

İSTANBUL MEDENİYET UNIVERSITY
REGULATIONS FOR APPOINTMENT AND PROMOTION OF
ACADEMIC STAFF

AIM

Article 1 – The aim of these guidelines is to determine the academic procedure and principles that apply to first time appointment of academic staff (faculty members and lecturers), the promotion of academic staff in line with the mission, vision and strategic objectives of İstanbul Medeniyet University defined as graduate oriented, innovative and entrepreneur research university and to help the applicants to prepare according to the strategic aims of IMU and to help the judge to make an objective decision afterwards.

SCOPE

Article 2 – The guideline consists of methods and principles related to the pre-evaluation of applications for academic staff, academic promotion and re-appointment of faculty members with assistant professor degree.

BASIS

Article 3 – The guideline is formed pursuant to 23,24,26th articles of 2547 numbered Law and Guideline on Promotion and Appointment of Faculty Members by Higher Education Council and Associate Professor Exam Conditions.

DEFINITIONS

Article 4 –The terms within this guideline are defined:

Candidate: The person who gets appointment or re-appointment (renewing the contract) for, academic staff whether it's permanent or under contract

İMÜ: İstanbul Medeniyet University,

Rector: İstanbul Medeniyet University Rector,

Senate: İstanbul Medeniyet University Senate,

YÖK: Higher Education Council,

Administration Council: İstanbul Medeniyet University Administration Council,

Faculty: Any of the faculties in İstanbul Medeniyet University,

School: Any of the schools in İstanbul Medeniyet University,

Project Upper Administrator: Titles of Project Conductor, Project Coordinator, Project Officer.

GENERAL PRINCIPLES

Article 5- The applicants need to submit the statement (Appendix 3) showing they fulfill the requirements defined in this guideline according to their fields of application. The applications within institution, information provided on AVES forms the basis.

Article 6- The application dossier will be submitted as printed or online. The dossier should also include Graduate and PhD dissertations as printed or online.

Article 7- Publications and other academic activities must be in line with the field of application.

Article 8- For the works approved but not published, “approved for publishing” paper should be included in the final draft of the work. The articles should be submitted in full forms.

Article 9-As for scientific works with more than one person, articles with more than one authors, declaration presentation, writing book, writing parts of a book or book/parts of book translation, intellectual and industrial property rights activities (C4 article of Appendix 1), scientific-artistic awards (C5 and C6 articles of Appendix 1) the points are divided between authors as:

- i. If there are two authors, the first author gets the 60% of the points and second author gets the 40% of the points.
- ii. If there are three or more authors, the first author gets the 40% of the points and second and third author gets the 20% points each
- iii. If corresponding author is not the first name, this person is considered as the first author.

Article 10- At least 65 points from a central foreign language exam defined by YÖK or an equivalent point from a foreign language exam that is accepted by YÖK with international validity; fit the requirement of YÖK to teach in English pursuant to “Foreign Language Education and Principles for Teaching in a Foreign Language” Guideline published by YÖK; if the PhD degree is in a specific foreign language, the foreign language exam should be in another language.

Article 11- Appointments of Ass. Professors and Professors, Ass. Professor interviews by a jury formed by Inter-universities Council (ÜAK) must be successful .

Article 12- In order for Assistant Professors in IMU to apply for re-appointment, the 50% of the required points must be collected with works and studies within last 3 years. The candidate who fits the requirements, is re-appointed with the appointment method defined in Article 23 of 2547 numbered YÖK Law.

Article 13- Pursuant to Article 34 of 2547 numbered YÖK Law, foreign citizens to work under contracts as academic staff need to fulfill the requirements same as Turkish citizens in line with “Regulations for Appointment and Promotion of Academic Staff”.

APPOINTMENT TO ASSISTANT PROFESSOR TITLE

Article 14- The related title should be granted by completing the PhD qualifications with postgraduate education or doctoral qualification education in dentistry, pharmacy, veterinary surgeon or arts.

