

BEYKOZ UNIVERSITY
DIRECTIVE ON FACULTY MEMBERS

Approving Authority, Date, and Number: Senate, 08.04.2025 / 05

Additions and Amendments: Senate,202... / ...

Addendum and Amendment Control Date:

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose and Scope

ARTICLE 1 – (1) The purpose of this directive is to establish the principles to be applied in the initial appointment, reappointment and/or promotion processes of faculty members to be assigned at Beykoz University; the determination of academic titles, duties, and responsibilities; and the regulation of their personal rights and all relations with the university.
(2) This directive applies to faculty members who are currently appointed or will be appointed at Beykoz University.

Legal Basis

ARTICLE 2 – (1) This directive has been prepared based on the provisions of the Higher Education Law No. 2547 and the relevant legislation.

Definitions

ARTICLE 3 – (1) The definitions of the key terms used in this directive are specified in the Beykoz University Document Tree Glossary (BÜDASÖZ).

CHAPTER TWO

Academic Titles, Employment Status, and Appointments

Academic Titles

ARTICLE 4 – (1) The titles of faculty members employed at the university are as follows:

a. **Professor:** The highest academic title granted to faculty members who have distinguished themselves internationally in their field of expertise through scientific research, possess extensive experience in research and education, and meet the legal requirements.

b. **Emeritus Professor:** A title awarded by the senate to retired professors who have served at the university for an extended period and made significant contributions. Emeritus professors are granted access to certain university facilities.

c. **Associate Professor:** A title granted to faculty members who, beyond earning a doctoral degree, have published a sufficient number of studies in internationally recognized scientific journals, enriched their educational and research experience, and obtained the title of Associate Professor by passing the legally required exams.

ç. **Assistant Professor (Dr.):** A faculty member who, after obtaining a doctoral degree and completing sufficient academic work, has been promoted to the rank of faculty and performs teaching and scientific research duties.

d. **Lecturer:** A faculty member who, although not holding an academic title, has distinguished themselves through experience and success in their field of practice and is authorized to teach at the university.

e. **Research Assistant:** A faculty member who assists in education, research, analysis, and experiments in higher education institutions and performs other duties assigned by the authorized bodies.

Faculty Member Employment Status

ARTICLE 5 – (1) Faculty members to be employed at the university work under one of two statuses: "Full-Time" or "Part-Time Paid per Course Hour."

(2) Full-time faculty members must dedicate their working hours to university-related tasks. Except for duties defined by special laws and copyrights, they are not permitted to engage in any other paid or unpaid work, official or private, or assume any additional duties, or practice a profession independently. Conducting research or project work on behalf of the university or another institution, or teaching at another higher education institution, is subject to approval by the Rectorate. Full-time faculty members perform their duties in accordance with their contractual terms.

(3) Part-time (paid per course hour) faculty members are appointed solely to teach specific courses and/or conduct applied studies.

Faculty Member Recruitment Request

ARTICLE 6 – (1) Faculty recruitment needs can be determined in two categories: "Minimum Required Faculty Members" and "Other than Minimum Required Faculty Members."

Minimum needs must be identified by the end of May each year. Proposals outside of this scope are made as needs arise or when it is considered beneficial to include a specific faculty member.

(2) Faculty recruitment requests are submitted by following the steps outlined in the "Full-Time Faculty Recruitment Detailed Process" and by filling out the "Faculty Recruitment Request Form" (Annex-1).

(3) Faculty recruitment may also be initiated with the approval of the Rector based on the university's strategic objectives and needs.

Appointment to Research Assistant and Lecturer Positions

ARTICLE 7 – (1) Applications and appointments to Research Assistant and Lecturer positions are carried out in accordance with the provisions of the "Regulation on the Procedures and Principles Regarding Central Examinations and Entrance Exams for the Appointment of Faculty Members Other Than Faculty Staff." Appointments are made for a maximum of three years based on the recommendation of the relevant dean/director and the approval of the Rectorate. At the end of the term, the appointment automatically ends.

(2) Faculty members appointed as Research Assistants or Lecturers are expected to pursue their postgraduate and/or doctoral/art proficiency studies at Beykoz University. If the relevant program is not offered at Beykoz University, studying at another university in Istanbul is recommended.

