

**REPUBLIC OF TURKEY ISTANBUL BEYKENT UNIVERSITY**  
**Directive on Appointment and Promotion to Faculty Member**  
(Senate Decision No. 2024/03 of 23/02/2024)

**Article 1-** The purpose of the Directive is to ensure that correct and appropriate appointment decisions are taken to support continuous development and to guide the growing staff in order to create a highly qualified teaching staff at Istanbul Beykent University.

**Scope**

**Article 2-** The principles in this Directive cover the principles, criteria and standards of promotion and appointment for doctoral faculty membership, associate professorship and professorship at Istanbul Beykent University.

**Basis**

**Article 3-** These principles have been prepared considering the relevant provisions of the Higher Education Law No. 2547, the Regulation on Promotion and Appointment to Faculty Member, and the Regulation on Foundation Higher Education Institutions.

**Applying for Promotion and Appointment to the Position of Assistant Professor**

**Article 4-** Istanbul Beykent University Rectorate announces the need for assistant professors, associate professors, and full professors in respective fields, specifying the application conditions and deadlines, in the Official Gazette and through the internet. To be appointed as an assistant professor, one must hold a doctoral degree and possess a specialist title in medicine, dentistry, pharmacy, or veterinary medicine, or have obtained a doctor of fine arts degree in a specific field determined by the Council of Higher Education, upon recommendation of the Inter-University Board. Applications must be submitted with a letter that includes the relevant language certificate for doctoral degree, specialist qualifications or doctor of fine arts degree, as well as for departments that offer education in a foreign language.

The academic performance scores of candidates applying for promotion and appointment to the position of assistant professor are calculated based on the activities and scoring system provided in Appendix-1.

For the announced positions; in faculties, deans; in other units, directors designate three professors or associate professors, including one from the respective unit and one from outside the higher education institution, and request a written opinion from each of these professors or associate professors regarding the candidates. The dean or relevant director presents their recommendations to the rector after obtaining the opinions of the respective administrative boards.

Appointments are made by the rector for a maximum period of four years. At the conclusion of each appointment term, the position automatically terminates. Those whose terms have ended can be reappointed if they have received an annual average of 40 points from Group A activities, as specified in the Istanbul Beykent University Directive on Academic Staff Performance Evaluation.

The provisions of Article 34 of the Higher Education Law No. 2547 are applied in the appointment and promotion of foreign academicians to the position of assistant professor.

**Applying for and Appointment to the Position of Associate Professor**

**Article 5-** Istanbul Beykent University Rectorate announces the need for associate professors in relevant fields, specifying the application requirements and deadlines, in the Official Gazette and through the internet. To apply for an associate professorship position at Istanbul Beykent University; candidates must have awarded the title of associate professor by the Inter-University Board pursuant to the provisions of Article 24 of the Higher Education Law no. 2547, or their title of associate professor awarded by an international institution abroad must be recognised as valid in Türkiye by the Inter-University Board's decision in accordance with Article 27 of the aforementioned law, as amended by Law no. 2880.

To apply, candidates are required to submit four copies of a file containing their CV, scientific work, and publications to the Istanbul Beykent University Rectorate.

To evaluate the applications for the associate professor position, the rector designates three professors, including, if applicable, one from the relevant unit and at least one from outside the university. Each of

these professors writes a separate report for each candidate and indicates their preferences if there are multiple candidates for the position. Based on these reports and the decision of the University Administrative Board, the rector concludes the appointment accordingly. Foreign nationals who successfully obtain the title of Associate Professor in the associate professorship examination are appointed to the associate professorship position through a contract, following the principles stipulated in Article 34 of Law No. 2547 on Higher Education.

