

**KADİR HAS UNIVERSITY**  
**DIRECTIVE FOR ACADEMIC STAFF EMPLOYMENT**

**SECTION ONE**  
**Purpose, Scope, Basis, Definitions**

**Purpose**

**ARTICLE 1-** These Academic Staff Employment Guidelines were drawn up for the purpose of creating and developing the highly qualified academic staff necessary for the realization of the vision and mission of Kadir Has University. By defining an objective and clear review system to achieve the highest level in education and research, the aim is to determine the basic principles of employment contracts to be made with academic staff for accurate and appropriate employment.

**Scope**

**ARTICLE 2-** These Guidelines set out the minimum academic conditions for the status of the personnel who will be employed as academic staff at Kadir Has University and/or whose contracts are in progress and is used within the framework of the basic principles expressed in Article 5 of this policy. These Guidelines forms a whole together with the annexes.

**Basis**

**ARTICLE 3-** Higher Education Law No. 2547.

**Definitions**

**ARTICLE 4-**

(1) **(Amended: Senate Decision-24/04/2024-2024/05) Faculty Member** refers to members of the Dr. Faculty Members, Associate Professors, and Professors responsible for the minimum requirements of both teaching and research.

(2) **(Amended: Senate Decision-24/04/2024-2024/05) Non-Research Faculty Member** refers to lecturers and non-research faculty members.

(3) **(Amended: Senate Decision-24/04/2024-2024/05) Preliminary Candidate Assessment Committee** is the committee that can be formed by the Dean of the respective Faculty for each advertised position and is responsible for making a preliminary assessment of the candidates regarding the New Education Model, Research Ecosystem and Community Service Approach of Kadir Has University and the potential for interdisciplinary contribution to these areas along with the minimum criteria stated in this policy and the rules for its formation are stated in Article 8 of this policy.

(4) **Conducting/Researching/Consulting for Research Projects**, are academic activities that are projected and supported by Kadir Has University and national and international organizations, and are included in the university's financial system. Projects whose main sponsor is an international organization are considered "international" and projects whose main sponsor is a national organization are considered "national". Kadir Has University fulfills the requirement of project management for the European Union projects.

(5) **Research/R&D Projects** are projects funded by extramural sources that provide full living support for an undergraduate / graduate student / postdoctoral researcher for at least 6 months.

(6) **Peer-reviewed Scientific Journal** SCI-EXP, SSCI, AHCI, SCOPUS, and TÜBİTAK-ULAKBİM-TR Index are scientific peer-reviewed journals indexed in the national database.

(7) **Scientific articles** are full-text studies published in journals of the appropriate category. Short communication, technical note, conference paper, discussion, editorial/note, and publications that are preliminary announcements of research topics and results are not recognized as scientific articles.

(8) **Periodic Performance Review** is the review of academic staff on the basis of the principles set out for defined periods within the scope of the Academic Staff Performance Evaluation Guidelines. The review is conducted every **3 years for PhD faculty members**, and **4 years for Associate Professors and Professors**.

(9) **Annual Performance Review** is the process of reviewing academic staff on a yearly basis, in accordance with the principles set forth in the Academic Staff Performance Review Guidelines.

(10) **Artistic Practice/Research Projects** are artistic practice and research activities designed and supported by Kadir Has University and national and international organizations, and included in the University's financial system. Projects that are mainly sponsored by international organizations are considered "international" and projects that are mainly sponsored by national organizations are considered "national". In international projects, the leadership of Kadir Has University fulfills the requirement of project leadership.

## **SECTION TWO**

### **Faculty Member Employment**

#### **Core Principles**

**ARTICLE 5-** The following basic principles must be observed when hiring academic staff and concluding employment contracts:

(1) **(Amended: Senate Decision-24/04/2024-2024/05)** These guidelines set minimum standards for all academic staff. The decision on the new employment contract is made by the respective Board of Trustees with the recommendation of the Dean and the Candidate Pre-Evaluation Committee and the approval of the Academic Council. Decisions regarding intramural academic title promotions and contract renewals are made on the recommendation of the Dean and with the approval of the Academic Council.

