

ANNEX 1 : MALTEPE UNIVERSITY **REGULATIONS ON ACADEMIC PROMOTION AND APPOINTMENT**

PREAMBLE AND OBJECTIVE

Article 1. *Academic Promotion and Appointment Criteria* (APAC) have been defined as one of the primary tools in creation and improvement of the academic staff required for fulfilment of the duties and responsibilities assumed by Maltepe University among higher education institutions, and for achieving the vision and mission identified and defined for that purpose.

APAC aim to perform evaluations to meet the academic staff requirements set by the academic units of the Maltepe University, in line with the priorities established by the development goals.

Basis: All these principles have been developed pursuant to the Conditions of Application to Major Fields of Associate Professorship, which are stipulated by the Interuniversity Council.

BASIC PRINCIPLES

Article 2. APAC are based on the following basic principles:

2.1. *Promotion and Appointment Criteria* define the common level applicable to the entire academic structure of the Maltepe University. Each unit may define and apply different criteria in line with their development goals and priorities, provided that they are above the level specified by APAC.

2.2. APAC are used as a determining criterion for acceptance or rejection of applications filed for promotion and appointment. Candidates' academic qualifications and performance, their contributions to education, professional experiences, and their potential contributions to achievement of the objectives of the unit applied for shall be taken into consideration during evaluation of applications.

2.3. The research and publication potentials of the candidate are required to elevate the average level of the unit being applied for in promotions and appointments.

2.4. A minimum of one foreign language knowledge is required for candidates filing applications for promotions and appointments. To this end, candidates are required to give a seminar or trial lecture in a foreign language at the unit they apply for.

APPLICATIONS

Article 3. Candidates shall submit their applications together with any documents evidencing their academic activities and publications, as well as the attached "Staff Application and Preliminary Evaluation Form for Use in Promotions to Academic Positions and/or Appointments" (Annex 1: 1A, 1B), in addition to the requirements stipulated by the provisions of the Law No. 2547 and relevant regulations.

Candidates must submit a list of publications in the format stipulated by the Higher Education Council (HEC), and include any final acceptance certificates related to their publications, which are accepted but not yet published as of the date of the application, and provide documentary evidence for references and peer reviews.

PRELIMINARY EVALUATION

Article 4. Scientific studies and other academic activities, for which documentary evidence has been provided during the applications phase, of the candidates shall be subjected to a quantitative preliminary evaluation as per the scoring system (Annex 2), and a report (Annex 1C) shall be issued accordingly. Applications with a score below those specified under respective clauses as per the scoring system (Annex 2) shall not be considered for evaluation.

Preliminary Evaluation Commission

4.1. The President shall form a "Preliminary Evaluation Commission" consisting of three members, also containing the concerned dean/director, for preliminary evaluation of the applications made. Special attention shall be paid to ensure that at least one of the other members of the commission be from the field/academic discipline for which the candidate submitted their application or a field close to that field/discipline. The title/rank of the person to be included in the commission shall not be below the title/rank for which the candidate submitted their application. In case of the unavailability of such a member, the commission shall be formed by appointment of a member from another department. The commission shall review the application form (Annex 1A and 1B) submitted by the candidate and submit the "Preliminary Evaluation Report" (Annex 1C) to the Office of the President within a maximum of 15 days.

4.2. The "Preliminary Evaluation Report" (Annex 1C) shall indicate the extent to which each criterion is met in the acceptance or rejection decision for any specific application. The "Preliminary Evaluation Commission" shall render the decisions by majority, and any member disagreeing with the decision shall submit a report containing the grounds for disagreement to the council. This report shall be supplemented to the Preliminary Evaluation

Form. Any applications rejected during the Preliminary Evaluation phase shall be excluded from any further processing, and the rejection decision shall be disclosed in a letter to the candidate containing the grounds for rejection.

EVALUATION

Article 5. Applications approved by the Preliminary Evaluation Commission shall be submitted to the jury panel to be formed as per the Article 6 hereof.

For lecturers to be appointed to Maltepe University for the first time, they must get their undergraduate or doctoral degrees from a domestic or foreign university, whose language of instruction is English, or have obtained a minimum score of 80 KPDS or equivalent from the examinations, whose equivalency has been approved by the Interuniversity Council (e.g. Interuniversity Council Foreign Language Examination (UDS), Foreign Language Proficiency Examination for State Employees (KPDS, TOEFL, etc.). This condition shall be indicated in the relevant staff employment listings. The same conditions shall apply to the lecturers currently employed at Maltepe University.

