

CUFS Department of English

Announcement of Full-time Faculty Opening, Spring 2027

Cyber Hankuk University of Foreign Studies

Location: Seoul, Republic of Korea

Job Summary

Item	Details
Institution	Cyber Hankuk University of Foreign Studies (CUFS)
Department	Department of English
Field of Specialization	TESOL (ESL)
Position Title	Full-time Faculty
Number of Openings	2
Appointment Date	March 1, 2027 (<i>Subject to university schedule</i>)
Contract Term	1-Year Contract (<i>Renewable upon evaluation</i>)
Application Period	October 15, 2026 (Thu) 10:00 A.M. – October 29, 2026 (Thu) 5:00 P.M. (KST)

Job Overview & Description

Cyber Hankuk University of Foreign Studies (CUFS) invites applications from highly qualified international scholars for a **Full-time Faculty Position** in the **Department of English**, starting **March 1, 2027**. We seek an energetic educator with expertise in **TESOL (ESL)** to join our academic community and contribute to our distance learning programs.

1. Recruitment Field and Number of Openings

- Recruitment Field:** TESOL
- Number of Openings:** 2

2. Qualification

- Education**
 - : Must hold a Master's degree or higher in **TESOL** or a closely related field by the application deadline (*Graduates-to-be are not eligible*).
- Legal Requirements**
 - : Must have no disqualifying factors for employment as a private school faculty member under the laws and regulations of the Republic of Korea.

3. Application Period and Instructions

a. Application Period

: **October 15, 2026 (Thu) 10:00 A.M. – October 29, 2026 (Thu) 5:00 P.M. (KST)**

b. Application Method

Submit application materials via **Email** or **Registered Postal Mail** (*Mailed physical documents must arrive by the application deadline*).

1) **Email Submission:** english@cufs.ac.kr

2) **Mailing Address**

: Department of English Office (Room 611), Cyber Hankuk University of Foreign Studies, 107 Imun-ro, Dongdaemun-gu, Seoul 02450, Republic of Korea

c. Application Documents

Applicants must submit/attach clear scanned or original copies of the following documents:

- 1) ID Photo (3cm x 4cm) -1 copy
- 2) Resume- 1copy
- 3) Graduation Certificates (Bachelor's, Master's required; Ph.D. if applicable) -1copy each
- 4) Academic Transcripts (Bachelor's, Master's required; Ph.D. if applicable)- 1copy each
- 5) Certificates of Employment / Career
(Certificates for ALL experiences listed on your resume)

Note:

- *Please submit ONLY the items listed above. Unsolicited or extra documents will not be reviewed.*
- *Scanned copies or photocopies are acceptable at the time of initial application.*
- *Candidates who pass Stage 1 will be notified individually and required to submit ORIGINAL hard copies of their documents prior to Stage 2.*

4. Terms & Working Conditions

a. **Contract Period:** 1-year contract, renewable upon performance evaluation.

b. **Appointment Date:** March 1, 2027 (*Subject to university schedule*).

c. **Compensation & Benefits**

: Salary and institutional benefits follow the internal regulations of CUFS.

5. Screening Process

a. 1st Screening: Document Review (Basic Evaluation)

- 1) Evaluation based on submitted initial application documents.
- 2) Successful candidates will be notified individually regarding the next stage.

b. 2nd Screening: Open Lecture/Presentation (Major Evaluation)

- 1) Successful candidates will be notified individually regarding the next stage..
- 2) Details on schedule and preparation requirements will be provided individually.

c. **3rd Screening: Final Interview**

- 1) An interview evaluation will be conducted for candidates who pass the 2nd screening.
- 2) Final results will be notified to successful candidates individually.

6. Evaluation Criteria

a. **1st Screening: Document Review (Basic Evaluation)**

: Evaluation of academic background, work experience, research performance, and the suitability of the applicant's major with the recruitment field.

b. **2nd Screening: Open Lecture/Presentation (Major Evaluation)**

- 1) Evaluation of the candidate's character, level of research performance, and teaching ability
- 2) External review: Evaluation of suitability for the major and academic excellence

c. **3rd Screening: Final Interview**

: Evaluation of the candidate's character and other qualities for candidates who passed the 2nd screening.

