

KADIR HAS UNIVERSITY

REGULATIONS FOR ACADEMIC PERSONNEL APPOINTMENTS

Aim

Article 1- The Regulations for Academic Personnel Appointment have been compiled with the aim of ensuring the formation and improvement of a highly qualified academic personnel needed for the realization of the Kadir Has vision and mission. In order to reach the highest standards in education and research, these regulations aim to define an objective and transparent evaluation mechanism; and, in order to facilitate correct and appropriate appointment, specify the main principles regarding the contract making and extending of the academic personnel.

Main Principles

Article 2- The following principles are followed in the appointment of the academic personnel, and in the making and extending of their contracts:

2.1. Herein regulations define the minimum standards to be used for all the academic personnel. A system of application based on score cannot be used as the sole evaluation criteria. Academic and/or artistic activity meeting the minimum conditions for application constitutes the minimum requirement for the conferment of academic titles, promotions and making work contracts. However, when these are not deemed adequate the employment of the personnel or conferment of his/her title may not be proceeded. Decisions on conferment of titles and making of work-contracts are conducted with the opinion of the Human Resources Committee (HRC), opinion of the authorized committee based on the reports of the jury and approval of the Rector.

2.2. Kadir Has University Board of Trustees may decide to lower the criteria specified in herein Regulations for a certain period of time in order to ensure the appointment of a sufficient number of faculty members or the extension of their contracts for departments/faculties which have recently been opened and/or which have difficulties in finding faculty members.

2.3. The applicant's works and academic activities must be in the discipline area, department or main associate professorship area he/she applies for, unless otherwise stated in the announcement.

2.4. The teaching, research and publication potential of the applicant to be employed must be of a quality that will enhance the unit he/she applies to.

2.5. Apart from the Theatre Department, an applicant who will be appointed to an academic position at Kadir Has University for the first time must have received either his/her Master's or Doctorate degree from a renowned foreign university, or must have spent at least a year (at least six months for the Faculty of Applied Sciences and Faculty of Law), during or after his/her doctoral studies, at a foreign education/research institution for research purposes. Applicants who do not meet this criteria but who has exceptional performance in terms of

high-caliber publication and/or high-caliber activity can be exempted from this condition upon the Board of Trustees decision.

2.6. All applicants who will be appointed to an academic position at Kadir Has University for the first time must;

2.6.1. Give a successful trial class/seminar either in English, French or German at the Faculty of Law; in Turkish at the Faculty of Applied Sciences and at the Vocational Schools; in English in all other units. An applicant who is once deemed successful at the trial class/seminar at the University is exempt from this requirement in the following appointments.

2.6.2. Applicants are asked to submit three reference letters, at least one of which from abroad. An applicant who meets this requirement during his/her first appointment to an academic position at the University is exempt from this requirement in the following appointments.

2.6.3. Applicants for Associate Professorship or Professorship positions must have been conferred as Associate Professor by the Inter-University Council (ÜAK).

Definitions

Article 3-

Papers presented at scholarly conferences published as full-text: These are papers presented at domestic/international scholarly conferences which have been critiqued, discussed and published in the conference Proceedings in full.

Being a participant/researcher in research projects: Academic activities jointly planned and supported by Kadir Has University and domestic/international institutions, and included within the University's financial system. Projects whose primary support comes from international organizations are evaluated as "international" projects. Projects whose primary support comes from domestic organizations are evaluated as "domestic" projects. The evaluation score for projects only supported by Kadir Has University is 50 percent of national projects' score.

Citations: Only the citations in journals indexed in AHCI, SSCI and SCI are taken into account. For the Law Faculty, refereed scholarly journals indexed in TÜBİTAK-ULAKBİM and citations in high court decisions are also taken into account. Citations from authors to their own articles are not taken into account. Print-outs and documentation of citations must be attached to the application.

Primary Author is the author of an article he/she co-wrote with graduate student(s) whom he/she advised; the primary author of a co-authored article; or the corresponding author of an article.

Refereed Scholarly Journal means refereed scholarly journals indexed in SCI, SSCI, AHCI and other international field indexes, and refereed scholarly journals indexed in the national database of TÜBİTAK-ULAKBİM.

Refereeing entails the refereeing duties associated with evaluating articles submitted to refereed journals for publication. Applications must include the letter requesting that the personnel serve as a referee and documentation showing that an evaluation was carried out in accordance with this letter.

Article: A full-text work published in a given category of journal. Publications such as short communications, technical notes, discussions and letters to the editor, along with preliminary announcements about research topics and their results are not accepted as an article.

Application and Evaluation

Article 4-

4.1. Applicants who apply to be appointed to an academic position at Kadir Has University must fulfill the criteria in the Higher Education Law number 2547 and the stipulations in the “Regulations for the Promotion and Appointment of Academic Personnel” and the “Code Regarding the Procedure and Principles of the Central Exam and the Entrance Exams to be Applied in the Transfer and the Direct Appointment of Academic Personnel who are not Faculty Members” in addition to the criteria specified in these Regulations.