(2) **(Amended: Senate Decision-24/04/2024-2024/05)** Deans, Principals and Heads of Departments are responsible for ensuring that the staff in their departments are highly qualified. The aim is to ensure that all academic staff are qualified to be easily recruited by leading universities around the world.

(3) **(Amended: Senate Decision-24/04/2024-2024/05)** Candidates to be employed for the first time as a faculty member at Kadir Has University are required to prove their **success** in giving **lectures/seminars**.

(4) **(Amended: Senate Decision-24/04/2024-2024/05)** At least one of the indexed publications presented in the application file of the faculty members currently employed at Kadir Has University for promotion to academic title is required to be a **publication addressed to Kadir Has University**. Preferably, such publication is done **with a student**.

### **Planning**

**ARTICLE 6-** Kadir Has University plans its human resource needs in conformity with its strategic goals and within the framework of its financial resources. These needs are evaluated and finalized during annual budget planning. The recruitment process starts after the approval of the annual plan. However, unforeseen resignations and/or needs approved by the University Management may be taken into consideration immediately.

### **Job Postings and Application System**

#### **ARTICLE 7-**

(1) The Dean of the Faculty concerned, upon the recommendation of the Faculty Board, submits to the President the program or discipline and the academic title for which faculty members are needed, together with his/her own opinion. The announcement texts received from the faculties for the approved faculty positions are forwarded to the Rectorate. The advertisements are published in the Official Gazette and on the website of Kadir Has University by the Human Resources Department under the guidance of the Rectorate in order to ensure wide publicity.

(2) Applications are submitted to the Human Resources Department. Applicants complete the online application form that is used as the basis for the academic review.

### **Preliminary Candidate Assessment Committee**

**ARTICLE 8- (Amended: Senate Decision-24/04/2024-2024/05)** The Dean of the relevant Faculty forms a Preliminary Candidate Assessment Committee for the posted position and specific to the recruitment. The Preliminary Candidate Assessment Committee is responsible for the preliminary assessment of candidates to determine their compatibility with Kadir Has University's educational model, research ecosystem and community service approach, and their potential to contribute to the University's work in the areas of education, research and community service with an interdisciplinary approach. The committee consists of **6 members (4 in exceptional cases)** with the approval of the Dean, including the Dean of the relevant Faculty (Vice Dean or a person authorized by the Dean), the Head of the relevant Department, at least 1 member from the program/discipline to be recruited, at least 1 intramural member from another program/discipline, and 2 extramural members. The members of the committee are notified to the President. If the faculty consists of one program, it is not necessary to have members from another program on the Preliminary Candidate Assessment Committee.

### **Preliminary Assessment and Core Requirements**

**ARTICLE 9- (Amended: Senate Decision-24/04/2024-2024/05)** In the employment of faculty members, the principles set forth in Law No. 2547 and the Regulations on the Appointment and Promotion of Faculty Members are taken into account. In addition to

fulfilling the provisions of the Higher Education Law No. 2547 and the "Regulation on Promotion and Appointment to Faculty Membership", candidates who apply for employment in the academic position at Kadir Has University are required to meet the conditions of the Core Principles section in Article 5, the conditions of Article 9, and the minimum criteria specified in **Appendix-1, Appendix-2, Appendix-3, and Appendix-4** within the scope of these guidelines. Research faculty members to be employed in the **Department of Common Courses** are expected to meet the requirements of the faculty with which **their field of study is associated**.

**a) Eligibility Requirements for PhD Faculty Member positions (Amended: Senate Decision-24/04/2024-2024/05)**

- Have a doctoral degree or a degree in the arts and meet the minimum criteria for academic activity established by the relevant faculty (see Appendix-1 for the Faculty of Engineering and Natural Sciences, the Faculty of Economics, Administrative and Social Sciences, **Appendix-2** for the Faculty of Art and Design and the Faculty of Communication, **Appendix-3** for the Faculty of Law, **Appendix-4** for non-research faculty members).

