Faculty Invitation

# Application System

– User Manual –

Go to KU Faculty Invitation webpage at http://invite.korea.ac.kr and click the on-line application banner to access to Faculty Invitation Application system.

Click 'Faculty Pool Management' to start the application procedures.

Click 'Membership Applicant' button to create a new account. You are required to agree to the privacy policy to proceed.
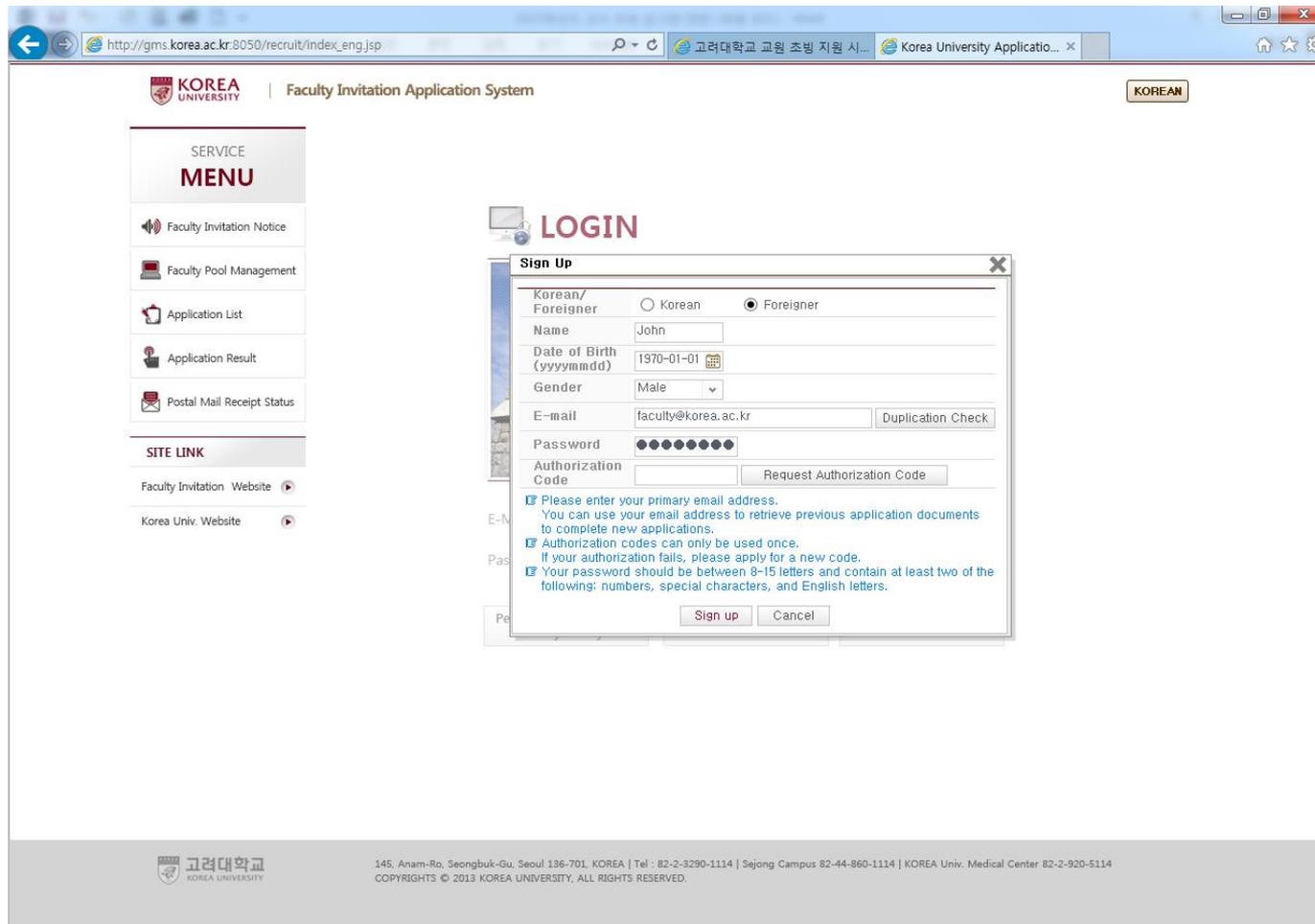
Please enter your name, date of birth, e-mail, password and request authorization code which will be sent to your e-mail. You can complete creating a new account by entering the authorization code.
※ Your e-mail address will be your log-in I.D. for the system.

