**Guidelines on Guest Faculty Appointment:
2021 SNU Online International Summer Program**

Seoul National University (SNU)
<https://summer.snu.ac.kr>

On behalf of Seoul National University we are pleased to invite you as a professor at an overseas university to teach at the 2021 Online SNU International Summer Program (ISP). In accordance with the *Higher Education Act* and relevant laws of SNU, all ISP faculty must be appointed as **Guest** **Faculty** at one of SNU’s colleges.

# 2021 Online ISP Outline

The SNU Office of International Affairs (SNU OIA) organizes the **International Summer Program (ISP) online** in the summer of 2021 to foster learning and networking for SNU and international students in a virtual format.

* **Program Dates**: June 22 – August 2, 2021.
* **Course Dates**: A three-credit course must comprises of at least 45 hours of lectures. The class dates and the schedule may vary by instructor within the program dates above.
* **Eligibility**: SNU’s current undergraduate and graduate students plus international students who are currently attending overseas universities.
* **Course Offerings**: 18 regular major courses taught by overseas professors (all disciplines) plus 10 ISP elective courses taught by SNU faculty (mainly on Korean Studies).
* **Language of Instruction**: English.
* **Credit Acquisition**: SNU students will earn regular credits; for non-SNU students, credit acquisition is subject to the approval of the home university.
* **Virtual Student Exchange Activities**: Buddy matching, etc. will be organized by SNU OIA.
* **Inquiries:** Ms. Jaeyeon Shin**,** Office of International Affairs, colormysoul@snu.ac.kr

# Position Description

* **Title**: appointed part-time faculty (non-tenure-track).
* **Job Description**: to teach at the 2021 SNU Online International Summer Program (ISP); to perform other educational or research activities.
* **Affiliation**: Department of Aerospace Engineering, College of Engineering, SNU.
* **Date of Appointment (tentative)**: May 1, 2021 – April 30, 2022.
***Upon the request, the appointment can be terminated earlier.***

Course Proposed (Regular Majors) 교과목 관련 정보

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| **No.** | **Course Title**  | **College/Department** | **Level** | **Notes** |
| 1 | **Computational Modeling for Fluid Dynamics** | Department of Aerospace Engineering, College of Engineering | Graduate |  |
| 2 | **Multi-disciplinary Design for Urban Air Mobility** | Dept. of Aerospace Engineering, College of Engineering | Graduate (Master, Doctoral) |  |

All courses must be operated as follows:

* **Course Type**: It is recommended to offer courses that can actively engage students in learning activities (discussions, group projects, etc.), as the class may consist of local and international students from different academic backgrounds.
* **Mode of Teaching**: All courses must be taught **online**, either streamed in real-time, through recorded lectures, or a mix thereof. Each course will be designated an online classroom through SNU’s electronic teaching and learning (eTL) system.

*If the instructor wishes to partially conduct in-person teaching at SNU, the instructor must in advance arrange substitute classes for those students who are unable to join the in-person class.*

* **Minimum Enrollment**: 20 students per course; otherwise, the course will be cancelled.

All courses operate in accordance with SNU academic policies and grading guidelines.

# What We Offer

* The honorarium for one SNU ISP course (3 credits) is **13,000 USD (gross)**, paid at the end of the course. Upon the request, the payment can be made in two equal installments.

*In case the class hours do not reach the minimum 45 hours (including co-teaching by more than one instructor), the salary will be calculated upon the actual lecture hours, excluding the final exam day, and rounded down to the nearest multiple of 10.*

*It is the responsibility of the appointed instructors to comply with taxation laws in their countries of residence.*

* If the instructor wishes to partially conduct in-person teaching at SNU, SNU OIA will **subsidize travel and accommodation expenses with up to 4 million KRW**.

*Supported are: one round-trip flight ticket (economy class) and two-week accommodation at SNU Hoam Faculty House (standard room). No additional expenses (14-day mandatory quarantine, meal expenses, etc.) are supported.*

* To facilitate the class operations, SNU College will assign an SNU graduate student as a **teaching assistant (TA)**. SNU OIA will provide remuneration to the student.

More information will be provided by SNU OIA once the appointment has been approved in May 2021.

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| **☞ Availability of travel to Korea and in-person teaching at SNU**Currently as of March 2021, all people entering Korea must submit a negative COVID-19 PCR test result and undergo a 14-day mandatory quarantine. Depending on the government’s social distancing guidelines, in-person teaching can be restricted. If the COVID-19 situation improves, ISP instructors may offer in-person teaching on the SNU campus in accordance with social distancing guidelines. Interested instructors must indicate their plan as early as possible so that SNU can arrange for visa and travel support (visa acquisition may take up to two months). Please note that for the classes held in Korea, substitute classes must be provided for students who cannot join in person and the corresponding part of the salary will be taxed by the Korean government. |

# Documents Required for the Appointment Process

Refer to the “Documentation Checklist for Instructors” for detailed instructions and sample documents.

**Submission deadline: March 18, 2021.**

**Attn.** Mrs. Misook Choi, SNU College of Engineering, ss208@snu.ac.kr