**b) Eligibility Requirements for Associate Professorial positions (Amended: Senate Decision-24/04/2024-2024/05)**

- Pursuant to Law No. 2547 on Higher Education, to have passed the Associate Professorship Exam administered by **ÜAK**, and to have a Certificate of Achievement (For the Associate Professorship Exam Regulation, see <http://www.uak.gov.tr>).
- For intramural applicants from Kadir Has University, to have received at least **"Success"** grade in the **last Academic Performance Review**.
- Fulfill the minimum academic activity criteria set by the respective faculty (see **Appendix-1** for Faculty of Engineering and Natural Sciences and Faculty of Economics, Administrative and Social Sciences, **Appendix-2** for Faculty of Art and Design and Faculty of Communication, **Appendix-3** for Faculty of Law).

**c) Eligibility Requirements for Professorial positions (Amended: Senate Decision-24/04/2024-2024/05)**

- Having worked full-time in the relevant field of science for at least **5 years**, at least **3 years** of which must be at the university, after obtaining the title of Associate Professor.
- For intramural applicants from Kadir Has University, to have received at least **"Success"** grade in the **last Academic Performance Review**.
- Fulfill the academic activity criteria set by the respective faculty (see **Appendix-1** for Faculty of Engineering and Natural Sciences, Faculty of Economics, Administrative and Social Sciences, **Appendix-2** for Faculty of Art and Design and Faculty of Communication, **Appendix-3** for Faculty of Law).

## **Interview and Seminar**

### **ARTICLE 10-**

(1) To assess the ability of candidates who meet the core requirements and who have passed the preliminary examination to conduct research and scholarly activities and to teach/lecture in English, the Candidate Preliminary Assessment Committee interviews the candidates in English, and the candidates are required to give a seminar to the public in

English. **The interview and seminar requirement only applies to extramural candidates,** not intramural promotions.

(2) The academic qualifications of the candidates, the quality and quantity of their research activities, their aptitude for practice (establishing a relationship between practice and theory), their pedagogical qualifications (teaching success, course and curriculum development, use of educational technologies), their motivation and aptitude for interdisciplinary studies, their verbal expression skills, and their compatibility with the vision, mission, principles, and expectations of the university are reviewed through the interview and seminar.

(3) The seminar requirement may be waived for a variety of reasons, subject to approval. Examples of such reasons are that the candidate is working at another institution and does not wish his or her candidacy to be widely known, or that the candidate is a proven and prominent scholar in his or her field. The proposal to waive the seminar requirement is submitted by the Dean to the President for approval.

(4) The Candidate Preliminary Assessment Committee reviews the candidate's file, credentials, interviews with the candidate, and the candidate's seminar performance, and submits the **Candidate Preliminary Assessment Report** to the **President's Office** to reach a final consensus on the candidate.

(5) **(Amended: Senate Decision-24/04/2024-2024/05)** According to Law 2547 on Higher Education and the Regulation on Promotion and Appointment of Faculty Members, the final decision on the formation of a Board is made by the **Academic Council**.

## **Board Review and Finalization of Appointments**

### **ARTICLE 11-**

(1) At the end of the application period, the Human Resources Department forwards the application file with the details, qualifications and quantities of the scientific studies, and other academic activities documented by the candidates in their applications, and the technical review in accordance with the relevant articles of these guidelines and the criteria specified in Appendix-1, Appendix-2, Appendix-3, and Appendix-4 to the Office of the President.

(2) Applications for PhD faculty member positions are forwarded by the Office of the President to the appropriate faculty and college for processing. Procedures for hiring associate professors and professors are handled by the Office of the President.

