

Guidelines for Submission of the Faculty Application (Pukyong National University)

I Steps in the Application Process

Step 1) Online Entry (via PKNu Faculty Recruitment Website): <https://irumi.pknu.ac.kr/adm/hurt/empl/index>

※ The password is set by the applicant upon first login.

※ **Do not type your email address in the Name field.**

Step 2) Upload of Application Form and Required Documents

Convert all application forms and supporting documents into electronic files (HWPX or PDF format) and upload them under the [Supporting Documents] tab on the online application system.

Step 3) Completion of Online Submission

When the application status is shown as “Submission Requested”, it indicates that the submission has been successfully completed.

※ Should any modification be necessary, the person in charge will contact you directly.

II Submission Materials

☞ Applicants are solely responsible for any disadvantages arising from omissions, incomplete information, or missing documents.

※ Evaluation will be based solely on the documents submitted online.

Incomplete or missing documents may affect the result.

Additional materials may be requested if needed.

1. Certificates of Graduation and Transcripts for each degree — Ph.D., Master’ s, and Bachelor’ s (one copy each)
2. Certificate(s) of Career/Employment (one copy each)
3. Research Achievements, including the Ph.D. dissertation (one complete copy of each publication) and Detailed List of Research Achievements

- This includes required certificates or supporting documents specified for each recruitment field, as well as supporting documents for foreign applicants (if applicable).

※ For verification of the 200% publication requirement for co-authored papers, applicants may be requested to submit additional documents. However, submission of co-authored papers is not required during online application, and any such submissions will not be counted toward the list of research achievements

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4. Printed Copies of the Online Application Form, List of Research Achievements, and Evaluation Priority Order (one copy each; printouts from the online system)
5. Other Documents — such as Affidavit, Consent for Collection and Use of Personal Information, Certificates of Qualification, Disability Certificates, etc.
6. Self-Introduction (use [Form No. 2 Personal Statement](#), attach in PDF format) — one copy

III Online Submission Guidelines and Precautions

1. [Education / Academic Activities] – [Education History] Tab

- Accurately fill in Field of Study, Degree, and Grades.
- Enter the final GPA / maximum GPA as on your transcript (e.g., 4.1/4.5)
- If no grades exist, write “N/A.”

2. [Career History] – [Teaching Experience] / [Research Experience] / [Other Experience] Tabs

- [Teaching Experience] – University-level teaching experience
- For instructor experience, if you worked at multiple institutions during the same period, sum the lecture hours to calculate the total.

Example:

- A University: 2020.03.01 - 2021.08.31, 3 hours per week

- B University: 2020.03.01 - 2020.08.31, 4 hours per week

→ Input as: 2020.03.01 - 2020.08.31 / A University (3), B University (4) / Total Weekly Hours: 7

- [Research Experience] – Research institute, postdoctoral positions, etc.
- [Other Experience] – Industry, seafaring, or other relevant experience
- Enter only experience with supporting certificates; match certificate details exactly.
- Current positions: leave end date blank.
- ※ Certificates of career must be issued after the end of the relevant employment period, and current employment certificates must be issued within 3 months prior to the application deadline.
- For part-time lecturers and other non-full-time, non-tenure-track faculty members (including adjunct, visiting, external, and teaching-only professors), **an official certificate specifying the number of teaching hours per semester shall be submitted.**

3. [Research Achievements] Tab

- Only FA (First Author) and CA (Corresponding Author) publications should be entered.
- Complete all fields for each publication entry:
Priority / Type of Publication / Title / Publication Date / Journal Name / Impact Factor (I.F.) / Journal Ranking / Number of Authors / Co-authors / Author Role / ISSN (ISBN) / ISBN Suffix (for academic books only) / **Representative Paper (within top 5 as first author)**

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- The number of representative papers per department should be checked in “Attachment 3: Detailed Evaluation Criteria for Research Achievements” .
- The priority ranking (1–5) must correspond to the designated representative papers.

Example: If the department allows 3 representative papers, then priorities 1–3 should be marked as representative papers.

*** You must enter all co-authors as listed in the publication.**

<Author Role>

“Sole First Author” – When there is only one first author (FA) listed on the publication.