4.2. Applicants must submit a folder consisting of the following information and documents in their applications for the purposes of academic evaluation:

Diplomas and documents requisite for academic appointment to the relevant position;

Documentation of foreign language skills;

Documentation for major publications/work for those applying to be employed as an Associate Professor or full Professor for the first-time;

Publication list and publications organized in accord with the Academic Activity Points Table (Appendix 1) and documentation proving acceptance of articles not yet published but whose publication is certain, and citation documentation;

A list of activities other than the publications covered in the Academic Activity Points Table (Appendix 1) and relevant documentation (such as folders of courses given, yearly activity reports, and the results of student evaluations if applicable).

4.3. The application documents are submitted to the Personnel Affairs Office. These documents are sent to the Human Resources Committee (HRC) for the initial evaluation. The HRC evaluates the details, quality and quantity of the academic work and other academic activities documented in the application by the applicants in accordance with articles specified in these Regulations and the system of evaluation stipulated in Appendix 1, and submits its report including all these to the Rectorate within one week from the date of application at the latest.

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4.4. Applications for lecturer and assistant professor positions are sent by the Rectorate, with the HRC's evaluation, to the relevant faculties and schools for the necessary procedures. The procedure regarding associate professor and professor positions is overseen by the Rectorate.

4.5. Application documents are sent by the relevant units to members of the jury, comprising of faculty members with a proven academic track record in their chosen field, selected in line with the Higher Education Law number 2547 and the Regulations for Academic Personnel Appointment. Jury members are requested to send their personal evaluation reports within two months for professorship applications and within one month for other applications.

4.6. For the appointments of academic personnel and extension of work contracts, the holistic evaluation of activities in the spheres of teaching, research and implementations is the principle. The following points will be taken into account in evaluations:

4.6.1. The applicant's presence and potential in science/arts: the quality of the contents and consistency of the applicant's publications and/or artistic activities, international references to his/her works and scholarly/artistic research etc. which he/she has conducted or participated in will be evaluated. Publication specifications in appointments are as specified in articles 7.1.1, 8.1.2 and 9.1.2 and, in contract extensions as specified in articles 10.11.1.1, 10.11.2.1 and 10.11.3.1; the number of publications in different categories is not required to be met one by one, but the combination of the applicant's publications in different categories must meet the mathematical equivalence among the different publication categories as specified in the related article.

4.6.2. The undergraduate courses the applicant has taught or can teach, graduate theses/dissertations he/she has supervised, courses and course programs he/she has developed, laboratories and workshops he/she has established or contributed to the establishment of, his/her contributions to educational programs such as international exchange programs will be evaluated.

4.6.3. The applicant's professional experiences or activities: The applicant's affiliations with domestic and international vocational institutions and his/her activities in these places; refereeing or editing activities for domestic and international refereed journals; other domestic and international activities and international experiences; scientific, academic, vocational and artistic awards he/she has received; professional works evaluated at the domestic and international level, and activities related with industry will be evaluated.

4.6.4. The applicant's works toward implementation, his efforts for raising scholars, his contributions or potential contributions to the objectives of the unit he is applying to, his contributions to the unit/university administration and other university duties, his personal objectives and professional development activities will be evaluated.

4.7. In case the number of applicants is the same with the number of academic personnel specified in the announcement; in the evaluation form, it should explicitly be stated with justifications, whether or not the applicants were regarded suitable for appointment. In case the number of applicants is higher than the number of academic personnel specified in the announcement, applicant/applicants deemed suitable for appointment must be specified in the

report in the order of preference; and justified explanations must be made about the applicants deemed unsuitable for appointment.

4.8. Reports prepared by jury members are finalized by authorized committees and individuals specified by the Higher Education Law numbered 2547. The authority to specify work contract durations and to sign them on behalf of the University regarding appointment, promotion, and contract extension files, in which recommendations have been made, lies with the Rector.

4.9 The amount of the pay-rise to be made to the current salaries of academic personnel who apply for the announced positions from within the university and who are appointed to such a position through promotion will be determined by the Board of Trustees.

Appointment of Academic Personnel

Article 5- Appointment as a Research Assistant

5.1. The following criteria have to be met for appointments to research assistantship positions.

5.1.1. Being a citizen of Republic of Turkey,

5.1.2. Having graduated from a Faculty/School which gives at least a four-year long Bachelor's education;

5.1.3. Having no constraints imposed on legal rights;

5.1.4. An individual who has been sentenced in any of the following ways is not eligible to apply even though periods specified in the 53rd article of Turkish Criminal Law have passed: if sentenced for an intentional crime even if pardoned or if sentenced with a year or longer imprisonment for crimes against the state even if pardoned; if sentenced for crimes against the constitutional order and the functioning of this order; if sentenced for debit, corruption, bribery, theft, fraud, forgery, malpractice, fraudulent bankruptcy, collusive tendering, bid-rigging, laundering of assets acquired from an offence, or smuggling.

5.1.5. Regarding the military service: the applicant must either not have any military obligations, or he must be below the draft age. If he is above the draft age, he must have completed or suspended his military service, or have been removed to the reserve category.

5.1.6. Having received at least 75 points from ALES;

5.1.7. Minimum score of 70 on the Foreign Language Proficiency Exam (YDS) or an equivalent score in one of the exams equivalency of which is recognized by the Assessment, Selection and Placement Center. Those whose science/art branch is in the field of a specific language have to take a proficiency exam in another language.

