



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
DIRECTIVE ON THE APPOINTMENT AND PROMOTIONS FOR
ACADEMIC POSITIONS**

CHAPTER ONE

Aim, Scope, Definitions, Authorized Commission, Personal Contribution Share

Aim and Scope

ARTICLE 1– (1) The aim of this directive is to set out the principles, procedures and minimum academic criteria applicable for the recruitments for full-time faculty members, renewal of current contracts and promotion for higher academic positions.

Definitions

ARTICLE 2– (1) For the purposes of this Directive, the following terms and definitions shall apply;

a) WoS Citation Index: The current list of international magazines published by TUBITAK, consisting of Science Citation Index Expanded (SCI-E), Social Science Citation Index (SSCI) and Arts and Humanities Citation Index (AHCI) indexed by Web of Science,

b) Scopus Citation Index: The list of magazines on Medical, Social and Human Sciences, Life Sciences, Engineering and Fundamental Sciences and Law available in the Scopus database of Elsevier Publishing,

c) ULAKBIM National Citation Index: Medical, Social and Human Sciences, Life Sciences, Engineering and Fundamental Sciences and Legal databases available in TR-Index composed by TUBITAK ULAKBIM CABIM,

d) Refereed Conference Paper Full Text: Refereed paper which has been presented at conferences held periodically by certain universities, institutes or professional organizations and which has been accepted for publication in full text in the conference paper book,

e) Digital Object Identifier (DOI): International publication number used to identify the works accepted for publication and to assign citation prior to publication,

f) International Article: An article published (note to editor or correction, book evaluation and similar publications do not fall under this scope) in magazines indexed in international citation indexes (WoS or Scopus) (On the date when relevant article is given a *Digital Object Identifier*, the relevant article should appear on the said index),

g) International Book: Books published by publishing houses which are ranked in A, B, C and C classes in the SENSE Ranking of Academic Publishers, published by Research School for Socio-Economic and Natural Sciences of the Environment (SENSE) which is accredited by the Royal Netherlands Academy of Sciences,

h) National Book: As defined in the Associate Professorship application conditions by Inter-University Board; refers to a book which is published by a publishing house, whose at least one book is cataloged in any higher education institution library in Turkey and

which has been operating for at least five years and which has gone through editing/referee processes,

i) Book Chapter: Refers to book chapter which is defined in the table of contents page and which appears in international/national books,

i) National Artistic Activity: Artistic activities which are attended by maximum two international participants and embodied by the unique works of art of artists/designers or which provide contribution to the same,

j) International Artistic Activities: Art activities which are attended by at least three international participants and embodied by the unique works of art of artists/designers or which provide contribution to the same,

k) Activities in the field of Art: Like in the scientific activities, these are activities related to human, society, and culture relations, and include the following:

i. Paper presented at a symposium, congress, conference or festival (oral, poster), or guest speaker.

ii. Workshop: Workshop, master class

iii. Biennial, Triennial, and Quadrennial: International art activities organized every two/three/four years.

iv. Exhibition: Solo, mixed, group, show, performance, award, public arena applications, collection (subject to formal documentation and at a place owned by special or legal entities designed for use and operation as a exhibition house, being no less than seven calendar days). In order to consider an exhibition as an event, it is required that the works were not exhibited in any other exhibitions before.

v. Concert: Composition performed in company with recital, audition, orchestra

vi. Other: Creative activities such as directing, montage, scripting, record, audio system project etc.

l) Refereed Publication: Any article, case study which is documented to have gone through the referee process; full text published in a national or international book, book chapter, or in refereed conference circular book (Note to the editor or correction, book evaluation and similar publications do not fall under this scope)

m) Primary Work: Publication or artistic activity undertaken by the faculty member on his own or together with his thesis student or post-graduate thesis advisor,

n) Personal Contribution Share: The level of personal contribution to publications/art activities by the faculty member

o) Patent: A patent is a form of intellectual property right which is granted for new inventions which offer solutions to technical problems in any field of technology or which serves as a guide, subject to it including an inventive step, and which grants the holder of patent the right to produce and market this invention for a certain period (20 years),

ö) Utility Model: An intellectual property right which demonstrates the granting of the right to produce and marketing the subject invention which is new in Turkey and in the world, for a certain period (10 years) (it is not mandatory for it to include an inventive step)

p) Second advisor: Refers to the co-advisor who manages a successfully completed post graduate thesis together with the primary advisor.

