

TED UNIVERSITY

ACADEMIC PROMOTION AND APPOINTMENT GUIDELINES

OBJECTIVE

Article 1. The objective of making a regulation to determine academic promotion and appointment principles at TED University is to facilitate recruiting faculty members with superior qualities in order to perform undergraduate and graduate education and training, research, practice and publication activities.

NEED FOR FACULTY

Article 2. The Head of Department notifies the related Dean's Office about their need of faculty, with their academic fields and degrees, with the opinion of the committee of department. The Dean, adding their own opinion, forwards the request to the rector's office. After having been evaluated according to the policies of the Board of Trustees and within the bounds of financial possibilities, the vacant position is thereby announced with the approval of the rector. The announcement is bound by the Regulations on Promotion and Appointment of Faculty Members.

GENERAL PRINCIPLES

Article 3. The selection of faculty members is made according to academic hierarchy. The Dean and the Head of Department follow the academic and TEDU standards. Human Resources Department also contributes to the process and additionally manages the documentation and updates the employee's personal file.

Article 4. Expert evaluation concerning academic promotions and appointments at TED University are carried out by the Appointment and Promotion Commission. The commission consists of four faculty members appointed by the proposal of the Rector and by the approval of the Chairman of the Board of Trustees, as well as the Vice Rector for the Education (Provost), who also presides over the commission. Identities of the commission members are kept confidential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT

➤ **Required qualifications for faculty members with doctoral degrees**

Article 5. Candidates with doctoral degree who wish to apply to faculty vacancies must have the qualifications mentioned below, in accordance with the Law No. 2547 on Higher Education:

The applicant must have earned the doctoral title and must have gained competency in one of the branches of art.

Apart from the prerequisites stated in the related law, the applicants of doctoral faculty membership are also expected to fulfill the minimum criteria given below.

For the departments of Faculty of Education: The applicant must have published two scientific articles, at least one of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E, and must have minimum one

paper presented in an international conference. For those educators who have not chosen the academic/research path, 20 years of professional experience is required.

For the departments of Faculty of Arts and Science: The applicant must have published two scientific articles, at least one of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E.

If this criterion is not met, the publications in the journals scanned by the following indexes will also be taken as a basis for appointments and promotions for the **Basic Sciences Unit of the Faculty of Arts and Sciences**,

- ESCI (WoS)- Emerging Sources Citation index
- ERIC- Education Resources Information Center index
- MLA- The Modern Language Association

For the departments where this requirement is irrelevant, minimum 2 publications (books, chapters, or articles) published at peer-reviewed journals or by national/international publishers as determined by the Faculty Executive Board and approved by the Senate. Letters to editor, synopses, compilations, book reviews, etc. are not examples of acceptable publications.

For the departments of Faculty of Economics and Administrative Sciences: The applicant must have published at least one article or chapter in esteemed, peer-reviewed journals or books. For those who have not chosen the academic/research path: 20 years of professional experience.

For the departments of Faculty of Architecture: The applicant must have published (or been accepted for publication) at least one article, book or chapter in a national or international peer-reviewed journal or by a publisher.

For the departments of Faculty of Engineering: The applicant must have published (or been accepted for publication) at least one article in a peer-reviewed journal available through one of the following international journal citation indexes: SSCI or SCI-E. For those who have not chosen the academic/research path: 20 years of professional experience.

➤ **Required Qualifications for the Promotion to or Appointment of Associate Professors**

Article 6. Candidates who are to apply to the Associate Professor position need to fulfill the qualifications given below according to the Law on Higher Education, No. 2547:

- a) To have been granted the title of associate professorship by the Inter-University Board
- b) If on a similar position abroad, to have been granted equivalency certificate by the Inter-University Board.

Besides these requirements as requested by the related law, also the following minimum criteria are expected to be fulfilled by the candidates to apply to the associate professor position:

For the Departments of Faculty of Education:

- a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.

b) The applicant must have published five articles, books or chapters, at least two of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E, provided that these are not produced out of doctoral dissertation, and to have been participated in a BAP (Scientific Research Projects); TÜBİTAK (The Scientific and Technological Research Council of Turkey) or a similar project.

