

**IŞIK UNIVERSITY**  
**ACADEMIC PROMOTIONS AND APPOINTMENTS**

**Purpose**

**Article 1.** The purpose of determining the rules and principles for academic promotions and appointments at Işık University is to secure faculty members of high qualifications who will conduct teaching at the undergraduate and graduate levels, theoretical and applied research and will produce scientific publications.

**Need for Faculty Members**

**Article 2.** The Department Chairperson, in consultation with the board of the department, informs the Dean about the academic field for which there is need to appoint a faculty member with a particular academic title. The Dean presents this need to the Rector. In order to attain effective announcement these needs are posted in the University web site. However such announcement is not obligatory.

**Requirements for Appointment as an Instructor**

**Article 3.** Except for the Faculty of Fine Arts holding of a Doctoral degree is a condition for appointment as an instructor. A Bachelor's degree is the condition for appointment as an instructor in the Faculty of Fine Arts.

**Requirements for Appointment as an Assistant Professor**

**Article 4.** Candidates applying to be appointed as an Assistant Professor must meet the following requirements:

- a) to have obtained the title of Doctor or that of Artistic Matriculation
- b) to be successful in the language examination consisting of written translations of texts related with the candidate's scientific field of about 150-200 words from a foreign language into Turkish and from Turkish into the foreign language. The exam is administered by a jury of three faculty members one of which must be a faculty member for the foreign language.

Except for the above conditions which are stated in the Higher Education Law, the candidates are expected to meet the following minimum requirements:

( The following abbreviations are used in the articles below.

FEAS= Faculty of Economic and Administrative Sciences

FAS = Faculty of Arts and Sciences

FE = Faculty of Engineering

FFA = Faculty of Fine Arts

FAD = Faculty of Architecture and Design )

**For all Departments / Programs in FEAS :** At least one article or book chapter published in an international refereed journal or book.

**For all Departments / Programs in FE:** At least one article published or accepted for publication in a SCI ( or SSCI) journal.

**FAS, Department of Mathematics:** At least one article published or accepted for publication in a SCI journal.

**FAS, Department of Physics :** At least two articles published or accepted for publication in a SCI journal.

**FAS, Department of Humanities and Social Sciences, Department of Psychology:** At least one article or book chapter published in an international refereed journal or book.

**FAS, Department of Information Technologies:** At least one article published or accepted for publication in a SCI journal.

**FFA, all Departments :** To have taken place in exhibitions and competitions of the specific art, to have joined symposia, panels or conferences by presenting a paper.

### **Requirements for Appointment as an Associate Professor**

**Article 5.** Candidates applying to be appointed as an Associate Professor must have obtained the title of “ associate professor” according to Higher Education Law no. 2547; those who have worked abroad in a position equivalent to associate professorship must obtain a document from the Higher Education Council certifying the equivalence.

Except for the above conditions which are stated in the Higher Education Law, the candidates are expected to meet the following minimum requirements:

**For all Departments / Programs in FEAS :** At least one article published or accepted for publication in a SSCI ( or A&HCI) journal, with a minimum total of two articles or book chapters in an international refereed journal or book.

**For all Departments / Programs in FE:** At least three articles published or accepted for publication in a SCI journal after the appointment as assistant professor (total four) and at least three citations to those articles ( self citations do not count).

**FAS, Department of Mathematics:** At least three articles published or accepted for publication in a SCI journal after the appointment as assistant professor (total four) and at least three citations to those articles ( self citations do not count).

**FAS, Department of Physics :** At least six articles published or accepted for publication in a SCI journal after the appointment as assistant professor (total eight) and at least six citations to those articles ( self citations do not count).

**FAS, Department of Humanities and Social Sciences, Department of Psychology:** At least one article published or accepted for publication in a SSCI ( or A&HCI) journal, with a minimum total of two articles or book chapters in an international refereed journal or book.

