

# Faculty Invitation Application System

– User Manual –



# 1. Access to Faculty Invitation Application System



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Notice



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FAQ



No new posts.

Faculty Appointment  
On-line Application



Click

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



## 2. Creating a new account (1/3)

The screenshot shows the 'Faculty Invitation Application System' interface. On the left, there is a 'SERVICE MENU' with several options. A red arrow labeled 'Click' points to the 'Faculty Pool Management' option. The main content area displays an 'Employment Notice List' with a search bar and a table of notices. The table has columns for Title, Application Schedule, Status, and Hits. One notice is listed: 'Faculty Invitation for 2015' with a 'Details' button next to it.

Title	Application Schedule	Status	Hits
Faculty Invitation for 2015	2014-05-02 09:00 ~ 2014-05-31	In progress	15

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

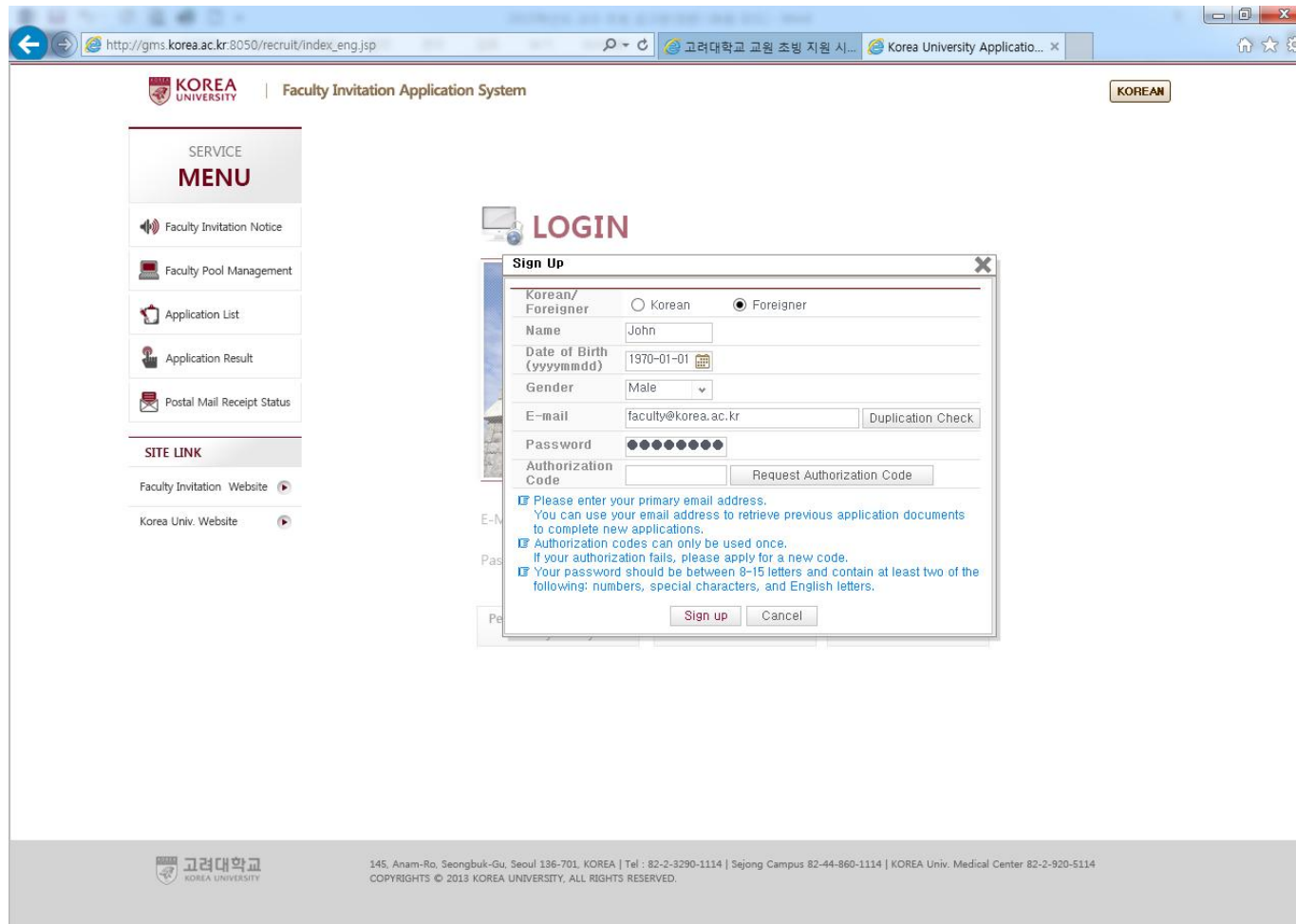


# 2. Creating a new account (2/3)

The screenshot shows the 'Faculty Invitation Application System' page. On the left is a 'SERVICE MENU' with options like 'Faculty Invitation Notice', 'Faculty Pool Management', 'Application List', 'Application Result', and 'Postal Mail Receipt Status'. Below that is a 'SITE LINK' section with 'Faculty Invitation Website' and 'Korea Univ. Website'. The main content area features a 'LOGIN' heading, a large image of a university gate, and a login form with 'E-Mail' and 'Password' fields and an 'Access' button. At the bottom of the login form are three buttons: 'Personal Information Security Policy >', 'ID/Password Search >', and 'Membership Applicant >'. A red arrow points to the 'Membership Applicant >' button. The footer includes the Korea University logo and contact details: '145, Anam-Ro, Seongbuk-Gu, Seoul 136-701, KOREA | Tel : 82-2-3290-1114 | Sejong Campus 82-44-860-1114 | KOREA Univ. Medical Center 82-2-920-5114. COPYRIGHTS © 2013 KOREA UNIVERSITY, ALL RIGHTS RESERVED.'

Click 'Membership Applicant' button to create a new account. You are required to agree to the privacy policy to proceed.