(3) Research Assistants who complete their master's degree are expected to enroll in a doctoral/art proficiency program within one (1) year from the date of completion. Those who

exceed this period or lose the right to continue their graduate studies will be dismissed from the university.

Appointment to Faculty Member Positions

ARTICLE 8 – (1) The rules stated in the “Beykoz University Faculty Appointment and Promotion Directive” apply for applications and appointments to faculty member positions.

Working Hours and Teaching Load

ARTICLE 9 – (1) The weekly working hours for full-time faculty members are 45 (forty-five) hours. During this period, the faculty member contributes to the university through teaching, scientific research, publications, administrative duties, etc. The rules regarding how this contribution will be fulfilled and the performance criteria will be determined by the Senate and enacted with the approval of the Board of Trustees.

(2) The required weekly teaching load corresponding to faculty members’ salaries is specified in employment contracts. Academic responsibilities such as supervising theses, master’s term projects, capstone projects, project-based courses, internships, and student advising are not considered in the calculation of the teaching load.

(3) For teaching loads exceeding the weekly maximum for staff faculty members, additional teaching compensation is paid based on scheduled actual classes. For asynchronous classes, half of the class hour is taken into account when calculating the additional pay.

Faculty Recruitment Process

ARTICLE 10 – (1) The recruitment process of the approved faculty member is carried out by the Human Resources Directorate, in line with the procedures outlined in the “Full-Time Faculty Recruitment Detailed Process” for full-time status and the “Part-Time Faculty Recruitment and Payment Detailed Process” for part-time status.

Appointment as Emeritus Professor

ARTICLE 11 – (1) Appointments to the title of Emeritus Professor are made upon the proposal of the relevant academic unit council, the decision of the Senate, and the approval of the Board of Trustees.

Academic Duties and Responsibilities

ARTICLE 12 – (1) The duties and responsibilities of faculty members are listed below:

- a. Delivering the courses corresponding to the minimum teaching load for their status, and conducting exams, assessments, and evaluations for those courses.
- b. Conducting research and publications in their field; carrying out internally or externally funded research projects; attending scientific events such as conferences, symposiums, and seminars; and presenting their research results at these events.
- c. Supervising theses, term projects, and graduation projects.
- ç. Serving on committees, commissions, and juries to which they are appointed or elected, and actively participating in their work.
- d. Providing student advising, internship supervision, exchange program guidance, and student club advising.
- e. Participating in academic and administrative activities such as curriculum development, strategic planning, quality assurance, promotion, and evaluation.
- f. Conducting professional work in their field and contributing to the advancement of their profession.
- g. Carrying out social responsibility and community engagement activities in their area of

expertise.

ğ. Representing the university in meetings and activities with relevant institutions and organizations when necessary.

h. Participating in tasks assigned by the Rector in accordance with Article 13-b/4 of Law No. 2547.

(2) Faculty members must fulfil their duties and responsibilities in accordance with relevant legislation, university regulations, directives, implementation principles, and other institutional provisions.

Salary and Employment Rights

ARTICLE 13 – (1) The salaries and all related conditions for faculty members employed at the university are specified in their employment contracts.

CHAPTER THREE

Leaves and Assignments

Statutory Leaves

ARTICLE 14 –

1. The provisions of Labor Law No. 4857 and the terms set forth in the employment contract signed with the university shall apply in determining annual leave entitlements.
2. For statutory leaves defined under Labor Law No. 4857 and for additional leave permissions granted at the discretion of the University administration, the authorized signatories are designated within the University's administrative software.
3. Leaves shall be granted with the approval of the relevant supervisor(s) in a manner that does not disrupt the academic calendar, instructional processes, or other duties.
4. Academic staff may take unpaid leave in accordance with relevant legal regulations. For unpaid leave to be granted, it must be ensured that the courses in the academic staff member's area are being offered and that ongoing research and other academic duties are not disrupted. The leave is granted upon the request of the academic staff member, recommendation by the relevant academic unit, resolution by the University Executive Board, and approval by the Rector.