Forming the Evaluation Jury Panel

Article 6. Members of the jury panel shall be elected as per the following principles:

- a) **Jury Panel for Assistant Professorship:** The Assistant Professorship Jury Panel shall consist of 3 members, who are to be selected from among the lecturers working in the field, for which the application is submitted, by the Board of Directors of the concerned Faculty/School. The Office of the Dean shall send a preliminary evaluation report along with the works of the candidate to these members.
- b) **Jury Panel for Associate Professorship and Professorship:** The names of the 10 jury panel candidates, 5 of whom shall be proposed by the Board of Directors of the concerned Faculty/School and the other 5 by the candidate, shall be submitted to the President by the Dean. The President shall, at the Board of Directors of the University, identify the members of the jury panel from among these 10 names, the first three (for associate professorship) or the first five (for professorship) of whom shall be the full members and the rest being associate members, by lot. The Office of the President shall send a preliminary evaluation report along with the works of the candidate to these members.

Titles/ranks of the members of the jury panels shall not be below the title/rank for which the candidate submitted their application.

Evaluation Criteria

○ Assistant Professorship

Article 7. As a prerequisite for promotion and/or appointment to Assistant Professor position, candidates must get a minimum score of **30** as per the scoring system (Annex 2). For major fields other than the Law and Fine Arts, minimum one of the works, as “major work” (Annex 3), from which these **30** points can be obtained, must be an international publication as defined under clause **A** or **B** in the scoring system (Annex 2). These **30** points can also be obtained from the works defined under clauses **D** and **F** for the Law Major Field; and under clauses **D**, **F** and **P** for the Fine Arts Major Field.

A minimum of 1 year of academic service at a university following completion of a doctoral degree is preferable.

○ Associate Professorship

Article 8. As a prerequisite for promotion and/or appointment to an Associate Professor position, candidates must get a minimum score of **60** as per the scoring system (Annex 2). Works submitted must not be previously evaluated for promotion or appointment to an Assistant Professor position.

For major fields other than Law and Fine Arts, a minimum of **15** points must be obtained from works published following completion of a doctoral degree, and a minimum of two works must be international publications as defined under clause **A** and **B** in the scoring system (Annex 2). A minimum of one of these must be submitted as the “major work” (Annex 3).

Provided that 15 points are obtained from works published following the completion of a doctoral degree, these **60** points can also be obtained from the works defined under clauses **D** and **F** for the Law Major Field; and under clauses **D**, **F** and **P** for the Fine Arts Major Field. Furthermore, a minimum of one of these must be the “major work” (Annex 3).

○ Professorship

Article 9. As a prerequisite for promotion and/or appointment to Professor position, candidates must get a minimum score of **120** as per the scoring system (Annex 2). Works submitted must not be previously evaluated for promotion or appointment to Associate Professor position.

For major fields other than the Law and Fine Arts, a minimum of **30** points must be obtained from works published following promotion to an Associate Professor position, and a minimum of four works must be international

publications as defined under clause **A** and **B** in the scoring system (Annex 2). A minimum of one of these must be submitted as the “major work” (Annex 3).

The **120** points can also be obtained from the works defined under clauses **D** and **F** for the Law Major Field; and under clauses **D**, **F** and **P** for the Fine Arts Major Field. Furthermore, a minimum of one of these must be considered a “major work” (Annex 3).

The coordination of a minimum of two graduate works and the completion and conclusion of a minimum of one such work is preferable.

Field-Specific Scoring

Article 10. Provided that they are not below the points specified in the General Evaluation Criteria, the points to be obtained from the works are defined as the field specific situations in the ANNEX 2 Point Scoring System and ANNEX 3 Remarks section for each respective associate professorship major field.

Field-specific evaluations shall be conducted in accordance with this scoring system.

EVALUATION REPORT

Article 11. Members of the jury panel formed in the scientific field, for which the application is made, shall be required to submit an individual evaluation report for evaluation of the applications of candidates. The report shall indicate whether the candidates meet the preliminary evaluation and international publication conditions set out above.

The scoring system defined under Article 7-9 above, if adequate, may not be used as a sole evaluation factor. Meeting the preliminary evaluation and publication conditions based on scoring shall not constitute a binding right for the candidates in academic promotions and appointments.

Furthermore, the following criteria shall apply in terms of positions and potentials of candidates in the respective scientific fields, their contributions to education, professional experience and contributions as per Annex 1, Annex 2 and Annex 3.