## 2. Creating a new account (3/3)



The screenshot shows a web browser window displaying the 'Faculty Invitation Application System' interface. On the left, there is a 'SERVICE MENU' with options like 'Faculty Invitation Notice', 'Faculty Pool Management', 'Application List', 'Application Result', and 'Postal Mail Receipt Status'. Below that is a 'SITE LINK' section with 'Faculty Invitation Website' and 'Korea Univ. Website'. The main content area is titled 'LOGIN' and features a 'Sign Up' form. The form includes fields for Name (John), Date of Birth (1970-01-01), Gender (Male), E-mail (faculty@korea.ac.kr), and Password. There are radio buttons for 'Korean' and 'Foreigner' (selected), and a 'Duplication Check' button. Below the form, there are instructions and a 'Request Authorization Code' button. The footer contains the Korea University logo and contact information: '145, Anam-Ro, Seongbuk-Gu, Seoul 136-701. KOREA | Tel : 82-2-3290-1114 | Sejong Campus 82-44-860-1114 | KOREA Univ. Medical Center 82-2-920-5114. COPYRIGHTS © 2013 KOREA UNIVERSITY. ALL RIGHTS RESERVED.'

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.



# 3. Filling out on-line application form (1/9)

## ※ 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.



# 3. Filling out on-line application form (2/9)

The screenshot shows the 'Faculty Invitation Application System' interface. The main form is titled 'Application for Faculty Invitation' and is currently on the 'Education' tab. The 'Education Achievement Details' section shows a table with columns for 'Most Recent Degree', 'Classification', 'Date of Admission', 'Date of Graduation', 'School Code', 'School Name', and 'Location of School'. A red box labeled '1' highlights the 'School Code' field. A red box labeled '2' highlights the 'School Name' input field in the 'School Search' pop-up window. A red box labeled '3' highlights the 'University of California, Los Angeles' entry in the 'School List' table. A red box labeled '4' highlights the 'Select' button in the 'School Search' window. A red box labeled '5' highlights the 'Enter Text' button in the main 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.