“Co-First Author” – When there are two or more first authors (FA) listed on the publication.

Examples:

Publication A: Total 5 authors, 1 first author → Sole First Author

Publication B: Total 5 authors, 2 first authors → Co-First Author

※ This does not refer to publications with more than 2 authors.

It applies only when there are two or more designated first authors.

- **Journal Tier/Ranking** should reflect the status at the time the paper was published. (ESCI journals are not recognized.)
- **Impact Factor (I.F.) and JCR Journal Ranking** should be based on the most recent values as of the application deadline. (Applicable only for Natural Science, Engineering, and Marine Science fields.)
(※ JCR rankings should be expressed as top percentage. Example: Rank 52/184 → 28.26%)
(※ If the journal has been split or merged and no recent I.F. or JCR ranking is available, use the I.F. and JCR ranking before the split/merge.)
- **Books** – Enter **academic books only**.
(Applicable only to Humanities, Social Sciences, and Arts fields.)
- Include ISBN and ISBN suffix; list all authors as co-authors. Submit entire book for verification; if not possible, submit covers, table of contents, and relevant pages.
- Enter **the Ph.D. dissertation as the last priority**.
(※ For the Ph.D. dissertation, the applicant must be listed as the sole first author, and include the applicant’s name in the co-authors field as well.)

4. [Representative Research Achievements] Tab

- Click “Generate Representative Research Achievements” → auto-linked to [Representative Research Achievements] tab
- 2–5 representative papers (marked “Yes”) in [Research Achievements] tab must match summaries in [Representative Research Achievements] tab (FA/CA, type, author

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count, I.F., JCR ranking)

- Ph.D. dissertations cannot be representative papers.

5. [Supporting Documents – Research Achievements and Ph.D. Dissertation] Tab

- Research achievements: full documents must be submitted. (first page only is insufficient)
- Academic books: submit entire book; if not possible, submit covers, table of contents, and relevant sections.
- Ph.D. dissertation: full text must be submitted.
- Highlight publication date and author role. (FA/CA, sole or co-author)
- Submit a separate Research Achievement Details page
(Refer to page 7 for instructions on how to print the Research Achievement Details page)
(※ If FA/CA authorship cannot be confirmed from the document, it may not be accepted.
Submit additional supporting documents to verify authorship.)
- For Natural Science, Engineering, and Marine Science fields, you must attach supporting evidence showing the Impact Factor (I.F.) and JCR Journal Ranking (e.g., internet screenshots).
(Refer to page 8 for instructions on how to obtain these.)

IV [Uploading Supporting Documents] Instructions

※ Max upload size: 100 MB / If exceeded: compress files or email to lacoblue40@pknu.ac.kr

Certificate of Graduation & Transcript

- Combine all certificates and transcripts into one PDF
- Upload to [Supporting Documents] tab
- Order: Ph.D. grad → Ph.D. transcript → Master's grad → Master's transcript → Bachelor's grad → Bachelor's transcript

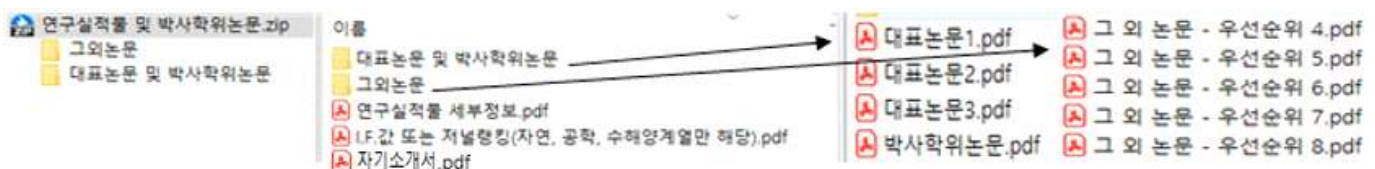
Employment Certificate

- Combine all career certificates into one PDF
- Upload to [Supporting Documents] tab
- Order: Teaching → Research → Other

