

**KADIR HAS UNIVERSITY**  
**REGULATIONS FOR ACADEMIC STAFF**  
**EMPLOYMENT**

**Purpose**

**Article1-** Regulations for Academic Staff Employment is compiled for the purpose of ensuring and bringing together the qualified academic staff required for the realization of the vision and mission of Kadir Has. The regulations; with the aim to reach the highest standards in education and research, define an objective and clear assessment system, and determine the main principles related to draw up and renew employment contracts for the academic staff.

**Main Principles**

**Article 2-** The following principles are considered in drawing up and renewal of employment contracts for the academic staff:

**2.1. (Amended: Senate Resolution-13/03/2019-2019/03)** This Regulation sets out the thresholds to be regarded for all academic staff. An application system based solely on scoring is not an evaluation criteria of choice. While the scientific and/or artistic activities at the level to meet the application requirements make up the minimum conditions for conferment of academic title, promotion and drawing up employment contracts; this may not be satisfactory for conferment or employment. Decisions to grant academic titles and to draw up an employment contract; require Dean's opinion, and approval of the Executive Board and Rector, on the basis of the reports of the Academic Board.

**2.2.** Unless otherwise specified, the candidate's studies and academic activities should be related to the department, faculty or readership.

**2.3.** It is required that the education, research and publication potential of the candidate to be employed shall be qualified to increase the average level of the department in which he/she applies.

**2.4. (Amended: Senate Resolution-13/03/2019-2019/03)** Excluding the Department of Theater; candidates who apply to be employed as an instructor at Kadir Has University are sought to have obtained at least one of the graduate or doctoral degrees from one of the reputable universities abroad, or should have spent at least one year (at least six months in the Faculty of

Law) during or post PhD, participating in scientific research in education/research institutions abroad. Those who do not meet the requirement but who have achieved exceptional success in terms of qualified publications and/or qualified research/activity may be exempted from this condition.

**2.5.** Candidates who shall be assigned as an instructor in Kadir Has University for the first time;

**2.5.1. (Amended: Senate Resolution-13/03/2019-2019/03)** are required to be successful at a trial class/seminar either in English, French or German at the Faculty of Law; in Turkish at the departments whose medium of instruction is Turkish; and in English, for all other departments. Seminar requirement is also obligatory for title upgrades.

**2.5.2.** Candidates applying for Associate Professor or Professor positions should have been conferred as Associate Professor by the Inter-University Council (ÜAK).

**2.5.3.** At least one of the indexed publications, submitted in the portfolio of the current academic staff of Kadir Has University, for the purpose of upgrading their academic title, should be a publication with a KHAS address. For the Faculty of Law; the rights arising from the exceptions specified in the relevant articles are reserved.

**2.5.4.** Regarding the Web of Science indexed (SCI-EXP, SSCI) publications required for employment, title upgrade and contract renewals; the impact factor should be at least 1 (at least 0,6 for the publications in the field of law) and the CiteScore value for the publications indexed in SCOPUS should be at least 1 (at least 0,6 for the publications in the field of law). As of AHCI indexed publications for which no impact factor is calculated; if the publication is indexed in SCOPUS, the SCOPUS CiteScore value of the journal in question should be at least 1. If the CiteScore value is not available, the related publication is evaluated in consideration with the criteria defined in Article 1.2 of the Academic Activity Scores Table (Annex 1). For publications scanned in both the Web of Science and SCOPUS , CiteScore calculated by SCOPUS is the basis.

## **Definitions**

### **Article 3- (Amended: Senate Resolution-13/03/2019-2019/03)**

*Being a participant/researcher in research projects*, is an academic activity jointly planned and supported by Kadir Has University and domestic/international institutions, and included within the University's financial system. Projects, whose main sponsors are international institutions are evaluated as "international" projects. Projects, whose main sponsors are domestic

institutions are evaluated as “domestic” projects.

*Citations:* Only citations to those journals indexed in AHCI, SSCI, SCI-EXP or SCOPUS are taken into account. As of Law Faculty; citations to those scholarly referred journals indexed in TÜBİTAK-ULAKBİM national database, journals listed in the List of Periodicals to be Evaluated in the “Renowned” Category as of the Law Faculty and to high court decisions are also taken into account. Authors’ citations to their own articles are not taken into account. Print-outs and documentation of citations should be attached to the application form.

*Single Author* is the definition used; where the author writes an article in which he/she co-worked with his coach’s graduate/post graduate student(s) or the post doctoral researchers.