# 3. Filling out on-line application form (3/9)

Application for Faculty Invitation

Professional Experience [Total 0 Cases] [New] [Delete] [Save] [Save and Continue]

	N	Name of Institution(Company)	Position	Start Date	End Date
<input type="checkbox"/>	N				

## ※ 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, 2025**, which is one day prior to the expected appointment date at Korea University.





# 3. Filling out on-line application form (4/9)

## ※ 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.

# 3. Filling out on-line application form (5/9)

## ※ 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(1<sup>st</sup> 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 September 2020)**
3. After selecting your name and role of each publication, please submit the data. The submitted data will be transferred to 'Selected List' field.



# 3. Filling out on-line application form (6/9)

The screenshot shows the 'Faculty Invitation Application System' interface. The main content area is titled 'Application for Faculty Invitation' and includes a navigation bar with tabs: Personal Information, Education, Professional E, **Journal Article**, Academic Book, Attachment, Application Submit, and Desired Depart. Below this, there are buttons for 'Article Upload' and 'Article Check and Registration'. The 'Journal Article' tab is active, showing a table of 'Article Information' with 7 cases. The table columns include: N, Details, Publicati (YYYYMM), Journal Classi, Int'l Journal Cl, Name of Journ, Title, ISSN, Applicant, Role, and Nur. The first row is highlighted, and its 'Details' button is circled in red. Other 'Details' buttons in the table are also circled in red. The table data is as follows:

N	Details	Publicati (YYYYMM)	Journal Classi	Int'l Journal Cl	Name of Journ	Title	ISSN	Applicant	Role	Nur
	Details	2013-01	International Profi SCI		Nanotechnology	Controlling the elec	09	Jim G.-T.	Collaboration	
	Details	2013-01	International Profi SCI		Solid-State Elect	New method for the	00	Jim G.-T.	Collaboration	
	Details	2013-01	International Profi		Proceedings of th	The electrical char	1944-9399	Kim G.-T.	Collaboration	
	Details	2014-02	International Profi SCI		MICROELECTRO	Impact of channel v	0167-9317	Kim, GT	Collaboration	
	Details	2014-03	International Profi SCI		BULLETIN OF TH	Fabrication of Verti	0253-2964	Kim, GT	Collaboration	
	Details	2014-03	International Profi SCI		JOURNAL OF VA	Impedance charact	1071-1023	Kim, GT	Collaboration	
	Details	2014-04	International Profi SCI		SEMICONDUCTO	Flat-band voltage s	0268-1242	Kim, GT	Collaboration	

## ※ 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".**



# 3. Filling out on-line application form (7/9)

The screenshot shows the 'Faculty Invitation Application System' interface. The user is logged in as 'John' and is viewing the 'Application for Faculty Invitation' page. The 'Journal Article' tab is selected, and the 'Article Check and Registration' sub-tab is active. A table of 'Article Information' is displayed, with a blue box highlighting a new row being added. The table columns include: Publication (YYYYMM), Journal Class, Int'l Journal Cl, Name of Journal, Title, ISSN, Applicant, Role, and Number of Authors. The highlighted row shows a new entry for an 'International Professional Journal'.

Publication (YYYYMM)	Journal Class	Int'l Journal Cl	Name of Journal	Title	ISSN	Applicant	Role	Nur
2013-01	International Profi SCI		Nanotechnology	Controlling the elec	0957-4484	Kim G.T.	Collaboration	
2013-01	International Profi SCI		Solid-State Elect	New method for the	0038-1101	Kim G.-T.	Collaboration	
2013-01	International Profi		Proceedings of th	The electrical char	1944-9399	Kim G.-T.	Collaboration	
2014-02	International Profi SCI		MICROELECTRO	Impact of channel v	0167-9317	Kim, GT	Collaboration	
2014-03	International Profi SCI		BULLETIN OF TH	Fabrication of Verti	0253-2964	Kim, GT	Collaboration	
2014-03	International Profi SCI		JOURNAL OF VA	Impedance charact	1071-1023	Kim, GT	Collaboration	
2014-04	International Profi SCI		SEMICONDUCTO	Flat-band voltage c	0268-1242	Kim, GT	Collaboration	
	International Professional Journal							
	International General Journal							
	Domestic Professional Journal							
	Domestic General Journal							
	Other Domestic Journal							
	Other International Journal							