Quality of scientific publications of candidates, who have met these conditions, shall be evaluated based on the following criteria:

- a) Position and potentials in the respective scientific field:**
 - Continuity of publications,
 - National and international references made to the publications,
 - Scientific research conducted or participated in,
 - Other relevant activities.
- b) Contribution to Education:**
 - Undergraduate and graduate courses given,
 - Graduate and doctoral dissertations managed,
 - Courses and programs developed.
- c) Professional experience and contributions:**
 - Referee position held in national and international refereed journals,
 - Scientific, academic and professional awards received.
- d) References made by international publications to candidate's publications.**

The evaluation report shall indicate whether the candidate or candidates is/are worth appointment to the positions announced along with the respective grounds. In case the number of applications is more than the number of positions announced, favourable evaluations shall be indicated in the report in order of preference.

SUMMARY REPORT

Article 12. For the purpose of summarizing the individual reports received from the members of the jury panel that evaluated the applications of candidates, two lecturers, one of whom shall be the concerned Dean/Director, and the other to be elected by the President from among the members of the Board of Directors of the University, shall prepare a report for submission to the Office of the President.

The summary report shall contain the publication status of the respective candidate, summary information evidencing that the candidate in question meets the conditions of application, as well as the conclusion sections of the reports received from the members of the evaluation commission. The Forms (Annex 1A, B and C) filled out by the candidates and approved by the concerned Office of the Dean shall be attached to this report.

SUPPLEMENTARY CLAUSE 1

Provisions of the Annex 3 shall apply to implementation and execution of the principles contained in these Regulations.

SUPPLEMENTARY CLAUSE 2

In cases where it is considered required and/or to ensure continuity of the service, the President shall be entitled to directly initiate and conclude the promotion/appointment processes notwithstanding the provisions of the respective articles.

ENFORCEMENT

Article 13. These Regulations shall enter into force on the date of acceptance by the Senate, and be enforced by the President of Maltepe University in the Republic of Turkey.

ANNEX 1A
MALTEPE UNIVERSITY
ACADEMIC STAFF PROMOTION FORM FOR INFORMATION¹

Name, Title									Application Date
Current Employer:									
Position applied for:		Assistant Professor	<input type="checkbox"/>						
		Associate Professor	<input type="checkbox"/>						
		Professor	<input type="checkbox"/>						
YEAR OF PUBLICATIONS/ACTIVITIES ²	2000 and previous	200.	200.	200.	200.	200.	200.	200.	TOTAL NUMBER ³
A- International Articles									
A1) Publications in Expanded SCI, SSCI, AHCI									
A1a) Publications in SCI (A), SSCI and AHCI									
A1b) Publications in SCI (B)									
A1c) Publications in other Expanded SCI excluding SCI (A) and SCI (B)									
A2) Publications in other indices									
A3) Publications in other international refereed journals									
B-International Proceedings									
B1) Full-texts									
B2) Abstracts									
C-International Books									
- Authorship									
- One or more chapters in books									
- Editorship									
D-Full-text Articles in International Refereed Journals									
D1) National research journals									

¹ Will be evaluated considering Appendix 3.

² The number of publications will be stated for each year.

³ The evaluation will be done by the Dean.

D2) Other national journals									
E- National Proceedings									
E1) Full-text proceedings									
E2) Abstract									

YEAR OF PUBLICATIONS/ACTIVITIES	2000 and previous	2001	2002	2003	2004	2005	2006	2007	2008	TOTAL NUMBER
F-National Books (excluding course notes)										
- Full book authorship										
- One or more chapters in books										
- Editorship										
G- Published Scientific Reports										
H- International Reference Effect Factor (e.f.)										
I- Refereeing in Journals										
I-1) Referee in international journals										
I-1a) Editor in international journals										
I-2) Referee in national journals										
I-2a) Editor in national journals										
J- Editorial Board Membership in the International Journals Described in Item A										
J-1) International Journal										
J-2) National Journal										
K-Thesis Advising (completed)										
-PhD (maximum 3 thesis)										
- Proficiency in Medicine (maximum 3 thesis)										
-Efficiency in Art (maximum 3 works)										
-Master (maximum 5 thesis)										
L-Patents										
- International										
- National										
M –Awards										
- Periodic international juried scientific awards										
- Periodic national juried scientific awards										
TÜBİTAK/TÜBA Scientific awards										
TÜBİTAK/TÜBA Promotional awards										
Other awards										
- Competitions										
International										