For the Departments of Faculty of Arts and Sciences:

a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.

b) The applicant must have published four articles or chapters after the doctoral in esteemed international journals with peer-review, at least two of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E; minimum two citations (self-citations excluded.)

For the departments where this requirement is irrelevant, minimum five publications (books, chapters, or articles) published or accepted for publication at peer-reviewed journals or by national/international publishers as determined by the Faculty Executive Board and approved by the Senate provided that these publications are made after the doctorate. Letters to editor, synopses, compilations, book reviews, etc. are not examples of acceptable publications. Minimum citations (self-citations excluded.)

For the Departments of Faculty of Economics and Administrative Sciences

a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.

b) The applicant must have published four articles or chapters in esteemed international journals with peer-review, at least two of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E.

For the Departments of Faculty of Architecture:

a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.

b) In addition to the minimum requirements for associate professorship as requested by the Inter-University Board, the applicant must have published at least one article, book or chapter in esteemed international journals with peer-review, available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E.

For the Departments of Faculty of Engineering:

a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.

b) The applicant must have published at least three (a total of four) articles after the doctorate in esteemed international journals with peer-review, which should be available through one of the following international journal citation indexes: SSCI or SCI-E; minimum two citations (self-citations excluded.)

➤ **Required Qualifications for the Promotion to or Appointment of Professors**

Article 7. Candidates who are to apply to the Professor position need to fulfill the qualifications given below according to the Law on Higher Education, No. 2547:

a) To have been studied in the related field of art/science for at least five years after having received the associate professor title.

b) Original publications in the related field at the international level and related activities for practical fields.

Besides these requirements as requested by the related law, also the following minimum criteria are expected to be fulfilled by the candidates to apply to the professor position:

For the Departments of Faculty of Education:

a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.

b) The applicant must have published four articles, books or chapters after associate professorship, a total of 9 publications, at least two of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E. Conducting research or service projects by external resources.

For the Departments of Faculty of Arts and Sciences:

a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.

b) The applicant must have published a total of eight articles or chapters, two of them being after associate professorship in esteemed international journals with peer-review, at least four of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E; minimum five citations (self-citations excluded.)

For the departments where this requirement is irrelevant, minimum eight publications (books, chapters, or articles), two of them being after associate professorship, published or accepted for publication at peer-reviewed journals or by national/international publishers as determined by the Faculty Executive Board and approved by the Senate. Letters to editor, synopses, compilations,

book reviews, etc. are not examples of acceptable publications. Minimum five citations after associate professorship (self-citations excluded.)

For the Departments of Faculty of Economics and Administrative Sciences

- a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.
- b) The applicant must have published a total of eight articles or chapters, two of them being after associate professorship, in esteemed international journals with peer-review, and at least four of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E.

For the Departments of Faculty of Architecture:

- a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.
- b) The applicant must have published (or been accepted for publication) two articles, books or chapters, after associate professorship, at least one of which should be available through one of the following international journal citation indexes: SSCI, A&HCI or SCI-E.

For the Departments of Faculty of Engineering:

- a) Besides plain lecturing, a constellation of methods and strategies used to ensure the interactivity of students and have them embrace the process of learning; evidence showing that such an approach was adopted.
- b) **i)** The applicant must have published (or been accepted for publication) a total of nine articles, five of which being after associate professorship, which should be available through one of the following international journal citation indexes: SSCI or SCI-E and minimum seven citations (four of which being after associate professorship) (self-citations excluded.) **OR ii)** The applicant must have published (or been accepted for publication) a total of seven articles, three of which being after associate professorship, which should be available through one of the following international journal citation indexes: SSCI or SCI-E and must be holding minimum two patents or must have collaborated in an innovative project; also minimum seven citations (four of which being after associate professorship) (self-citations excluded.)