Article 15- The candidates for Assistant Professor in Health Sciences¹ and Engineering and Natural Sciences must have

- a) At least 2 articles documented for approval or published in journals scanned by Web of Science;
- b) At least 80 points from articles within A1-A12;
- c) Total of 250 points from all articles in Appendix 1

Article 16- The candidates for Assistant Professor in Social Sciences should have

- a) published PhD dissertation by an international or national publisher in printed or e-book format;
- b) At least 1 article documented for approval or published in journals scanned by Web of Science or at least 3 articles within the scope of journals in TR-Index;
- c) At least 75 points from articles within A1-A12 or at least 100 points from publications within A1-A12 and B1-B4;
- d) Total of 200 points from all articles in Appendix 1

Article 17- The candidates for Assistant Professor in Architecture, Planning and Design should have

- a) At least 2 articles in journals scanned by Web of Science;
- b) At least 80 points from articles within A1-A12;
- c) Total of 200 points from all articles in Appendix 1

Article 18- The candidates for Assistant Professor in Classical Turkish Music, Visual Communication Design, Stage and Performing Arts should have

- a) published PhD dissertation by an international or national publisher in printed or e-book format
- b) At least 1 article documented for approval or published in journals scanned by Web of Science or at least 3 articles within the scope of journals in TR-Index
- c) At least 100 points from A,B and C articles in Appendix 1.

¹ Even its included in Faculty of Health Sciences, Department of Social Services and Health Management requirements are defined in Social Sciences department.

- d) At least 100 points from articles in Appendix 2;
- e) Total of 250 points from all articles in Appendix 1 and Appendix 2.

APPOINTMENT TO ASSOCIATE PROFESSOR TITLE

Article 19- The candidates for Associate Professor title for Health Sciences² and Engineering and Natural Sciences must have

- a) At least 4 articles documented for approval or published in journals scanned by Web of Science and not be derived from PhD dissertation after completing the PhD qualifications with postgraduate education or doctoral qualification education in dentistry, pharmacy, veterinary surgeon or arts;
- b) 1 patent ownership within C4 or to act as a upper administrator/advisor/specialist or researcher in at least 1 national or international Project within C-2 and C-3;
- c) At least 150 points from articles within A1-A12;
- d) At least 50 points from articles within C1-C5;
- e) Total of 450 points from all articles in Appendix 1.

Article 20- The candidates for Associate Professor in Social Sciences should have

- a) At least 1 article in journals scanned by Web of Science as not to be derived from PhD dissertation after getting the Assistant Professor title,
- b) At least 2 articles published in TR Index journals or international journals out of “Web of Science” scan,
- c) At least 150 points from articles within A1-A12;
- d) At least 30 points from articles within C1-C10;
- e) Total of 400 points from all articles in Appendix 1.

Article 21- The candidates for Associate Professor in Architecture, Planning and Design should have

- a) At least 2 article in journals scanned by Web of Science and documented for approval as not to be derived from PhD dissertation after getting the Assistant Professor title;
- b) At least 150 points from articles within A1-A12;
- c) At least 50 points from articles within C1-C10;
- d) Total of 400 points from all articles in Appendix 1.

² Even its included in Faculty of Health Sciences, Department of Social Services and Health Management requirements are defined in Social Sciences department.

Article 22- The candidates for Associate Professor in Classical Turkish Music, Visual Communication Design, Stage and Performing Arts should have

- a) At least 100 points from A,B and C articles in Appendix 1;
- b) At least 150 points from articles in Appendix 2;
- c) Total of 450 points from all articles in Appendix 1 and Appendix 2.

APPOINTMENT AND PROMOTION TO PROFESSOR TITLE

Article 23- For Health Sciences³ and Engineering and Natural Sciences the candidates for promotion and appointment to Associate Professor title must have

- a) At least 3 publications as “main research work”, with co-authors where the candidate is the first author or single author unique article documented for approval or published in refereed journals scanned by Web of Science after getting the Associate Professor title;
- b) At least 5 articles out of “main research work”, documented for approval or published in refereed journals scanned by Web of Science after getting the Associate Professor title;
- c) Acting in at least 1 national or international Project completed within C-2 and C-3 as upper administrator/advisor/specialist or researcher or 1 patent ownership within C4 after getting the Associate Professor title;
- d) At least 250 points from articles within A1-A12;
- e) At least 80 points from articles within C1-C10;
- f) Total of 600 points from all articles in Appendix 1.

Article 24- The candidates for Professor in Social Sciences should have

- a) At least 1 article as “main research work” as single author published in journals scanned by Web of Science or 1 unique book as single author prepared in line with article or academic criteria and 3 articles as single author published in journals scanned by TR-Index after getting the Associate Professor title;
- b) Acting in at least 1 national or international Project completed within C-2 and C-3 as upper administrator/advisor/specialist or researcher;
- c) At least 200 points from articles within A1-A12;
- d) At least 50 points from articles within C1-C10;
- e) Total of 550 points from all articles in Appendix 1.

³

Even its included in Faculty of Health Sciences, Department of Social Services and Health Management requirements are defined in Social Sciences department.