*Scholarly Referred Journals* are those, indexed in SCI-EXP, SSCI, AHCI, SCOPUS and other international field indexed, and in TÜBİTAK-ULAKBİM national databases.

*Article*, is a full-text work published in a given category of journal. *Short Communications, Technical Notes, Discussions*, letters to the editor, along with preliminary announcements about research topics and their results are NOT referred to as an article.

## **Application and Evaluation**

### **Article 4**

**4.1.** Candidates, who apply for a an academic position at Kadir Has University should comply with the criteria defined 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.** Candidates should submit a portfolio including the following information and documents in their applications for the purposes of academic evaluation:

- Diplomas and documents required for academic appointment to the relevant position;
- Documents certifying the proficiency level of foreign language;
- Documentation indicating the major publications/work for those applying to be employed as an Associate Professor or Professor for the first-time;
- Publication list and publications organized in accordance with the Academic Activity Scoring Table (APPENDIX-1) and documentation and citations certifying the acceptance of

articles not yet published but whose publication is certain;

- A list of activities other than the publications covered in the Academic Activity Scoring Table (Appendix-1) and relevant documentation (such as portfolio of the courses already instructed, annual activity reports, and the results of student evaluations if applicable);

**4.3. (Amended: Senate Resolution-13/03/2019-2019/03)** The application documents are submitted to the Directorate of Human Resources. Directorate of Human Resources, evaluates the details, quality and quantity of the academic work and other academic activities documented in the application by the candidates, in accordance with articles specified in these Regulations and the system of evaluation stipulated in APPENDIX -1, and submits its report including the views to the Academic Board, within at least one week from the date of application. Application file, is submitted to the Rector's Office upon evaluation by the Academic Board.

**4.4. (Amended: Senate Resolution-13/03/2019-2019/03)** Applications regarding the employment of instructor and PhD instructors, are forwarded by the Rector's Office, to the relevant faculties or vocational schools for the necessary procedures. The procedures regarding associate professor and professor positions are executed by the Rector's Office.

**4.5. (Amended: Senate Resolution-13/03/2019-2019/03)** The scientific portfolio of the candidates who have applied for a PhD instructor position are forwarded by the relevant departments; the scientific portfolio of the candidates who have applied for an associate professor and professor position are forwarded by the Rector's Office to the Academic Board 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 Staff Employment](#). Academic Board constituted for Instructors and Associate Professors should involve at least 1 member with international experience, where the Academic Board for professors should involve at least 2 members with international experience. The requirement to assign a member with international experience in the Academic Board evaluating the employment applications does not apply in Law Faculty. Academic Board members are requested to send their personal evaluation reports within two months for professor applications and within one month for other applications.

**4.6. (Amended: Senate Resolution-13/03/2019-2019/03)** A holistic evaluation of activities in the spheres of teaching, research and implementations is the principle for the procedures of academic staff employment and contract renewals. Academic Activity Scoring Table (APPENDIX-1) is filled in as an electronic form and ISSN, ISBN, DOI number as of the publications are shared in the required fields in the form. The following points shall be regarded

in evaluations:

**4.6.1.** The candidate's presence and potential in science/arts: The quality and consistency regarding the contents of the candidate's publications and/or artistic activities, international references to his/her works, and his/her participation in scholarly/artistic research etc. shall be evaluated within this framework. The candidate's publications shall be evaluated on whether they comply with requirements specified in articles 7.1.1,

8.1.2 , and 9.1.2; and articles 10.11.1.1, 10.11.2.1 and 10.11.3.1 regarding contract renewals; the number of publications in different categories is not required to be met one by one, but the combination of the candidate's publications in different categories should meet the mathematical equivalence among the different publication categories as specified in the related article.

**4.6.2.** Candidate's contribution to education: The undergraduate courses which the candidate has lectured or can lecture, post graduate theses/dissertations he/she has supervised, courses and course programs he/she has developed, laboratories and workshops he/she has designed or contributed to the establishment of, his/her contributions to educational programs within the context of international exchange programs shall be evaluated.

**4.6.3.** The candidate's professional experiences or activities: The candidate shall be evaluated with regard to his/her affiliations with domestic and international vocational institutions and his/her activities in this context; refereeing or editing tasks 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 domestic and international level, and activities related with industry.

**4.6.4.** The candidate shall also be evaluated for his/her works toward practice, efforts for raising scholars, factual or potential contributions to the objectives of the department he/she is applying to, his/her contributions to the department/university administration and other duties, personal objectives and professional development activities.