## ※ 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.**

# 3. Filling out on-line application form (8/9)

The screenshot shows the 'Faculty Invitation Application System' interface. The 'Academic Book' section is active, displaying a table with one entry: 'The History of Korea' published on 2005-01-01 by a single author with ISBN 9780313332968. The 'Save' button is highlighted in red.

The 'Book Details' form is shown with the following fields filled out:
 

- Achievement: Academic Book
- Book Category: Overseas Professional Academic Book
- Title: The History of Korea
- Publication Date: 2005-01-01
- ISBN: 9780313332968
- Publisher: Greenwood Publishing Group
- Publication City: Seoul

 The 'Save' button is highlighted in red. Below the form, the 'Author Information' section shows one applicant named John.

1

2

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".**



# 3. Filling out on-line application form (9/9)

File Name	Upload Date	Download	Delete
CV.pdf	2014-05-04	Download	Delete
Certificates.pdf	2014-05-04	Download	Delete

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.





# 4. Application Submission

Application for Faculty Invitation

Personal Inform | Education | Professional E | Journal Article | Academic Book | Attachmen | **Application Submit** | Desired Depart

Search Term

Academic Year \* 2015 Semester \* Spring Title [ ] Search

Application [Total 79 Cases]

Academic Year	Semester	Position	Title	(Graduate) School / Department	Application Field	Apply
2015	Spring	Full time	Faculty Invitation for 2015	Department of Sociology	Social Problems	Apply
2015	Spring	Full time	Faculty Invitation for 2015	Division of Life Sciences	Human Disease Genomics	Apply
2015	Spring	Full time	Faculty Invitation for 2015	Division of Biotechnology	Biomolecular Engineering	Apply
2015	Spring	Full time	Faculty Invitation for 2015	Division of Biotechnology	Cell Based Therapy & Tissue	Apply
2015	Spring	Full time	Faculty Invitation for 2015	Division of Environmental Sc	Eco-Environmental Planning	Apply
2015	Spring	Full time	Faculty Invitation for 2015	Division of Environmental Sc	Biomass Utilization	Apply
2015	Spring	Full time	Faculty Invitation for 2015	Division of Environmental Sc	Watershed Management	Apply

Application List [Total 0 Cases]

Academic Year	Semester	Position	Title	(Graduate) School / Department	Application Field	Cancel
조회된 내역이 없습니다. (Result not Found)						

1. Search Conditions: Academic Year-2025, 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.



# 5. Application Submission Check

The screenshot shows the 'Faculty Invitation Application System' interface. The top navigation bar includes the Korea University logo, the system name, and user information 'John Welcome' with 'LogOut' and 'KOREAN' buttons. A left sidebar contains a 'SERVICE MENU' with options like 'Faculty Invitation Notice', 'Faculty Pool Management', 'Application List', 'Application Result', and 'Postal Mail Receipt Status'. Below the menu is a 'SITE LINK' section with 'Faculty Invitation Website' and 'Korea Univ. Website'. The main content area is titled 'Application for Faculty Invitation' and includes tabs for 'Personal Inform', 'Education', 'Professional E', 'Journal Article', 'Academic Book', 'Attachment', 'Application Submit', and 'Desired Depart'. A search section allows filtering by 'Academic Year' (2015), 'Semester' (Spring), and 'Title'. Below this, there are two tables. The first table, 'Application', shows '0 Cases' and a message '조회된 내역이 없습니다. (Result not Found)'. The second table, 'Application List', shows '1 Cases' and contains the following data:

Academic Year	Semester	Position	Title	(Graduate) School / Department	Application Field	Cancel
2015	Spring	Full time	Faculty Invitation for 2015	Division of Environmental Sc	Watershed Management	Cancel

<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.**