To be appointed to the associate professorship position at Istanbul Beykent University, candidates must first meet the following academic performance criteria:

- a) Achieve a total of at least 40 points from the activities defined in Appendix-1, and for the fields of Engineering and Science, have at least three international articles published as defined in Article A or C.
- b)
- c) For the fields of Social Sciences, have at least one international publication as defined in Articles A or C.
- d) For the fields of Law, have at least one international or national publication as defined in Articles A, B, C, D, or F.
- e) For Art-related fields, participate in at least one activity as defined in Article U.
- f) For the field of Health, have at least three international publications as defined in Article A-1.

#### **Application, Promotion, and Appointment to the Professorship**

**Article 6-** Istanbul Beykent University Rectorate announces the need for professors, specifying the field of study, application requirements, and deadlines, in the Official Gazette and through the internet.

- a) Applications for the professorship position may be submitted by:
  - 1) Associate professors who have worked for at least five years in the relevant field after obtaining the title of associate professor.
  - 2) Professors who have worked at another university or high technology institute.
  - 3) Candidates who have passed the associate professorship examination as per Article 27 of Law no. 2547 and whose titles obtained abroad are accepted as equivalent, provided they meet the requirements specified in the first paragraph of clause (a).
  - 4) Those whose professorship titles are recognised as valid in Türkiye by the decision of the Inter-University Board in accordance with Article 28 of Law no. 2547.

Candidates applying for a professorship must submit six copies of a comprehensive file to the University Rectorate. This file should include their CV, scientific publications, conference and symposium presentations along with the citations received for these works, relevant documents, teaching activities, ongoing and completed doctoral and master's studies, and other contributions to the university. Additionally, the candidate must designate one of their publications, completed after obtaining the associate professorship title, as their primary research work in this application.

#### **b) Promotion and appointment to the professorship**

To assess the qualifications and scientific credentials of candidates applying for a professorship, the University Board selects five professors relevant to the announced position's field, with at least three coming from other universities or higher technology institutes. Each of these professors writes a separate report for each candidate and indicates their preferences if there are multiple candidates for the position. Based on these reports and the decision of the University Administrative Board, the rector concludes the appointment accordingly. Foreign faculty members' appointments and promotions to the professorship are governed by the principles outlined in Article 34 of the Higher Education Law No. 2547.

For promotions and appointments to the professorship position, the following conditions must be met:

- 1) Achieve a total of at least 100 points from the activities defined in Appendix-1, with at least 30 points coming from work conducted after obtaining the associate professorship title.

2) After obtaining the title of associate professor:

For the fields of Engineering and Science: have at least 1 international publication defined in Article A-1 and 2 additional international publications defined in Article A or C, making a total of 3 publications.

For the fields of Social Sciences: have at least 2 international publications, with at least one as defined in Article A or C; for the fields of Law, have at least 2 international or national publications as defined in Articles A, B, C, D or F.

For the field of Health, have at least 2 international or national publications as defined in Article A, B, C, D, E or F; for Art-related fields, have at least one activity as defined in Article U.

### **Protection of Titles**

**Article 7-** The provisions of Article 29 of Law No. 2547 concerning the protection of titles are applicable.

### **PROVISIONAL ARTICLE**

The amendment made to Article 4 will be effective from the 2024-2025 Academic Year.

### **Effective Date**

**Article 8-** These provisions shall enter into force on the date it is approved by the Presidency of the Council of Higher Education.

### **Implementation**

**ARTICLE 9-** These provisions shall be executed by the Rector.

### **APPENDIX-1 Scoring System for Promotion and Appointment to Faculty Positions A. Scholarly/Artistic Works/Publications**

