

BEYKOZ UNIVERSITY
DIRECTIVE ON APPOINTMENT AND PROMOTION TO FACULTY
MEMBERSHIP

Approving authority, date and number: Senate, 27.05.2025 / 06

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

Addendum and amendment review date:

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1 – (1) This Directive is prepared to establish objective and auditable principles and criteria, within ethical rules, for applying to, appointing, and promoting to faculty membership at Beykoz University in order to raise scientific and academic quality.

Scope

ARTICLE 2 – (1) This Directive covers the principles of scoring, evaluation, and implementation defined within the “Beykoz University Faculty Member Performance Evaluation Directive” in addition to the conditions required in the Higher Education Law No. 2547 and regulations based on that law in initial appointment and promotion to Assistant Professor, Associate Professor, and Professor.

(2) In appointments and promotions to Assistant Professor, Associate Professor, and Professor positions, this Directive adopts the score types determined by the Interuniversity Board for Associate Professorship in the candidate’s own field, together with additional score types defined by Beykoz University.

(3) This Directive also sets forth the conditions for reappointment as well as initial appointment in faculty positions for Assistant Professor, Associate Professor, and Professor.

Legal Basis

ARTICLE 3 – (1) This Directive is prepared within the framework of the Higher Education Law No. 2547 and the Regulation of the Council of Higher Education on Promotion and Appointment to Faculty Membership.

Definitions

ARTICLE 4 – (1) The definitions of the key concepts used in these Working Principles are given in the Beykoz University Document Tree Glossary (BÜDASöz).

CHAPTER TWO

Announcement, Application, Evaluation Commission, and Scientific Evaluation Jury

Announcement

ARTICLE 5 – (1) Vacant faculty positions needed by relevant units of the University are determined in accordance with the provisions of the “Beykoz University Faculty Member Directive.”

(2) For the announced faculty positions, additional requirements may be specified regarding specialization or fields of work needed by the relevant unit.

Application

ARTICLE 6 – (1) Candidates applying for announced positions submit their dossiers including CV, scientific studies, and publications as follows: applicants for Assistant Professor positions submit 1 (one) printed copy and 3 (three) electronic copies (on portable storage) to the relevant academic unit; applicants for Associate Professor positions submit 1 printed and 3 electronic; applicants for Professor positions submit 1 printed and 5 electronic copies within the period specified in the announcement to the Rector's Office (Human Resources Directorate, HRD).

(2) The academic unit and Human Resources Directorate are responsible for ensuring that application files are complete and comply with legal requirements.

(3) The documents to be included in candidates' application files are specified in the announcement.

Pre-Evaluation

ARTICLE 7 – (1) Within at most 7 (seven) days, the "Recruitment Commission" formed by the Rectorate examines whether candidates applying for announced faculty positions meet the conditions specified in this Directive and in the announcement; any application that fails to conform to the regulation or criteria is returned.

(2) In the evaluation by the Recruitment Commission, candidates may be interviewed where necessary. The HRD is responsible for organizing interviews with all faculty candidates meeting the above conditions and the relevant academic unit administrators.

Scientific Evaluation Jury

ARTICLE 8 – (1) For each announced position, a "Scientific Evaluation Jury" is formed in accordance with relevant provisions of the "Regulation on Promotion and Appointment to Faculty Membership" of the Council of Higher Education.

(2) The Scientific Evaluation Jury gives an opinion on the scientific suitability of the candidate's appointment to the announced position. All candidates applying to the same position are evaluated by the same jury.

(3) The jury members examine whether the candidates satisfy the conditions specified in this Directive and in the announcement. They prepare evaluation reports, either individually or comparatively, and indicate in their report which candidate(s) they deem appropriate for appointment.

(4) Jury members must submit evaluation reports to the Rectorate within 1 (one) month for Assistant Professor and Associate Professor applications, and within 2 (two) months for Professor applications.

(5) If the file review results are not delivered within the stipulated time or sufficient jury reports are not obtained, the files are sent to other juries appointed in the same procedure. In that case, the alternate jury's report is considered.

CHAPTER THREE

Appointment Duration and Appointment-Promotion Criteria

Initial Appointment to Assistant Professor Position

ARTICLE 9 – (1) To apply for an Assistant Professor position, the following conditions must be met, and the procedural steps specified in the "Full-Time Faculty Recruitment

Detailed Process” must be followed in the application, evaluation, and appointment process:

- a) Candidates who hold a doctoral degree or who have achieved equivalency in certain art fields upon recommendation of the Interuniversity Board may apply.
- b) Applications are subject to the conditions stipulated by Law No. 2547 and any additional requirements deemed necessary by the relevant department, faculty, vocational school, or university.
- c) Candidates must have published at least one article in peer-reviewed journals indexed nationally or internationally. For the fields of Art, Design, and Architecture, publication in indexed journals or original works / designs / projects, or participation in international individual or group events (such as exhibitions, biennials, performances, screenings, festivals, competitions) may be required.
- ç) In new Departments / Main Science Branches / Scientific Branches or exceptional cases, appointment conditions may be determined by the Senate.

