



REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
**Procedures and Principles for Innovative Teaching
and Learning Unit**

CHAPTER ONE
General Provisions

Purpose

ARTICLE 1 – (1) The purpose of these procedures and principles is to determine the rules regarding the management and operation of the Innovative Teaching and Learning Unit of Yaşar University.

Scope

ARTICLE 2 - (1) These procedures and principles contain the provisions regarding the establishment, purpose and the way of operating of the Innovative Teaching and Learning Unit.

Definitions

ARTICLE 3 – (1) In these procedures and principles;

- a) Instructor refers to: the faculty members, teaching assistants and research assistants who work at Yaşar University full-time and part-time,
- b) PhD student refers to: the PhD students who are actively registered to one of the PhD programs at Yaşar University,
- c) YÖK refers to: The Council Of Higher Education,
- d) Unit refers to: The Innovative Learning and Teaching Unit,
- e) Unit coordinator refers to: the Coordinator of the Innovative Learning and Teaching Unit,
- f) University refers to: Yaşar University
- g) Rector refers to: the Rector of Yaşar

University.

Definition of Innovative Teaching and Learning Unit

ARTICLE 4 – (1) Innovative Teaching and Learning Unit of Yaşar University is a unit that provides professional development opportunities to the faculty members of the university and conducts practices and researches related to teaching and learning throughout the university.

Purpose of Innovative Teaching and Learning Unit

ARTICLE 5 – (1) The purposes of the Innovative Teaching and Learning Unit are:

- To continuously improve the learning environments in order to increase the academic success and learning potential of undergraduate and postgraduate students and to increase the quality of teaching-learning activities in the university in the light of

innovative approaches and tools,

- To develop the competencies of instructors to teach and evaluate student success by providing pedagogical based professional development opportunities,
- Being open to continuous development, to improve the teaching standards, to improve the attitudes and habits of the instructors in the areas of valuing innovative and effective teaching,
- To create motivating sharing environments among the instructors and to ensure the continuity of the sharing culture.

Activity Areas of Innovative Teaching and Learning Unit

ARTICLE 6 - (1) The Innovative Teaching and Learning Unit carries out the following activities for its purposes:

- a) To organize workshops or seminars for the needs of the faculties and departments across the university, which are consistent with the activity purposes of the Unit,
- b) To perform the needs analysis in the university apart from the requests from the faculties and departments and to organize workshops or seminars according to the needs determined,
- c) To invite national and international guests for workshops and seminars organized when necessary,
- c) To give seminars to instructors on topics such as teaching strategies, learning theories, understanding the various needs of Y and Z generations, using the methods and technologies of 21st century,
- d) To raise awareness about reflective teaching throughout the university and to adopt this approach,
- e) To create awareness about the criteria of evaluation (rubric) throughout the university, to carry out rubric development studies with the instructors demanding it,
- f) To provide personal consultation for instructors who actively lecture at the university on topics such as teaching/lesson planning, syllabus preparation, effective lecturing, motivating students, active learning, student assessment, as far as human-resource and time allows.
- g) To provide the instructors with opportunities of mid-term evaluation in line with their demands and to have subsequent interviews with the instructor about what can be improved in the course,
- g) To support instructors in action researches that will improve the quality of teaching,
- h) To provide feedback to instructors through focus group discussions and individual interviews with the students who demand feedback as far as human-resource and time allows,
- i) To ensure that the best practices are shared by creating a culture open to interaction in order to improve the quality of teaching in the university environment,
- i) To supervise university-wide program development and evaluation studies,
- j) Carrying out activities to provide resources (bulletin, brochures, innovative teaching scholarships, workshops, seminars, e-seminars (webinar), conferences, short videos, etc.) in accordance with the purposes,
- k) To create a professional learning culture and community through activities such as teaching circles, regular coffee talks, instructor support groups at the university,
- l) To organize an orientation program for instructors in cooperation with other relevant units of the university at the beginning of each academic year,

- m) To support part-time faculty members on issues such as more frequent and good communication with the students and teaching support,
- n) To carry out awareness studies on "continuous learning" with experienced instructors,
- o) To establish a national and international identity and to ensure the recognition of the Unit within the University and within the country,
- o) Conducting researches on teaching and learning (E.g Teaching methods, learning processes, learning outcomes) and improving research methods,
- p) To publish researches in various academic environments,
- r) To organize conferences in cooperation with national and international similar units,
- s) To ensure that innovative teaching methods used by instructors are announced on university website, social media pages, bulletins,
- s) To carry out activities to provide resources such as scholarships, promotions, recognition opportunities for rewarding "excellence in education",
- t) To cooperate with the Open and Distance Learning Center in accordance with the strategic plans of the University on e-learning issues,
- u) To carry out the courses of Development and Learning and Planning and Evaluation in Teaching, which are foreseen to be received by the Council of Higher Education since 2000,
- u) To carry out all kinds of activities related to the purpose of the Innovative Teaching and Learning Unit.

CHAPTER THREE

Operating Structure of Innovative Teaching and Learning Unit

- ARTICLE 7** - (1) Innovative Teaching and Learning Unit carries out its activities within the Office of Strategic Planning and Excellence.
- (2) Unit activities are carried out by the unit coordinator.
- (3) Faculty or department officials or instructors who wish to benefit from the services of the Innovative Teaching and Learning Unit contact the relevant support staff and/or unit coordinator by filling in the contact form on the website of the unit.
- (4) The meetings are held in the office allocated by the Rectorate with the guidance of the unit coordinator.

CHAPTER FOUR

Final Provisions

Effective Date

ARTICLE 8 - (1) These procedures and principles shall enter into force on the date of approval by the Rector of Yaşar University.

Execution

ARTICLE 9 – (1) These procedures and principles are executed by the Rector of Yaşar University.

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