**4.7.** In the event that the number of applicants is the same with the number of academic personnel specified in the job offering; it should explicitly be stated with justifications in the evaluation form, on whether or not the candidate is evaluated as satisfactory for job offering. In the event that the number of applicants exceeds the number of academic personnel specified in the job offering; the candidates who are deemed appropriate should explicitly be stated in order in the evaluation form. The candidates who are deemed unfavorable should also be specified in detail with appropriate justifications.

**4.8.** Reports prepared by Academic Board members are finalized by authorized committees and individuals specified by [the Higher Education Law numbered 2547](#). The authority to sign and to specify labor contract durations on behalf of the University, regarding employment, revaluation, and contract renewals pertain to the Rector.

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

## **Employment of the Academic Staff**

### **Article 5- Appointment as a Research Assistant**

**5.1.** The following criteria should to be met for appointments regarding research assistant positions.

**5.1.1.** Being a citizen of Republic of Turkey,

**5.1.2.** Having graduated from a Faculty/Vocational School which gives at least a four-year long Bachelor's degree 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, for a year or longer imprisonment, for crimes against the state, for crimes against the constitutional order and the functioning of this order for debit, corruption, bribery, theft, fraud, forgery, malpractice, fraudulent bankruptcy, collusive tendering, bid-rigging, laundering of assets acquired from an offense, or smuggling, even if pardoned.

**5.1.5.** Regarding the military service: the applicant should either not have any military obligations, or he must be below the draft age. If he is above the draft age; he should 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.** Having received a minimum score of 70 on the Foreign Language Proficiency Exam (YDS) or an equivalent score in one of the exams equivalent of which is recognized by the Assessment, Selection and Placement Center. Those whose science/art branch is lectured in a specific language, should have to take a proficiency exam in this language.

**5.1.8.** To be registered in a Post Graduate or PhD Program with Thesis in the relevant institutes of universities, or to have received final acceptance from a program, and shall have completed

his/her registration, at the latest by the beginning date of his/her job at the University.

**5.2.** The constitution of Academic Board for the entrance examination, pre-evaluation, entrance examination, evaluation and appointment **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”. A one year-long labor contract is negotiated with the staff to be appointed as a Research Assistant.

#### **Article 6 – Appointment of Academic Staff who are not Faculty Members**

**6.1.** The appointment of academic staff 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. (Amended: Senate Resolution-13/03/2019-2019/03)** Candidates to be appointed as Lecturers should at least have a Master’s degree.

**6.3. (Repelled: Senate Resolution-13/03/2019-2019/03)**

**6.4. (Amended: Senate Resolution-13/03/2019-2019/03)** In applications regarding positions as a Foreign Languages Lecturer, applicants whose native language is not the related language, should have a minimum score of 90 out of the Foreign Language Proficiency Exam (YDS) or an equivalent score in one of the exams recognized by the Assessment, Selection and Placement Center. The foreign language examination certificate should have been obtained within the last five years. Time constraint does not apply to certificates regarding applications for positions other than Foreign Languages Lecturer. These people should have obtained a minimum score of 80 out of the Foreign Language Proficiency Exam (YDS) or an equivalent score in one of the exams equivalent of which is recognized by the Assessment, Selection and Placement Center for departments with a medium of instruction in Turkish.

**6.5.** They should have received at least 70 points from the relevant field of ALES. This condition does not apply to those who have worked or are currently working at institutions of higher education in positions of academic staff other than instructor. 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.

**6.6.** Candidates who apply for the Vocational School of Foreign Languages and departments where medium of instruction is a foreign language; and who pass the oral examination may be requested to take a written exam upon the decision of the Senate.

**6.7.** Labor contracts regarding positions of academic personnel other than faculty membership are for one year. Labor contracts may be negotiated for two years, regarding lecturers who are not citizens of the Republic of Turkey, appointed to the School of Foreign Languages.

#### **Article 7 – Appointment To PhD Instructor Positions**

**7.1. (Amended: Senate Resolution-13/03/2019-2019/03)** The following criteria have to be met for appointments to Instructor positions, and the criteria in the articles 7.1.1, 7.1.2 and 7.1.4 have to be met for appointments who do not fulfill 1 year period of PhD in the date of application.

**7.1.1. (Amended: Senate Resolution-13/03/2019-2019/03)** One single-author or two multiple-author articles published in journals indexed in SCI-EXP, SSCI, AHCI or SCOPUS.

