

BEYKOZ UNIVERSITY

ACADEMIC STAFF PERFORMANCE EVALUATION GUIDELINES

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

Additions and Amendments : Senate, 26.08.2025 / 11
25.11.2025 / 16

Date of Control of Additions and Amendments: 25.11.2025

CHAPTER ONE

Purpose, Scope, and Definitions

Purpose

ARTICLE 1- (1) The Academic Staff Performance Evaluation Directive has been prepared to establish the performance evaluation criteria to be taken as a basis for the academic structure at Beykoz University and to create a highly qualified academic staff body.

(2) Within the scope of the performance evaluation criteria defined by this Directive, it is aimed to establish an objective and transparent performance evaluation system, to ensure that accurate and appropriate personnel decisions can be made, and to guide academic staff in line with these objectives.

Scope

ARTICLE 2- (1) This Directive defines the performance evaluation criteria applicable to academic staff employed on a Full-Time (FT) basis within the academic staff of Beykoz University, as well as the principles to be followed in the evaluation process.

Definitions

ARTICLE 3- (1) Definitions of the fundamental concepts referred to in this Directive are set out in the Beykoz University Document Tree Glossary (BÜDASÖZ).

CHAPTER TWO

Academic Staff Performance Evaluation System and Process

Academic Staff Performance Evaluation System

ARTICLE 4- (Amended: STK-26/08/2025-11) (1) All activities carried out within the scope of this Directive regarding academic staff performance evaluation at Beykoz University are conducted through the “AVYS – Academic Data Management System” software.

(2) Academic staff performance evaluation at Beykoz University is conducted based on the criteria specified in the Faculty 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 score equivalents of these criteria are based on the data specified in the Beykoz University Academic Performance Evaluation Criteria Table (ANNEX:5).

(3) The score types included in ANNEX:5 and the evaluation criteria specified in the forms ANNEX:1, 2, 3, and 4, which constitute an integral part of this Directive, as well as the

performance evaluation criteria for faculty members, lecturers, research assistants, and deans/directors, may be updated over time in line with emerging needs.

(4) Academic staff performance evaluation covers activities carried out between 1 January and 31 December. Performance evaluation is conducted for academic staff who have completed one year of service at Beykoz University. The performance evaluation of academic staff who commence duty mid-year is subject to the discretion of the relevant academic unit and the Rectorate.

Completion and Submission of Forms

ARTICLE 5- (1) (**Amended: STK-25/11/2025-16**) Academic staff members/lecturers who complete the process of transferring the score equivalents of the criteria specified in ANNEX:5 to the forms ANNEX:1 and ANNEX:2 via the AVYS automation system shall carry out the necessary checks. Subsequently, they shall submit the relevant forms via the **AVYS automation system** to the Dean/Director by 15 January each year, together with a declaration confirming the accuracy of the transferred information and accepting responsibility for any liabilities arising from incorrect information.

(2) (**Amended: STK-25/11/2025-16**) The Dean/Director completes ANNEX:1 for faculty members, ANNEX:2 for lecturers, and ANNEX:3 for research assistants and submits them to the Commission established via the AVYS automation system.

(3) (**Amended: STK-25/11/2025-16**) The Commissions established by the Dean/Director submit the forms containing the evaluation results for faculty members (ANNEX:1), lecturers (ANNEX:2), and research assistants (ANNEX:3) to the Rectorate by 15 February. Prior to submitting the performance evaluation results to the Rectorate, the relevant Commissions meet with academic staff members and provide them with feedback regarding their performance evaluation results.

(4) The performance evaluation of the Dean/Director is conducted by the Rector by 15 March based on the criteria specified in ANNEX:4.

(5) The Rector submits all evaluation forms prepared under ANNEX:1, ANNEX:2, ANNEX:3, and ANNEX:4, along with any reports deemed necessary, to the Chair of the Board of Trustees by 30 March.

(6) All procedures related to the above-mentioned process are carried out in accordance with the “Academic Staff Performance Evaluation Detailed Process.”

CHAPTER THREE

Academic Staff Performance Evaluation Results

Minimum Score Type and Value

ARTICLE 6- (1) Academic staff performance evaluation is conducted based on the Total Weighted Performance Score calculated in the forms ANNEX:1, ANNEX:2, ANNEX:3, and ANNEX:4.

(2) The minimum total score type and value may vary depending on the academic staff member’s title and the academic unit in which they are employed. In such cases, the relevant forms and the Academic Staff Performance Evaluation Detailed Process are updated in accordance with the decision of the Rectorate.

Performance Bonus Payments

ARTICLE 7- (1) Academic staff members who are evaluated as “Successful” or “Highly Successful” based on performance evaluation results are awarded a Performance Bonus determined annually by a decision of the Board of Trustees.

(2) Academic performance bonus payments are applied on an annual basis. Earned performance bonuses are paid and finalized within the relevant year and do not carry over to subsequent years.

Warning Letter and Termination of Employment

ARTICLE 8- (1) Academic staff members whose score results calculated in ANNEX:1, ANNEX:2, and ANNEX:3 are evaluated as “Insufficient” or “Needs Improvement” are issued a written “Warning.”

(2) For academic staff members who receive a warning letter, at least two in-service training programs are organized in the required areas under the coordination of the Directorate of Human Resources. Participation in the said in-service training programs must be completed by the start date of the next academic performance evaluation period.

(3) In the reappointment process of Doctor Faculty Members, it is essential that they have obtained sufficient or higher scores in at least two performance periods within the previous appointment period (four years).

(4) Academic staff members who are not evaluated under the Faculty Member Performance Evaluation (ANNEX:1) and who have held positions such as Vice Rector or Dean/Director, but whose administrative duties have ended, are granted a period of one year from the date of termination of the administrative duty to engage in academic performance activities.

(5) The employment contract between the university and an academic staff member who has received warning letters for two consecutive years from the Rectorate and who has failed to improve or develop performance in accordance with the specified criteria may be terminated without the need for any further notice.

CHAPTER FOUR

Final Provisions

Entry into Force

ARTICLE 9 – (1) This Directive enters into force as of 01.01.2025. Upon the entry into force of this Directive, the Academic Performance Evaluation and Reappointment Directive approved by the decision dated 27/02/2020 and numbered 2 is repealed.

Enforcement

ARTICLE 10 – (1) The provisions of this Directive are enforced by the Rector of Beykoz University.