5.1.8. To be registered as a Thesis track Master's or a PhD student in the relevant institutes of universities, or to have received final acceptance from a program, and will have completed his/her registration as of the starting date of his/her post at the University at the latest.

5.2. The designation of the entrance examination jury, pre-evaluation, entrance examination, evaluation and appointment are carried out in accordance with the "Code Regarding the

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Procedure and Principles of the Central Exam and the Entrance Exams to be Applied in the Appointment for Positions of Academic Personnel who are not Faculty Members”. A year-long work contract is made with the personnel to be appointed as a Research Assistant.

Article 6 - Appointment of Academic Personnel who are not Faculty Members

6.1. The appointment of academic personnel who are not faculty members are carried out in accordance with the “Code Regarding the Procedure and Principles of the Central Exam and the Entrance Exams to be Applied in the Appointment for Positions of Academic Personnel who are not Faculty Members”.

6.2. Applicants to be appointed as Lecturers must have at least a Master’s degree. Applicants to be appointed as an English as a Foreign Language Lecturer at the School of Foreign Languages can meet these criteria with their Delta Certificate.

6.3. Applicants to be appointed as Lecturers must have at least a two-year work experience at a university setting. This condition does not apply for applicants with a thesis track Master’s or a PhD degree.

6.4. Applicants with a PhD; applicants with an undergraduate degree who have a domestic or international reputation in their field and who can contribute to the reputation and improvement of the University and who have at least five-year experience in their field; and applicants with a non-thesis Master’s degree who have at least two-year work experience can apply for Lecturer positions.

6.5. In applications for Foreign Languages Lecturer positions, applicants whose native language is not the related language must meet the minimum adequacy condition in the foreign language examinations recognized by the University. In applications for positions other than Foreign Languages Lecturer, applicants must have a minimum score of 80 from the Foreign Language Proficiency Exam (YDS) if they are applying to departments where the language of instruction is fully or predominantly English, while they must have a minimum score of 50 in this exam for appointments to departments where instruction is in Turkish; or an equivalent score in one of the exams recognized by the Assessment, Selection and Placement Center. The foreign language examination document must have been received within the last three years.

6.6. Applicants must have received at least 70 points from the relevant field of the ALES. This condition does not apply to those who have worked or are currently working at institutions of higher education in positions of academic personnel other than faculty membership. Those who are exempt from the ALES in this way are accepted to have received 70 points from this exam during the pre-evaluation and evaluation stages.

6.7. Applicants for the School of Foreign Languages and departments where instruction is in a foreign language who pass the oral examination can also be given a written exam upon the decision of the Senate.

6.8. In appointments for positions of academic personnel other than faculty membership work contracts are for one year. For lecturers who are not citizens of the Republic of Turkey when appointed to the School of Foreign Languages two-year work contracts can be made.

Article 7 –Appointment to Assistant Professorship Positions

7.1. The following criteria have to be met for appointments to assistant professorship positions.

7.1.1. One single-author or two multiple-author articles published in SCI-EXP, SSCI or AHCI journals.

For appointments to the Faculty of Law, Faculty of Communication, Faculty of Art and Design, Faculty of Applied Sciences, and the Vocational Schools: instead of an article published in AHCI, SSCI or SCI-EXP journals, two articles, at least one of which as single author, published in accordance with Article 1.2 of Appendix 1-Academic Activity Points Table; or three articles published in accordance with Article 1.3; or an original book not produced from a Master's or PhD thesis and which is not a collection published in accordance with Article 1.7.a; or two international book chapters or four national book chapters published in accordance with 1.7.b can be accepted.

For appointments to the Faculty of Art and Design, instead of an article published in AHCI, SSCI or SCI-EXP journals; one activity in accordance with Articles 1.8.a/1.8.b of Appendix 1-Academic Activity Points Table; or, two international activities in accordance with 1.8.c/1.8.d; or researcher or director positions in at least two completed research projects, which have started after the conferment of the applicant's PhD title, in at least one of which the applicant has acted as a director.

In departments which have difficulties in finding faculty members, exceptionally promising applicants who do not meet this criteria but who have received their PhD within the last one year from a renowned foreign university for the applications to the Faculty of Economics, Administrative and Social Sciences, Faculty of Engineering and Natural Sciences, Faculty of Management, Faculty of Communication and Faculty of Art and Design can be exempt from this condition upon the Board of Trustees decision.

7.1.2. Having a minimum of 100 points for publications in Appendix 1-Academic Activity Points Table, Article 1;

7.1.3. Having a minimum of 250 Total Academic Activity Points (200 points for the Faculty of Law);

7.1.4. Minimum score of 80 on the YDS (minimum score of 70 for appointments to departments where instruction is only in Turkish, and for appointments of academic personnel to teach courses in Turkish in the departments where instruction is predominantly in a foreign

language; minimum score of 50 for Vocational Schools) or equivalent score in one of the exams recognized by the Assessment, Selection and Placement Center;

7.2. In appointments to assistant professorship positions, the work-contract is maximum for three-years. For those who are exempted from the condition in Article 7.1.1 the work-contract is maximum for one-year.