**FAS, Department of Information Technologies:** At least three articles published or accepted for publication in a SCI journal after the appointment as assistant professor (total four) and at least three citations to those articles ( self citations do not count).

**FFA, all Departments :** To have taken place in at least three activities like exhibitions and competitions of the specific art, to have joined symposia, panels or conferences by presenting a paper and/or having the paper published in the proceedings; a book or paper to have been published related with these activities.

### **Requirements for Promotion and Appointment as a Professor**

**Article 6.** Candidates applying to be promoted and appointed as a Professor according to Higher Education Law must fulfill the following conditions,

a) To have worked for at least five years after the title of Associate Professorship in the scientific or artistic field of the vacant professor position,

b) To have produced original publications at international level and to have done applications in those branches that require such application works.

Except for the above conditions which are stated in the Higher Education Law, the candidates are expected to meet the following minimum requirements:

**For all Departments / Programs in FEAS :** At least two articles published or accepted for publication in a SSCI ( or A&HCI) journals, one of those articles being produced after the Associate professorship degree

**For all Departments / Programs in FE:** i) At least five articles published or accepted for publication in a SCI ( or SSCI) journal after the appointment as associate professor (total nine) and at least four citations to the articles produced after the associate professorship degree ( minimum total seven citations; self citations do not count) **or** ii) At least three articles published or accepted for publication in a SCI ( or SSCI) journal after the associate professorship (total seven), at least two patents or cooperations towards innovations and at least four citations to the articles produced after the associate professorship degree ( minimum total seven citations; self citations do not count).

**FAS, Department of Mathematics:** At least three articles published or accepted for publication in a SCI journal after the associate professorship (total seven) and at least four citations to those articles (minimum total seven citations; self citations do not count).

**FAS, Department of Physics :** At least ten articles published or accepted for publication in a SCI journal after the associate professorship (total 18) and at least ten citations to those articles (minimum total 16 citations; self citations do not count).

**FAS, Department of Humanities and Social Sciences, Department of Psychology:** At least two article published or accepted for publication in a SSCI ( or A&HCI) journal, one of them being produced after associate professorship.

**FAS, Department of Information Technologies:** At least five articles published or accepted for publication in a SCI journal after the associate professorship (total nine) and at least three citations to those articles (minimum total seven citations; self citations do not count).

**FFA, all Departments :** To have taken place in at least five activities like exhibitions and competitions of the specific art, to have joined symposia,

panels or conferences by presenting a paper and/or having the paper published in the proceedings; a book or paper to have been published related with these activities.

### **General and Special Conditions for Application as an Instructor**

**Article 7.** For all appointments of academic staff other than those of faculty members it is required that candidates have a minimum score of 70 on the ALES exam ( graduate record examination ), a minimum score of 50 on the foreign language examination administered by the official exam Center of Turkey, or an equivalent score of other language proficiency exams recognized by the Higher Education Council of Turkey.

Special conditions for applicants for a position as an instructor are:

- a) Applicants as an instructor to undergraduate programs in the faculties must hold a master's degree, or a bachelor's degree plus a ten year's experience in the particular field,
- b) Applicants for a position as an instructor to the Faculty of Fine Arts or to the vocational school must hold a bachelor's degree plus a two year's experience in the particular field.

### **Procedure for Appointment as an Instructor**

**Article 8.** The regulation “ Rules and Regulation Concerning the Central Exams and the Entrance Exam for Direct or Transfer Appointment of Academic Staff Other Than Faculty Members” issued by the Higher Education Council of Turkey and published in the Official Gazette gives detailed information about the initial evaluation of candidates applying to an ad listed in the web site of the Higher Education Council, the entrance exam administered by three jury members and intended to evaluate the professional communication abilities of the candidate, the capacities for analytic thinking and academic skills, the general culture level and the capabilities and interest level for the particular field, the final evaluation of the candidates and the appointment procedure.