(3) **(Amended: Senate Decision-24/04/2024-2024/05)** The scientific files of the candidates apply for the position of PhD faculty member are forwarded by the relevant units, and the scientific files of the candidates apply for the positions of associate professor and professor are forwarded by the Office of the President to the members of the Board appointed within the framework of the Law on Higher Education No. 2547 and the Regulation on Promotion and Appointment to the Faculty, among the faculty members who have proven themselves scientifically in their fields. In the Boards formed for Ph.D. faculty members and associate professors, at least one of the members, and at least two of the members for professors, must be members working abroad. The condition of having members

working abroad in the formed boards does not apply to the appointment of non-research faculty members and appointments at the Faculty of Law.

(4) The reports prepared by the members of the Board are finalized by the authorized committees and persons specified in the Law on Higher Education No. 2547. The President has the capacity to sign on behalf of the University for the continuation of the employment contract within the scope of these guidelines, regarding the files with an opinion on employment, promotion, and periodic performance review.

## **Updating the Criteria and Exceptions**

### **ARTICLE 12-**

(1) The criteria within the scope of these guidelines, and all appendices to the guidelines are reviewed periodically by the Office of the President on the recommendation of the Academic Council, and updated as deemed necessary.

(2) In exceptional matters, the Office of the President shall make the final decision.

## **Contracts**

### **ARTICLE 13-**

(1) **(Amended: Senate Decision-24/04/2024-2024/05)** Indefinite-term contracts are made with Associate Professors and Professors, and fixed-term contracts are made with PhD Faculty Members pursuant to the provisions of the Higher Education Law No. 2547 and the Regulation on Promotion and Appointment of Faculty Members.

(2) During the term of the contract, all academic staff are subject to the “Annual Performance Review” and “Periodic Performance Review” systems within the scope of the relevant provisions of Kadir Has University Academic Staff Performance Review Guidelines.

(3) **(Amended: Senate Decision-24/04/2024-2024/05)** In light of the periodic performance review conducted under the Academic Staff Performance Review Guidelines, contracts of the faculty members and lecturers who are placed in the "limited performance" category for two consecutive years may be terminated by the Academic Council.

(4) **(Amended: Senate Decision-24/04/2024-2024/05)** In light of the periodic performance review conducted under the Academic Staff Performance Review Guidelines, the contracts of faculty members whose periodic performance is **deemed unsatisfactory** at the end of the relevant semester may be terminated by the Academic Council.

(5) Academic staff may be placed on a temporary contract based on the needs of the university and performance indicators.

(6) **(Amended: Senate Decision-24/04/2024-2024/05)** Research PhD faculty members may not hold the same title for **more than 7 years**, and Associate Professors may not hold the same title for **more than 8 years**. Paid/unpaid leave before and after maternity and maternity leave covering part-time employment periods used during the period of appointment with the same title are added to the specified periods. Contracts of the faculty members who have completed the period of appointment with the same title may be terminated by the Academic Council.

### **Age Limit for Faculty Member Employment**

**ARTICLE 14- (Amended: Senate Decision 30/01/2026-2026/02)** The age limit for hiring academic staff at Kadir Has University is 77 years. Academic staff above this age limit are not employed on a full-time basis. Academic staff working at the university who have reached this age limit may be employed on a part-time basis and under an indefinite-term contract, in accordance with the university's needs and at the discretion of the administration. Academic staff whose contracts are renewed in this way are not assigned administrative duties; their obligations are regulated within the framework of the principles set forth in Article 15 hereof.

### **Employing Part-time Faculty Members**

**ARTICLE 15- (Amended: Senate Decision 30/01/2026-2026/02)** Full-time faculty members holding the rank of associate professor or professor may be assigned to part-time status and employed under a part-time indefinite-term contract upon the decision of the University Administrative Board, based on their own request, the justified proposal of the relevant department chair and dean/director, and the favorable opinion of the Rector, within the framework of the University's needs. Personnel so contracted;

- (a) may not be appointed as a dean, principal of an institute or college, department heads or their deputies, may not be a member of the Senate and the University and Faculty Councils,
- (b) are required to be present at the University at least 20 hours per week,
- (c) are subject to the annual and periodic performance evaluation systems,
- (d) may not benefit from the BAF.