**7.1.1.1.** For appointments to the Faculty of Law, and the Vocational School of Law: instead of an article published in AHCI, SSCI, SCI-EXP or SCOPUS journals; two articles published in accordance with Article 1.2 of Academic Activity Scoring Table (APPENDIX-1), three articles published in accordance with Article 1.3, an original book published in accordance with Article 1.4.a, and not a compilation, two international book chapters or four national book chapters published in accordance with 1.4.b can be accepted. Books and chapters which shall be accepted instead of a single author article should also comply with the condition of being a single author.

**7.1.2. (Amended: Senate Resolution-13/03/2019-2019/03)** Having a minimum of 150 points for fields in Article 1 of Academic Activity Scoring Table;

**7.1.3. (Amended: Senate Resolution-13/03/2019-2019/03)** Having a Total Score of at least 300 out of Academic Activity Scoring Table (250 in case of Faculty of Law);

**7.1.4.** Minimum score of 80 on the Foreign Language Proficiency Exam (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. (Amended: Senate Resolution-13/03/2019-2019/03)** The labor contract regarding appointments to PhD lecturer positions is maximum three-years.

#### **Article 8 – Appointment of Associate Professors**

**8.1. (Amended: Senate Resolution-13/03/2019-2019/03)** The following criteria have to be met for appointments to associate professorship positions, and the criteria in the articles 8.1.2, 8.1.3, 8.1.5



and 8.1.6 only have to be met for appointments who do not fulfill 1 year period of Associate Professorship, which is given by Inter-University Council (ÜAK), in the date of application.

**8.1.1. (Amended: Senate Resolution-13/03/2019-2019/03)** A minimum of two years of full-time experience at a university following the completion of the PhD, together with an Assistant Professor Title.. This condition does not apply to candidates whose total score is 700 and above, provided that the applicant meets the requirement of the Qualified Activity or Publications.

**8.1.2. (Amended: Senate Resolution-13/03/2019-2019/03)** Having published articles in AHCI, SSCI, SCI-EXP or SCOPUS; at least one of which is a single author article, and none of them should be compiled. This requirement is for 2 articles in Faculty of Law and in Vocational Schools whereas 2, in other departments.

**8.1.2.1.** For appointments to the Faculty of Law, and the Vocational School of Law: instead of an article published in AHCI, SSCI, SCI-EXP or SCOPUS journals; two articles published in accordance with Article 1.2 of Academic Activity Scoring Table (APPENDIX-1), three articles published in accordance with Article 1.3, an original book published in accordance with Article 1.4.a , and not a compilation, two international book chapters or four national book chapters published in accordance with 1.4.b can be accepted. Books and chapters which shall be accepted instead of a single author article should also comply with the condition of being a single author.

**8.1.2.2.** For appointments to the relevant departments, a score of 150 obtained out of Academic Activity Scoring Table (APPENDIX-1) 1.5 “Creative works produced in the fields of art and design” shall substitute a maximum of one article published in AHCI, SSCI, SCI-EXP or SCOPUS.

**8.1.3. (Amended: Senate Resolution-13/03/2019-2019/03)** Having a minimum of 350 points (300 points for Faculty of Law) for fields in Article 1 of Academic Activity Scoring Table after doctorate study;

**8.1.4. (Amended: Senate Resolution-13/03/2019-2019/03)** Having a Total Score of at least 600 out of Academic Activity Scoring Table (400 in case of Faculty of Law);

**8.1.5. (Amended: Senate Resolution-13/03/2019-2019/03)** For appointments based on the promotions of the current academic staff of the University, student evaluations of courses for the last six semesters should be a minimum of 3:50/5:00;

**8.1.6.** Minimum score of 80 on the Foreign Language Proficiency Exam (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. (Amended: Senate Resolution-13/03/2019-2019/03)** Labor contract regarding appointments to Assistant Professor positions is maximum three-years.

### **Article 9 – Appointment of Professors**

**9.1.** The following criteria have to be met for appointments to professor positions for the first time:

**9.1.1.** A minimum of five year work experience after being entitled with an assistant professor title in the related discipline, at least three years of which is at a university.

**9.1.2. (Amended: Senate Resolution-13/03/2019-2019/03)** At least 5 articles for Faculty of Law and Vocational Schools, published in AHCI, SSCI, SCI-EXP or SCOPUS, at least two of which are single author articles, and at least 4 of them should be published after obtaining a title as an associate professor. This requirement is 8 articles, regarding the other departments.

**9.1.2.1.** For appointments to the Faculty of Law, and the Vocational School of Law: instead of an article published in AHCI, SSCI, SCI-EXP or SCOPUS journals; two articles published in accordance with Article 1.2 of Academic Activity Scoring Table (APPENDIX-1), three articles published in accordance with Article 1.3, an original book published in accordance with Article 1.4 , and not a compilation, two international book chapters or four national book chapters published in accordance with 1.4.b can be accepted. Books and chapters which shall be accepted instead of a single author article should also comply with the condition of being a single author.