For all fields, SCI, SCI-E, SSCI and A&HCI publications are deemed equivalent. The term “article” is taken as defined at the “Web of Science” database.

APPLICATION AND APPOINTMENT PROCESS

Application to Faculty Membership with Doctoral Degree

Article 8. Candidates who wish to apply to the Faculty Membership with Doctoral Degree at TED University are required to submit their application files including the documents mentioned below to the Human Resources Department as two copies.

Documents required in the Application File:

- a) Letter of application
- b) A detailed curriculum vitae
 - Educational background (when and where)
 - Professional background
 - Administrative positions
 - Publications (Articles, books, chapters published by national and international publishers)
 - Publications in preparation or in pre-publication process
 - Papers and posters presented at national or international congresses.
 - Citations
 - Ongoing researches and projects
 - Awards, patents, exhibitions
 - Foreign languages and related documentation, if any. (Foreigners must indicate their native languages and whether they can speak Turkish or not.)
 - Other activities: editorial board membership, jury membership for contests/awards, conference organization, peer review, consultancy, exhibition and curator activities, etc.
- c) A statement including their thoughts, experiences, approaches and potentials on teaching and learning (Teaching Plan) and a list of courses they can offer.
- d) A statement including their thoughts, experiences, approaches and potentials on research (Research Plan).
- e) Diplomas and other documents required for promotion or appointment as tenure.

Process of Promotion and Appointment to Faculty Membership with Doctoral Degree

Article 9. Applications received by Human Resources Department are submitted to the Office of the Dean and then to the related department. Department requests the candidate to give a scientific seminar in English on their field, which will be open to everyone and will be announced at least one week earlier. Announcement is made via e-mail including all TEDU academic staff. Seminar is attended by the head of the related department as well as all evaluating academicians from TED University. The department holds a meeting to discuss about the candidate in terms of academic background, adaptation, English proficiency and compliance with the targets of the department and produces an opinion. At this stage, the meeting is attended by professors, associate professors and the faculty members with doctoral degree.

Scientific background of the candidate is evaluated by a reviewing committee consisted of three professors or associate professors (plus three substitute members) assigned by the Dean and three separate evaluation reports are produced thereof. It is a requirement that one of the members of this committee should be the head of the related department and one of the members had to be outside TED University.

The Dean, after receiving opinion from the Faculty Administrative Board, submits the seminar evaluation, reports of the reviewers, and their personal opinion to the Office of the Rector. The Rector may also ask opinion from the Promotion and Appointment Commission. After evaluating the file thoroughly, the Rector decides on the appointment and initiates the related process.

Application to Professorship and Associate Professorship

Article 10. Candidates who wish to apply to the Professorship or Associate Professorship at TED University are required to submit their application files including the documents mentioned below to the Human Resources Department as two copies.

Documents required in the Application File:

- f) Letter of application
- g) A detailed curriculum vitae
 - Educational background (when and where)
 - Professional background
 - Administrative positions
 - Publications (Articles, books, chapters published by national and international publishers)
 - Publications in preparation or in pre-publication process
 - Papers and posters presented at national or international congresses.
 - Citations
 - Ongoing researches and projects
 - Awards, patents, exhibitions
 - Foreign languages and related documentation, if any. (Foreigners must indicate their native languages and whether they can speak Turkish or not.)
 - Other activities: editorial board membership, jury membership for contests/awards, conference organization, peer review, consultancy, exhibition and curator activities, etc.
- h) A statement including their thoughts, experiences, approaches and potentials on teaching and learning (Teaching Plan) and a list of courses they can offer.
- i) A statement including their thoughts, experiences, approaches and potentials on research (Research Plan).
- j) Diplomas and other documents required for promotion or appointment as tenure.