## **Application for Assistant Professorship**

**Article 9.** Applicants for Assistant Professorship position at Işık University must apply to the Dean's Office of the related Faculty with a petition to which they have attached their CV as well as the following documents and information:

- a) Their educational history;
- b) Their publications grouped by type, their ongoing research activities, their papers under preparation, the citations made to their publications;
- c) Projects supervised by themselves, received awards, patents, organized exhibitions;
- d) Knowledge of foreign languages supported by documents if any, for foreign applicants information about mother tongue and level of the Turkish language;
- e) Other academic activities (editors' board, conference organization, referee for journals and/or conferences, consulting etc.) ;
- f) Diplomas and other documents related with promotion and appointment;
- g) For the Faculty of Fine Arts the candidates must supply documents for their professional activities stated in Article 4.

## **Procedure for Appointment to Assistant Professorship**

**Article 10.** The petition for Assistant Professorship position submitted to the Dean's Office is forwarded by the Dean to the related department. The Department requires from the candidate to give a seminar in English on a topic related with his / her specialization, while in the Faculty of Fine Arts the requirement may be either a conference/ seminar or an exhibit. The seminar is announced a week in advance and is open to everybody. A usual way for the announcement is to use the e-mail for all Işık academic staff. The seminar is attended by the Department chair and the faculty who will evaluate the applicant. In the departmental meeting the academic background, the adaptability, the proficiency in English and the suitability of the applicant to the aims of the department are discussed and a report stating the departmental opinion is prepared. The scientific or artistic aspects of the applicant are evaluated with separate reports from three jury members, who have the title

of Professor or Associate Professor, assigned by the department chair. It is required that one member of the jury is the department chair, while another member is a faculty member from another university. The department chair submits to the Dean the jury reports and the departmental opinion report including the evaluation of the seminar. Furthermore a written language examination is conducted consisting of translating field related texts of approximately 150-200 words from English to Turkish and from Turkish to English. This exam is administered by a jury consisting of three faculty members appointed by the Faculty Executive Board, one of whom must be a faculty member of the foreign language. The Dean after obtaining the opinion report of the Faculty Executive Board submits the file to the Rector's Office. In accordance with the opinions of the Assistant to the Rector or Provost and the members of the University Executive Board the Rector fulfills the appointment procedure which is finalized after the approval of the Board of Trustees. In forming the departmental opinion report all members of the department assistant professors, associate professors and professors are consulted. For candidates whose mother tongue is English the written translation exam is not applied. For other nationalities a written translation exam from their own mother tongue to English is required.

### **Application to Associate Professorship and Professorship**

**Article 11.** Applicants for Associate Professorship or Professorship position at Işık University must apply to Rector's Office with a petition to which they have attached their CV as well as the following documents and information:

- a) Their educational history;
- b) Courses taught by the applicant with dates and institutions where they were taught.
- c) Their publications grouped by type, their ongoing research activities, their papers under preparation, the citations made to their publications;
- d) Projects supervised by themselves, received awards, patents, organized exhibitions;
- e) Knowledge of foreign languages supported by documents if any,

F) For foreign applicants information about mother tongue and level of knowledge of the Turkish language;

g) Other academic activities (editors' board, conference organization, referee for journals and/or conferences, consulting etc.) ;

h) Diplomas and other documents related with promotion and appointment;

g) For the Faculty of Fine Arts the candidates must supply documents for their professional activities stated in Article 5 and Article 6 for associate professorship and professorship respectively.