**9.1.2.2.** For appointments to the relevant departments, a score of 300 points obtained out of Academic Activity Scoring Table (APPENDIX-1) 1.5 “Creative works produced in the fields of art and design” shall substitute a maximum of two articles published in AHCI, SSCI, SCI-EXP or SCOPUS.

**9.1.3. (Amended: Senate Resolution-13/03/2019-2019/03)** Having a minimum of 600 points (500 points for Faculty of Law) for fields in Article 1 of Academic Activity Scoring Table after associate professor study;

**9.1.4. (Amended: Senate Resolution-13/03/2019-2019/03)** Having a Total Score of at least 950 out of Academic Activity Scoring Table (750 in case of Faculty of Law);

**9.1.5.** Having been assigned as a director in at least one completed research projects, or as a researcher in two research projects; provided that they have started after the candidate is conferred an Assistant Professor title;

**9.1.6. (Amended: Senate Resolution-13/03/2019-2019/03)** For appointments based on the

promotions of the current academic staff of the University, student evaluations of courses for the last six semesters should be a minimum of 3.50/5:00;

**9.1.7. (Amended: Senate Resolution-13/03/2019-2019/03)** Having obtained a minimum score of 80 on the Foreign Language Proficiency Exam (YDS) or equivalent score in one of the exams recognized by the Assessment, Selection and Placement Center.

**9.2. (Amended: Senate Resolution-13/03/2019-2019/03)** Labor contract regarding appointments to Professor positions is maximum four-years.

## **Article 10 – Renewal and Termination of Academic Staff Labor Contracts**

**10.1. (Amended: Senate Resolution-13/03/2019-2019/03)** *for Research Assistants;*

Expired labor contracts of Research Assistants can be extended up to one year; provided that their activities are successful and the requirement for their services pursue, upon the proposal of the unit director (dean/director), confirmation of the Executive Board of the Relevant Department and the approval of the Rector. The report of the instructor/head of department chair to whom the related research assistant is affiliated, as well as whether or not the research assistant had recently received any disciplinary punishment are taken into account while evaluating labor contract renewals.

Research Assistants who want to apply for a contract renewal should apply to the related Dean's Office/Directorate with a Petition on Labor Contract Renewal at least three months prior to the expiration of their contract. A current and detailed CV, activity report for the last labor contract period, and copies of recent publications since the last contract date if applicable, as well as a recent student certificate should be attached to the letter.

Proceedings regarding renewals for Research Assistants' labor contracts should be finalized within a maximum period of one month; and the related research assistant is notified whether or not his/her contract shall be extended in line with the notification deadlines specified in Labor law.

The total labor contract periods of a Research Assistant is related with his/her studentship period. Research assistants should submit their student documents to the Human Resources Directorate at the beginning of each academic semester. The research assistant's studentship in the related program cannot exceed three years in a Master's program, six years in a PhD program, and nine years in a doctoral program. The professional relationship between the University and research assistants who cannot graduate within these time scales are terminated in the following contract renewal period.

The contracts of research assistants are terminated, regardless of their remaining contract period

in the following cases: if a research assistant graduates from his/her Master's program during his/her job as a research assistant ship but does not get registered to the first PhD program; if a research assistant's student status ends for any reason. Research Assistants may be allowed to work until the end of their labor 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 labor contract. Among such personnel; the labor contract of those who are considered to be further assigned in other positions at the University can be extended for a maximum of one (1) year in the same position, upon the proposal of the head of department, the justified decision of the executive board of the related faculty/vocational school, and the Rector's approval. The labor contract of research assistants who are not qualified to be further assigned in other positions at the University at the end of an academic year shall be expired.

**10.2. (Amended: Senate Resolution-13/03/2019-2019/03) *for Instructors;***

Expired labor contracts of Instructors who are not faculty members can be extended up to one year (two years in case the instructor is not a Turkish citizen and is assigned at the School of Foreign Languages); provided that their activities are successful and the requirement for their services pursue, upon the proposal of the unit director (dean/director), confirmation of the Executive Board of the Relevant Department and the approval of the Rector.