Degree									
Honourable mention									
Patents									
National									
Degree									
Honourable mention									
Patens									
YEAR OF PUBLICATIONS/ACTIVITIES	2000 and previous	200.	200.	200.	200.	200.	200.	200.	TOTAL NUMBER
N- Contribution to Education									
Courses in Turkish in the previous 2 years									
Courses in foreign language in the previous 2 years									
Course development in accordance with ABET/Bologna									
O- Other Academic Activities									
- Organising Scientific Meetings/Festivals									
International									
National									
- Scientific Committee Membership									
International									
National									
- Competition refereeing									
International									
National									
- General Broadcasting Directing/ Project Guidance									
International									
National									
- Research Projects I									
Type A									
Type B									
Type C									
- Research Projects II									
Project Director									
Researcher									
Other									
- University/Industry Cooperation-Advising									
- Life-long learning and application projects									
P-Artistic Activities									
P-1 Creative works, projects or designs									
International									
National									

P-2 Cooperated artistic activities									
International									
National									
P-3 Participation /Invitation to artistic organisational activities									
International									
National									
YEAR OF PUBLICATIONS/ACTIVITIES	2000 and previous	200.	200.	200.	200.	200.	200.	200.	TOTAL NUMBER
P-4 Awards from artistic organisational activities									
International									
National									
P-5 Works bought by public and private institutions or art galleries.									
International									
National									
P-6 Published works, projects or designs									
International									
National									
P-7 Jury membership in projects and artistic activities									
International									
National									
R- Academic Administrative Duties									
President									
Vice President									
Dean									
Vice Dean									
Principal									
Vice Principal									
Head of Department/Programme									
TOTAL (PCS)									

P.S.: Use an extra paper in case you need to give detailed information.

ANNEX 1B

MALTEPE UNIVERSITY

ACADEMIC STAFF PROMOTION FORM FOR INFORMATION AND EVALUATION⁴

Name, Title									Application Date																												
Current Employer:																																					
Position applied for:		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Assistant Professor</td> <td style="width: 10%;"><input type="checkbox"/></td> <td colspan="7"></td> </tr> <tr> <td>Associate Professor</td> <td><input type="checkbox"/></td> <td colspan="7"></td> </tr> <tr> <td>Professor</td> <td><input type="checkbox"/></td> <td colspan="7"></td> </tr> </table>									Assistant Professor	<input type="checkbox"/>								Associate Professor	<input type="checkbox"/>								Professor	<input type="checkbox"/>							
Assistant Professor	<input type="checkbox"/>																																				
Associate Professor	<input type="checkbox"/>																																				
Professor	<input type="checkbox"/>																																				
NUMBER OF PUBLICATIONS/ACTIVITIES ⁵	Only	2	3	4	5	6	7 and +	Total article mark	TOTAL MARK ⁶																												
A- International Articles																																					
A1) Publications in Expanded SCI, SSCI, AHCI																																					
A1a) Publications in SCI (A), SSCI and AHCI																																					
A1b) Publications in SCI (B)																																					
A1c) Publications in other Expanded SCI excluding SCI (A) and SCI (B)																																					
A2) Publications in other indices																																					
A3) Publications in other international refereed journals																																					
B-International Proceedings																																					
B1) Full-texts																																					
B2) Abstracts																																					
C-International Books																																					
- Authorship																																					
- One or more chapters in books																																					
- Editorship																																					
D-Full-text Articles in International Refereed Journals																																					
D1) National research journals																																					
D2) Other national journals																																					
E- National Proceedings																																					
E1) Full-text proceedings																																					
E2) Abstract																																					

⁴ will be evaluated considering Annex 3.

⁵ The number of publications will be stated for each year.

⁶ The evaluation will be done by the Dean.

NUMBER OF PUBLICATIONS/ACTIVITIES	Only	2	3	4	5	6	7 and +	Total article mark	TOTAL MARK
F-National Books (excluding course notes)									
- Full book authorship									
- One or more chapters in books									
- Editorship									
G- Published Scientific Reports									
H- International Reference Effect Factor (e.f.)									
I- Refereeing in Journals									
I-1) Referee in international journals									
I-1a) Editor in international journals									
I-2) Referee in national journals									
I-2a) Editor in national journals									
J- Editorial Board Membership in the International Journals Described in Item A									
J-1) International Journal									
J-2) National Journal									
K-Thesis Advising (completed)									
-PhD (maximum 3)									
- Proficiency in Medicine (maximum 3 thesis)									
-Efficiency in Art (maximum 3 works)									
-Master (maximum 5 thesis)									
L-Patents									
- International									
- National									
M –Awards									
- Periodic international juried scientific awards									
- Periodic national juried scientific awards									
TÜBİTAK/TÜBA Scientific awards									
TÜBİTAK/TÜBA Promotional awards									
Other awards									
- Competitions									
International									
Degree									
Honourable mention									
Patens									
National									
Degree									
Honourable mention									
Patens									