### **Emeritus Faculty Members**

**ARTICLE 16- (Amended: Senate Decision 30/01/2026-2026/02)** Academic staff members who have served as professors at the University for at least ten years and have made exceptional contributions to the University's development and its academic activities at the international level may, upon the reasoned proposal of the relevant academic unit, be awarded the honorary title of "Professor Emeritus" by a decision of the Board of Trustees following a favorable opinion of the University Senate. The title of Professor Emeritus may be conferred only upon faculty members who have previously served within the University; it shall not be granted to individuals from outside the University.

The title of Professor Emeritus is an honorary distinction and is not contingent upon any employment contract or form of appointment. Any full-time, part-time, per-course, or similar employment relationship that may be established between a Professor Emeritus and the University shall be evaluated and implemented independently of the emeritus title. Once conferred, the title of Professor Emeritus is granted for an indefinite duration.

Faculty members who reach the statutory academic retirement age shall, irrespective of whether they have been awarded the title of Professor Emeritus, be employed on a part-time basis under an indefinite-term contract in accordance with Article 14 of this Directive.

Professors Emeritus are not subject to the annual or periodic performance evaluation systems conducted under the Academic Staff Performance Evaluation Directive. The title of Professor Emeritus may not be revoked except in exceptional circumstances, such as the commission of a dishonorable offense or conduct or statements that harm the institutional reputation of the University. The authority to confer, revoke, or terminate the title of Professor Emeritus in

exceptional cases rests with the University Senate and the Board of Trustees, which are authorized to grant the title.

### **SECTION THREE** **Employing Non-Faculty Lecturers**

**ARTICLE 17- (Amended: Senate Decision-25/05/2021-2021/07)** In addition to the general conditions set forth in the "Regulation on the Procedures and Principles Regarding the Central Examination and Admission Examinations to be Applied in Appointments to Academic Staff Positions Other than Faculty Members", the following special conditions are required for candidates for the employment of non-faculty lecturers:

(a) For Foreign Language Lecturer applications, those whose native language is not the relevant foreign language must have a score of at least 90 points from the Foreign Language Knowledge Level Assessment Exam (YDS) or YÖKDIL or an equivalent score from an exam accepted by the Center for Assessment, Selection and Placement , and the document related to the foreign language exam must have been taken within the last 5 years. There is no time requirement for language credentials for lecturer applications other than foreign language lecturers. For these applications, applicants must have a score to be established by the Senate from the Foreign Language Proficiency Level Exam (YDS) or YÖKDIL, provided that it is not less than the score specified in the relevant regulation of YÖK, and for departments where the language of instruction is Turkish, they must have a minimum of 50 points or an equivalent score from an exam recognized by the Center for Assessment, Selection and Placement. A minimum of 70 points from the exams is required for Research Assistant applications. Those whose field of science/art is related to a specific language are required to take a language exam in another language.

(b) **(Amended: Senate Decision-07/07/2022-2022/08)** Lecturers are subject to an annual performance review. Lecturers' contracts are fixed-term and for a maximum of 2 years.

(c) Research assistants are required to be enrolled as master's or doctoral students with thesis/dissertation requirements in the relevant university departments, or must have received final acceptance from a program and completed their registration before the date they begin work at the university.

(d) Research assistants are required to submit a student certificate to the Human Resources Department each semester, and a temporary employment contract is made, provided the graduate student continues to be a student. The contract of a Research Assistant whose student status ends for any reason is terminated at the end of the semester when the student status ends.

### **SECTION FOUR** **Miscellaneous and Final Provisions**

#### **Effectiveness**

**ARTICLE 18-** Pursuant to the Decision of the University Senate dated 20/05/2020 and numbered 2020/06, these guidelines enter into force on 01/01/2021, and supersede the Kadir Has University Academic Staff Employment Guidelines dated 11/07/2018 on the same date.

#### **Execution**

**ARTICLE 19-** These Guidelines are executed by the President of Kadir Has University.