Instructors who want to apply for a contract renewal, should apply to the related Dean's Office/Directorate with a Petition on Labor Contract Renewal at least three months prior to the expiration of their labor contract. A current and detailed CV, activity report for the last labor contract period, and if applicable, copies of publications since the last contract date as well as related Performance Evaluation Results should be attached to the letter. The report of the head of department to whom the related staff is directly affiliated, as well as whether or not the staff had recently received any disciplinary punishment are taken into account while evaluating labor contract renewals.

The labor contracts of the staff who have previously been employed in an Instructor position at the University for at least five years can be extended for up to three years with the proposal of the Dean/Director and consent of the Rector.

Proceedings regarding renewals for Instructors' labor contracts should be finalized within a maximum period of one month; and the related research assistant is notified whether or not his/her contract shall be extended in line with the notification deadlines specified in Labor law.

**10.3. (Amended: Senate Resolution-13/03/2019-2019/03) Expired labor contracts of**

academic staff who apply for contract renewal under the same title can be extended for a maximum of 3 years for Instructors, 3, years for Associate Professors, and 4 years regarding Professors. Dr. with PhD titles cannot be appointed under the same title for more than seven years (this period is nine years at the Faculty of Law, and 12 years at the Vocational Schools); Assistant Professors cannot be appointed under the same title for more than 9 years. At the end of the specified periods, labor contracts of the related staff shall not be renewed.

**10.4. (Amended: Senate Resolution-13/03/2019-2019/03)** Expired labor contracts of academic staff in departments which have difficulties in finding faculty members, and where the continuation of their studies are deemed necessary based on a report of the head of department, confirmation of the Dean/Director; can be extended for up to three years and with a year-long extensions in each time, with the approval of the Rector, under the following conditions. The faculty members who do not meet the requirements stated in this article or have completed the maximum contract period, including extensions, cannot be employed with the same title.

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

**10.5. (Amended: Senate Resolution-13/03/2019-2019/03)** Faculty members whose contracts are about to expire and who want to apply for a contract renewal under the same title should apply to the Rector's Office with the Contract Renewal Application Letter at least five months prior to the expiration of their contract. A current and detailed CV, a letter of intent, copies of publications and books since the last contract date, Course Folders and Student Course Evaluation results should be attached to the Contract Renewal Application Letter. Application files are prepared electronically.

**10.6. (Amended: Senate Resolution-13/03/2019-2019/03)** An Academic Board is comprised to evaluate these documents. Regarding PhD instructors; this Academic Board comprises of three associate or full professors appointed by the related Dean/Director. Regarding associate professors and full professors, it comprises of three full professors appointed by the Rector's Office. In both cases, one of these Academic Board members should be the head of the related department (provided that his/her title is equal or above that of the related personnel), and one of them should be from outside of the University. At least 1 member of the juries comprised to evaluate the faculty members should be working abroad. The requirement to assign a member with international experience in the Academic Boards does not apply in Law Faculty.

Reports of Academic Board members, opinions of the related Chair and Dean/Director, are submitted to the Rector's Office. In determining the Department Chair, Dean/Director

appraisals, evaluations regarding the staff carried out in line with the Regulations for the Performance Evaluation of Academic Personnel, and the faculty/vocational school and university performance segments are taken into consideration. In the event that a personnel is evaluated as being within the “Modest” segment in two consecutive evaluation periods, the final decision regarding the contract renewal shall be made by the Rector.

The contracts of applicants, who are not deemed qualified following the evaluations and the consideration of their performance, may be expired; or these staff may be granted an additional year upon the Rector’s Office approval to compensate the specified deficiencies, and their situation may be reevaluated at the end of this period. Constitution of a new Academic Board is not compulsory regarding the applicants who shall be re-evaluated in this way; their evaluation may be made based on the opinions of the Department Chair, Dean/Director.

**10.7. (Amended: Senate Resolution-13/03/2019-2019/03)** The staff whose contract is renewed three times while working as a professor, and who have served for at least 10 years as a professor in the University, are not obliged to prepare a full folder for the contract renewal processes and no Academic Board is constituted accordingly; the evaluation is carried out by the Rector's Office on the basis of current curriculum vitae and the results of the Academic Performance Assessment as well as the Head of Department and the Dean/Director opinion. If deemed necessary by the Rector’s Office during the evaluation phase, he/she may be required to submit supporting documents and any academic evaluation reports prepared by professors from within or outside the university. The final decision on renewal shall be given by the Rector.

**10.8. (Repelled: Senate Resolution- 13/03/2019-2019/03)**

**10.9.** Proceedings regarding renewals of labor contracts should be finalized immediately; and the related instructor is notified whether or not his/her contract shall be extended in line with the notification deadlines specified in Labor law.