NUMBER OF PUBLICATIONS/ACTIVITIES	Only	2	3	4	5	6	7 and +	Total article mark	TOTAL MARK
N- Contribution to Education									
Courses in Turkish in the previous 2 years									
Courses in foreign language in the previous 2 years									
Course development in accordance with ABET/Bologna									
O- Other Academic Activities									
- Organising Scientific Meetings/Festivals									
International									
National									
- Scientific Committee Membership									
International									
National									
- Competition refereeing									
International									
National									
- General Broadcasting Directing/ Project Guidance									
International									
National									
- Research Projects I									
Type A									
Type B									
Type C									
- Research Projects II									
Project Director									
Researcher									
Other									
- University/Industry Cooperation-Advising									
- Life-long learning and application projects									
P-Artistic Activities									
P-1 Creative works, projects or designs									
International									
National									
P-2 Cooperated artistic activities									
International									
National									
P-3 Participation /Invitation to artistic organisational activities									
International									
National									

NUMBER OF PUBLICATIONS/ACTIVITIES	Only	2	3	4	5	6	7 and +	Total article mark	TOTAL MARK
P-4 Awards from artistic organisational activities									
International									
National									
P-5 Works bought by public and private institutions or art galleries.									
International									
National									
P-6 Published works, projects or designs									
International									
National									
P-7 Jury membership in projects and artistic activities									
International									
National									
R- Academic Administrative Duties									
President									
Vice President									
Dean									
Vice Dean									
Principal									
Vice Principal									
Head of Department/Programme									
TOTAL (PCS)									

P.S.: Use an extra paper in case you need to give detailed information.

ANNEX 1C
MALTEPE UNIVERSITY ACADEMIC STAFF APPLICATION PRE-EVALUATION REPORT

Points from A+B type Publications		Points from all type Publications
Assistant Professor		
..... (min 1)	 (min 30 pts)
(a) Number of Main Publications:	(b) No. of Publications in Application:	b) No. of Publications in Education:
Associate Professor		
Points gathered after PhD		Points from all Publications
..... (min 15 pts)	 (min 60 pts)
(a) Number of Main Publications:	(b) No. of Publications in Application:	b) No. of Publications in Education:
Professor		
Points gathered after Associate Professor Degree		Points from all Publications
..... (min 15 pts)	 (min 120 pts)
No. of Completed Graduate Degree Studies:	No. of On-going Graduate Degree Studies:	
(a) Number of Publications:	(b) No. of Publications in Application:	b) No. of Publications in Education:

INFORMATION ABOUT MAIN PUBLICATION

No	Name of Main Publication	Type	Number of Authors/Order of the Candidate	Correspondent Authors (if the candidate is not)	In which Journal/Book	Index7	Explanation: After Assistant Professorship / Associate Professorship
1							
2							
3							

We confirm that the minimum requirements for the post are met according to "Maltepe University Regulations on Academic Promotion and Appointment "//

Dean	Pre-evaluation Jury Member 1	Pre-evaluation Jury Member 2

⁷ Additionally the related journal page should be submitted with this form.

ANNEX 2: SCORING SYSTEM USED FOR MALTEPE UNIVERSITY ACADEMIC STAFF APPOINTMENT IN ASSOCIATE PROFESSORSHIP AREAS (WILL BE EVALUATED CONSIDERING THE EXPLANATIONS IN APPENDIX 3.)

PUBLICATIONS / ACTIVITIES	RELATED ASSOCIATE PROFESSORSHIP AREAS									
	EDUCATIONAL SCIENCES, EDUCATING TEACHERS	SOCIAL, HUMAN AND ADMINISTRATIVE SCIENCES			FINE ARTS	LAW	ARCHITECTURE	ENGINEER.	HEALTH SCIENCES	
	Faculty of Education	Faculty of Arts and Sciences	Faculty of Administrative Sciences	Faculty of Communication	Faculty of Fine Arts	Faculty of Law	Faculty of Architecture	Faculty of Engineering	Faculty of Medicine	School of Nursing
A- International Articles										
A1) Publications in Expanded SCI, SSCI, AHCI										
A1a) Publications in SCI (A), SSCI and AHCI	10 points	12 points	12 points	15 points	10 points	12 points	10 points	10 points	10 points	10 points
A1b) Publications in SCI (B)	8 points	10 points	10 points	10 points	8 points	10 points	10 points	8 points	8 points	10 points
A1c) Publications in other Expanded SCI excluding SCI (A) and SCI (B)	6 points	8 points	8 points	10 points	6 points	10 points	10 points	6 points	6 points	10 points
A2) Publications in other indices	6 points	8 points	8 points	10 points	6 points	10 points	10 points	6 points	6 points	10 points
A3) Publications in other international refereed journals	5 points	8 points	8 points	10 points	5 points	10 points	6 points	5 points	5 points	6 points
B-International Proceedings										
B1) Full-texts	5 points	6 points	6 points	7 points	5 points	5 points	5 points	5 points	5 points	5 points
B2) Abstracts	2 points	4 points	4 points	2 points	2 points	2 points	2 points	2 points	2 points	3 points
C-International Books										
- Authorship	50 points	50 points	50 points	50 points	50 points	50 points	50 points	50 points	50 points	50 points
- One or more chapters in books	20 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points
- Editorship	20 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points
D-Full-text Articles in International Refereed Journals										
D1) National research journals	3 points	6 points	6 points	5 points	3 points	6 points	3 points	3 points	3 points	5 points
D2) Other national journals	2 points	5 points	5 points	3 points	2 points	4 points	2 points	2 points	2 points	2 points
E- National Proceedings										
E1) Full-text proceedings	3 points	4 points	4 points	3 points	3 points	3 points	3 points	3 points	3 points	3 points
E2) Abstract	2 points	3 points	3 points	1 points	2 points	2 points	2 points	2 points	2 points	3 points
F-National Books (excluding course notes)										

