

**FAQs for Recruitment of
New Faculty Members
First Recruitment Session in 2020**

College of Engineering,
Seoul National University

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Submitting application

Q Can I include in the application my career information that is not currently proved by a certificate?

A In principle, only the career information that is proved by a certificate should be written in the application. Therefore, if the certificate has not prepared for a certain piece of career information at the time of application, please remove the career information. However, the career may be recognized after the appointment if you submit the certificate later.

Q The date of on-line publication of my article is different from the off-line publication.

A The Collage of Engineering recognizes on-line publication. Therefore, the applicant may choose one of the publication dates.

Q Can I unseal the letters of recommendation and send them together?

A The recommenders themselves should send the letters of recommendation by e-mail (leesso@snu.ac.kr) (Specify the name and field of specialty of the applicant.)
The recommender should send a signed and sealed letter of recommendation in a PDF file format, and an editable file format (hwp, doc, etc.) is not accepted.

Q Can I apply if I have obtained the doctoral degree in three years through the combined master's-doctoral program?

A In the absence of any other career experiences (post-doc, private company, etc.) beside the combined master's-doctoral program, you are not eligible for the application, because the minimum required number of years in the career for an assistant professor is four years.

Research publications

Q

When is the research publication recognition period, and how many publications can I submit?

A

At least two and up to three research publications that were published (including online publication) or accepted for publication within five years from the last month of the application (from May 1, 2015) should be uploaded.

(The applicant should be a single author or a first author or corresponding author of a joint study in at least two submitted research publications.)

Q

What are recognized as research publications?

A

- Doctoral dissertation: Doctoral dissertation is recognized as one research publication with a single author. In the case where a part of or the whole doctoral dissertation was published in another research publication for review, the application should choose among the publications one research publication to be submitted.
- Domestic or international articles published in regular peer-reviewed academic journals: Reviews, proceedings of conferences and book chapters are not recognized.
- Patent registered to one of the G7 countries: Korean patents are not recognized.
- Proceedings of prominent international conferences
- Books: Books published by prominent international publishers (except book chapters, translations, edited volumes and dictionaries).

Research publications

Q

What are included in the proceedings of prominent international conferences?

A

The proceedings of prominent international conferences are accepted only by the Department of Electrical and Computer Engineering and the Department of Computer Science and Engineering. Please refer to the separate attachment file about the list of conferences recognized by the Department of Electrical and Computer Engineering, and contact the department office to learn about the list of conferences recognized by the Department of Computer Science and Engineering.

Q

My article does not show the date of publication. How can I submit it?

A

The date of publication of the research publications should be included in the submitted publications. If the date of publication cannot be confirmed, the date should be certified by the publisher or the front cover of the issue of the journal showing the date of publication should be submitted with the list of contents.

Q

Can I submit research publications that are to be published after the application deadline?

A

Only one research publication that will be published after the end of the application period can be accepted as a research publication if it is submitted with an attached certificate of publication, but it should be published until at least April 30, 2020.

The publication submitted with an attached certificate of publication should be submitted immediately after the publication until at least April 30, 2020 (to leesso@snu.ac.kr). In addition, the actually published research publication should be identical to the publication submitted for the application (addition, deletion and revision unaccepted).

Research publications

Q

I am a corresponding author of a proceeding of a conference. How can I prove that I am a corresponding author?

A

If it is difficult to prove that you are a corresponding author of a proceeding of a conference, you need e-mails from all the co-authors of the proceeding, verifying that you are the corresponding author. Therefore, please upload the e-mails from the co-authors in a PDF file with the research publication. The PDF files should be submitted in the order of the one for the e-mails received from the co-authors and then the one for the research publication.

Q

How can I prove that I am the first author or the corresponding author of an international patent?

A

The terms “first author” and “corresponding author,” used for research articles, are not applied to international patents. Therefore, you need e-mails from all the co-inventors of the joint invention, verifying that you have the position corresponding to the first author or the corresponding author. Then, please upload the e-mails from the co-inventors in a PDF file with the PDF file of the international invention. The PDF files should be submitted in the order of the one for the e-mails received from the co-inventors and then the one for the research publication.

Other FAQs

Q

I have submitted the application and all other documents, but the system says that the application is 'not approved.'

A

The approval/non-approval is finally decided 9 days after the application deadline. Therefore, please log into the system 9 days after the application deadline and check the final approval.

Q

Can I use another form to submit my career research achievements?

A

No. You have to download the form from the SNU Faculty Job Opening system, fill it and upload it.

Q

Should I write the names of the co-authors in Korean in the application?

A

If the nationality of a co-author is not Republic of Korea, the name should be written in English.
If a co-author is Korean, the name should be written in Korean.