Assignments

ARTICLE 15 –

1. The provisions specified in the “Beykoz University Domestic and International Assignment Principles Directive” apply in determining assignment and leave permissions for academic work, research, and projects to be conducted outside the university by full-time academic staff.

CHAPTER FOUR

Miscellaneous Provisions

University Values

ARTICLE 16 –

1. Academic staff are obliged to act in alignment with the University's mission, strategic and quality policies, institutional culture, and academic values.

Student-Centered Approach

ARTICLE 17 –

1. Academic staff shall adopt a student-centered approach in instructional practices, courses, academic advising, and all other academic interactions with students. Accordingly, they must be attentive to understanding students, maintaining open communication, valuing students, and providing help and support.

Academic Freedom

ARTICLE 18 –

1. Academic staff may freely express their academic views and opinions, conduct scientific research on any topic, and publish their findings. They shall not be subject to reprimand for their academic opinions, thoughts, or research topics. However, academic freedom must be exercised within the framework of applicable legal regulations.

Academic and Scientific Ethics

ARTICLE 19 –

1. Academic staff must comply with principles of academic and scientific ethics, including research ethics, publication ethics, and the protection of intellectual property rights.
2. Academic staff shall guide students in complying with research and publication ethics and in protecting intellectual property rights.
3. The provisions of the “Beykoz University Scientific Research and Publication Ethics Directive” are binding for all scientific research and publications.

Monitoring and Evaluation of Academic Performance

ARTICLE 20 –

1. The performance evaluation criteria for full-time academic staff shall be based on the provisions of the “Academic Staff Performance Evaluation Directive.”

Protection of Personal Data and Confidentiality

ARTICLE 21 –

1. Academic staff shall pay close attention to the protection of personal data, ensuring confidentiality of student-related personal information, exam results, and other student performance data, as well as the personal data of university personnel and confidential

university information, and comply with the provisions of the Personal Data Protection Law (KVKK).

Confidentiality of University-Related Information

ARTICLE 22 –

1. Academic staff shall maintain the confidentiality of university-related information both during their tenure and after separation from the university.

Confidentiality of Intellectual Property-Related Information

ARTICLE 23 –

1. Academic staff may not disclose to outside parties any "confidential" information—such as software, technology, data, systems, applications, methods, or industry-related ideas, designs, models, works, inventions, and similar items—developed by the University, unless authorized in writing by the university administration, and only for academic purposes and within defined limits.
2. Ownership rights to asynchronous content developed by academic staff belong to the University and are considered educational material for use in academic programs. No royalty or intellectual property compensation shall be paid to the academic staff member for such content.
3. In the event of mutual termination of the academic staff member's contract with the University, whether SCORM asynchronous course materials will be made available as open-source learning materials for use by students is at the discretion of the academic staff member. If the academic staff member chooses not to permit their use, they must notify the Human Resources Directorate in writing.

Occupational Health and Safety

ARTICLE 24 –

1. Academic staff must comply with occupational health and safety rules and regulations, take necessary precautions, and fulfill any duties assigned in this regard.

Obligation to Notify Changes in Personal Data

ARTICLE 25 –

1. Academic staff are obligated to notify the University of any changes in personal data that must be reported, including address, marital status, military status, professional and commercial activities, and information concerning their family or other required personal information.

Disciplinary Regulations

ARTICLE 26 –

1. The disciplinary provisions of Law No. 2547 shall apply to academic staff. Related processes are carried out in accordance with the "General Principles for Academic Personnel Disciplinary Investigations."

Binding Nature of Legislation

ARTICLE 27 –

1. Academic staff must fulfill their duties and responsibilities imposed by legal regulations in accordance with the relevant laws, decisions published or to be published by the Council of Higher Education and the University, and relevant regulations, directives, and amendments.

CHAPTER FIVE

Final Provisions

Enforcement

ARTICLE 28 –

1. This Directive enters into force on the date it is approved by the University Senate.
2. As of the date of enforcement of this Directive, the Beykoz University Academic Staff Directive, which entered into force with the University Senate's resolution dated 07.10.2021 and numbered 11, shall be nullified.

Execution

ARTICLE 29 –

1. The provisions of this Directive shall be executed by the Rector of Beykoz University.