(2) Under Article 34 of Law No. 2547, for non-Turkish citizen faculty employed under contract, provided they satisfy the conditions for appointment to Assistant Professor, the procedures and principles other than announcement conditions in this Directive apply.

Reappointment to Assistant Professor Position

ARTICLE 10 – (1) The term of appointment for an Assistant Professor is 4 (four) years. At the end of each term, the appointment automatically expires. Those whose term expires may be reappointed.

(2) The Assistant Professor whose term is about to expire submits a request for reappointment in writing to the academic unit in which the position is located.

(3) The relevant academic unit monitors the terms of its Assistant Professors and, if necessary, obtains information from the Human Resources Directorate.

(4) The Dean/Director forms a 3-person “Evaluation Commission” composed of Associate Professors or Professors in the candidate’s field. The commission evaluates the candidate’s 4-year performance in accordance with the “Beykoz University Faculty Member Performance Evaluation Directive” and submits a report to the relevant academic unit.

(5) The commission’s report is deliberated at the academic unit’s administrative board and decided as appropriate / not appropriate for reappointment.

(6) The decision is forwarded to the Rectorate. If the Rectorate deems the reappointment appropriate, it forwards the candidate for appointment to the Chair of the Board of Trustees.

(7) Reappointment procedures are completed for those approved by the Board of Trustees.

Appointment to Associate Professor Position

ARTICLE 11 – (1) Appointment to Associate Professor positions requires having obtained the title of Associate Professor according to Interuniversity Board criteria and procedures, or having been granted equivalency by the Interuniversity Board.

(2) To apply for Associate Professor positions, the following conditions must be met, and the procedural steps in the “Full-Time Faculty Recruitment Detailed Process” must be followed:

a) Candidates who have become University Associate Professors via the Interuniversity Board or obtained equivalence abroad may apply. In applications, the conditions of Law No. 2547 and any additional requirements of the department, faculty, vocational school, or university are considered.

b) In new Departments / Main Science Branches / Scientific Branches or exceptional cases, appointment conditions may be determined by the Senate.

(3) Under Article 34 of Law No. 2547, for non-Turkish citizens employed under contract, provided they meet the conditions for appointment to Associate Professor, procedures and principles other than announcement conditions in this Directive apply.

Appointment to Professor Position

ARTICLE 13 – (1) To be eligible for appointment to a Professor position, a candidate must have held the Associate Professor title for at least five years, have performed work in the relevant scientific field, produced scholarly work, and, if in fields with practical application, engaged in application-oriented work.

(2) Applicants seeking appointment to Professor positions must present one original publication in their scientific field as the major research work, published after the Associate Professor title, and satisfy one of the following conditions:

- a) Be first author on one of the articles in the publication group accepted by the Interuniversity Board for that field when applying for Associate Professorship,
- b) Co-author an article with undergraduate/graduate students whose thesis or co-thesis supervision the candidate held,
- c) Write an article produced from a project of which they were the principal investigator,
- ç) Publish a single-author book (other than a textbook) related to their area of expertise,
- d) In fine arts, hold at least one individual exhibition or performance.

(3) To apply for Professor positions, the conditions below must be met, and the procedures in the “Full-Time Faculty Recruitment Detailed Process” must be followed:

- a) Conditions required by Law No. 2547 for promotion to Professor and any additional conditions set by the relevant department, faculty, or vocational school are required.
- b) In the application, candidates submit their CV along with their works (books, articles, and, for fine arts, artworks).
- c) In newly established Departments / Main Science Branches / Scientific Branches or exceptional cases, appointment conditions may be determined by the Senate.

(4) Under Article 34 of Law No. 2547, for non-Turkish citizens employed under contract, provided they satisfy the conditions for appointment to Professor positions, procedures and principles other than announcement conditions in this Directive apply.

CHAPTER FIVE

Enforcement and Execution

Enforcement

ARTICLE 15 – (1) This Directive enters into force on the date it is approved by the Senate.

(2) As of the date this Directive takes effect, the previous Beykoz University Directive on Appointment and Promotion to Faculty Membership, enacted by Senate decision 2020/08 on 22.06.2020 and its amendments, is repealed.

Execution

ARTICLE 16 – (1) This Directive shall be executed by the Rector of Beykoz University.