

Non-Tenure Track(Foreign) Teaching Oriented Faculty Positions at Seoul Women's University for Fall 2025

Seoul Women's University is seeking a highly qualified and dedicated native German speaker proficient in English for a full-time German faculty position to begin in September 2025.

1. Opening Position

Major in German Cultural Contents : German Linguistics(German Language Education)

2. Qualifications

A native German speaker proficient in English

* Must meet all of the following conditions:

- a. Must have no disqualifications for appointment as a faculty member at a private university.
- b. Must hold a master's degree or higher in the relevant field and, in accordance with the "Regulations on the Qualifications of University Faculty," have at least two years of teaching experience after obtaining the master's degree(Candidates expecting to obtain a master's degree are not eligible).
- c. Must not have been sentenced by a court to employment restrictions due to a sexual offense, nor have any prior convictions for sexual crimes.

3. Job Descriptions

- * The employee is expected to teach 12 hours per week during the spring and fall semesters.
- * Other responsibilities include holding office hours, participating in faculty meetings and professional development.

4. Salary & Benefits

- * The annual salary is 34,272,000 KRW.
- * Subsidized national health insurance and private teachers' pension plan (Employee pays 50% of the contribution).
- * Shared office with individual PC and telephone.
- * Retirement grants will be made according to The Korea Teachers Pension Law.

5. Contract Period

- * The initial contract is for one year, beginning September 1, 2025 to August 31, 2026.
- * After the successful completion of the first contract, renewal is possible every two years based on university requirements.

6. Application Method and Required Documents

◆ **Application Period : March 10, 2025 (Monday) to March 21, 2025 (Friday) by 17:00 [Korea Standard Time]**

◆ **Application Method: Submit the following documents by postal mail or in person.**

a. Required Documents

- * 2 Copies of application form(SWU-provided format)
- * Photocopies of all diplomas(BA, MA)
- * All official transcripts(BA, MA)
- * Certificate(s) of employment issued by the current or previous employer(s)
- * Teaching plan for the next two years(free format, one copy each in German and English)
- * A letter of recommendation from an expert in the relevant field or the MA thesis supervisor
- * MA thesis(submitted as a printed copy)
- * Abstracts of MA thesis(One copy each in German and English)
- * Photocopy of the ID page of the passport
- * Photocopy of the alien registration card(only for residents of Korea)

b. Optional Supporting Documents(Submit only if applicable)

- * Summary of Representative Research Achievements(One copy each in German and English)
- * One copy of each publication from the last three years

Mailing address : Academic Affairs Team, Administration Building #107, Seoul Women's University,
621 Hwarangro, Nowon-gu, Seoul, Korea 01797

* **All documents MUST be submitted by the deadline via postal mail or in person. Late submissions will NOT be considered.**

7. Submission Document Guidelines

- a. All documents must be printed and submitted in person or via postal mail.
 - b. Submission Deadline: March 21, 2025 (Friday) by 5:00 PM (KST)
(All documents must arrive at the Academic Affairs Team by the deadline.)
 - c. The order of required certificates and documents should follow the order specified in the application form.
- For career certificates, categorize them in the following order: Education → Research → Industry, and within each category, arrange them in chronological order based on the earliest date of employment.
- d. **Submission of research publications is optional.** However, among the research achievements listed in the application form, applicants must select three representative research achievements and

submit a summary for each.

- Research publications must have been published or accepted for publication within the last three years (March 1, 2022 – March 21, 2025).
- For internationally recognized journal articles, supporting documents verifying SCIE, SSCI, or AHCI indexing must be submitted.
 - * Applicants should access Web of Science (<https://mjl.clarivate.com/home>), search for the journal, and submit a printed copy of the search results displaying the Core Collection indexing information.
- Representative research achievements can be selected from journal articles, books, or patents.
 - * If selecting a journal article as a representative research achievement, it must be one where the applicant is either the sole author, first author, or corresponding author.
 - * For journal articles, Applicants must provide the Impact Factor and Journal Rank in Category (percentile ranking) at the time of publication.
- e. A letter of recommendation from an expert in the relevant field or the MA thesis supervisor must be sent directly to the university's Academic Affairs Team via email (swuinsa@swu.ac.kr) or postal mail. It must arrive before the application deadline.
 - If sent via email, the recommendation letter must be signed by the recommender and attached in PDF or JPG format. The email subject must include the applicant's name and applied field.

8. Screening Standards and Procedures

- * Applicant evaluation will be conducted in three stages.
 - (1) The First Screening
 - University will assess the applicants' suitability based on their academic background, research achievements, and professional experience.
 - ※ Successful candidates will be individually notified the result of the first screening.
 - (2) The Second Screening : Teaching Demonstration (conducted in German evaluating preparation and delivery skills)
 - (3) The Third Screening : Interview (conducted in English, assessing personality, teaching philosophy, and communication skills)

9. Other Information

- a. The appointment date for new faculty members is September 1, 2025,
- b. Applicants may apply for only one position; multiple applications are not allowed.
- c. If any false information is found in the submitted documents, the applicant may be disqualified from the selection process or have their appointment canceled even after employment.
- d. Additional documents may be requested if necessary.

- e. Applications that do not meet the eligibility criteria will not be accepted(postal submissions will be returned).
- f. Submitted documents will not be returned.
- g. After the document review, candidates selected for the teaching demonstration and interview will be notified individually after May 2, 2025 (Friday).
 - ※ This schedule is subject to change based on the university' s circumstances.
- h. The teaching demonstration will be scheduled between May 12 (Monday) and May 16 (Friday), 2025, and applicants will be individually notified.
 - ※ This schedule is subject to change based on the university' s circumstances.
- i. The university reserves the right not to hire any candidates if no suitable applicants are found.
- j. Contact Information: Academic Affairs Team, Seoul Women's University
 - Email: swuinsa@swu.ac.kr
 - ※ Office Hours: Monday – Friday, 09:00 – 17:30 (closed on weekends and public holidays)