<b>A-1)</b> Publications in journals indexed in Expanded SCI, SSCI, AHCI	15 Points
<b>A-2)</b> Publications in journals covered by other indexes	12 points
<b>A-3)</b> Publications in other international peer-reviewed journals	9 Points
<b>A-4)</b> Book reviews published in international peer-reviewed journals (Book Reviews)	2 points (max 6 points)
<b>B- International Conference Papers*</b>	
- Full-text papers	8 points
- Abstracts	5 points
- Posters and presentations	3 points
- Keynote or guest speaker	2 points (max 3 points)
<b>C- International Books*</b>	
- Authorship of a book	30 points
- Authorship of a book chapter or encyclopaedia entry	10 points
- Editorship	10 points
<b>D- National Research Articles*</b>	5 points
Book review	1 points (max 3 points)
Judicial decision analysis	1 point (max 3 points)
<b>E- National Conference Papers*</b>	
- Full-text papers	3 points
- Abstracts	2 points
- Posters and presentations	1 point
<b>F- National Books (excluding lecture notes) *</b>	
- Authorship of a book	10 points
- Authorship of a book chapter	3 points
- Editorship	5 points
- Translated book	5 points
<b>G- Published Scientific Reports*</b>	5 points
<b>H- Citations</b>	
- International	3 points
- National	1 point

<b>I - Peer Review for International Journals*</b>	3 points
<b>J- Peer Review for International Conferences or National Journals*</b>	1 point
<b>K- Editorial Board Membership in International Peer-Reviewed Journals defined in Article A (Editorial Board)</b>	20 points
<b>L- Editorial Board Membership in National Peer-Reviewed Journals</b>	5 points
<b>M- Editorship of International Peer-Reviewed Journals</b>	50 Points
<b>N- Editorship of National Peer-Reviewed Journals</b>	20 Points
<b>O- Thesis Supervision (Advisor/Co-Advisor) (Completed)</b>	
- Doctoral Thesis (max 2 theses)	6 points per thesis
- Master's Thesis (max 2 theses)	3 points per thesis
<b>P- Patents</b>	
- International Patent	50 points
- Domestic Patent	25 points
<b>R- Awards*</b>	
- Regularly and periodically awarded, juried international scientific and art awards	40 points
- Regularly and periodically awarded, juried national scientific and art awards	10 points
- Regularly and periodically awarded TÜBİTAK/TÜBA Science Awards	40 points
- Regularly and periodically awarded TÜBİTAK/TÜBA Incentive Awards	25 points
- Awards such as SCHOLARSHIP, FELLOWSHIP (post-doc scholarship, visiting scholarship, Fulbright, grants, etc.)	20 points
- International Competitions	
Awarded Ranking	10 points
Honourable Mention	4 points
- National Competitions	
Degree	5 points
Honourable Mention	2 points
- Jury Membership in Competitions	
International	4 points
National	2 points
<b>S- Research Projects*</b>	
- Type A project leadership	30 points
- Researcher in Type A projects	20 points
- Researcher/Advisor in Type A projects	10 points
- Type B project leadership	15 points
- Researcher in Type B projects-	10 points
- Researcher/Advisor in Type B projects	5 points
- Type C project leadership	6 points
- Researcher in Type C projects-	4 points
- Researcher/Advisor in Type C projects	2 points
<b>T- Organising Scientific/Artistic Meetings</b>	
- International Organiser	20 points

Member	5 points
-National	
Organiser	10 points
Member	2 points
- Selection/Scientific Committee Membership in Scientific/Artistic Meetings	
International	5 points
National	2 points

#### **U- Other Relevant Activities for Appointments in Art and Design-Related Faculties/Schools**

- Original art and design works featured in museums or equivalent institutions
  - International 20 points
  - National 10 points
- Accepted works in events with a selection committee
  - International 10 points
  - National 5 points
- Original individual art or design activities (documented activities such as solo exhibitions, designs and artworks implemented by institutions, shows, performances, documentaries, films, and such) \* 10 points
- Group Exhibitions and Shows
  - International 5 points
  - National 2 points
- Having a book written about the academician's art and design activities
  - International 15 points
  - National 10 points
- Film Directing
  - International 15 points
  - National 10 points
- Having a role in a film (as producer, assistant director, visual director, editor, and screenwriter, etc.)
  - International 10 points
  - National 5 points
- Advertising Film Director 5 points
- Newspaper Editorial or Visual Director
  - International 10 points
  - National 5 points
- Television Programme Director 5 points
- Participation in Television Programmes 3 points
- Preparing Radio Programmes and Radio Advertisements 3 points

NOTE: Activities not mentioned above will be evaluated by the relevant boards.