Article 8 - Appointment to Associate Professorship Positions

8.1. The following criteria have to be met for appointments to associate professorship positions.

8.1.1. A minimum of two years of full-time experience at a university following the completion of the PhD. This condition does not apply to applicants whose total score is 700 and above, provided that the applicant meets the requirement of the Qualified Activity or Publication Condition.

8.1.2. At least three articles, at least one of which as single-author, in journals indexed in AHCI, SSCI or SCI-EXP for Faculty of Law, Faculty of Applied Sciences, Faculty of Art and Design, and Vocational Schools. At least four articles, at least one of which as single-author, in journals indexed in AHCI, SSCI or SCI-EXP for Faculty of Economics, Administrative and Social Sciences, Faculty of Communication and Faculty of Management. At least five articles, at least one of which as single-author, in journals indexed in AHCI, SSCI or SCI-EXP for Faculty of Engineering and Natural Sciences. Instead of one single-author article in journals indexed in AHCI, SSCI or SCI-EXP, two articles written as a primary author are accepted.

For appointments to the Faculty of Law, Faculty of Communication, Faculty of Art and Design, Faculty of Applied Sciences, and the Vocational Schools: instead of an article published in AHCI, SSCI or SCI-EXP journals, two articles, at least one of which as single author, published in accordance with Article 1.2 of Appendix 1-Academic Activity Points Table; or three articles published in accordance with Article 1.3; an original book not produced from a Master's or PhD thesis and which is not a collection published in accordance with Article 1.7.a; or two international book chapters or four national book chapters published in accordance with 1.7.b can be accepted.

For appointments to the Faculty of Art and Design, instead of an article published in AHCI, SSCI or SCI-EXP journals; one activity in accordance with Articles 1.8.a/1.8.b of Appendix 1-Academic Activity Points Table; or, two international activities in accordance with 1.8.c/1.8.d; or researcher or director positions in at least two completed research projects, which have started after the conferment of the applicant's PhD title, in at least one of which the applicant has acted as a director.

8.1.3. After Phd, having a minimum of 250 points for publications in Appendix 1-Academic Activity Points Table, Article 1 (200 points for the Faculty of Law, 300 points for the Faculty of Engineering and Natural Sciences);

8.1.4. Having a minimum of 500 Total Academic Activity Points (300 points for the Faculty of Law, 550 points for the Faculty of Engineering and Natural Sciences and Natural Sciences);

8.1.5. For appointments based on the promotions of the current academic personnel of the University, student evaluations of courses for the last six semesters must be a minimum of 3:00/5:00.

8.1.6. Minimum score of 80 on the YDS (minimum score of 70 for appointments to departments where instruction is only in Turkish, and for appointments of academic personnel to teach courses in Turkish in the departments where instruction is predominantly in a foreign language) or equivalent score in one of the exams recognized by the Assessment, Selection and Placement Center.

8.2. In appointments to associate professorship positions the work-contract is maximum for three-years.

Article 9 - Appointment to Professorship Position

9.1. The following criteria have to be met for appointments to professorship positions:

9.1.1. A minimum of five year work experience in the related discipline at least three years of which at a university.

9.1.2. At least five articles, at least two of which published after Associate Professorship and at least two of which as single-author, in journals indexed in AHCI, SSCI or SCI-EXP for the Faculty of Law, Faculty of Applied Sciences, Faculty of Art and Design, and Vocational Schools. At least six articles at least two of which published after Associate Professorship and at least two of which as single-author, in journals indexed in AHCI, SSCI or SCI-EXP, for the Faculty of Economics, Administrative and Social Sciences, Faculty of Communication and Faculty of Management. At least eight articles at least two of which published after Associate Professorship and at least two of which as single-author, in journals indexed in AHCI, SSCI or SCI-EXP for the Faculty of Engineering and Natural Sciences. Instead of one single-author article in journals indexed in AHCI, SSCI or SCI-EXP, two articles written as a primary author are accepted.

For appointments to the Faculty of Law, Faculty of Communication, Faculty of Art and Design, Faculty of Applied Sciences, and the Vocational Schools: instead of an article published in AHCI, SSCI or SCI-EXP journals, two articles, at least one of which as single author, published in accordance with Article 1.2 of Appendix 1-Academic Activity Points Table; or three articles published in accordance with Article 1.3; or an original book not produced from a Master's or PhD thesis and which is not a collection published in accordance with 1.7.b; or two international book chapters or four national book chapters published in accordance with 1.7.b can be accepted.

For appointments to the Faculty of Art and Design, instead of an article published in AHCI, SSCI or SCI-EXP journals; one activity in accordance with Articles 1.8.a/1.8.b of Appendix 1-Academic Activity Points Table; or, two international activities in accordance with

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1.8.c/1.8.d; or researcher or director positions in at least two completed research projects, which have started after the conferment of the applicant's PhD title, in at least one of which the applicant has acted as a director.

