

ISTANBUL BEYKENT UNIVERSITY
DIRECTIVE ON ACADEMIC STAFF MEMBERS'
WORKING PROCEDURES AND PRINCIPLES AND FINANCIAL RIGHTS
(Senate Decision no. 2023/05 of 24/03/2023)

CHAPTER ONE
PURPOSE, SCOPE, BASIS, AND DEFINITIONS

Objective

Article 1: The purpose of this directive is to regulate the working procedures, principles and financial rights of the academic staff members working as full- and part-time at Istanbul Beykent University.

Scope

Article 2: This directive outlines the working procedures and principles, course loads, and financial matters concerning full- and part-time academic staff members at Istanbul Beykent University, as well as academic staff members assigned from outside the university, including financial matters related to paid courses.

Basis

Article 3: This directive has been prepared in accordance with the Higher Education Law No. 2547, the Higher Education Personnel Law No. 2914, the Administrative Board Decisions of the Council of Higher Education, and the Labour Law No. 4857.

Definitions

Article 4: Definitions for some of the terms used in this Directive:

- a) University: Istanbul Beykent University
- b) Board of Trustees: Board of Trustees of Istanbul Beykent University
- c) Rector: Rector of Istanbul Beykent University
- d) Senate: The Senate of Istanbul Beykent University
- e) Office of the Secretary General: The Office of the Secretary General of Istanbul Beykent University
- f) Faculty, School, Institute, Vocational School: Faculties, Schools, Institutes, and Vocational Schools within Istanbul Beykent University
- g) Dean/Director: Deans and Directors within Istanbul Beykent University
- h) Department/Programme Heads: Department/programme heads within the Faculty, School, Vocational School of Istanbul Beykent University
- i) Faculty Member: Full- and part-time faculty members with the titles of Prof. Dr., Assoc. Prof. Dr., and Asst. Prof. Dr. working at Istanbul Beykent University,
- j) Lecturer: Full- and part-time lecturers working at Istanbul Beykent University,
- k) Lecturers of the School of Foreign Languages: Tenured lecturers working at Istanbul Beykent University School of Foreign Languages.

CHAPTER TWO

Educational Activities and Academic Duties and Responsibilities

Article 5: Education and training activities of academicians are designed as theoretical and applied courses.

Article 6: Full-time academic staff members are obliged to provide academic services in accordance with the weekly working hours defined in the relevant legislation. The hours that part-time academic staff members will provide academic services are determined in their contracts and assignments.

- a) The activities within the scope of academic services are as follows:
- Lecture, practice, project, and laboratory hours, advising students, scientific research, serving in the applied education programmes, committees, and boards of the university
 - To introduce the university and/or departments and programmes to student
 - Project and graduation thesis advising/preparation in associate and bachelor's degree programmes, including student counselling, assessment and evaluation processes (exam proctoring, preparation of exam and answer keys, exam evaluation, and entering results into the system), etc.
- b) Activities considered part of academic service are included in the course load and are not eligible for additional compensation. In graduate degree programmes, thesis/project consultancy is not included in the course load. Payment for graduate thesis/project consultancy is made upon the completion of the thesis/project and the decision of the Administrative Board of the Institute of Graduate Studies.
- c) The compulsory course load of academicians is determined before the start of each academic year based on the proposal of the dean of the relevant faculty, the Director of the Institute, or the Director of the School, and is approved by the Rector's Office. It includes the total hours of theoretical, applied, and laboratory courses to be taught in formal education, evening education, and distance education.
- d) Full-time faculty members teach twelve (12) hours/week, lecturers teach (15) hours/week, and lecturers within the School of Foreign Languages teach eighteen (18) hours/week. However, in the event of changes to the Higher Education Legislation, or with a justified proposal from the Dean of the Faculty, Institute, or School Director to which the academic staff are affiliated, and the approval of the Rector's Office, the course load may be adjusted to be below or above the aforementioned hours. In cases deemed appropriate by the Rector's Office, full-time academicians are obliged to deliver extra courses assigned to them. Additional course remuneration is provided for any courses taught beyond the designated hours.
- e) Additional course remuneration for full-time academic staff members working in associate and bachelor's degree departments and programmes is paid at the end of the spring term, after the staff member has completed their fall and/or spring course load.
- f) Additional course remuneration for full-time academic staff members in graduate degree programmes is paid in the spring term, after the course load for the fall and/or spring term has been determined.
- g) Academic staff members teaching in formal education are required to provide academic services from 8:30 to 17:30, while those teaching in evening education must do so from 13:00 to 22:00 at the relevant campuses.
- h) Working hours for evening education are determined by the proposal of the Directorate of Vocational School and the Institute of Graduate Studies and the approval of the Rector's Office. Academicians are obliged to provide academic service at the relevant campus in accordance with the starting and ending times of the courses they are obliged to deliver in the weekly course schedule announced at the beginning of each academic term.