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

**10.11.** Regarding the contract renewals of Instructors, the following criteria should be met:

**10.11.1.** *Regarding PhD. Instructors;*

**10.11.1.1. (Amended: Senate Resolution-13/03/2019-2019/03)** In each contract renewal period, having at least two articles, not produced from a doctoral dissertation, published in AHCI, SSCI, SCI-EXP or SCOPUS like journal, or accepted for publication. A DOI number is required for articles accepted to be published. The requirement that the articles should be

published in a SCI-EXP, SSCI, AHCI or SCOPUS indexed journal does not apply to the contract renewals at the Faculty of Law.

**10.11.1.2. (Amended: Senate Resolution-13/03/2019-2019/03)** Having received a minimum of 3,50/5,00 in students' course evaluations;

**10.11.1.3. (Amended: Senate Resolution-13/03/2019-2019/03)** Having accomplished at least one of the following in each contract renewal period:

- Having supervised/have been supervising at least one Master's thesis or a doctoral thesis;
- To be a supervisor or a researcher for at least one project that began and is completed during the contract period and supported by non-university sources;

**10.11.1.4. (Repelled: Senate Resolution- 13/03/2019-2019/03)**

**10.11.1.5. (Repelled: Senate Resolution- 13/03/2019-2019/03)**

**10.11.2. *For Assistant Professors;***

**10.11.2.1. (Amended: Senate Resolution-13/03/2019-2019/03)** In each contract renewal period, having at least two articles, not produced from a doctoral dissertation, published in AHCI, SSCI, SCI-EXP or SCOPUS like journal or accepted for publication. A DOI number is required for articles accepted to be published.

The requirement that the articles should be published in a SCI-EXP, SSCI, AHCI or SCOPUS indexed journal does not apply to the contract renewals at the Faculty of Law.

**10.11.2.2. (Amended: Senate Resolution-13/03/2019-2019/03)** Having received a minimum of 3,50/5,00 in students' course evaluations;

**10.11.2.3. (Amended: Senate Resolution-13/03/2019-2019/03)** Having accomplished the following items during each renewal period, during the 3-year contract period:

- Having supervised/have been supervising at least two Master's thesis/doctoral thesis;
- To be a supervisor and a researcher for at least two projects that began and are completed during the contract period and supported by non-university sources;

**10.11.2.4. (Repelled: Senate Resolution- 13/03/2019-2019/03)**

**10.11.3. *Regarding the Professors;***

**10.11.3.1. (Amended: Senate Resolution-13/03/2019-2019/03)** In each contract renewal period, having at least three articles published or accepted for publication in AHCI, SSCI, SCI-EXP or SCOPUS like journal, during a 4 year contract period. A DOI number is required for

articles accepted to be published.

The requirement that the articles should be published in a SCI-EXP, SSCI, AHCI or SCOPUS indexed journal does not apply to the contract renewals at the Faculty of Law.

**10.11.3.2. (Amended: Senate Resolution-13/03/2019-2019/03)** Having received a minimum of 3,50/5,00 in students' course evaluations;

**10.11.3.3. (Amended: Senate Resolution-13/03/2019-2019/03)** Having accomplished the following items during each renewal period during the 4-year contract period:

- Having supervised/have been supervising at least two doctoral thesis (the master's thesis can substitute the requirement for doctoral thesis when not available);
- To be a supervisor or a researcher for at least two projects that began and is completed during the contract period and supported by non-university sources;

**10.11.3.4. (Repelled: Senate Resolution- 13/03/2019-2019/03)**

**10.12.** Contract renewals regarding the academic personnel carrying out the duties of Vice Rector, Dean, Institute Director, 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 shall be renewed pertain to the Rector. The authority to make the decision regarding the Rector shall pertain to the Board of Trustees.

**10.13. (Amended: Senate Resolution-13/03/2019-2019/03)** Academic personnel whose administrative duties specified in Article 10.12 have ended are given a period of time to meet the conditions for their labor contract renewals: this period of time is 3 years for Assistant Professors and 4 years for Professors; and their contracts shall be renewed within this period of time. The related personnel are evaluated within the framework of the contract renewal criteria and duration of their position category.

#### **Age Limit in the Appointment of the Academic Personnel**

**Article 11- (Amended: Senate Resolution-13/03/2019-2019/03)** An age limit of 77 is applicable regarding the appointments and contract renewals of the academic personnel at Kadir Has University. 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 are not renewed. Such individuals may be offered a part-time work contract in their current position in line with the university's needs, and upon the justified request of the related department. Academic personnel whose contract is renewed in this way is not assigned with any administrative duties; their schedule is organized in accordance with the principles specified in Article 12 of regulations



herein. Their contract renewal is not subject to the conditions and processes in Article 10.

