

# **Non-Tenure Track Faculty Positions at Seoul Women's University for Spring 2026**

Seoul Women's University is seeking a highly qualified and dedicated native German speaker with proficiency in English for a full-time faculty position to begin in Spring 2026.

## **1. Opening Position**

- A. Major of German Cultural Contents : German Linguistics(German Language Education)
- B. Department of Japanese Language&Literature : Japanese Language Education and Japanese Literature

## **2. Qualifications**

A foreign national

\* 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 equivalent teaching experience after obtaining the master's degree.
- 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.

\* Applicants to the German Cultural Contents Major are required to be native German speakers proficient in English.

## **3. Job Descriptions**

- \* The employee is expected to teach 12 hours per week. In 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(50% balance paid by the employee)
- \* 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 March 1, 2026 to February 28, 2027.
- \* After successful one-year contract, the renewal is to be made in accordance with university renewal requirements.

## 6. Application Method and Required Documents

◆ **Application Period : September 3, 2025 (Wednesday) to September 12, 2025 (Friday) by 17:00 [Korea Standard Time]**

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

### 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 (One copy in German or Japanese, and one copy in 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 in German or Japanese, and one copy in English)
- \* Photocopy of the ID page of the passport
- \* Photocopy of the alien registration card(only for residents of Korea) (If applicable)

### b. Optional Supporting Documents (Submit only if you have research achievements)

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

Mailing address : Academic Affairs Team, Administration Building #107, Seoul Women's University,  
621 Hwarangno, Nowon-gu, Seoul, Korea 139-774

**\* All documents MUST be submitted by the deadline via postal mail or in person. Documents will NOT be accepted after the deadline.**

- ※ All successful candidates must submit the documents below for VISA application upon employment confirmation.
- All diplomas apostilled, or verified by the Korean Consulate in the country of applicant's nationality.
  - Apostilled national criminal background check
    - \* CBC must be issued by the Central Government(the FBI for U.S citizens).
    - \* Korean Immigration Office does not accept CBC issued by the local police station.
  - Health examination check
  - Drug test result certificate

## 7. Submission Document Guidelines

a. All documents must be printed and submitted in person or via postal mail.

### **b. Submission Deadline: September 12, 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 (September 1, 2022 – September 12, 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](mailto: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 for the corresponding field.
- University will evaluate the applicants' accomplishments for academic studies and employment history.

※ Successful candidates will be individually notified the result of the first screening.

The second and the third stages will be conducted for the first screening qualifiers.

### (2) The Second Screening : teaching demonstration (conducted in German or Japanese)

### (3) The Third Screening : Interview

#### 9. Other Information

- a. The appointment date for new faculty members is March 1, 2026, and the initial contract period is one year, in accordance with the university's faculty personnel regulations.
  - ※ After successful one-year contract, the renewal is to be made in accordance with university renewal requirements.
- 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 qualifications will not be accepted (for postal submissions, the documents 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 October 31, 2025 (Friday).
  - ※ This schedule is subject to change based on the university's circumstances.
- h. The teaching demonstration will be scheduled between November 10 (Monday) and November 14 (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)