Authorized Commission

ARTICLE 3– (1) The duties granted under this directive shall, except for the re-appointments, be fulfilled by the Appointment Commission (hereinafter referred to as

"Commission"). Rector shall chair this Commission. Vice Rector for Academic Affairs shall serve as the permanent member of the Commission. The Rector shall appoint five permanent and two substitute professor members each from different disciplines, to serve for a period of three years. If, among the commission members, there is no commission member from the relevant discipline for which the candidate applied for appointment/promotion, an additional professor member representing the relevant discipline shall be appointed to the commission temporarily.

(2) Commission may seek the opinion of the candidate's past academic supervisors.

(3) The Commission shall, other than the academic status of the applicant, social benefit to the society, students and colleagues and behavioral traits.

(4) The Commission may establish temporary sub committees and commissions, and appoint experts/referees.

Personal Contribution Share

ARTICLE 4– (1) When calculating the personal contribution share, the total shall be taken by implementing the following multipliers for each publication/artistic activity/work:

Primary publication/ artistic activity/ work → 1,00

Co-authored artistic activity/work → 0,75

Three-author artistic activity/work → 0,60

Four-author artistic activity/work → 0,50

Five- or more-author artistic activity/work → 0,40

CHAPTER TWO Initial Appointment

Doctoral Faculty Members

ARTICLE 5– For candidates with doctoral degree in the relevant field,

(1) Engineering Faculty and Math Department: The candidate is required to have published totally three refereed publications or equivalent, one of which is published in the magazines indexed in WoS citation index, and one in Scopus citation index, and must have a minimum personal contribution share of 2,00 in these publications.

(2) Faculties of Business, Human and Social Sciences: The candidate is required to have published totally three refereed publications or equivalent, one of which is published in the magazines indexed in WoS citation index, and one in Scopus citation index, and must have a minimum personal contribution share of 2,00 in these publications.

(3) Faculty of Architecture: The candidate is required to have published totally three refereed publications or equivalent, one of which is published in the magazines indexed in WoS citation index, and one in Scopus citation index, and must have a minimum personal contribution share of 2,00 in these publications.

(4) Faculty of Communication: The candidate is required to have published totally three refereed publications or equivalent, two of which are published in the magazines indexed in Scopus citation index, and must have a minimum personal contribution share of 2,00 in these publications.

(5) Faculty of Art and Design: The candidate is required to have published at least two refereed publications or equivalent, at least one of which is published in the magazines indexed by ULAKBIM and participated at least three national artistic activity, and must have a minimum personal contribution share of 2,00 in these publications.

(6) Faculty of Law and Justice Vocational School of Justice: The candidate is required to

have published totally three refereed publications or equivalent, one of which is published in the magazines indexed by ULAKBIM, and must have a minimum personal contribution share of 2,00 in these publications.

(7) School of Applied Sciences, and Departments of Tourist Guidance and Tourism Management: The candidate is required to have published totally three refereed publications or equivalent, two of which are published in the magazines indexed in Scopus citation index, and must have a minimum personal contribution share of 2,00 in these publications.

(8) Vocational School: The candidate is required to have published totally three refereed publications or equivalent, one of which is published in the magazines indexed in Scopus citation index, and must have a minimum personal contribution share of 2,00 in these publications.

Associate Professorship

ARTICLE 6– For candidates who completed at least four (4) years after the obtainment of doctoral degree and who obtained the UAK associate professorship in the relevant field,

(1) Engineering Faculty and Math Department:

a. The candidate is required to have published at least five refereed publication or equivalent in total, at least three of which are published in magazines indexed by WoS citation index, and one in Scopus citation index and must have a minimum personal contribution share of 3,40 in these publications,

b. The Candidate is required to have managed at least two post graduate licenses.