### **Procedure for Appointment to Associate Professorship**

**Article 12.** Following the submission to the Rector's Office of the petition for Associate Professorship position the Rector through the related Dean's office requests from the related department chair to supply names of six professors one being the chair of the related field and at least two of them being faculty members of other universities, who can act as jury members. The Department requires from the applicant to give a seminar in English on a topic related with his / her specialization. The seminar is announced a week in advance and is open to everybody. A usual way for the announcement is to use the e-mail for all Işık academic staff. The seminar is attended by the Department chair and the Işık university faculty members who will evaluate the applicant. In the departmental meeting the academic background, the adaptability, the proficiency in English and the suitability of the applicant to the aims of the department are discussed and a report stating the departmental opinion is prepared. The department chair submits to the Dean's Office the departmental opinion report including the evaluation of the seminar. The Dean after obtaining the opinion report of the Faculty Executive Board submits the file to the Rector's Office. From among the six proposed professor names submitted by the related Dean's Office the University Executive Board appoints a jury of three members one being the chair of the related field and at least one a member of another university. The Rector sends to the jury members the application file of the candidate. The jury reports sent with confidentiality to the Rector, the opinion reports of the department and the faculty are discussed at the University Executive Board meeting after being examined by the Assistant to the Rector or Provost and the Board members. The Rector fulfills

the appointment procedure which is finalized after the approval of the Board of Trustees.

In the preparation of the departmental or faculty opinion reports associate professors and professors only take part.

### **Procedure for Appointment to Professorship**

**Article 13.** After the submission for a Professorship position to the Rector's Office, the Rector through the related Dean's Office asks from the related Department Chair to submit a proposal of ten names of professors, at least six of them being members of other universities, who can act as jury members.

Parallel to this the Department requires from the applicant to give a seminar in English on a topic related with his / her specialization. The seminar is announced a week in advance and is open to everybody. A usual way for the announcement is to use the e-mail for all Işık academic staff. The seminar is attended by the Department chair and the Işık university faculty members who will evaluate the applicant. In the departmental meeting the academic background, the adaptability, the proficiency in English and the suitability of the applicant to the aims of the department are discussed and a report stating the departmental opinion is prepared. The department chair submits to the Dean's Office the departmental opinion report including the evaluation of the seminar. The Dean includes the opinion report of the Faculty Executive Board and submits the file to the Rector's Office. From among the ten proposed professor names submitted by the related Dean's Office the University Executive Board appoints a jury of five members at least three of them being members of another university. The Rector sends to the jury members the application file of the candidate. The jury reports sent with confidentiality to the Rector, the opinion reports of the department and the faculty are discussed at the University Executive Board meeting after being examined by the Assistant to the Rector or Provost and the Board members. The Rector fulfills the appointment procedure which is finalized after the approval of the Board of Trustees.

In the preparation of the departmental or faculty opinion reports professors only take part.

## **Duties Done by Deans to be Done by Directors**

**Article 14.** In the existing Schools of Graduate Studies ( Institutes) and the colleges or academies that might be established, the Directors of the Graduate Schools or the Directors of the colleges are to fulfill the duties of the deans in case of academic staff appointments

**Article 15.** The procedure for the appointment of candidates who have obtained their doctorate degree from Işık University is based on the principle of avoiding inbreeding. Applicants who have obtained their doctorate degree from Işık University can oOnly be temporarily employed as instructors in case the department expresses a unanimous decision, and the candidate can not apply for an Assistant Professorship before completing two years in another institution, preferably abroad.

## **Cases That Do Not Require a Seminar in English**

**Article 16.** Applicants who are to be appointed in academic units where the language of instruction is Turkish are exempt from giving a seminar in English. Turkish being the language of instruction in the faculty of Fine Arts English Language knowledge is not required from instructors and faculty members to be appointed.

## **Execution**

**Article 17.** The principles outlined here are executed by the Rector

## **Effect**

**Article 18.** The present principles have been put into effect by being initially accepted at the Senate meeting No. 79 dated 16.11.2006 and subsequently approved by the Board of Trustees at their meeting No. 8 dated 16.02.2007. Changes done to suit the Faculty of Fine Arts which was established after the initial issue of the principles heve been accepted at the Senate meeting No. 91 dated 21.06.2007 and subsequently approved by the Board of Trustees at their meeting No. 16 dated 20.08.2007.