9.1.3. After associate professorship, a minimum of 400 points for publications in Appendix 1-Academic Activity Points Table, Article 1 (300 points for the Faculty of Law, 500 points for the Faculty of Engineering and Natural Sciences);

9.1.4. Having a minimum of 800 Total Academic Activity Points (600 points for the Faculty of Law, 900 points for the Faculty of Engineering and Natural Sciences and Natural Sciences);

9.1.5. The applicant must have acted as a director in at least one completed research project or as a researcher in at least two research projects, provided that they have started after the conferment of the Associate Professor title;

9.1.6. For the promotions of the academic personnel of the University, student evaluations of courses for the last six semesters must be a minimum of 3:00/5:00.

9.1.7. Minimum score of 80 on the YDS (minimum score of 70 for appointments to departments where instruction is only in Turkish, and for appointments of academic personnel to teach courses in Turkish in the departments where instruction is predominantly in a foreign language) or equivalent score in one of the exams recognized by the Assessment, Selection and Placement Center.

9.2. In appointments to professorship positions the work-contract is maximum for three-years.

Article 10 - Extension and Expiration of Academic Personnel Work Contracts

10.1. Expired work contracts of Research Assistants can be extended up to one year, provided that their activities are successful and their services are needed, upon the recommendation of the unit director (dean/director), agreement of the related unit's Administrative Board and the approval of the Rector. In the evaluation of the contract extension, the report of the faculty member/department chair under who the related research assistant works, as well as whether or not the research assistant had received any disciplinary punishment in the last contract period are taken into account.

Research Assistants who want to apply for a contract extension must apply to the related Deanery/Directorship with the Contract Extension Application Letter at least three months prior to the expiration of their contract. A current and detailed CV, activity report for the last contract period, and copies of publications made since the last contract date, if applicable, must be attached to the letter.

In Research Assistantship contract extensions the process has to be complete maximum within a month, and the related individual gets notified whether or not his/her contract is extended in line with the notification periods specified in Labor law.

The total period of contract for the employment of a Research Assistant is related with his/her studentship period. The research assistant's studentship in the related program cannot exceed

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three years in a Master's program, six years in a PhD program, and nine years in an integrated PhD program. The relations between the University and research assistants who cannot graduate within these time scales get dissolved in the following contract extension period.

The contracts of research assistants get expired, regardless of their remaining contract period, in the following cases: if a research assistant graduates from his/her Master's program during his/her assistantship but does not get registered to a PhD program in the first PhD examination period opened; if a research assistant's student status ends for any reason.

Research Assistants may be allowed to work until the end of their work contract, upon the proposal of their Dean/Director and the approval of the Rector, even if they complete their doctoral studies within the maximum specified period before the end of their work contract. Among such personnel, those who are considered to be appointable in other positions at the University afterwards can have their contract extended for a maximum of one (1) year in the same position, upon the proposal of the department chair, the justified decision of the related faculty/school administrative board, the supporting HRC report and the Rector's approval. The relationship between the University and research assistants whose appointment in another position is not possible or necessary at the end of an academic year will be expired.

10.2. In appointments of Lecturers for positions of academic personnel other than faculty members, expired contracts of personnel can be extended for a year (contracts of lecturers of the School of Foreign Languages, SFL who are not Turkish citizens can be extended for two years) provided that their activities are deemed to have been successful and their services are needed, with the recommendation of the unit director (dean/director), agreement of the related unit's Administrative Board and the approval of the Rector.

Lecturers who want to apply for a contract extension must apply to the related Deanery/Directorship with the Contract Extension Application Letter at least three months prior to the expiration of their contract. A current and detailed CV, activity report for the last contract period, and if applicable, copies of publications made since the last contract date and HRC Performance Evaluation Result Letter must be attached to the letter. In the evaluation of the contract extension, the report of the department chair under who the related personnel works, as well as whether or not he/she had received a disciplinary punishment in the last contract period are taken into account.

The contracts of the personnel who have been employed in a Lecturer position at the University at least for five years can be extended for up to three years with the consent of the Rector.

In contract extensions of Lecturers the process has to be complete maximum within a month, and the related individual gets notified whether or not his/her contract is extended in line with the notification periods specified in Labor law.

10.3. Expired contracts of academic personnel who apply for contract extension under the same title can be extended for a maximum of two years for Assistant Professors, and three years for Associate Professors and Professors. Assistant Professors cannot be appointed under the same title for more than seven years (this period is nine years at the Faculty of Law, and

twelve years at the Vocational Schools). Associate Professors cannot be appointed under the same title for more than nine years. At the end of the specified periods, work contracts of the related personnel do not get extended.

10.4. In departments which have difficulties in finding faculty members, contracts of faculty members who have reached their maximum contract periods can be extended if the continuation of their works are deemed necessary based on the report of the department chair, agreement of the dean/director, and justified decision of the HRC under the following conditions and with the approval of the Rector and the Board of Trustees for a maximum of three years, with a year-long extensions in each time.

The number of the academic personnel whose contract is extended in this way cannot be more than one in the related department, and cannot exceed five percent of the number of the related faculty/school's and the university's full-time personnel.

The academic personnel whose contracts are extended in this way, in addition to all obligations of their position, are assigned a minimum fifteen hours of weekly course-work and are required to teach at least eight courses, at least four of which are compulsory courses.