- Full book authorship	10 points	25 points	25 points	10 points	10 points	15 points	10 points	10 points	10 points	15 points
- One or more chapters in books	5 points	10 points	10 points	5 points	5 points	5 points	5 points	5 points	5 points	5 points
- Editorship	5 points	10 points	10 points	5 points	5 points	5 points	5 points	5 points	5 points	10 points
G- Published Scientific Reports	6 points	10 points	6 points	6 points	6 points	6 points	6 points	6 points	6 points	6 points
H- International Reference Effect Factor (e.f.)*	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)	10 points x (e.f)
I- Refereeing in Journals										
I-1) Referee in international journals*	10 points x no. of refereeing	5 points x no. of refereeing	10 points x no. of refereeing	5 points x no. of refereeing	10 points x no. of refereeing	10 points x no. of refereeing	10 points x no. of refereeing	10 points x no. of refereeing	10 points x no. of refereeing	10 points x no. of refereeing
I-1a) Editor in international journals				10 points x no. of editorship						
I-2) Referee in national journals	7 points x no. of refereeing	3 points x no. of refereeing	7 points x no. of refereeing	7 points x no. of refereeing	1 points x no. of refereeing	7 points x no. of refereeing	7 points x no. of refereeing	7 points x no. of refereeing	7 points x no. of refereeing	7 points x no. of refereeing
I-2a) Editor in national journals				15points x no. of editorship						
J- Editorial Board Membership in the International Journals Described in Item A										
J-1) International Journal	30 points	7 points	30 points	30 points	30 points	30 points	30 points	30 points	30 points	30 points
J-2) National Journal	20 points	5 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points	20 points
K-Thesis Advising (completed)										
-PhD (maximum 3)	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis	6 points / no. of thesis
- Proficiency in Medicine (maximum 3 thesis)									6 points / no. of thesis	5points / no. of thesis
-Efficiency in Art (maximum 3 works)					6 points / no. of thesis					
-Master (maximum 5 thesis)	3 points / no. of thesis	3 points / no. of thesis	3 points / no. of thesis	3 points / no. of thesis	3 points / no. of thesis	3 points / no. of thesis	3 points / no. of thesis	3 points / no. of thesis	3 points / no. of thesis	5 points / no. of thesis
L-Patents										
- International	50 points	50 points	50 points	50 points	50 points	50 points	50 points	50 points	50 points	50 points
- National	25 points	25 points	25 points	25 points	25 points	25 points	25 points	25 points	25 points	25 points
M –Awards										
-Periodic international juried scientific awards	80 points	80 points	80 points	80 points	80 points	80 points	80 points	80 points	80 points	80 points
- Periodic national juried										

scientific awards										
TÜBİTAK/TÜBA Scientific awards	80 points									
TÜBİTAK/TÜBA Promotional awards	40 points									
Other awards	25 points									
- Competitions										
International										
Degree				20 points	30 points	30 points				
Honourable mention				15 points	20 points	20 points				
Patens				10 points	10 points	10 points				
National										
Degree				10 points	10 points	10 points				
Honourable mention				5 points	5 points	5 points				
Patens				2 points	2 points	2 points				
N- Contribution to Education										
Courses in Turkish in the previous 2 years	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour	1 point x weekly course hour
Courses in foreign language in the previous 2 years	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour	2 points x weekly course hour
Course development in accordance with ABET/Bologna	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour	3 points x weekly course hour
O- Other Academic Activities										
- Organising Scientific Meetings/Festivals										
International	5 points	10 points	5 points	5 points						
National	3 points	5 points	3 points	3 points						
- Scientific Committee Membership										
International	20 points	20 points	20 points	10 points	20 points	20 points	20 points	8 points	20 points	5 points
National	10 points	10 points		5 points	10 points	10 points	10 points	3 points	10 points	3 points
- Competition refereeing										
International										
National										
- General Broadcasting Directing/ Project Guidance										
International				10 points						
National				5 points						
- Research Projects I										