Research Achievements and Ph.D. Dissertation

- ※ **Do not merge into one PDF. Place files in separate folders. Compress folders into one ZIP file for upload(Refer to example upload structure)**
- Make individual PDFs for each paper.
- Upload to [Supporting Documents] tab under:
 - ① Representative papers & Ph.D. dissertation / ② Other publications / ③ Research Achievement Details (PDF) / ④ I.F. & Journal ranking (PDF) / ⑤ Personal statement (PDF) / ⑥ Required certificates or supporting documents specified for each recruitment field (PDF file, if applicable) / ⑦ Supporting documents for foreign applicants (applicable to foreign applicants only)
- ※ If the recruitment requirements include mandatory submission documents (e.g., personal statement, certificates, research/activities plan, portfolio) or supporting materials for applicable applicants, such documents shall be uploaded to the “Research Achievements and Ph.D. Dissertation” folder. Documents uploaded to Other Documents folders may be omitted from evaluation.

< Example of File Upload Structure >



Other Documents (e.g., Pledge, Certificates, etc.)

- Application form + research achievements list + priority ranking (online printout)
- Pledge form & personal information consent form (Attachment 1)

< Example of File Upload Structure >



< Guidelines for Preparing Supporting Documents for Research Outputs and Doctoral Dissertation in a ZIP File >

1. Research Outputs in the “① Representative Papers and Doctoral Dissertation” and “② Other Papers” Folders

- Submit the full text of all research outputs in PDF format in the order of priority specified in the application form.
- Name each file according to its priority order (e.g., Representative Paper 1, 2, 3 / Other Paper 1, 2, 3, etc.).

※ **Do not combine the full-text papers in each folder into a single file. Save each paper as a separate PDF file and arrange the files in the folder according to the order of priority.**

2. How to Prepare “③ Detailed Information on Research Outputs (PDF File)”

- For **all research outputs** submitted by the applicant, save the detailed information for each research output as a separate PDF in the order of priority, and then **combine all such PDFs into a single file**.

(File name: Detailed Information on Research Outputs.pdf)

- What is the Detailed Information on Research Outputs?

1) Journal Articles (SCIE, SCOPUS, KCI-indexed journals, etc.) – Select either Method 1 or Method 2

- **(Method 1)** Submit detailed article information saved from the Web of Science, Scopus, or KCI website, showing information such as the publication year/month, volume (issue), page numbers, and authorship.

Highlight the relevant information for verification.

- **(Method 2)** Extract the first or last page of the article and **highlight the relevant information** showing the article title, publication date, authorship, etc.

※ In the case of co-first authorship, highlight the relevant statement (e.g., “† These authors contributed equally to this work.”).

2) Academic Books

- Submit excerpts of the cover, table of contents, and copyright/publication information page showing the ISBN, publication date, etc.

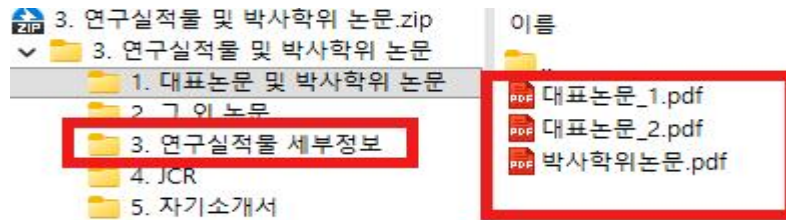
3) Exhibitions, etc.

- Submit and mark relevant supporting materials, such as pamphlets (event posters and schedules) and certificates of participation/exhibition.
- Applicable only to applicants for recruitment fields requiring the submission of practice-based/creative works.

4) Industry-Academia Cooperation Achievements

- Submit and mark relevant supporting materials, such as R&D project plans, contracts, patent certificates, and NTIS project search results.
- Applicable only to applicants for recruitment fields for industry-academia cooperation-focused faculty positions.

※ Full-text files of research outputs and the “Detailed Information on Research Outputs” file must be submitted as separate files.



How to Verify Research Achievement Details (Author Role, Publication Date, etc.)

SCIE-Level or Internationally Recognized Academic Journals

► If you have access to Web of Science

1. Search by paper title or author name → Click Export.
2. Select Printable HTML file → Set Record Content to “Detailed Information” → Click Export → Print(PDF).