(2) Faculties of Business, Human and Social Sciences:

a. The candidate is required to have published at least five refereed publication or equivalent in total, at least three of which are published in magazines indexed by WoS citation index, and one in Scopus citation index and must have a minimum personal contribution share of 3,40 in these publications,

b. The Candidate is required to have managed at least two post graduate licenses.

(3) Faculty of Architecture:

a. The candidate is required to have published at least five refereed publication or equivalent in total, at least two of which are published in magazines indexed by WoS citation index, and two in Scopus citation index and must have a minimum personal contribution share of 3,40 in these publications,

b. The Candidate is required to have managed at least one post graduate thesis.

(4) Faculty of Communication:

a. A. The candidate is required to have published at least five refereed publication or equivalent in total, at least one of which is published in magazines indexed by WoS citation index, two in Scopus citation index and one in magazines indexed by ULAKBIM and must have a minimum personal contribution share of 3,40 in these publications,

b. The Candidate is required to have managed at least one post graduate thesis.

(5) Faculty of Art and Design:

A. The candidate is required to have published totally three refereed publications or equivalent, one of which is published in the magazines indexed in Scopus citation index,

b. The candidate must have at least three publication activities, one being WoS and must have a personal contribution of share of 3,40 minimum in such publications and activities,

c. The candidate is required to have managed at least one post graduate thesis.

(6) Faculty of Law and Vocational School of Justice :

a. A. The candidate is required to have published at least five refereed publication or equivalent in total, three of which are published in magazines indexed by ULAKBIM and

must have a minimum personal contribution share of 3,40 in these publications,

b. The candidate is required to have undertaken one Associate Professorship introductory work,

c. The candidate is required to have managed at least one post graduate thesis.

(7) School of Applied Sciences and Departments of Tourist Guidance and Tourism Management:

a. A. The candidate is required to have published at least five refereed publication or equivalent in total, one of which is published in magazines indexed by WoS citation index, one in Scopus citation index and one in magazines indexed by ULAKBIM, and must have a minimum personal contribution share of 3,40 in these publications.

(8) Vocational School:

a. A. The candidate is required to have published at least five refereed publication or equivalent in total, one of which is published in magazines indexed by WoS citation index, one in Scopus citation index and one in magazines indexed by ULAKBIM and must have a minimum personal contribution share of 3,40 in these publications.

Professorship

ARTICLE 7–The candidate is required, after obtaining the associate professorship degree in the relevant area, to have worked for at least five years in a professor post in the relevant discipline,

(1) Engineering Faculty and Math Department:

a. A. Following the date when associate professorship is granted, the candidate is required to have published at least five refereed publication or equivalent in total, at least three of which is published in magazines indexed by WoS citation index, and two in Scopus citation index and must have a minimum personal contribution share of 3,60 in these publications,

b. The candidate is required to have managed at least one doctoral and one post graduate thesis; in case where there is no doctoral program in the relevant discipline, the candidate is required to have managed at least four post graduate theses,

c. Following the obtainment of doctoral degree, the candidate is required to have managed at least one research/implementation project.

(2) Faculties of Business, Human and Social Sciences:

a. A. Following the date when associate professorship is granted, the candidate is required to have published at least five refereed publication or equivalent in total, at least three of which is published in magazines indexed by WoS citation index, and two in Scopus citation index and must have a minimum personal contribution share of 3,60 in these publications,

b. The candidate is required to have managed at least one doctoral and one post graduate thesis; in case where there is no doctoral program in the relevant discipline, the candidate must have managed at least four post graduate theses.

(3) Faculty of Architecture:

a. Following the obtainment of associate professorship title, the candidate is required to have published at least five refereed publication or equivalent in total, at least three of which is published in magazines indexed by WoS citation index, and two in Scopus citation index and must have a minimum personal contribution share of 3,60 in these publications,

b. The candidate is required to have managed at least one doctoral and one post graduate thesis, in case there is no doctoral program in the relevant discipline, the candidate is required to have managed at least four post graduate theses,

c. Following the obtainment of doctoral degree, the candidate is required to have

managed at least one research / implementation project.