A comparison of the total sum of the salary and other expenses to be paid for the academic personnel whose contract is extended in this way and the cost of getting the related work done by adjunct personnel will be taken into account before every contract extension.

The situations of the academic personnel whose contracts will be extended in this way and their departments are re-evaluated every year within the scope of the contract extension methods and necessities defined in this article.

10.5. Faculty members whose contracts are about to expire and who want to apply for a contract extension under the same title must apply to the relevant Deanery/Directorship with the Contract Extension Application Letter at least five months prior to the expiration of their contract. A current and detailed CV, if applicable, HRC Performance Evaluation Result Letters received since the last contract, copies of publications made and books published since the last contract date, Course Folders and Student Course Evaluation result reports must be attached to the letter.

10.6. A jury is created to evaluate the documents. For assistant professors, this jury comprises of three associate or full professors appointed by the related Dean/Director. For associate professors and full professors, it comprises of three full professors appointed by the HRC. In both cases, one of these jury members must be the chair of the related department (provided that his/her title is equal or above that of the related personnel), and one of them must be from outside of the University. Reports of jury members, opinions of the related Chair and Dean/Director, and the HRC opinions get submitted to the Rectorate. In determining the Department Chair, Dean/Director and HRC appraisals, evaluations regarding the individual carried out in line with the Regulations for the Performance Evaluation of Academic Personnel, and the faculty/school and university performance segments are taken into consideration. If a personnel member is evaluated as being within the "Modest" segment in

three consecutive evaluation periods, this is prioritized in his/her contract extension deliberations. The final decision regarding the contract extension is made by the Rector.

10.7. In contract extensions of professors whose contracts have been extended thrice with the same title, no new full-file is requested, and no jury gets formed. The evaluation is made by the HRC based on the up to date CV, Academic Performance Evaluation Forms, and the opinions of the related Chair and Dean/Director. During the evaluation process, HRC may request further supporting documents from the personnel and academic evaluation reports from specialist/s bearing the title of professor from inside or outside of the university if necessary. The final decision regarding the contract extension is made by the Rector.

10.8. The contracts of applicants who are not thought to be adequate following the evaluations and the consideration of their performance may be expired, or these individuals may be given an additional year, with the supporting HRC decision, to compensate the specified deficiencies, and be reevaluated at the end of this period. For the applicants who will be re-evaluated in this way no new jury is formed, the evaluation is made based on the opinions of the Department Chair, Dean/Director, and HRC.

10.9. In contract extensions the process is finalized with immediacy, and the related faculty member gets notified whether or not his/her contract will be extended, in line with the notification periods specified in Labor Law.

10.10. Regarding the publication requirements for contract extensions, one publication can only be used for one contract extension, and only for meeting the requirement specified in one article.

10.11. In contract extensions of faculty members the following criteria must be met:

10.11.1. *For Assistant Professors;*

10.11.1.1. In each contract extension period, having two articles, not produced from a PhD dissertation and at least one of which in AHCI, SSCI or SCI-EXP journal, published or accepted for publication. If articles have multiple authors the applicant must be the primary author in at least one of them. A DOI number is required for articles accepted to be published. The condition that at least one of the articles is published in an SCI-EXP, SSCI, AHCI indexed journal does not apply to the contract extensions at the Faculty of Law.

10.11.1.2. Having received a minimum of 3:00/5:00 in students' course evaluations;

10.11.1.3. Having accomplished at least one of the following in each contract extension period:

- Having supervised/supervising at least one Master's thesis;
- Having supervised/supervising at least two non-thesis Master's projects;
- Having supervised/supervising at least one Master's thesis;
- Having supervised at least five undergraduate projects to completion;
- Being a director or a researcher at least in one project funded by sources out of the university;
- Having conducted at least one BAP project within the University;

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- Developing a course never given at the University before, and having given it for two semesters;
- Having developed at least one international conference, symposium, congress, workshop or summer school funded by sources out of the university;
- In addition to the publication requirements stated in other articles, having published an article defined within the scope of Article 7.1.1.

10.11.1.4. Academic personnel appointed as an Assistant Professor at the University for the first time with a one-year-contract exempted from the condition in article 7.1.1 and those who have a two-year contract based on discretion are asked to have published, or received publication acceptance of, at least one article or book chapter in the first contract period. Those whose contracts are extended in this way are expected to meet all the contract extension requirements specified in the article 10.11.1 at the end of their three years of appointment at the University.

10.11.1.5. If at the end of the evaluation it is confirmed that the applicant does not meet the conditions specified in the Regulations, then his/her contract will not be renewed.

10.11.2. *For Associate Professors;*

10.11.2.1. In each contract extension period, having three articles, not produced from a PhD dissertation and at least one of which in AHCI, SSCI or SCI-EXP journal, published or accepted for publication. If articles have multiple authors the applicant must be the primary author in at least one of them. A DOI number is required for articles accepted to be published.