► If you do not have access to Web of Science

1. Highlight the following information on the journal cover, first page of the article, or Acknowledgements section (where first or corresponding authors are indicated): the publication year and month / Volume (issue) and page numbers / Journal name / ISSN / Publication date
2. Scan and attach the highlighted pages(PDF).

※ If publication month or author information cannot be verified, additional supporting documents must be submitted.

(Failure to verify may result in the paper not being recognized.)

SCOPUS

<https://www.scopus.com>

Scan and submit only the relevant page(s) (e.g., journal cover, first page of the paper, or Acknowledgements section) where publication details can be verified. The publication year and month, volume (issue), page numbers, journal title, ISSN, and corresponding author shall be clearly highlighted in color.

※ If the publication month or corresponding author cannot be confirmed from the paper, additional supporting documents shall be submitted.

Recently Published Papers Not Yet Indexed in Web of Science or Scopus

1. Access the paper's DOI page (Google search, etc.)
2. Screenshot the page including publication date, volume/issue, and author information

Korean Citation Index (KCI) journals

<https://www.kci.go.kr/>

1. Top menu: Search Papers → enter paper title
2. Search results → select the paper → Print → save as PDF
3. Search results → capture screen confirming KCI indexing



How to Verify Impact Factor (I.F.) and JCR Journal Ranking

👉 For applicants in [Natural Sciences, Engineering, or Marine/Water Resources fields](#), attach a separate screenshot or printout verifying the Impact Factor (I.F.) and JCR journal ranking.

1. JCR: <https://jcr.clarivate.com>
2. Search by ISSN or journal name (e.g., ISSN 0149-1423, AAPG BULLETIN)



3. Search results → click the journal name

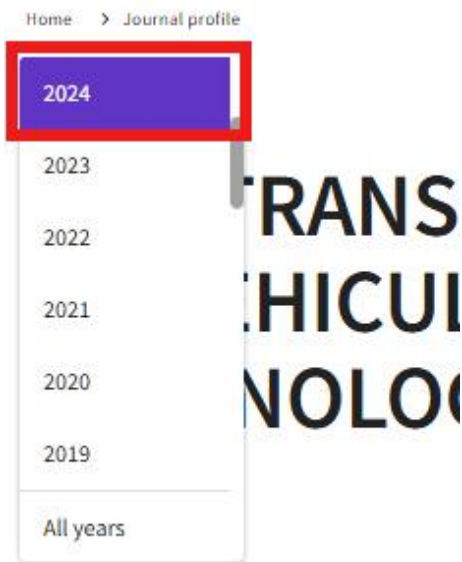
Journal name	ISSN	eISSN	Categories	Most recent JCR year
AAPG BULLETIN	0149-1423	1558-9153	GEOSCIENCES, MULTIDISCIPLINARY - SCIE	2020
DIABETES CARE	0149-5992	1935-5548	ENDOCRINOLOGY & METABOLISM - SCIE	2020
MARINE GEODESY	0149-0419	1521-060X	Multiple	2020

4. Check journal ranking or category → e.g., SCIE

Journal information		
EDITION	Science Citation Index Expanded (SCIE)	
CATEGORY	GEOSCIENCES, MULTIDISCIPLINARY - SCIE	
LANGUAGES	REGION	1ST ELECTRONIC JCR YEAR
English	USA	1997
Publisher information		
PUBLISHER	ADDRESS	PUBLICATION FREQUENCY
AMER ASSOC PETROLEUM GEOLOGIST	1444 S BOULDER AVE, PO BOX 979, TULSA, OK 74119-3604	12 issues/year

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5. Select the most recent year.