Article 25- The candidates for Professor in Architecture, Planning and Design should have

- a) At least 1 article presentation as “main research work” as single author published in journals scanned by Web of Science and documented for approval after getting the Associate Professor title;
- b) Acting in at least 1 national or international Project completed as upper administrator/advisor/specialist or researcher or having a degree or an honorable mention in a competition within B-8 article after getting the Associate Professor title;
- c) At least 200 points from articles within A1-A12;
- d) At least 80 points from articles within C1-C10;
- e) Total of 550 points from all articles in Appendix 1.

Article 26- The candidates for Professor in Classical Turkish Music, Visual Communication Design, Stage and Performing Arts should have

- a) One presentation of activities or work of art (musical composition, play etc.) as “main work” after getting the Associate Professor title;
- b) At least 100 points from A1-A12,B1,B14,C5-C10 articles in Appendix 1;
- c) At least 150 points from articles in Appendix-2;
- d) Total of 600 points from all articles in Appendix 1 and Appendix 2.

VARIOUS and FINAL PROVISIONS

Article 27- This guideline is effective as of 1 January 2021.

| APPENDIX-1 | |
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| Activities and Equivalent Points to Consider For Academic Promotion and Appointment | |
| A- INTERNATIONAL PUBLICATIONS and ACTIVITIES | PTS |
| 1. Writing a scientific book (<i>Writing a scientific book published by a publisher⁴ recognized internationally and has ISBN number</i>) | 80 |
| 2. Editing a scientific book (<i>Editing a scientific book published by a publisher recognized internationally and has ISBN number</i>) | 40 |
| 3. Chapter writing in a scientific book (<i>For each book</i>) (<i>Chapter writing in a scientific book published by a publisher recognized internationally and has ISBN number</i>) | 30 |
| 4. Published in journals within Web of Science | |
| a) Unique research, article, compilation | 50⁵ |
| b) Letter to the editor, technical note and case presentation for health sciences | 15 |
| 5. In journals within Web of Science | |
| a) Editor | 40 |
| b) Member of an editorial board | 20 |
| c) Refereeing (<i>should be documented</i>) (<i>3 refereeing for each journal</i>) | 3 |
| 6. Field index journals out of Web of Science | |
| a) Publications in international refereed journals | 10⁶ |
| b) Case presentations in international refereed journals out of the scope of Web of Science | 5 |
| 7. Entry writing in a foreign language in international scientific encyclopedias | 15⁷ |
| 8. Entry writing in Turkish scientific encyclopedias with international quality | 10⁸ |
| 9. In international scientific meetings within the definition of 2224/A scientific activities abroad published by TÜBİTAK or meetings organized within the collaboration protocol with an international institution or directly by İstanbul Medeniyet University Rectorate | |
| a) Presented and fully published conference paper | 20 |
| b) Presented conference paper with its abstract published | 15 |
| c) Poster presentation in full or with its abstract published | 10 |
| 10. In other international scientific meetings | |
| a) Presented and fully published conference paper | 10 |
| b) Presented conference paper with its abstract published | 8 |
| c) Poster presentation in full or with its abstract published | 5 |

⁴ A Publisher with more than 20 books belonging different authors in the same field and included in university catalogs known worldwide

⁵ This point is for journals out of the scope of Quarter of Web of Science

⁶ Every work in Social Sciences, Visual Communication Design, Classical Turkish music and performing arts is calculated as 20 points.

⁷ maximum 45 points.

⁸ maximum 30 points..

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| 11. Citations | |
| a) Citations in journals within Web of Science ⁹ | 5 |
| b) Citations in field index journals out of Web of Science ¹⁰ | 3 |
| c) Citations in scientific books, monography, masters or PhD dissertations published abroad ¹¹ | 2 |
| 12. Taking part in preparing a national/international standard(<i>should be documented</i>) | 5 |
| B- NATIONAL PUBLICATIONS and ACTIVITIES | PTS |
| 1. Writing a scientific book (<i>Writing a scientific book with ISBN number/published/field related</i>) | 50 |
| 2. Editing a scientific book (<i>Editing a scientific book with ISBN number/published/field related</i>) | 25 |
| 3. Chapter writing in a scientific book (<i>Chapter writing in a scientific book with ISBN number/published/field related</i>) | 20 |
| 4. Published in journals scanned in TR Index | |
| a) Unique research, article, compilation | 20 |
| b) Compilation, letter to the editor, technical note, book presentation, exhibition interpretation and case presentation | |
| 5. Published in national refereed journals out of TR Index | |
| a) Unique research, article | 5 ¹² |
| b) Compilation, letter to the editor, technical note, book presentation, exhibition interpretation and case presentation | 2 |
| 6. Entry writing in scientific encyclopedias (other than the ones defined in Article A-8) ¹³ | |
| | 5 |
| 7. In national scientific meetings within the definition of 2223 national scientific activities published by TÜBİTAK or meetings organized within the collaboration protocol with a national or international institution or directly by İstanbul Medeniyet University Rectorate | |
| a) Presented and fully published conference paper | 6 |
| b) Presented conference paper with its abstract published | 3 |
| c) Poster presentation in full or with its abstract published | 2 |
| d) Editing Committee membership | 10 |
| e) Scientific council membership | 5 |
| 8. In national scientific publications scanned in Tr-index | |
| a) Editor | 10 |
| b) Member of an editorial board (<i>should be documented</i>) | 5 ¹⁴ |
| 9. Scientific work translation (Scientific book with ISBN number or translation of singular work) | |
| a) Scientific book translation | 15 |
| b) Chapter translation in a scientific book | 5 ¹⁵ |
| c) Scientific book translation with explanations and interpretations (only for Social Sciences) | 25 |
| d) Article translation (only for Social Sciences) | 5 |
| 10. Scientific book or resolution analysis (<i>only for Faculty of Law</i>) | 10 |