Type A	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher	40 points x no. of researcher
Type B	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher	30 points x no. of researcher
Type C	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher	15 points x no. of researcher
- Research Projects II											
Project Director	20 points										
Researcher	10 points										
Other	5 points										
- University/Industry Cooperation-Advising	10 points										
- Life-long learning and application projects	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor	15 points / no. of conductor
P-Artistic Activities											
P-1 Creative works, projects or designs											
International											
National											
P-2 Cooperated artistic activities											
International				15 points	15 points		15 points				
National				10 points	10 points		10 points				
P-3 Participation /Invitation to artistic organisational activities											
International				4 points	5 points		5 points				
National				2 points	3 points		3 points				
P-4 Awards from artistic organisational activities											
International				15 points	15 points		15 points				
National				10 points	10 points		10 points				
P-5 Works bought by public and private institutions or art galleries.											
International				15 points	15 points		15 points				
National				10 points	10 points		10 points				
P-6 Published works, projects or designs											
International				6 points	8 points		8 points				

National				3 points	5 points		5 points			
P-7 Jury membership in projects and artistic activities										
International				10 points	10 points		10 points			
National				5 points	5 points		5 points			
R- Academic Administrative Duties										
President	10 points	10 points	10 points	10 points	10 points	10 points	10 points	10 points	10 points	10 points
Vice President	8 points	8 points	8 points	8 points	8 points	8 points	8 points	8 points	8 points	8 points
Dean	7 points	7 points	7 points	7 points	7 points	7 points	7 points	7 points	7 points	7 points
Vice Dean	5 points	5 points	5 points	5 points	5 points	5 points	5 points	5 points	5 points	5 points
Principal	7 points	7 points	7 points	7 points	7 points	7 points	7 points	7 points	7 points	7 points
Vice Principal	5 points	5 points	5 points	5 points	5 points	5 points	5 points	5 points	5 points	5 points
Head of Department/Programme	3 points	3 points	3 points	3 points	3 points	3 points	3 points	3 points	3 points	3 points

ANNEX 3 : EXPLANATIONS

Main Publication:

A- International Articles	
A1) Publications in Expanded SCI, SSCI, AHCI	Publications in international refereed and periodical journals cited in Expanded Science Citation Index (SCI), Social Sciences Citation Index (SSCI) and Arts and Humanities Citation Index (AHCI) and other journals below.
A1a) Publications in SCI (A), SSCI and AHCI	Articles cited in Expanded SCI and in List A which is valid for TÜBİTAK and refereed and periodical journals cited in SSCI and AHCI.
A1b) Publications in SCI (B)	Articles cited in Expanded SCI and in List B which is valid for TÜBİTAK and refereed and periodical journals cited in SSCI and AHCI.
A1c) Publications in other Expanded SCI excluding SCI (A) and SCI (B)	Articles cited in Expanded SCI and not in List A and List B which is valid for TÜBİTAK and refereed and periodical journals cited in SSCI and AHCI.
A2) Publications in other indices	Articles in international and periodical journals not in the categories above.
A3) Publications in other international refereed journals	P.S.: Short Communications, Technical Note, Discussion and Letter to Editor get the 60%.
B-International Proceedings	
B1) Full-texts	Full-text proceedings presented and criticized in refereed International Scientific Meetings and published in Proceedings Book.
B2) Abstracts	Abstracts of the proceedings presented in refereed International Scientific Meetings and published in Proceedings Book.
C-International Books	Scientific books published by internationally reputable publishers, parts written upon request and editorship of these types of books.
- Authorship	
- One or more chapters in books	
- Editorship	
D-Full-text Articles in International Refereed Journals	
D1) National research journals	Articles in international periodicals with scientific board.
D2) Other national journals	Literature review, survey, theoretical articles in international periodicals with scientific board.
E- National Proceedings	