Process of Promotion and Appointment to Associate Professorship

Article 11. Applications received by Human Resources Department are submitted to the Office of the Rector. The Rector requests the Head of the related department, via Office of the Dean, to submit six professor names, one of which being the Head of Department, and at least two of which are outside TED University, for the formation of a reviewing committee. Meanwhile, the department requests the candidate to give a scientific seminar in English on their field, which will be open to everyone and will be announced at least one week earlier. Announcement is made via e-mail including all TEDU academic staff. Seminar is attended by the head of the related department as well as all evaluating academicians from TED University. The department holds a meeting to discuss about the candidate in terms of academic background, adaptation, English proficiency and compliance with the targets of the department and produces an opinion. At this stage, the meeting is attended by professors and associate professors. The Head of Department submits the opinion of the department including the seminar evaluation to the Office of the Dean. The Dean forwards the file to the Office of the Rector including their opinion.

The Rector assigns three professor members (plus three substitute members) evaluating the opinions of the Office of the Dean, one of which being the Head of related department, and at least one of which is outside TED University and the candidate's file is sent to the committee members by the Rector. Members of the reviewing committee then submit their own evaluation reports to the Rector. The Rector may also ask opinion from the Promotion and Appointment

Commission. After evaluating these reports and the Dean's opinion, and having received the University Executive Board opinion, the Rector decides on the appointment and initiates the related process.

Process of Promotion and Appointment to Professorship

Article 12. Applications received by Human Resources Department are submitted to the Office of the Rector. The Rector requests the Head of the related department, via Office of the Dean, to submit ten professor names, at least six of which are outside TED University, for the formation of a reviewing committee. Meanwhile, the department requests the candidate to give a scientific seminar in English on their field, which will be open to everyone and will be announced at least one week earlier. Announcement is made via e-mail including all TEDU academic staff. Seminar is attended by the head of the related department as well as all evaluating academicians from TED University. The department holds a meeting to discuss about the candidate in terms of academic background, adaptation, English proficiency and compliance with the targets of the department and produces an opinion. At this stage, the meeting is attended by professors. The Head of Department submits the opinion of the department including the seminar evaluation to the Office of the Dean. The Dean forwards the file to the Office of the Rector including their opinion.

The University Executive Board assigns five professor members (plus five substitute members) in the related field, and at least three of which are outside TED University, evaluating the opinions of the Office of the Dean. The candidate's file is sent to the committee members by the Rector. Members of the reviewing committee then submit their own evaluation reports to the Rector. The Rector may also ask opinion from the Promotion and Appointment Commission. The Rector submits these reports as well as the Dean's opinion, to the University Executive Board. The Rector then initiates the related process according to the decision of the Board.

OTHER ISSUES

Article 13. Related processes for recruiting faculty to the institutes and to future post-secondary schools will be implemented by the managers instead of deans.

Article 14. Principles for the appointment of the staff completing their doctoral degrees at TED University will be based on avoiding inbreeding practices as much as possible.

Article 15. Candidates to be recruited for the courses offered in Turkish are not required to give seminar in English.

ENFORCEMENT

Article 16. These regulations, accepted by the University Senate with Decision No. 01, on 11.01.2018, and by the Board of Trustees, with Decision No. 55, on 18.01.2018, comes into effect upon the approval by the Council of Higher Education.

EXECUTION

Article 17. These regulations are executed by the Rector.

**SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS
ARE ACCEPTED**

DATE	DECREE NO.	EXPLANATION
14.11.2013	2013-08	Promotion and appointment criteria
11.01.2017	2017-01	Criteria for the Faculty of Arts & Sciences and the Faculty of Architecture.
23.03.2017	2017-03	Criteria for the Faculty of Arts & Sciences and the Faculty of Architecture.
21.12.2017	2017-16	Principles on Academic Promotion and Appointment
11.01.2018	2018-01	Principles on Academic Promotion and Appointment
22.02.2018	06.03.18	Official Gazette (About Assist. Prof. instructors)
08.02.2019	2019-03	Article-5 - Addition to the journals scanned by the indexes for the Faculty of Arts and Sciences BSU.