⁹ not more than 50 points.

¹⁰ not more than 30 points.

¹¹ not more than 20 points.

¹² considered as 10 points in Social Sciences.

¹³ maximum 15 points

¹⁴ maximum 10 points

¹⁵ maximum 10 points

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| 11. Citations in scientific books, monography, masters or PhD dissertations published in Turkey (Index is the basis) | 1 |
| 12. Teaching practices (Distant or formal courses given in IMU after getting Asst. Professor title or Qualification in Medicine) ¹⁶ (The courses within last 3 years are considered) | |
| a) For each under-graduate and graduate course | 2 |
| b) For each under-graduate and graduate course in a foreign language | 3 |
| C- ENTREPRENEURIAL and INNOVATIVE UNIVERSITY ACTIVITIES | |
| PTS | |
| 1. Hirsch-Index (HI) Point ¹⁷ | HIx5 |
| 2. National Projects ¹⁸ | |
| a) Project passed from referee evaluation and recommended for TÜBİTAK R&D support programs (Maximum 2 documented Project proposals are considered in terms of points) | 15 |
| b) Project taken and finalized within TÜBİTAK R&D support programs (as upper administrator) | 80 |
| c) Project taken and finalized within Turkish Republic Ministries R&D support programs (as upper administrator) | 80 |
| d) R&D Project with contract taken and finalized within the scope of University-Industry collaboration (as upper administrator) | 60 |
| e) R&D Project finalized in University Technology Development Area (TGB) (as upper administrator) | 60 |
| f) R&D Project taken and finalized within other public institutions (as upper administrator) | 60 |
| g) To act as an upper administrator in projects within the scope of social responsibility works completed along with associations or foundations with public welfare status within a protocol by the Rectorate or directly by İstanbul Medeniyet University | 30 |
| h) To act as advisor/specialist or researcher in projects within the scope of social responsibility works completed along with associations or foundations with public welfare status within a protocol by the Rectorate or directly by İstanbul Medeniyet University | 15 |
| i) To act as an upper administrator other than the projects within the scope of social responsibility works completed along with associations or foundations with public welfare status within a protocol by the Rectorate or directly by İstanbul Medeniyet University | 20 |
| j) To act as advisor/specialist or researcher other than the projects within the scope of social responsibility works completed along with associations or foundations with public welfare status within a protocol by the Rectorate or directly by İstanbul Medeniyet University | 10 |

¹⁶ Maximum 30 points may be obtained from this part.