(4) Faculty of Communication:

a. Following the date when associate professorship is granted, the candidate is required to have published at least five refereed publication or equivalent in total, at least one of which is published in magazines indexed by WoS citation index, two in Scopus citation index and one in ULAKBIM, and must have a minimum personal contribution share of 3,60 in these publications,

b. The candidate is required to have managed at least one doctoral thesis; in case where there is no doctoral program in the relevant discipline, the candidate is required to have managed at least three post graduate theses.

(5) Faculty of Art and Design:

a. Following the date when the associate professorship title is granted, the candidate is required to have published totally three refereed publications or equivalent, two of which is published in magazines indexed by Scopus citation index,

b. The candidate must have at least three publication activities and must have a minimum personal contribution share of 3,60 in such activities and publications,

c. The candidate is required to have managed at least one doctoral/art competency thesis or at least three post graduate theses.

(6) Faculty of Law and Vocational School of Justice:

a. Following the date when the associate professorship title is granted, the candidate is required to have published at least five refereed publications or equivalent in total, four of which is published in magazines indexed by ULAKBIM and must have a personal contribution share of 3,60 in these publications,

b. The candidate is required to have undertaken one Professorship introductory work,

c. The candidate is required to have managed at least one doctoral thesis or totally three post graduate theses.

(7) School of Applied Sciences and Departments of Tourist Guidance and Tourism Management:

a. Following the obtainment of associate professorship title, the candidate is required to have published at least five refereed publications or equivalent, two of which is published in magazines indexed by WoS and two in Scopus index, and must have a total personal contribution share of 3,60

b. The candidate is required to have managed at least one post graduate thesis.

(8) Vocational School:

a. Following the obtainment of associate professorship title, the candidate is required to have published at least five refereed publications or equivalent, two of which is published in magazines indexed by WoS, and two by Scopus, and must have a total personal contribution share of 3,60

b. The candidate is required to have managed at least one post graduate thesis.

CHAPTER THREE

Re-Appointment

Doctoral Faculty Members

ARTICLE 8– (1) In order for the faculty members serving at the Faculty of Art and Design to be re-appointed every two years to the Doctoral Faculty Member post, the candidate is required to have published at least one refereed publication or equivalent and undertaken an artistic activity.

(2) In order for the faculty members serving Faculty of Business, Human and Social

Sciences, Communication, Engineering and Match Department, Faculty of Architecture to be re-appointed every two years to the Doctoral Faculty Member post, the candidate is required to have published at least one refereed publication or equivalent published in the magazines index by Scopus citation index.

(3) In order for the faculty members serving at the Faculty of Law, Vocational School of Justice, School of Applied Sciences, Departments of Tourist Guidance and Tourism Management and Vocational School to be re-appointed ever two years to Doctoral Faculty Member post, the candidate is required to have published at least referred publications or equivalent published in magazines indexed by ULAKBIM.

Associate Professorship

ARTICLE 9– (1) In order for the faculty members serving in the Faculty of Art and Design to be re-appointed every three years to the Associate Professorship post, the candidate is required to have published at least one refereed publication or equivalent published in the magazines indexed by ULAKBIM and must undertake at least two artistic activities.

2) In order for the faculty members serving at the Faculty of Business, Faculty of Human and Social Sciences, Faculty of Communication, Engineering Faculty and Math Department, Faculty of Architecture, School of Applied Sciences, Departments of Tourist Guidance and Tourism Management, and Vocational School to be re-appointed every three years to Associate Professorship posts, the candidate is required to have published at least two refereed publications or equivalent, one of which is published in magazines indexed in Scopus citation index.

(3) In order for the faculty members serving at the Faculty of Law, Vocational School of Justice to be re-appointed ever three years to Associate Professorship post, the candidate is required to have published at least two refereed publications or equivalent, at least one of which is published in magazines cited by ULAKBIM.

Professorship

ARTICLE 10– (1) In order for the faculty members serving in the Faculty of Art and Design to be re-appointed every three years to Professorship post, the candidate is required to have published at least one refereed publication or equivalent published in magazines indexed by Scopus citation index and to have undertaken at least two artistic activities.

2) In order for the faculty members serving at the Faculties of Business, Human and Social Sciences, Communication, and Engineering, as well as at Math Department, Faculty of Architecture, School of Applied Sciences, and Departments of Tourist Guidance and Tourism Management Departments and Vocational School to be re-appointed every three years to Professorship posts, the candidate is required to have published at least two refereed publications or equivalent, one of which is published in magazines indexed in Scopus citation index.

