

BEYKOZ UNIVERSITY

DIRECTIVE ON ACADEMIC STAFF PERFORMANCE EVALUATION

Adopting Authority, Date and Number : Senate, 27.05.2025 / 06

Additions and Amendments : Senate,20.. / ...

Date of Additions and Amendments Control :

CHAPTER ONE

PURPOSE, SCOPE AND DEFINITIONS

Purpose

ARTICLE 1- (1) The Directive on Academic Staff Performance Evaluation has been prepared in order to set forth the performance evaluation criteria to be used as a basis for the academic structure at Beykoz University and to establish a highly qualified academic staff. (2) Within the scope of the performance evaluation criteria defined in this Directive, the aim is to establish an objective and transparent performance evaluation system, to ensure accurate and appropriate personnel decisions, and to guide academic staff members in line with these objectives.

Scope

ARTICLE 2- (1) This Directive defines the performance evaluation criteria and the principles to be followed in the evaluation of academic staff employed in full-time (FT) positions at Beykoz University.

Definitions

ARTICLE 3- (1) The definitions of the fundamental concepts referred to in this Directive are those specified in the Beykoz University Document Tree Glossary (BÜDASÖZ).

CHAPTER TWO

ACADEMIC STAFF PERFORMANCE EVALUATION SYSTEM AND PROCESS

Academic Staff Performance Evaluation System

ARTICLE 4- (1) The performance evaluation of academic staff members at Beykoz University is carried out based on the criteria set forth in the **Academic Member Performance Evaluation Form (Annex:1)**, **Lecturer Performance Evaluation Form (Annex:2)**, **Research Assistant Performance Evaluation Form (Annex:3)**, and **Dean/Director Performance Evaluation Form (Annex:4)**. The scoring of these criteria is based on the data of the Beykoz University **Academic Performance Evaluation System (APDS) (Annex:5)**.

(2) The scoring types set forth in **Annex:5** and the evaluation criteria specified in the forms (**Annexes:1, 2, 3, 4**) may be updated over time in accordance with emerging needs.

(3) Academic staff performance evaluation covers activities between **January 1 and December 31**. It is primarily conducted for academic staff who have completed at least one year at Beykoz University, while the evaluation of staff members who started during the interim period shall be at the discretion of the relevant academic unit and the Rectorate.

Completion and Submission of Forms

ARTICLE 5- (1) Forms (**Annexes:1 and 2**) shall be completed by full-time academic staff at Beykoz University by **January 15 each year** and submitted in hard copy with wet signature to the relevant Dean/Director.

(2) Commissions established by the Dean/Director shall submit the evaluation forms for academic members (**Annex:1**), lecturers (**Annex:2**), and research assistants (**Annex:3**), including the evaluation results, to the Rectorate **by February 15**. Before submission, the commissions shall meet with the academic staff to provide feedback on their performance evaluation results.

(3) The Rector shall complete the evaluation of the Dean/Director using the criteria specified in the Dean/Director Performance Evaluation Form (Annex:4) by March 15.

(4) The Rector shall submit all relevant evaluation forms (Annexes:1, 2, 3, 4) and any reports prepared when necessary to the Chairperson of the Board of Trustees **by March 30**.

(5) The transactions related to the process specified above shall be carried out in accordance with the "**Detailed Process of Academic Staff Performance Evaluation**."

CHAPTER THREE

RESULTS OF ACADEMIC STAFF PERFORMANCE EVALUATION

Minimum Score Type and Value

ARTICLE 6- (1) Academic staff performance evaluation shall be based on the **Total Weighted Performance Score** calculated in the forms (Annexes:1, 2, 3, 4).

(2) The minimum score type and value may vary depending on the academic title and the unit in which the staff member serves. In such cases, the **relevant forms** and the **Detailed Process of Academic Staff Performance Evaluation** shall be updated by the decision of the Rectorate.

Performance Bonus Payments

ARTICLE 7- (1) According to the results of the performance evaluation, those who are evaluated as "**Successful**" and "**Highly Successful**" shall be awarded a **Performance Bonus** as determined each year by the decision of the Board of Trustees.

(2) Performance bonus payments shall be applied on an annual basis. Entitled performance bonus payments shall be made and completed within the relevant year. Bonuses earned shall not be carried over to subsequent years.

Warning Letter and Termination

ARTICLE 8- (1) Academic staff members who are evaluated as "**Insufficient**" or "**Needs Improvement**" based on the scores calculated in the forms (Annexes:1, 2, 3) shall receive a "Warning" letter.

(2) At least two in-service training programs in the areas deemed necessary shall be organized for the staff member who received a warning letter, coordinated by the Human Resources Directorate. Participation in these training programs shall be completed by the start date of the next performance evaluation period.

(3) For the reappointment process of Assistant Professors, it is essential that they receive adequate or above scores in at least two performance evaluation periods within their previous appointment period (four years).

(4) Academic staff members who previously held administrative duties such as Vice-Rector, Dean, or Director but whose terms have ended, shall be granted one year from the end date of their administrative

duty to engage in academic performance activities.

(5) Academic staff members who receive two consecutive warning letters from the Rectorate and fail to improve or develop their performance according to the criteria specified above may have their employment contracts terminated by the University without further notice.

CHAPTER FOUR

FINAL PROVISIONS

Entry into Force

ARTICLE 9- (1) This Directive shall enter into force as of 01.01.2025. With its entry into force, **the Directive on Academic Performance Evaluation and Reappointment**, approved by the decision dated 27/02/2020 and numbered 2, shall be repealed.

Enforcement

ARTICLE 10- (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.