

KADİR HAS UNIVERSITY DIRECTIVE ON PERFORMANCE EVALUATION OF THE INSTRUCTORS OF THE SCHOOL OF FOREIGN LANGUAGES

Purpose

Article 1- (Amended: Senate Decision-24.04.2019-2019/04) The purpose of this directive is to increase efficiency and to enhance the quality of education, trainings and research as well as the academic and administrative services through determining the performance of Kadir Has University School of Foreign Languages (YDYO) instructors according to objective criteria.

This assessment covers and applies to those instructors who have been serving under YDYO as a permanent employee for at least 1 (one) year.

The Core Areas to be considered in the Performance Assessment

Article 2- (Amended: Senate Decision-24.04.2019-2019/04) Performance of YDYO instructors are assessed in two core areas - being the “Professional Competence” and “Added Contribution to Learning Environment”. Under the Performance Assessment Form (ANNEX-1) the subjects mentioned above and the points regarding those subjects are calculated. The weighing of points for the sections under Performance Assessment Form is formed or changed with the Rector’s approval by considering strategic plan goals, structure and activities of each unit under the YDYO.

The Method to be used in Performance Assessment

Article 3- (Amended: Senate Decision-24.04.2019-2019/04) The instructors’ performance is assessed for each academic year (1 September-31 August). The instructors subject to the assessment upload their documents regarding their “added contribution to learning environment” each year until 15 September the latest to the **AKA-DATA** system. The unit director fills up the Performance Assessment Form for each unit employee by considering the data recorded under AKA- DATA, and submits them to the approval of the Directorate of School of Foreign Languages. The forms approved are then forwarded to the University’s Human Resources Board by the Directorate of the School of Foreign Languages. The final assessment is made by the **University’s Human Resources Board (İKK)** by considering opinions of the Directorate of the School of Foreign Languages, and upon the Rectorate’s approval, it is notified to the relevant instructors.

Calculation of the Performance Assessment Score

Article 4- (Amended: Senate Decision-24.04.2019-2019/04) The scoring for the instructors’

performance assessment is made by the relevant unit director. The points recorded by mistake are corrected in the İKK's review, and any data recorded without the supporting documents are excluded. Each instructor's performance assessment score is calculated over 100 points. Weighing of the points for the two core areas under the Performance Assessment Form is as follows:

Professional Competence	: 80%
Added Contribution to Learning Environment	: 20%

Performance Assessment Categories

Article 5- (1) (Amended: Senate Decision-24.04.2019-2019/04) At the end of the assessment, the instructors' performances are sorted into four categories:

Excellent Performance: 85.1 -100

Good Performance: 65.1 -85.00

Satisfying Performance: 50.1- 65

Limited Performance: 0-50.00

(2) In addition to the above, the staff included under the category "Excellent" shall be referred to as Distinctive, if they meet the following criteria: (a) Being within the initial 20% segment at the University scale in the student satisfaction assessment. (b) Not being considered as unsuccessful by the relevant directors in any academic/administrative assignments made by the University management.

Feedback and Goal Setting Meeting

Article 6- (Amended: Senate Decision-24.04.2019-2019/04) The scoring results finalized by the İKK are submitted to the relevant instructor and he/she is given 7 days to assert his/her objections, if any. İKK decisions are final in the settlement of these objectives. After the final results of the units are submitted to the relevant instructors, the unit directors meet with each instructor to provide their relevant assessments and recommendations for them, and also take the instructor's opinion on the subject under record. During this meeting, the relevant instructor and/or the unit director together fill up the form (ANNEX-2) that is covering the plans on the professional development and performance enhancement for the next year, if they consider necessary. This form allows a self-assessment by the instructor on the subjects regarding his/her area of duty and includes plans for his/her performance enhancement. This form is taken into

consideration by the relevant unit director also in the next performance assessment process.

Use of Results

Article 7- Performance assessment segments are taken into consideration while renewing the contract, determining the annual performance-based salary-increase as well as for the academic and administrative assignments.

The instructors who are included under the categories “Good” and “Excellent” are provided an additional “performance allowance” on top of their monthly salaries at a level determined each year by the Board of Overseers.

The instructors who are included under the categories “Satisfying” are provided a standard annual price increase without the “performance allowance”.

The contracts of the instructors who are included under the category “Limited Performance” twice in a row are not renewed.

Effect

Article 8 - This Directive enters into effect on the date it is adopted by University Senate in its meeting dated 17 November 2014 and numbered 2014/18.

Execution

Article 9- This Directive is executed by the Rector of Kadir Has University.

**SCHOOL OF FOREIGN LANGUAGES
PERFORMANCE EVALUATION OF LANGUAGE INSTRUCTORS**

INSTRUCTOR	
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EVALUATION CRITERIA	POINTS
A. PROFESSIONAL COMPETENCE	80
B. ADDED CONTRIBUTION TO LEARNING ENVIRONMENT	20

A. PROFESSIONAL COMPETENCE

1. Teaching Performance	Maximum	Score
1.1. Evaluation of EFFECTIVENESS based on Student Data	25 points	
1.2. Evaluation of EFFECTIVENESS by the Administration	20 points	

2. Professionalism during assessments & meetings	Maximum	Score
2.1. Evaluation of EFFECTIVENESS in activities related to assessments	20 points	
2.2. Evaluation of EFFECTIVENESS in meetings	15 points	

B. ADDED CONTRIBUTION TO LEARNING ENVIRONMENT

1. Taking active role in committees/task groups	Maximum	Score
1.1. Taking an active role in a task group or a committee set up according to the needs of the program f (e.g. Material Development Task Group, Recording Committee, or Orientation Program Committee etc.)	10 points	

2. Taking part in professional development activities	Maximum	Score
<p>2.1. Delivering a talk in an official workshop, seminar, or conference etc. (10 points)</p> <p>2.2. Sharing good teaching practices/lesson plans/technological tools by means of giving mini presentations (each is 2.5 points)</p> <p>2.3. Carrying out Reflective Practices (e.g. peer-observation, filling a self-reflection form and discussing it with the peer etc.) (Each is 2 points)</p> <p>2.4. Conducting semester-long projects/research writing a report or sharing its findings through a presentation (10 points)</p>	10 points	

A publication (full papers in journals, book chapters, or books) deserves an extra 10 points.

<p>Total Score</p> <p>_____ / 100</p>
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DIRECTOR: _____