The condition that at least one of the articles is published in an SCI-EXP, SSCI, AHCI indexed journal does not apply to the contract extensions at the Faculty of Law. In contract extensions at the Faculty of Communication, Faculty of Art and Design, Faculty of Applied Sciences, and the Vocational Schools: instead of an article published in AHCI, SSCI or SCI-EXP journals, two articles, at least one of which as single author, published in accordance with Article 1.2/1.3 of Appendix 1; or, an original book not produced from a Master's or PhD thesis and which is not a collection published in accordance with Article 1.7.a; or three book chapters published in accordance with 1.7.b at least two of which written as single author and one of which published abroad can be accepted.

10.11.2.2. Having received a minimum of 3:00/5:00 in students' course evaluations;

10.11.2.3. Having accomplished at least one of the following in each contract extension period:

- Having supervised/supervising at least two Master's theses;
- Having supervised/supervising at least three non-thesis Master's projects;
- Having supervised/supervising at least one PhD thesis;
- Having supervised at least five undergraduate projects to completion;
- Being a director or a researcher at least in one project funded by sources out of the university;
- Having conducted at least one BAP project within the University;

- Developing a course never given at the University before, and having given it for two semesters;
- Having received at least one fellowship, grant etc. funded from sources out of the University;
- Having developed at least one international conference, symposium, congress, workshop or summer school funded by sources out of the university;
- In addition to the publication requirements stated in other articles, having published two articles within the scope of Article 7.1.1.

10.11.2.4. If at the end of the evaluation it is confirmed that the applicant does not meet the conditions specified in the Regulations, then his/her contract will not be renewed.

10.11.3. *For professors;*

10.11.3.1. In each contract extension period, having three (for Faculty of Engineering and Natural Sciences: five) articles, at least one of which in AHCI, SSCI or SCI-EXP journal, published or accepted for publication. If articles have multiple authors the applicant must be the primary author in at least one of them. A DOI number is required for articles accepted to be published.

The condition that at least one of the articles is published in an SCI-EXP, SSCI, AHCI indexed journal does not apply to the contract extensions at the Faculty of Law. In contract extensions at the Faculty of Art and Design, and the Vocational Schools: instead of an article published in AHCI, SSCI or SCI-EXP journals, two articles, at least one of which as single author, published in accordance with Article 1.2/1.3 of Appendix 1; or, an original book not produced from a Master's or PhD thesis and which is not a collection published in accordance with Article 1.7.a; or three book chapters published in accordance with 1.7.b at least two of which written as single author and one of which published abroad can be accepted. However, except for the appointments to the Faculty of Law and Vocational Schools, in any case, the applicant must have at least three articles published in AHCI, SSCI or SCI-EXP.

10.11.3.2. Having received a minimum of 3:00/5:00 in students' course evaluations;

10.11.3.3. Having accomplished at least one of the following in each contract extension period:

- Having supervised/supervising at least two Master's theses;
- Having supervised/supervising at least three non-thesis Master's projects;
- Having supervised/supervising at least one PhD thesis;
- Having supervised at least five undergraduate projects to completion;
- Being a director or a researcher at least in one project funded by sources out of the university;
- Having conducted at least one BAP project within the University;

- Developing a course never given at the University before, and having given it for two semesters;
- Having received at least one fellowship, grant etc. funded from sources out of the University;
- Having developed at least one international conference, symposium, congress, workshop or summer school funded by sources out of the university;
- In addition to the publication requirements stated in other articles, having published two articles within the scope of Article 9.1.2.

10.11.3.4. If at the end of the evaluation it is confirmed that the applicant does not meet the conditions specified in the Regulations, then his/her contract will not be renewed.

10.12. Contract-extensions of the academic personnel carrying out the duties of Vice Rector, Dean, Institute Director, School Director, and Vocational School Director are not subject to the conditions and durations in Article 10. The authority to make the decision regarding whether or not their contracts will be renewed belongs to the Rector. The authority to make the decision regarding the Rector belongs to the Board of Trustees.

10.13. Academic personnel whose administrative duties specified in Article 10.12 have ended are given a period of time to meet the conditions for work contract extensions: this period of time is two years for Assistant Professors and three years for Associate Professors and Professors, and their contracts will be extended for this period of time. The related personnel are evaluated within the framework of the contract extension criteria and duration of their position category.

Age Limit in the Appointment of the Academic Personnel

Article 11 - In the appointments and contract extensions of the academic personnel at Kadir Has University an age limit of seventy-seven is applicable. Academic personnel above this age do not get appointed full-time. Full-time contracts of the academic personnel of the University who reach this age do not get extended. Such individuals may be offered a part-time work contract in their current position in consideration of the university's needs, justified request of the related unit, and justified recommendation of the HRC. This part-time work contract will be for one year for each extension and in total it cannot exceed three years. Academic personnel whose contract is extended in this way is not given any administrative duties, their course and research loads as well as their salaries are organized in accordance with the principles specified in Article 10.4 of herein regulations. Their contract extensions are not subject to the conditions and processes in Article 10.

The Appointment of Part-Time and Exceptional Personnel

Article 12 – Full-time Associate Professors and Professors may be appointed part-time within the framework of the University's needs, upon their application made at least three months prior to their contract ending, provided there is justified approval by the related Department Chair and Dean/Director, a decision by the HRC and the Rector's approval. Academic personnel whose contracts are extended in this way are given a two-year work contract at

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maximum. The contracts, if deemed necessary within the framework of the University's needs by the related Department Chair, Dean/Director, HRC and the Rector, may be extended for one-year periods for a maximum of three times, without consideration of the conditions and processes in Article 10. The personnel who have such a contract:

- Cannot be appointed as deans, institute and school directors, department chairs or as vice deans, vice directors and vice department chairs; cannot be members of the Senate and University or Faculty administrative boards, cannot have any positions on University commissions.