(3) In order for the faculty members serving at the Faculty of Law, Vocational School of Justice to be re-appointed ever three years to Professorship post, the candidate is required to have published at least two refereed publications or equivalent, at least one of which is published in magazines cited by ULAKBIM.

CHAPTER FOUR

Equivalences

Publication equivalences

ARTICLE 11– (1) In any type of publication, refereed publication which ranks in the upper class may replace a refereed publication ranked at the lower class. However, a publication ranking in the lower class may not replace a refereed publication at the upper class.

(2) An article published in magazines indexed by one WoS citation index shall substitute two articles published in magazines indexed by ULAKBİM. However, two articles published in magazines indexed by ULAKBİM shall not substitute one article published in magazines indexed by one WoS citation index.

(3) Publication classes

<u>Publication</u>	<u>Class</u>
WoS	1
Scopus	2
ULAKBİM	3
Refereed	4

(4) One international patent shall be the equivalent of an article published in magazines indexed by WoS citation index.

(5) One national patent shall be the equivalent of an article published in magazines indexed by Scopus citation index.

(6) One national utility model shall be the equivalent of an article published in magazines indexed by ULAKBİM citation index.

(7) SENSE International Ranking of Academic Publishers

- a. A class A book shall be the equivalent of three articles published in magazines indexed by WoS citation index.
- b. A class B book shall be the equivalent of two articles published in magazines indexed by WoS citation index.
- c. A class C book shall be the equivalent of one article published in magazines indexed by WoS citation index.

Book equivalences

ARTICLE 12– (1) Books published by the publishers ranking in classes D, E and Z in the ranking of SENSE Ranking of Academic Publishers shall be the equivalent of one national book.

Thesis equivalences

ARTICLE 13– (1) Management of one doctoral/art competency thesis in own discipline shall be the equivalent of managing three post graduate theses. Management of three post graduate thesis shall not be the equivalent of managing one doctoral/art competency thesis.

CHAPTER FIVE Common Principles

Conditions for Appointment

ARTICLE 14– (1) In the appointment and promotion of faculty members, it is essential to satisfy and meet the minimum conditions stipulated by the Higher Education Law no. 2547 and other higher education legislation.

(2) Even if the candidate has served as a faculty member in another higher education institution, when applied for faculty member post at Yaşar University, the conditions prescribed in the relevant articles shall still apply.

(3) If one publication/artistic activity is used for associate professor post, the same publication/artistic activity may not be used for promotion to professor post.

(4) In order that a faculty member who has a role/post in a faculty/higher education could serve in an equivalent post in another faculty/higher education (Except for appointment as per Article 13/b-4), such candidate must meet the conditions for appointment applicable for the relevant faculty/higher education.

(5) In order to satisfy the needs of the academic unit having difficulty in staffing a faculty

member, certain conditions in this directive may be chosen to be ignored in external appointments considering the working and academic attributes of the applicant. This shall be approved by the Board of Trustees upon a request submitted by the relevant academic unit, with the opinion of the Appointment Commission and upon suggestion of the Rector's Office.

(6) The matter of granting additional time for faculty members unable to meet the re-appointment conditions shall be approved by the Board of Trustees upon the request of the relevant academic unit, with the opinion of the Appointment Commission and upon the suggestion by the Rector's Office.

CHAPTER SIX

Final Provisions

Effective Date

ARTICLE 15– (1) This Directive shall be effective as of July 01, 2018 following the adoption by Yasar University Senate and approval by the Board of Overseers.

(2) Once this Directive is effective, the "Directive No. 08 dated 15.10.2014 on Governing Principles for Appointment and Promotions for Academic Posts at Yaşar University"- as approved by the Board of Trustees and as published on the official web site of Yaşar University - shall no longer be in effect.

ARTICLE 16– (1) This Directive shall be executed by Yaşar University Rector.

*In cases of any discrepancy, Turkish version of this document shall apply.

*Approved pursuant to the resolution no.04 dated 24/4/2018
of the Board of Trustees*