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| k) To act as upper administrator/advisor/specialist or researcher in projects completed along with other associations or foundations within a protocol by the Rectorate or directly by İstanbul Medeniyet University | 5 |
| l) To act as upper administrator in projects taken and finalized within other public institutions (<i>Maximum 2 Projects are considered in terms of points</i>) | 20 |
| m) To act as upper administrator/advisor/specialist in projects taken and finalized within other public institutions (<i>Maximum 2 Projects are considered in terms of points</i>) | 5 |
| n) To conduct administrative duties granted by upper manager (Institute Director, School Director, Headquarter Director, Secretary General, Vice-Dean, Head of Department, Vice- Head of Department, Vice-Secretary General, Office Director, Coordinator) (for each year completed) (transferring to another duty) | 5 ¹⁹ |
| 3. International Projects | |
| a) Project application to EU R&D support programs (<i>Maximum 2 documented Project proposals are considered in terms of points</i>) | 30 |
| b) Projects within finalized EU R&D support programs (as upper administrator) | 150 |
| c) Projects within finalized EU Erasmus Projects or EU Social Projects (as upper administrator) | 75 |
| d) Project taken and finalized international R&D programs other than EU programs (as upper administrator) | 100 |
| e) To act as advisor/specialist or researcher in a Project within C-3 (<i>Maximum 3 Projects are considered in terms of points</i>) | 30 |
| 4. Intellectual Property Rights Activities | |
| a) National patent application | 10 |
| b) International patent application | 30 |
| c) National patent document | 50 |
| d) Utility model document | 50 |
| e) Industrial design document | 50 |
| f) International patent document | 100 |
| g) Commercialized patent, utility model, industrial design ownership | 150 |
| 5. Scientific Awards | |
| a) Science and art award given by international scientific institutions and accepted within the scope of competition rules and applications | 80 |
| b) Science and art awards from Presidency, TÜBA, YÖK and TÜBİTAK (except publication incentive) | 60 |
| c) To get a place ²⁰ in competitions organized by related institutions (Trade Associations, Local Administrations, Ministries, International Institutions) within the scope of current law, regulation ad principles, in candidate's own field | 40 |
| d) Advisor of PhD dissertations awarded within the scope of article "b" | 40 |

¹⁹ Maximum 25 points may be obtained from this part.

²⁰ First degree 40, Second degree 35, Third degree is 30 points.

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| 6. To get a place ²¹ or honorable mention ²² in other competitions organized by related institutions (Trade Associations, Local Administrations, Ministries, International Institutions) within the scope of current law, regulation and principles in planning, urban design, landscape design, visual communication design, music, interior architecture design, industrial products design and main architecture field | 40 |
| 7. To act as a jury in a competition (except competitions between students) organized by related institutions (Trade Associations, Local Administrations, Ministries, International Institutions) within the scope of current law, regulation and principles in planning, urban design, landscape design, visual communication design, music, interior architecture design, industrial products design and main architecture areas | 20 |
| 8. To act as an upper administrator in archeological excavations or surface researches conducted by Ministry of Culture and Tourism or International Institutions within the scope of current law, regulation and principles | 50 |
| 9. To act as an advisor/specialist or researcher in archeological excavations or surface researches conducted by Ministry of Culture and Tourism or International Institutions within the scope of current law, regulation and principles | 20 |
| 10. To act as international exhibition curator and author of publications related with the exhibition with the approval of the university | 40 |
| APPENDIX-2. Activities and Equivalent Points to Consider For Academic Promotion and Appointment in Classical Turkish Music, Visual Communication Design, Stage and Performing Arts Fields | |
| | PTS |
| 1. Buying of unique stage works (play, musical play etc.) and art work designs, stagings and its interpretations by education and culture institutions abroad, broadcasting on cinema television, radio and other media as long as its Project and copyright fee is paid or applying design projects abroad | 60 |
| 2. Buying of unique stage works (play, musical play etc.) and art work designs, performances and its interpretations by education and culture institutions nationwide, broadcasting on national cinema television, radio and other media as long as its Project and copyright fee is paid or applying design projects abroad | 30 |
| 3. Personal exhibitions, staged plays, individual performances in places like art galleries, cultural centers and museums abroad by designers, presenters and interpreters (artist, designer, director etc.) of unique art works | 50 |
| 4. Personal exhibitions, staged plays, individual performances in places like art galleries, cultural centers and museums in Turkey by designers, presenters and interpreters (artist, designer, director etc.) of unique art works | 25 |
| 5. To be accepted to international mixed art/design activities abroad with art works, designs, performance or interpretation works | 25 |
| 6. To be accepted to national mixed art/design activities in Turkey with art works, designs, performance or interpretation works | 15 |

²¹ First degree 40, Second degree 35, Third degree is 30 points.

²² 10 points.

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| 7. To participate in individual activities abroad with international jury (Festivals, competitions, exhibitions, project presentations, shows etc.) | 30 |
| 8. To participate in group/mixed activities in Turkey with national jury (Festivals, competitions, exhibitions, project presentations, shows etc.) | 20 |
| 9. To participate in international symposium, festival, courses, workshops, biennales, triennials and similar art/design activities included in the announced program with an art work or its performance | 10 |
| 10. To participate in national symposium, festival, courses, workshops, biennales, triennials and similar art/design activities included in the announced program with an art work or its performance | 5 |
| 11. To act as exhibition curator in art and design works in various institutions | 20 |
| 12. To exhibit an art or design work in public place abroad | 20 |
| 13. To exhibit an art or design work in public place in Turkey | 10 |