KADIR HAS UNIVERSITY
REGULATIONS FOR THE PERFORMANCE EVALUATION OF THE ACADEMIC PERSONNEL AT THE SCHOOL OF FOREIGN LANGUAGES

Aim

Article 1- The aim of this regulation is to increase the effectiveness and raise the quality of the education, instruction, and academic and administrative services of the academic personnel working for the English Preparatory Unit, English Writing Center and Modern Languages Unit of the Kadir Has University School of Foreign Languages (SFL) by identifying objective criteria with which to evaluate their performance.

Evaluations are performed annually for academic personnel who have been working as full-time members of the university for a period of at least one year under the English Preparatory Unit, English Writing Center and Modern Languages Unit.

Principal areas to be considered in performance evaluations

Article 2: The performance of academic personnel working under SFL will be evaluated with respect to three principal areas which are identified as: “Educational Activities”, “Indicators of Professional Attitude and Behavior” and “Student Evaluation Results.” Performance will be calculated based on the items on the Performance Evaluation Form (Appendix – 1) and the point system related to these items. Weighting for the different items in the Performance Evaluation Form used in the calculations are to be determined and modified by taking into account the unit’s strategic plan objectives, its activities and its structure, with 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 are to upload their individual evaluation forms and attached documents each year to the AKA-DATA system by September 15 at the latest. The AKA-DATA system allows access by the Unit Directors to the documents regarding educational activities as well as a list of all the courses given by the academic personnel in the fall, spring and summer semesters and the student evaluations for these courses. The Unit director completes the Performance Evaluation Form for each personnel in accordance with the data recorded in the AKA-DATA system and presents these to the School of Foreign Languages Directorate. Approved forms are then submitted to the Human Resources
Committee (HRC) by the School of Foreign Languages Directorate. The final evaluation is carried out by the Human Resources Committee (HRC) taking into account the opinions of the School of Foreign Languages Directorate, and following the approval of the Rectorate the evaluated academic personnel is informed.

**Calculation of the performance evaluation score**

**Article 4:** Performance evaluation scores of academic personnel are generated by the relevant unit’s director. In the HRC examination, any incorrect points are corrected, and data without requisite supporting documentation is excluded from the calculation. The performance evaluation score of each academic personnel is calculated out of 100. The weighting for the scores of the three main areas in the Performance Evaluation Form is as follows:

- **Teaching-Training Activities**: %40
- **Indicators of Professional Attitude and Behavior**: %30
- **Student Evaluation Results**: %30

**Performance Evaluation Categories**

**Article 5:** (1) Following the evaluation, the performance of instructors and academic personnel members fall into one of four categories:

- **Outstanding**: 90-100
- **Superior**: 70-89
- **Satisfactory**: 50-69
- **Limited Performance**: 0-49

**Feedback and Goal Setting Meeting**

**Article 6:** Scores finalized by the HRC are submitted to the appropriate academic personnel who then has seven days to appeal against the decision if there are any objections. The HRC makes the final decision regarding appeals. After the final results are submitted to the relevant academic personnel, the director of the unit meets with each academic personnel and shares their evaluation and recommendations with them and records the academic personnel’s opinions about this feedback. At this meeting, the relevant academic personnel and Unit Director together fill in the form regarding professional development and performance improvement planning (Attachment – 2) for the following year. This form enables the academic personnel to make a
self-evaluation regarding her/his work and includes her/his plans for the improvement of her/his performance. This form is taken into consideration by the unit director in the next performance evaluation process.

**Application of Results**

**Article 7** - Performance evaluation score categories are taken into account in the renewal of contracts, performance based annual pay raises, and academic and administrative appointments.

Academic personnel who are ranked “Superior” or “Outstanding” in their performance evaluations receive in their monthly wages a “performance contribution” whose amount is determined annually by the Board of Trustees.

Academic personnel who are ranked “Satisfactory” in their performance evaluation receive the standard annual raise in their monthly wages without a “performance contribution.”

Academic personnel who are found to be in the category “Limited Performance” in their annual evaluations for two consecutive years will not have their contracts renewed.

**Validity**

**Article 8** – This regulation was accepted at the University Senate meeting of 17.11.2014, numbered 2014/18, and entered into force on that date.

**Implementation**

**Article 9** – The provisions of this regulation are implemented by the Rector of Kadir Has University.