

**FAQs for Faculty Openings  
[1st Announcement 2024]**

College of Engineering,  
Seoul National University

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## Application Submission

**Q** Can I include any work experience that I cannot provide certificate of employment in the application?

**A** In principle, only the work experience with which certificate of employment has been prepared can be included in the application. Therefore, if the certificate of employment has not been prepared at the time of application, please do not include corresponding information. Work experience not included at the time of application submission may later be recognized by additionally submitting the certificate of employment.

**Q** The date of online publication of my article is different from the date of offline publication.

**A** The College of Engineering recognizes on-line publication. Therefore, the applicant may choose one of the publication dates. If you submit an on-line publication, you should provide the information such as volume, page number or DOI number.

**Q** How can I submit recommendation letters?

**A** ONLY recommendation letters submitted through online recommendation system is considered valid. The recommenders themselves should upload the letters of recommendation on our online recommendation system. E-mail requests for recommendation letters will be sent to the recommenders automatically right after the applicant clicks the button 'Request for Recommendation' at the <SNU Faculty Recruitment webpage – write application – recommenders> tab. **Therefore, it is recommended for the applicant to click the button 'Request for Recommendation' as soon as possible, so that recommenders may be informed promptly.**  
The recommender should upload a **signed** letter of recommendation.

**Q** Can I check submission result of recommendation letters?

**A** An e-mail will automatically be sent to the applicant when the recommender submits the recommendation letter. Applicant may also check the submission of recommendation letters through the website of SNU Faculty Recruitment.

**Q** Can I apply for the faculty position if the doctoral degree was conferred in three years through the combined master's-doctoral program?

**A** In the absence of any other career experiences (post-doc, private firm, etc.) beside the combined master's-doctoral program, you are not eligible for the application, since a minimum of 4-year work experience is required for the assistant professor position.

**Q** According to the Announcement, multiple applications are not allowed during the submission period of the First round of 2024. How do you define the multiple applications?

**A** The University considers any item\* the applicant temporarily left at the faculty recruitment website (<https://facultyrecruitment.snu.ac.kr>) as a application record. Therefore, an applicant must delete all temporary items left for a position he or she does not applied for eventually.  
\*Examples) incomplete submission which has personal record only; submissions for which the "Final Submission" button has not be clicked.

## Research Accomplishments

**Q**

What is the period of recognition of research accomplishments, and how many publications can be submitted?

**A**

A minimum of two and maximum of three research publications that were published (including online publication) or have been accepted for publication within five years from the last month of the application (from May 1, 2019) should be uploaded.

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

**Q**

What are recognized as research achievements?

**A**

- Doctoral dissertation: Doctoral dissertation is recognized as one research publication if it is written as a single author. In case where a part of or the whole doctoral dissertation was published elsewhere, the applicant should choose among the publications one research publication to be submitted for review.
- Domestic or international articles published in regular peer-reviewed academic journals: Reviews, proceedings of conferences and book chapters are not recognized.
- Perspectives, opinions, commentaries, short notes, communications, letters, correspondences, etc. published in academic journals are not considered. However, if the selection committee decides that a candidate's research results are presented in those publications and their academic excellence can be evaluated, they can be considered as research achievement for review.
- Patent registered in 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 Accomplishments

**Q**

What are recognized as 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 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 must be identified in research 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 accomplishment. However, a certificate of publication must be attached with an expected publication date; it should be published no later than the day before the appointment date. Such paper with attached certificate of publication should be submitted immediately (to [jjuyang@snu.ac.kr](mailto:jjuyang@snu.ac.kr)) after the publication. In addition, the actual published paper should be identical to the publication submitted for the application (addition, deletion and revision unaccepted).

<b>Q</b>	I am a corresponding author of a proceeding of a conference. How can I prove that I am a corresponding author?
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<b>A</b>	<p>If it is difficult to prove that you are a corresponding author of a proceeding of a conference, e-mails from all the co-authors of the proceeding verifying that you are the corresponding author must be submitted.</p> <p>Please upload the e-mails from the co-authors in a PDF file with the research accomplishment. PDF files should be submitted in the following order: (1) e-mails received from the co-authors, (2) research publication.</p>
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<b>Q</b>	How can I prove that I am the first author or the corresponding author of an international patent?
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<b>A</b>	<p>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 along with the international patent. PDF files should be submitted in the following order: (1) e-mails received from the co-inventors, (2) research accomplishment.</p>
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## **Other FAQs**

<b>Q</b>	I have submitted the application and all other documents, but the system says that the application is ‘not approved.’
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<b>A</b>	The approval/non-approval is finally decided 9 days after the application deadline. Therefore, please access the system 9 days after the application deadline and check the final approval.
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**Q** Can I use another form to submit my overall research accomplishments?

**A** No. You have to download the form from the SNU Faculty Recruitment 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. Otherwise, the name should be written in Korean.