6. Check the Impact Factor (I.F.) for the most recent year.

Journal Impact Factor ⓘ

The Journal Impact Factor (JIF) is a journal-level metric calculated from data indexed in the Web of Science Core Collection. It should be used with caution. Journal Impact Factor can complement expert opinion and informed peer review. In the case of academic evaluation for tenure, it is inappropriate to

2024 JOURNAL IMPACT FACTOR

7.1

[View calculation](#)

JOURNAL IMPACT FACTOR WITHOUT SELF CITATIONS

6.4

[View calculation](#)

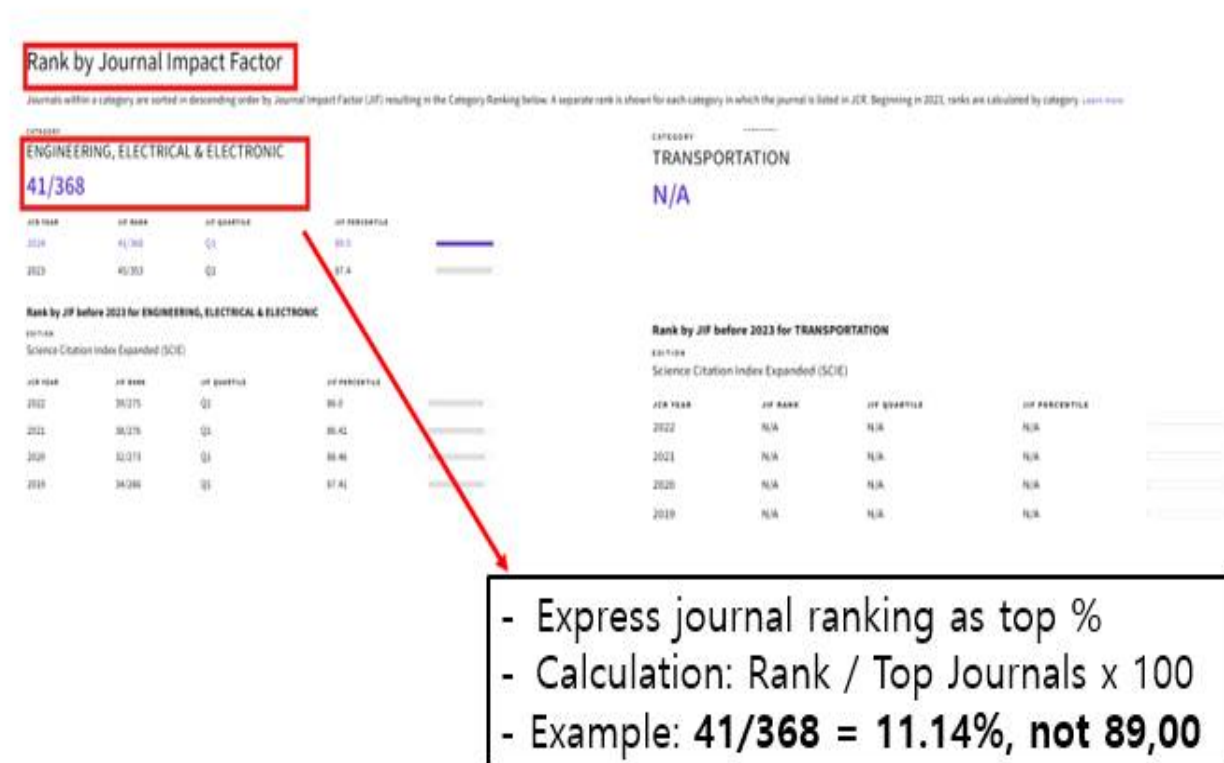
Journal Impact Factor Trend 2024

※ “**Impact Factor**” refers to the Journal Impact Factor (JIF) and does not refer to the Journal Citation Indicator (JCI).

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7. Click Rank by Journal Impact Factor → check latest year ranking,

- Express as percentage, round to two decimal places
- Multiple categories → choose most favorable or department-specified category
- Example
 - * 2024, ENGINEERING, ELECTRICAL & ELECTRONIC: Rank 41/368 → **11.14%**
 - * 2024, TRANSPORTATION: NA → no ranking available



How to Verify KCI-Indexed or KCI-Candidate Journals (Korean Research Foundation)

1. Access the Korean Research Foundation (KRF) journal database
2. Use the Search Journals function.
3. Enter the journal title to check whether it is listed as KCI-Indexed or KCI-Candidate.
4. Take a screenshot showing the journal status for submission.
 - ※ KCI-Candidate journals → not accepted as research outputs

Link: <http://www.kci.go.kr/kciportal/main.kci>