※ Personal Information
1. As you enter your mobile phone number, please do not input 'space' or '-' which will cause technical errors.
2. After filling out basic information, please save first before you upload a research plan file.
3. A research plan should be within 5 pages, and the file size should be smaller than 30Mb.
  - Please state name of applicant and application field at the top of your research plan file.

After creating a new account, please begin to fill out the on-line application form.

※ Educational Background
1. Please enter your educational background. You may look for the school's name by using 'school search' program.
If you cannot find the school's name through 'school search' program, click 'Enter Text' button which will allow you to type-in the school's name.
2. You are required to mark on the most recent degree for your final degree such as Ph.D. (multiple choice is not allowed.)
3. When entering 'Admission Date' and 'Graduation Date', please make sure to enter the exact date written on the academic transcript or diploma. Even if you just finished the course work or dropped out of school without getting a degree, you are still required to enter 'Graduation Date'. In that case, please enter the last day at the school.
4. If it is graduate school level, you are required to enter the name and affiliation of your advisor.
6. If you got a Master's or Ph.D. degree from a school, you are also required to enter the title of your thesis.
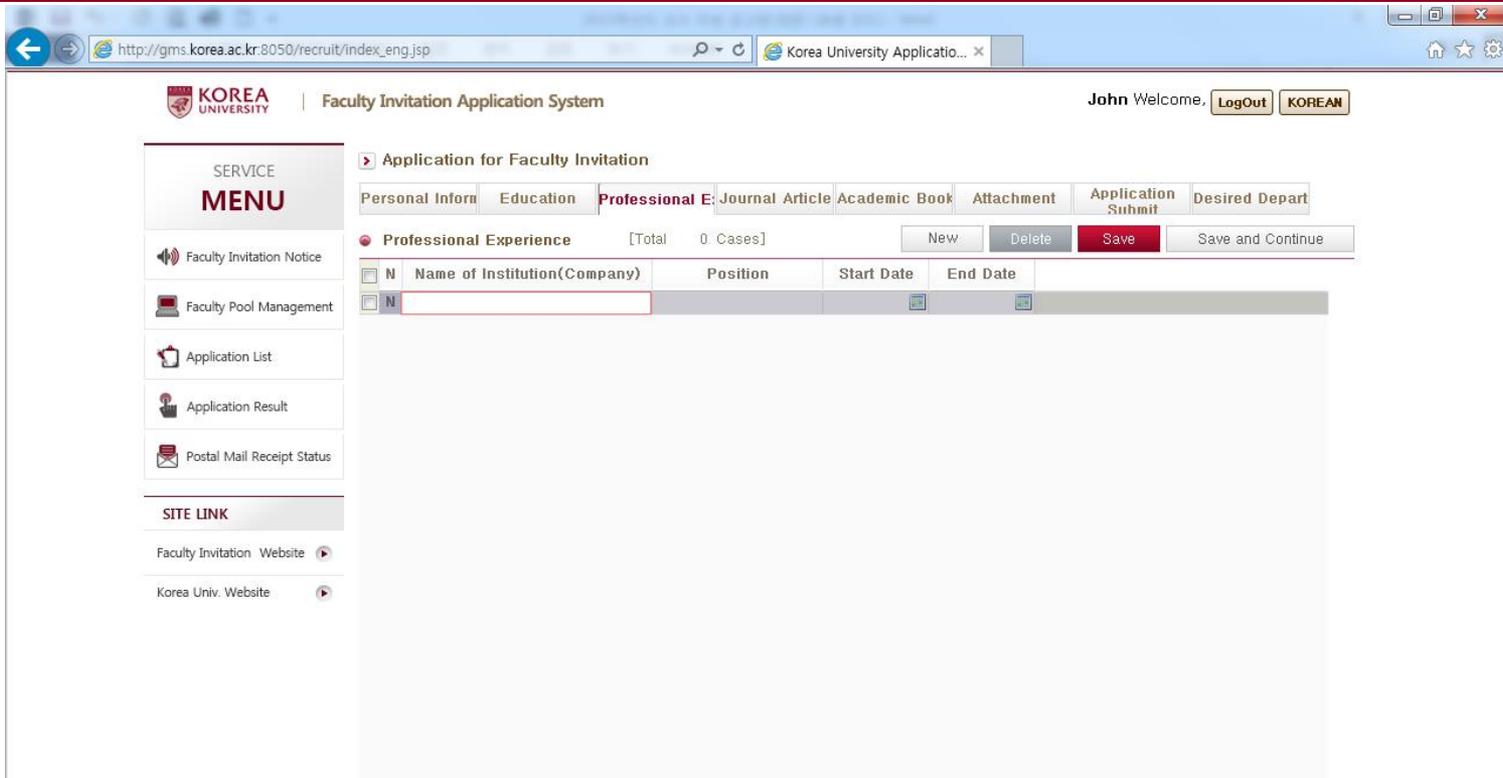
※ **Professional Experience**

1. Enter your professional teaching and research experiences with exact start date and end date.

2. You will be required to submit documents that can certify your career, if you are successfully qualified at the first screening.

