

T.C.
KADIR HAS UNIVERSITY
PRECEPTS FOR FACULTY MEMBER COURSE LOADS AND
REMUNERATION FOR THE TEACHING OF ADDITIONAL COURSES

- 1) 1 hour of theoretical coursework, 1 hour of applied coursework or 0.5 hours of laboratory work are calculated as 1 hour in determining course loads.
- 2) The following numbers of students must be enrolled for a course to qualify as an “additional course” and hence eligible for additional remuneration: undergraduate courses, 10; summer-school courses, 7; graduate courses, 5; and, PhD-level courses, 3.
- 3) To be eligible for additional course load payment, faculty members must already be teaching at least 3 separate courses; faculty members who are not required to teach course work are exempt from this condition. If a course has multiple, distinct sections which are taught at different times, then each of these sections shall be treated as individual courses.
- 4) If a full-time faculty member is a thesis advisor for more than 5 graduate students (3 graduate students for thesis advisors in the Institute of Science and Engineering), each additional thesis shall be counted as 0.5 hours of coursework; additional remuneration will only be made for the advising of 5 additional thesis students. Theses that are co-advised by an academician outside of the university are not to be included in this calculation. Theses that are co-advised by an academician from Kadir Has University are calculated only for the work load of the primary advisor.
- 5) One hour is added to the course load of coordinators for graduation projects that count as courses; however, if such projects are carried out by the instructor of a course and are calculated as part of the original course load, no additional course load is added. A maximum of 3 hours of additional course load may be counted for such projects. For graduation projects that are not calculated as courses, no payment shall be made for the first 5 projects; for the 6th to the 11th project, 1 hour of course load shall be added, and 2 additional course hours shall be added for 12 or more graduation projects.
- 6) There is no obligatory course load for summer-school courses. Remuneration shall be made for a maximum of 5 credits/hours.
- 7) Part-time faculty members shall receive an exam payment during the final exam period calculated at the rate of two hours for each course.
- 8) Payment forms for additional course hours shall be submitted to the Rectorate upon approval by the concerned Dean’s Office, Institutes and/or School Directorships within a period of 3 days after the end of the month in which the courses were taught.

9) Remuneration for additional course hours is made at the end of each month for part-time faculty members, and as a lump sum at the end of each semester for full-time faculty members.

10) Faculty members who do not have an obligatory course load shall not receive remuneration for the first 3 hours of coursework that they take on voluntarily.

11) Precepts for Faculty Member Course Loads and Remuneration for the Teaching of Additional Courses will be applied as of 2011-2012 academic year.

12) The obligatory course load for full-time faculty members is as follows:

<u>Position</u>	<u>Course load for salaried faculty members (in hours)</u>	<u>Maximum additional course load (in hours)</u>
Rector, Deans, and Directors of Institutes and Vocational School	0	6
Department chairs	6	6
Professors	12	6
Associate Professors	12	6
Assistant Professors	12	6
Lecturers	12	6
Instructors	20	6

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