### **The Appointment of Part-Time Personnel**

**Article 12- (Amended: Senate Resolution-13/03/2019-2019/03)** Full-time Associate Professors and Professors may be appointed part-time in line with the University's needs, upon their own application placed at least three months prior to their contract ending, provided there is justified approval of the related Department Chair and Dean/Director, and the Rector's approval. Academic personnel whose contracts are renewed in this way are granted a two-year work contract at maximum. The contracts, if deemed necessary, may be extended for one-year periods for a maximum of three times, in line with the University's needs, by the related Department Chair, Dean/Director, and the Rector, without considering the conditions and processes in Article 10. The personnel who have such a contract;

- Cannot be appointed as a dean, institute and vocational school director, department chair or as vice dean, vice director and vice department chair; cannot be members of the Senate and Executive Boards of University or Faculty, can not be assigned in University commissions.

- Must stay at the University for at least 20 hours a week and has a schedule consisting of courses at least 2/3 of the mandatory courses of a full-time personnel;

- Cannot fill in academic performance forms; cannot benefit from BAF;

The status of part-time academic staff other than faculty members who have been granted part-time status due to age limit, can be amended as full-time 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, and the Rector's approval. However; this is only possible if the conditions stated in Article 10 regarding contract renewal for the related position are met.

**Article 13- (Amended: Senate Resolution-13/03/2019-2019/03)** 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 granted the title of "Emeritus Professor" by the Board of Trustees, upon the justified proposal of the related department, the confirmation of the University Senate. Additionally, individuals outside the University who meet similar conditions and whose affiliation with the University shall contribute to its academic prestige on an international scale may also be granted the title of "Emeritus Professor" by the Board of Trustees. Emeritus Professors are offered a part-time work contract, each for three years, under the conditions stated in Article 12.

**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 contract for up to five years (only as an associate professor and a professor position) upon the Rector's proposal and the approval of the Head of the Board of Trustees. Renewals of contracts regarding such instructors shall be subject to the conditions stated in Article 10.

### **Other Legislative Provisions**

**Article 15-** This Regulation specifies the minimum academic requirements of academic staff at Kadir Has University whose appointments and/or labor contract shall be extended, and is executed within the framework of Article 2.1 of this Regulation. The Rector executes the procedures about the personnel whose contracts shall be terminated or shall not be extended in accordance with the Labor Law numbered 4857 as well as the articles of other related regulations.

**Article 16- (Amended: Senate Resolution-13/03/2019-2019/03)** Academic personnel evaluated within the "Modest" segment in accordance with the Regulations for the Performance Evaluation of Academic Personnel cannot apply for academic promotion within the related year.

**Article 17- (Amended: Senate Resolution-13/03/2019-2019/03)** Renewal of contracts that have expired during the pregnancy leave of the female personnel appointed on a full-time work contract or during the long-term appointment abroad, contract termination of personnel in question is postponed until the end of the leave without consideration of the amount of time spent on the paid-unpaid leave. A period as long as the maternity leave used in the contract period is added to the contract.

### **Provisional Articles**

**Provisional Article 1- (Amended: Senate Resolution-13/03/2019-2019/03)** Regarding the academic personnel whose application has still been in progress by 13.03.2019, on the date these Regulations come into effect, the articles of the Regulations which is valid at the time of the application shall apply. This article shall be repealed two months after the adoption of the directive.

**Provisional Article 2- (Amended: Senate Resolution-13/03/2019-2019/03)** Regarding the academic personnel who has been appointed before 13.03.2019, the date Regulations has been updated, those who shall apply to be appointed in a higher title, shall be subject to provisions

of the Regulation dated 13.03.2019 until 01.01.2021.

**Provisional Article 3- (Repelled: Senate Resolution-13/03/2019-2019/03) Provisional Article 4- (Repelled: Senate Resolution-13/03/2019-2019/03)**

**Provisional Article 5- (Amended: Senate Resolution-13/03/2019-2019/03)** Academic personnel who have completed the maximum contract periods in their positions within the framework of Article 10.3, can be appointed with the same title for a maximum period of two years starting from 13.03.2019, the date when the Regulation is updated.

**Provisional Article 6- (Repelled: Senate Resolution-13/03/2019-2019/03)**

### **Effective Date**

**Article 18-** This Regulation replaces the Kadir Has University Regulations for Academic Staff Employment dated 20.06.2016, and goes 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.