E1) Full-text proceedings	Full-text proceedings presented and criticized in refereed National Scientific Meetings and published in Proceedings Book.
E2) Abstract	Abstracts of the proceedings presented in refereed National Scientific Meetings and published in Proceedings Book.
F-National Books (excluding course notes)	Parts written upon request, editorship, copyright and translation books (excluding course notes)
- Full book authorship	
- One or more chapters in books	
- Editorship	
G- Published Scientific Reports	Reports presenting scientific research results supported and published by nationally and internationally institutions (TÜBİTAK, DPT, NATO, WHO etc.)
	P.S.: If the number of authors is more than two in A, B, C, D, E, F and G, the points are doubled and then divided by the number of authors. For publications with 5 authors or more, the scoring for 4-author publications is applied.
H- International Reference Effect Factor (e.f.)	e.f is gotten by dividing the number of references by the author into the number of total publication described in A1 (For Law it can be B1 and C)
	P.S: The candidate should attach the documents of those references to his/her CV.
I- Refereeing in Journals	
I-1) Referee in international journals	Being a referee to evaluate publications in international refereed scientific journals (A1 and A2).
I-1a) Editor in international journals	
I-2) Referee in national journals	Being a referee to evaluate publications in national refereed scientific journals.
I-2a) Editor in national journals	
	P.S.: The candidate should attach the request letter and the evaluation report to his/her CV.
J- Editorial Board Membership in the International Journals Described in Item A	
J-1) International Journal	
J-2) National Journal	
K-Thesis Advising (completed)	
-PhD (maximum 3)	
- Proficiency in Medicine (maximum 3 thesis)	

-Efficiency in Art (maximum 3 works)	
-Master (maximum 5 thesis)	
L-Patents	
- International	
- National	
M –Awards	
-Periodic international juried scientific awards	
- Periodic national juried scientific awards	
TÜBİTAK/TÜBA Scientific awards	
TÜBİTAK/TÜBA Promotional awards	
Other awards	
- Competitions	
International	
Degree	
Honourable mention	
Patens	
National	
Degree	
Honourable mention	
Patens	
	P.S.: Financial awards for publications and proceedings in scientific meetings are not included.
N- Contribution to Education	
Courses in Turkish in the previous 2 years	Number of weekly hours of courses in Undergrad and Grad levels are multiplied by 1 point.
Courses in foreign language in the previous 2 years	Number of weekly hours of courses in English in Undergrad and Grad levels are multiplied by 2 points.
Course development in accordance with ABET/Bologna	Academician preparing a course syllabus in accordance with Bologna criteria and getting the approval of Department / Faculty and Senate Accreditation Commissions gets 3 points for each course.
O- Other Academic Activities	P. S.: Being a member of the organisation and scientific assessment boards of scientific meetings such as congress, symposium, seminar etc. (for the head of boards the points are doubled.)
- Organising Scientific Meetings/Festivals	
International	
National	
- Scientific Committee Membership	
International	
National	

- Competition refereeing	
International	
National	
- General Broadcasting Directing/ Project Guidance	
International	
National	
- Research Projects I	
Type A	Projects supported by reputable international organisations such as NATO, EU, COST, AVICENNE, EUREKA, MED-CAMPUS, MEDA, UN and NSF.
Type B	Research projects of TÜBİTAK, TTGV and DPT and NATO linkage, Collaborative Research and British Council linkage projects.
Type C	Other research projects supported by national organisations.
- Research Projects II	
Project Director	
Researcher	
Other	
- University/Industry Cooperation-Advising	
- Life-long learning and application projects	Life-long learning application projects supported by national / international organisations.
P-Artistic Activities	
P-1 Creative works, projects or designs	Exhibition, project, application, design, performance etc. Each activity must be independent. The following activity can only include 25% of the previous one. Documentation is compulsory.
International	
National	
P-2 Cooperated artistic activities	Exhibition, project, application, design, performance etc. Each activity must be independent. The following activity can only include 25% of the previous one. Documentation is compulsory.
International	
National	
P-3 Participation /Invitation to artistic organisational activities	Exhibition, project, application, design, performance etc.
International	
National	
P-4 Awards from artistic organisational activities	Exhibition, project, application, design, performance

	etc.
International	
National	
P-5 Works bought by public and private institutions or art galleries.	Work of art, project, copyright, applications etc.
International	
National	
P-6 Published works, projects or designs	Book, encyclopaedia, catalogue, art periodicals, TV documentary, film. P.S.: Publications on announcement stage are not included.
International	
National	
P-7 Jury membership in projects and artistic activities	P.S. Excluding the membership for thesis and associate professorship juries.
International	
National	
R- Academic Administrative Duties	P.S.: Total point is got by multiplying the point by year.
President	
Vice President	
Dean	
Vice Dean	
Principal	
Vice Principal	
Head of Department/Programme	