**\*\* See the additional notes.**

#### **NOTES A-International Articles**

**A-1)** Publications in journals indexed in the Expanded Science Citation Index (SCI), Social Sciences Citation Index (SSCI), and Arts & Humanities Citation Index (AHCI)

**A-2)** Articles published in international peer-reviewed and continuous journals indexed by the Engineering Index (EI), Chemistry Citation Index (CCI), Compu Math Citation Index (CMCI), ANBAR, EBSCO, ECONLIT, and Architectural Periodicals Index

**A-3)** Articles published in international peer-reviewed and continuous journals not included in the above-mentioned categories

Short Communications, Technical Notes, Case Reports, Discussions, Letters to the Editor, and other publications serving as preliminary announcements of research topics and findings, published in the sources listed above, are evaluated at 60% of the points allocated for the respective sections.

#### **B- International Conference Papers\***

Full-text international papers presented, reviewed, and discussed at peer-reviewed international scientific meetings and published in the proceedings book.

Abstracts of papers presented at peer-reviewed international meetings and published in the proceedings.

#### **C- International Books\***

Scientific and artistic books in foreign languages, published by internationally prestigious publishers which have proven to undergo peer review, and book chapters written upon invitation in such works, and the editorship of such books.

#### **D- National Research Articles**

Research articles published in periodical and continuous national journals with a scientific review board.

#### **E- National Conference Papers\***

Full-text national papers presented, reviewed, and discussed at peer-reviewed national scientific meetings, and published in the proceedings book.

#### **F- National Books**

Books published by a national publisher, book chapters written upon invitation and book editorship.

#### **G- Published Scientific Report**

Reports published by international and national organisations (such as TÜBİTAK, the State Planning Organisation, and NATO) that reflect the scientific results of research supported by such organisations

#### **H- Citations**

International: Includes citations received from all publications in Articles A, B and C (excluding self-citations).

National: Includes citations received from all publications in Articles E, D and F (excluding self-citations). The candidate is required to include the printouts and documentation of received citations in their CV.

#### **I- Peer Review for International Journals**

The role of peer reviewer for publications submitted for consideration in international scientific peer-reviewed journals (Article A). The candidate must include a copy of the request letter for the peer review role along with the evaluation report prepared in accordance with this request in their application.

#### **J- Peer Review for International Conferences or National Journals\***

The role of peer reviewer for publications submitted for consideration in national scientific peer-reviewed journals (Article D) or international conferences (Article B). The candidate must include a copy of the request letter for the peer review role along with the evaluation report prepared in accordance with this request in their application.

**R- Awards** Monetary awards for publications and presentations of papers in scientific meetings are not awarded points for evaluations.

#### **S. Research Projects Type A Research Projects**

Type A research projects supported by NATO-SFS, AT (COST), AVICENNE, EUREKA, MED-CAMPUS, MEDA, the UN, NSF, the EU Commission and similar commissions or organisations.

#### **Type B Research Projects**

Projects funded by TÜBİTAK, TTGV, DPT, Research Fund, as well as NATO linkage, Collaborative Research, British Council linkage, etc. **Type C Research Projects**

Projects supported by the World Bank aimed at Industry-University collaboration

Projects supported by other national/international private and public organisations (such as R&D,

innovation and design).

**T. Organising Scientific Meetings / Scientific Selective Committee Memberships**

Those who have participated in the organising committee and scientific selection committee of scientific meetings such as congresses, symposiums, seminars, etc.

**U. Other Activities Applicable for Appointments in Faculties / Schools Related to Art and Design**

Original individual art or design activities (This is the highest score that can be awarded for documented activities such as personal exhibitions, designs and artworks implemented by institutions and organisations, shows, performances, documentaries, cinema, etc.) can also be evaluated with a lower score depending on the originality of the work.