	법무부
▫ 학력검증 Educational Background	출신 대학	▫ 경력검증 Work Experience Records	과거 근무지