- i) Associate, bachelor's, and master's degree distance education courses are conducted as one (1) hour online course regardless of the theoretical, applied and laboratory hours specified in the course plan. Payments shall be made for two (2) hours. Payments shall be made for one (1) hour for the courses delivered online and recorded by video recording.
- j) All academic staff members are required to make the necessary efforts to conduct research in their fields and to publish their findings in internationally recognised publications.
- k) Academic staff members are required to report their research activities to the deans of the faculties, and to the directors of the schools, institutes, and vocational schools with which they are affiliated on a monthly basis, as specified.

Payment Principles for Promotions during the Academic Year

Article 7: The salary adjustment for full-time faculty members who have been promoted in their academic title takes effect after the first month of their promotion.

Course Loads

Article 8: The weekly mandatory course loads for faculty members at the university, according to their titles, are outlined in the table below. The Rectorate may assign faculty members to teach additional courses in other departments, provided these are within their area of expertise, if necessary. Academicians are not paid additionally for duties such as exam proctoring or promotional tasks beyond their course load.

Weekly Course Load Schedule for Faculty Members

Academic Title	Weekly Compulsory Course Load
Faculty Member	12
Lecturer	15
Lecturer, School of Foreign Languages	18

Article 9: The weekly compulsory course loads of academicians in administrative positions are as follows. The compulsory course loads of academicians in administrative positions not specified in this article may be determined separately upon the recommendation of the Rector's Office and the approval of the Board of Trustees.

- a) Rector = 0 hours/week/term
- b) Vice-Rector = 0 hours/week/term
- c) Advisor to the Rector = 0 hours/week/term
- d) Dean = 6 hours/week/term, School Director = 6 hours/week/term, Vocational School Director = 6 hours/week/term, Institute Director = 6 hours/week/term
- e) Vice-Dean = 9 hours/week/term, School Vice-Director: 9 hours/week/term, Institute Vice-Director = 9 hours/week/term, Vocational School Vice-Director: 9 hours/week/term
- f) Head of Office = 9 hours/week/term
- g) Head of Department = 9 hours/week/term, Vocational School Programme Supervisor = 12 hours/week/term
- h) Weekly compulsory course load for academicians holding administrative positions in the School of Foreign Languages (SFL):

Testing and Assessment Unit = 8 hours/week/term

Curriculum and Material Development = 8 hours/week/term

Digital Learning Unit = 8 hours/week/term

Quality Enhancement Unit = 8 hours/week/term
Professional Teacher Learning Unit = 8 hours/week/term

Article 10: Full-time academicians are required to fulfil their teaching obligations primarily within their own departments. Academicians who are unable to fulfil their course load within their own departments may be assigned courses in other units of the University (Faculty/School/Institute/Vocational School), provided the courses fall within their areas of specialisation.

The Board of Trustees, upon the recommendation of the Rector's Office, may grant permission for academic staff members with administrative duties to teach one or two courses at another higher education institution for a maximum of one academic term, depending on their administrative responsibilities.

Additional Course Application Principles

Article 11: Academic staff members with administrative duties (Dean, Director, Vice-Dean, Vice-Director, Department Head, Programme Head, and Coordinator) may not be assigned additional courses, except in compulsory cases approved by the Rector's Office.