7. Documents Required for Candidates Who Pass Stage1

Candidates who successfully pass Stage 1 will be asked to submit the following **original hard copies** of the following documents (*hard copies ONLY, no photocopies*) prior to Stage 2:

- a. ID Photo (3cm x 4cm) -1 original hard copy
- b. Resume - 1 original hard copy
- c. Graduation Certificates (Bachelor's, Master's required; Ph.D. if applicable)- 1 original hard copy each
- d. Academic Transcripts (Bachelor's, Master's required; Ph.D. if applicable)- 1 original hard copy each
- e. Certificates of Employment / Career (For all experiences listed on your resume) - 1 original hard copy
 - 1) Must explicitly state the department, job responsibilities, employment period by position, full-time status, and regular/non-regular status.
 - 2) Must specify the exact start and end dates of employment. **(Certificates of current employment are valid only if issued within the past month as of the application deadline.)**
 - 3) Certificates for part-time lecturers, non-tenure-track faculty (adjunct/visiting professors, etc.) must include the teaching hours per semester.
 - 4) Certificates must be issued after the end date of the relevant employment period.
 - 5) Certificates issued in foreign languages (other than English) must be accompanied by the Korean or English translation signed by the applicant. The translation must include the issuing institution's address, phone number, fax number, and email address at the bottom. **The translation must be notarized in either English or Korean, and the certificates must be authenticated with an Apostille.**

※ Please note that notarization and obtaining an Apostille may take time, so applicants are advised to prepare the required documents in advance.

- f. Research & Teaching Plan (Free format) – 1 original hard copy each
- g. Doctoral Dissertation (*if applicable*)
- h. For foreign Ph.D. degree holders: Ph.D. Degree Certificate (1 original hard copy) and the Foreign Ph.D. Degree Reporting Receipt issued by the National Research Foundation of Korea (NRF).
(A screenshot of the NRF degree reporting details may substitute for the official receipt)
- i. Research Ethics Compliance Declaration (Designated format; the form will be provided to Stage 1 successful candidates)
- j. List of Research Achievements and Offprints
(published within the last 4 years: Oct 30, 2022 – Oct 29, 2026)
 - 1) If less than 4 years have passed since obtaining the Ph.D. degree, research achievements from up to 3 preceding semesters during the Ph.D. program (including the semester the degree was conferred) may be submitted.
 ※ **Semesters are calculated in 6-month units within the 4-year research achievement recognition period (Oct 30, 2022 – Oct 29, 2026).**
 - 2) Submissions must include printed pages verifying the publication year, month, article title, volume (issue), page range, and ISSN (e.g., journal cover, table of contents, or online search results).
 - 3) For web publications, materials that do not verify the volume, issue, or page range will not be recognized.
 - Publications without verifiable volume, issue, or page, as well as those identified only by a DOI or labeled as ‘online accepted’, ‘available online’, ‘in press’, ‘on press’ or ‘Epub ahead of print’ will not be recognized.
 - 4) For main-authored publications, candidates must highlight or indicate the section that verifies their status as the first author or corresponding author.
 - 5) For papers scheduled for publication, only those fully published by Oct 29, 2026 will be evaluated (Submission of an Official Certificate of Forthcoming Publication is required).
- k. Department Development Plan (*within 5 pages of A4*)

※ *As the notification of the first screening results will be followed by a short period for submitting supporting documents, applicants are advised to prepare the required documents in advance.*

※ *Please note that ONLY documents received by the application deadline will be accepted.*

8. Contact Information

For inquiries regarding the position or application procedure, please contact:

- **Department of English:** (Phone) +82-2-2173-2393 / (Email) english@cufs.ac.kr
- **Official Website:** <https://www.cufs.ac.kr/>

9. Other Important Notes

- a. Matters not specified in this announcement shall be governed by CUFS Faculty Personnel Regulations (refer to the CUFS website).
- b. CUFS may decide not to appoint any candidate if there is no suitable applicant.
- c. Foreign full-time faculty members will be appointed on a 1-year contract basis, subject to re-appointment after evaluation.
- d. All submitted documents must be originals, with the exception of the NRF foreign doctoral degree report.
- e. If any information provided in the application form or certificates is found to be false, the recruitment process may be terminated, and the appointment may be cancelled even after acceptance.
- f. Applicants who intentionally omit individuals subject to exclusion from review or are found to have improperly interfered with the recruitment process will be excluded. If discovered after appointment, the appointment may be revoked.
- g. If reasons for disqualification for faculty appointment under the Higher Education Act are discovered even after appointment, the appointment may be cancelled.
- h. Career/employment certificates must match the details entered in the resume; career experiences without supporting certificates will not be recognized.
- i. Certificates of current employment are valid only if issued within the past month as of the application deadline.

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