- Must be at the University for at least 20 hours a week and their course-load will be at least 2/3 of the obligatory course-load of the full-time personnel

- Do not fill in academic performance forms; cannot benefit from IRF;

- Their salaries, course and graduate thesis supervision load will be specified within the principles stated in Article 10.4 of the Regulations herein.

Work on a part-time contract cannot exceed five years. At the end of this period or while the part-time contract is valid, at any point, upon request from the related personnel, the justified approval of the related Department Chair and Dean/Director, a decision by the HRC and the Rector's approval, their status can be changed to full-time. However, this is only possible if the conditions stated in Article 10 regarding contract extension for the related position are met.

Article 13 - Faculty members who have made exceptional contributions to the university's development and academic activity on an international scale, who have been appointed at the university as a Professor for at least 10 years and have reached the academic appointment age-limit may be given the title of Emeritus Professor by the Board of Trustees upon the justified proposal of the related unit, and the agreement of HRC and the University Senate.

Additionally, individuals outside the University who meet similar conditions and whose affiliation with the University will contribute to its academic prestige on an international scale may be given the title of Emeritus Professor by the Board of Trustees upon HRC proposal and the University Senate's agreement. Emeritus Professors are offered a part-time work contract. For these individuals, each contract will be made for three years under the conditions stated in Article 12, while the total number of years of their extended contracts cannot exceed ten.

Article 14 - Exceptional faculty members who have made exceptional contributions to the university's academic competency and development on an international scale, who are leading scholars in their fields both at home and abroad, and whose long-term appointment is beneficial within the framework of the University's plans for the future, may be offered a fixed-term contract for up to five years (only at associate professorship and professorship levels) or non-fixed-term contract (only at professorship levels) upon the Rector's proposal and the approval of the Head of the Board of Trustees. Extensions of fixed-term contracts as such are subject to the conditions stated in Article 10. Non-fixed-term contracts within the scope of the article herein will be signed by the Head of the Board of Trustees.

Other Legislation Provisions

Article 15 - These regulations specify the minimum academic conditions for appointments and/or contract extensions of academic personnel at Kadir Has University, and are applied within the framework of Article 2.1 of herein Regulations. The Rector conducts the procedures about the personnel whose contracts will be expired or will not be extended in accordance with the Labor Law numbered 4857 as well as the articles of other related regulations.

Article 16- A personnel member placed within the “Modest” segment following evaluations made in accordance with the Regulations for the Performance Evaluation of Academic Personnel cannot apply for academic promotion within the related year.

Article 17 - Extension of contracts that have expired during the official pregnancy leave of the female personnel appointed on a full-time work contract or during the long-term appointment abroad leave of personnel is postponed until the end of the leave without consideration of the amount of time spent on the paid/unpaid leave.

Provisional Articles

Provisional Article 1 - For the academic personnel whose application was being processed on the date these Regulations come into effect, the articles of the Regulations valid at the time of the application apply.

Provisional Article 2 - Regarding the academic personnel appointed before herein Regulations come into effect who will apply to be appointed as an associate professor or full professor: until 31.12.2016, the rules specified in the Regulations for Academic Promotion and Appointment dated 18.06.2014 apply. After 01.01.2017, the rules specified in herein Regulations apply.

Provisional Article 3 - Regarding the academic personnel appointed before herein Regulations come into effect who will apply for a contract extension with their current title: method, principles and criteria for contract extension or renewal specified in herein Regulations start to apply as of 01.07.2017. Among the academic personnel who will apply for contract extensions until that date, the contract periods of those other than faculty members can be extended, for once only, until 30.06.2017.

Provisional Article 4 - For the academic personnel working at the University at the position of assistant professor on the date herein Regulations come into effect, the maximum contract period specified in Article 10.3 applies as nine years (twelve years in Vocational Schools).

Provisional Article 5 - Academic personnel who have completed the maximum contract periods in their positions, as specified in these Regulations, on the date these Regulations come into effect are given time until 30.06.2018 to get appointed for a position under another title. The relationship between those who cannot succeed such a change of position until that date and the University will be dissolved. Until that date their contracts get extended within the framework of Article 10.4.

Provisional Article 6 – Evaluations of those whose contracts will be renewed for the first time within the scope of the Regulations herein will be carried out based on their publications and activities within the last three years.

Implementation

Article 18 - These regulations replace the Kadir Has University Regulations for Academic Promotion and Appointment dated 20.06.2016, and go into effect on the date of its acceptance by the Senate on 28.09.2017.

Execution

Article 19 - The legal provisions of these regulations are executed by the Rector of Kadir Has University.

“This text is a translation of the original Turkish regulations, and is solely intended to provide information concerning those regulations. The terms, conditions and stipulations in the original Turkish-language regulations shall be legally binding if any disputes of meaning should arise.”