3. For career experience still in process, please enter the expected final date or August 31, 2024, which is one day prior to the expected appointment date at Korea University.

※ **Journal Article – Upload #1**

1. Download the manual#2 on how to collect your publication from journal index website such as Web of Science, Scopus, or KCI.

2. In accordance with the attached manual, collect your publication records in each journal index website.

- The records will be saved as MS Excel or Text file format.

- If you cannot access to those DB, you cannot register your publication records in this way. You will have to type-in under 'Article Check and Registration' tab.

3. Click 'File Upload' button and upload your publication data in sequence. (WOS → Scopus → KCI)

4. If you collect the same publications from both WOS and Scopus, those publications will be uploaded in duplicate. In that case we recommend you delete one of the duplicated data so that you may not submit the duplicated data.

When you delete the duplicated data, it is more efficient to delete the data collected from Scopus website because WOS data contains more information than the other.

※ **Journal Article – Upload #2**
1. After uploading your publication data, please select your name among all authors in 'applicant' column.
2. Then, select your role of the publication among 'Single Author', 'Collaboration(1st Author)', 'Collaboration(Corresponding Author)', and 'Collaboration(participation)'.
2. The WOS and KCI data contains both year and month in publication date field, whereas the Scopus data only contains the year in publication date field. If the publication records are uploaded by using Scopus or WOS data, the month value is automatically indicated as January(01). Therefore, you are required to correct the publication date to the actual publication date before you submit. (Academic articles or works published since 2019)
3. After selecting your name and role of each publication, please submit the data. The submitted data will be transferred to 'Selected List' field.

※ **Journal Article – Upload #3**
1. All information including the number of authors, journal name, title, ISSN, volume, pages along with 'Journal Classification' and 'Int'l Journal Classification' is automatically registered to the system, and you cannot edit those information for yourself.
2. You can check the details by clicking the 'Details' button.
3. If the document type of your publication is 'Conference Paper', you may not check the 'Int'l Journal Classification' information even though it is categorized under 'International Professional Journal'. This is not an error, so you do not have to mind.
4. For more information on the criteria of Journal Classification and International Journal Classification, please refer to the document "[Appendix] Classification Criteria of Academic Articles and Books".

※ **Journal Article – Key-in registration**
1. If you want to submit your **articles that cannot be collected from journal index website**, you may add a row by clicking 'new' button and register all the information about the publication.
  - **When is the key-in registration useful?**
    1) registering articles categorized under international/domestic general journal or other domestic/international journal
    2) registering articles that are in press
    3) registering articles that are recently published, but not yet listed on journal index website
2. You may save the publication after filling out all the required information such as publication date, ISSN, number of authors, etc.
3. When **registering articles that are in press**, please **enter expected publication date** in 'publication date' field.
4. **The publications that are successfully saved on this page will be included to your application.**

1. For academic books, **only the key-in registration is allowed.**
2. After clicking a 'new' button, please **enter all the required information such as book category, publication date, title, ISBN, etc. and save the information.**
3. After saving all the required information, please **enter author information at the bottom and save. You are required to mark as applicant on your name.**
4. **For more information on book category, please refer to the document** "[Appendix] Classification Criteria of Academic Articles and Books".

1. Please **upload your current CV** including conference presentation, research grant achievements, patent achievements, honors, etc.
2. If you are applying for a field that requests **certain license or certificates,** please upload them.
  - ex.) Dept. of Architecture: Arch. License / Dept. of Medical Science: Medical Specialist certificate
3. You may also upload any data that can prove your academic achievements, but please do not upload anything redundant.

1. Search Conditions: Academic Year-**2024**, Semester-**Fall**
2. Submit your application by clicking 'Apply' button of the field you want to apply for.
3. **Duplicate applications are not allowed even if the applicant's field corresponds to two or more fields of appointment.**
4. Even though you have already submitted online application, you do not need to withdraw your application to change to correct some information before application deadline.

<When application is successfully submitted to us, you may see the result like this.>

Note: 1. Please make sure your application is successfully submitted to us. If it is successfully submitted to us, you may find the application result in 'Application List' field.
2. After submission deadline, you can find your application information on the "Desired Depart" page.