

KADIR HAS UNIVERSITY
REGULATIONS FOR THE PERFORMANCE EVALUATION OF ACADEMIC PERSONNEL

Aim

Article 1- The aim of these regulations is to increase the effectiveness and raise the quality of the education, instruction, scholarly research, and academic and administrative duties at Kadir Has University by identifying objective criteria with which to evaluate the performance of the university's academic personnel.

Evaluations are performed every year for professors, associate professors, assistant professors and lecturers who have been working as full-time members of the university for a period of at least two years. Instructors at the university's English Language Preparatory School, English Language Support Unit, and Academic Writing Center are not evaluated in accordance with the terms of these regulations. The performance of the rector, vice rectors, deans, and the directors of schools and institutes are evaluated by the Board of Trustees.

Areas to Be Considered in Performance Evaluations

Article 2- The performance of academic personnel will be evaluated on a faculty/school basis with respect to three fundamental areas which are identified as: education-teaching, research-application, and other duties, and will be calculated based on the items on the Performance Evaluation Table and the point system related to these items. Weighting for the different items used in the calculations are determined and modified by taking into account the University's strategic plan objectives and the structure and activities of each faculty/school and department and, the approval of the Rector.

Methods to Be Followed in Performance Evaluations

Article 3- The performance of academic personnel is evaluated for each academic year (1 September – 31 August). Academic personnel who are subject to evaluation must upload their individual evaluation forms and attached documents to the **AKA-DATA** system at the latest by September 15 (Step 1). Thereafter, the senior director's score is put into the system along with the opinions of the related Department Chairs and Deans/Directors (Steps 2 and 3). Following that, modifications by the Human Resources Committee (HRC) (Step 4) are presented for the examination and objection of the related personnel (Step 5). The final evaluation is made by the Human Resources Committee (HRC) and the results are sent, with the Rector's approval, to the relevant personnel and to the deans/directors for their records. Every year, the Human Resources Committee (HRC) announces the procedure for the system and the deadlines for its various steps, prior to the start of the performance evaluation period.

Calculation of the Performance Evaluation Score

Article 4- A score for each academic personnel is generated by the HRC using the raw score tables completed by the academic personnel for each criterion on the main format. During the HRC review, items which are found to be erroneous are corrected and data with incomplete documentation are left out of the calculation. The raw score of each academic personnel for each criterion is then standardized to a score out of 100 within his/her faculty/school and he/she is given a main format score between 0-100 for that criterion.

The main format scores received by academic personnel for each criterion are multiplied by the weighting specified for that criterion on the main format for their faculty/school. The sum-total of the column totals of the values calculated for each criterion gives the final score of the related academic personnel.

The performance of academic personnel members is evaluated based on the final score ranking within their faculty/school. If, in the Main Table Score ranking for each main area the difference between the 1st and the 2nd ranking scores is 40 % or more, the top score bringing about this difference is not used in the Main Table Score calculation. The Main Table Score of the academic personnel left out of the average calculation is calculated by standardization with the second highest score.

Performance Evaluation Categories

Article 5- (1) Following the evaluation, the performance of academic personnel members are divided into five categories:

Excellent : Between 85.1 - 100

Successful : Between 65.1 - 85.00

Fine : Between 50.1 - 65.00

Satisfactory : Between 35.1 - 50.00

Modest : Between 0 - 35.00

(2) Additionally, academic personnel members who are in the “Excellent” category get evaluated as “Outstanding” if they meet the following conditions:

(a) To be in the top 20% of the university in the student satisfaction evaluations.

(b) Not having been deemed to be unsatisfactory by the relevant directors in the carrying out of academic/administrative duties given by the university administration.

(c) Meeting the minimum publication criteria as specified below:

For academic personnel of the **Faculty of Engineering and Natural Sciences**: Five full-text articles in journals indexed in SCI, SSCI, AHCI.

For academic personnel of the **Economics, Administrative and Social Sciences Faculty; Faculty of Applied Sciences; and Faculty of Management**: Four full-text articles in journals indexed in SCI-EXP, SSCI, AHCI. One of these may be a single/double author book from a renowned international publisher.

For academic personnel of the **Faculty of Communications; Faculty of Art and Design:** Three full-text articles in journals indexed in SCI-EXP, SSCI, AHCI. One of these may be a single/double author book from an renowned international publisher; or works accepted by internationally acclaimed exhibitions which have curators, juries (such as biennials etc.) or works accepted for the permanent collections of museums/reowned art institutions abroad as well as internationally reputable exhibitions, films, theatre plays, shows and individual art and design works.

For academic personnel of the **Faculty of Law:** Two full-text articles in journals indexed in SCI-EXP, SSCI, AHCI; or a single/double author book from a renowned international publisher; or a single author book from a renowned domestic publisher.

For academic personnel of the Kadir Has Vocational School and Vocational School of Justice: One full-text article in international refereed journals indexed in SCI-EXP, SSCI, AHCI, SCOPUS, EconLit etc. or a single/double author book from a renowned domestic/international publisher.

Feedback

Article 6- Scores finalized by the HRC are submitted to the relevant personnel who have seven days to object if they wish. HRC makes the final decision regarding objections. After the final results for faculties/schools are submitted to the relevant units, deans/directors meet with the relevant academic personnel and share their evaluation and recommendations with them and record the academic personnel's opinions about this feedback. Together they evaluate the Annual Evaluation and Goal Setting Form (Appendix 4) filled in by the relevant personnel. Afterwards, three performance plans are prepared for the relevant personnel: short-term (1 year), mid-term (2 years) and long-term (4 years). These plans together with the form are then submitted to the HRC. This plan includes research and publication performance, project development, course development and teaching, participation in university duties and other tasks expected from the members of the academic personnel and are taken into consideration by the HRC in the next performance evaluation.

Utilization of Academic Performance Evaluation Scores

Article 7- Performance evaluation levels are taken into account in the renewal of contracts, annual pay raises based on performance, the allocation of compensation and awards, utilization of university research funding, independent research fund allocation, academic promotions, renewals of contracts, designations of course loads, and academic and administrative appointments.

Academic personnel who rank "Excellent", "Successful" or "Fine" receive in their monthly wages a "performance contribution" determined annually by the Board of Trustees.

Validity

Article 8 – These regulations accepted at the University Senate meeting of 28.09.2017, numbered 2017/13 go into effect on that date and thereby supersede the regulations promulgated on 17.03.2017 by the Kadir Has University Senate.

Implementation

Article 9 – The provisions of these regulations are implemented by the Rector of Kadir Has University.

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