Article 12: If contracted personnel assume administrative duties (Rector, Vice-Rector, Dean, Vice-Dean, Director, Vice-Director), administrative duty compensation will be added to their salary.

Article 13: The attendance sheets for part-time academicians are prepared separately by the School/Faculty Secretary's Offices. These sheets are then sent to the Rector's Office, approved by the relevant Directorate/Dean's Office, and forwarded to the Office of the Secretary General by the Rector's Office by the 25th of each month. The course hours transferred to the Office of Personnel Affairs by the Office of the Secretary General are calculated and paid on a monthly basis. Payments for attendance sheets not submitted on time will be processed in the following month. Part-time academicians cannot be assigned to duties such as resit exams, single-course exams, or similar responsibilities.

Full-time academicians must submit the "Contractual Course Assignment Proposal Form", which details their assigned course loads, to the relevant Department/Programme Head, duly signed. The relevant academic unit submits the relevant form for the fall and spring terms to the Rector's Office at the beginning of the spring term after the necessary review and approval. Additional course remuneration for full-time academic staff members working in associate and bachelor's degree departments and programmes is paid at the end of the spring term, after the staff member has completed their fall and/or spring course load. Additional course remuneration for full-time academic staff members in graduate degree programmes is paid in the spring term, after the course load for the fall and/or spring term has been determined.

Part-time Academicians

Article 14: In accordance with Articles 40/a, 40/c, 40/d, and 31 of the Higher Education Law No. 2547, the procedures related to duty letters, SSI registrations, contracts, and personal documents of academic staff members sent from other universities are handled by the Office of Personnel Affairs. Part-time academicians cannot be assigned courses until these procedures are completed. The hourly wage of academicians is determined by the Board of Trustees.

In accordance with Articles 40/a, 40/c, and 40/d of the Higher Education Law No. 2547, academicians from our university may be assigned duties within the framework permitted by legislation during the academic term, provided their academic leave days are used first.

CHAPTER THREE

LEAVES

Leaves

Article 15: Academic staff members' annual and compassionate leave periods are governed by Labour Law No. 4857.

a) Annual Leave

Academicians may use their annual leave during periods when education is on break, as annual leave cannot be taken during the academic term (Article 64 of Law No. 2547). The scheduling of annual leave for academic staff members is determined by the head of the relevant department or programme, dean, or director, in accordance with the academic calendar during educational breaks. This information is communicated to the academic staff members and is enforced ex officio, even in the absence of a specific request. Annual leave may be taken in two parts: half during the winter and the other half during the summer. Academicians' requests for annual leave can be assessed by the relevant supervisor, provided that it does not interfere with education and training activities in the spring and fall terms. Leaves that must be taken in compulsory cases during the educational period require approval from the Dean or Directors, based on a justified proposal from the department head. If approved by the Dean or Director, annual leave will be granted if available; if no annual leave is available, unpaid compassionate leave may be granted.

b) Academic Leave

Academic research leave is granted by the Rector's Office when deemed appropriate to conduct studies related to the duties and responsibilities outlined in Article 6, paragraph 1 of this directive. These leaves cannot be used during examination or promotion duties and assignments made by the affiliated Dean's Office/Directorate. In addition, these leaves cannot be combined with annual leaves and festivals and public holidays, nor can they be transferred or used collectively. Reporting on the work done on academic leave days is submitted to the Dean's Office/Directorate in the fall and spring terms.

MISCELLANEOUS

Deputising, Additional Duty

Article 16: Academic staff members may be assigned administrative duties when deans and directors deem appropriate. If a staff member delegates their administrative duties during their annual leave, no additional remuneration will be paid to the proxy. Staff members with more than one administrative duty will receive compensation for a single administrative duty, along with the highest administrative duty compensation.

The remuneration schedule for administrative duty compensations is determined by the decision of the Board of Trustees.

Effective Date

Article 17: This Directive shall enter into force on the date it is approved by the University Senate.

Article 18: This regulation shall be implemented by the Rector of Istanbul Beykent University.