

GIRNE AMERICAN UNIVERSITY ACADEMIC STAFF PROMOTION AND APPOINTMENT CODE

Girne American University Senate, for the purpose of bringing the effective academic appointment and promotion code to the present requirements and universal academic standards, has made the following code and going into effect of this code with the approval of President's Office shall revoke any code previously made for the same purpose.

CHAPTER 1

DEFINITION SUBJECT AND SCOPE

1.1. Definition

This code is entitled "Girne American University Academic Staff Promotion and Appointment Code".

1.2. Subject and Scope

This code covers the conditions for promotion and appointment to the titles "Assistant Professor", "Associate Professor" and "Professor" of academic staff, serving or applying to serve at Girne American University and terms relating to use of titles acquired in other Universities and procedures to be effected.

CHAPTER II

GENERAL PRINCIPLES

2.1. Academic Evaluation Commission

In evaluation of the adequacy of the candidate in academic appointments and promotions, the view for the President's Office shall be submitted by Academic Evaluation Commission. Academic Evaluation Commission comprises Professors appointed by the President.

2.2. Criteria for Academic Evaluation

Adequacy of candidates shall be determined by Academic Evaluation Commission according to the academic evaluation criteria. Academic evaluation criteria are listed in Chapter 4 of this code.

2.3. English/Foreign Language Proficiency

English proficiency will be sought in the appointment and promotion procedures of academic staff in departments of Girne American University providing education in English and foreign language proficiency will be sought in other departments. Furthermore, proficiency in another foreign language will be sought from candidates whose scientific discipline is English.

English/Foreign Language proficiency shall be determined by Academic Evaluation Commission looking at the documents submitted by candidate academic staff (whose native languages are not English) (ÜDS, KPDS, TOEFL) and/or results of English/Foreign Language Proficiency Examination.

2.4. Conducting of Promotion/Appointment Procedures

The procedures for promotion to Assistant Professor, Associate Professor and Professor positions shall be conducted by President's Office. Candidates shall submit their applications to the President's Office in the months of October or April.

CHAPTER III

REQUIREMENTS FOR ACADEMIC PROMOTION AND APPOINTMENT

3.1. Promotion and appointment to Assistant Professor position

The following requirements shall be sought from candidates applying for promotion and appointment to Assistant Professor position:

3.1.1. Having a Ph.D. degree, having acquired medical specialist title or having "proficiency" in one of art disciplines,

3.1.2. Having worked as fulltime academic staff for minimum one year in the applicable scientific discipline after obtaining the title of Ph.D. or medical specialist or acquiring proficiency in an art discipline (the most recent one-year must be in fulltime status at Girne American University,

3.1.3. To be found proficient by Academic Evaluation Commission according to the academic evaluation criteria in section 2.2.

3.1.4. Candidates applying for Assistant Professorship shall submit to the President's Office the following documents as 4 (four) separate files:

- Recommendation of Applicable Dean or Director of College
- c.v.,
- Ph.D. certificate,
- List of Publications,
- Copies of Scientific Publications
- English language certificate (Requirements in article 2.4 shall apply to those who have no language certificate)

3.1.5. For a candidate whose documents are completed, the President shall ask the view of academic evaluation commission on the proficiency of the candidate. Academic Evaluation Commission shall evaluate the candidate in terms of the academic evaluation criteria in article

2.2 and English Foreign Language Proficiency in article 2.3 and considering the views of the applicable academic unit director, shall deliver its decision on whether a scientific jury will be appointed for the candidate or not, to the President's Office.

If the decision is affirmative, a scientific jury comprising three principal and one substitute member comprising professors and/or associate professors, preferably including the applicable dean or college director shall be appointed by University Board of Directors and appointed via the President's Office.

2.1.6. Jury members shall submit their reports on the candidate to the President's Office within 2 (two) months, the President shall conclude the promotion/appointment process depending on the decision to be adopted by University Board of Directors, taking into account such reports.

3.1.7. Failing candidates may not reapply for Assistant Professor's position before elapsing of minimum 6 (six) months.

3.2. Promotion and Appointment to Associate Professor Position

3.2.1. Requirements sought in candidates to apply for promotion and appointment to Associate Professor position are as follows:

3.2.2 To have a Ph.D. or Medical specialist title or to have acquired proficiency in one of art disciplines,

3.2.3. After obtaining the title or proficiency in Article 3.2.2, to have worked as fulltime academic member of staff for minimum three years in the applicable science discipline (the most recent one year must be fulltime at Girne American University),

3.2.4. According to Academic Evaluation Criteria in Article 2.2, to be found adequate for associate professorship by Academic Evaluation Commission,

3.2.5. To know English/ foreign language in very good level according to English/foreign language criteria in Article 2.3,

3.2.6. Candidates whose application for Associate Professorship requirements are complete must submit the following documents to Girne American University President's Office as 6 separate files.

- Recommendation of applicable Dean or College Director
- C.V.
- Ph.D. certificate
- List of publications
 - Copies of scientific publications (English proficiency certificate, requirements in article 2.4 shall apply to those without language certificate)
- Education and training activities
- Research Project list and summary

- Graduate thesis directed
- Contributions to university administration and society

3.2.7. For a candidate whose documents are completed, the President shall ask the view of academic evaluation commission on the proficiency of the candidate. Academic Evaluation Commission shall evaluate the candidate in terms of the academic evaluation criteria in article 2.2 and English Foreign Language Proficiency in article 2.3 and considering the views of the applicable academic unit director, shall deliver its decision on whether a scientific jury will be appointed for the candidate or not, to the President's Office.

3 2 8 Scientific Jury

If the decision is affirmative, a scientific jury comprising 5 principal and 2 substitute members from amongst professors serving at the University (in the same scientific discipline) shall be selected by Board of Directors for the candidate applying for Associate Professorship and appointed via the President's Office. If there are not adequate number of professors, the number of jury members may be reduced to 3. It is a requirement that minimum two members for 5-member juries and minimum one member for 3-member juries are appointed from outside Girne American University.

Working and meeting of scientific jury shall be organized by the President's Office. Working of the scientific jury is in two stages, being 'reviewing of work' and 'oral examination'.

3.2.9. Reviewing of Works

Jury members shall first determine whether the work of the candidate meet the minimum academic requirements stipulated in GAU Academic Evaluation Criteria. The works of candidates who fail to meet the minimum requirements shall not be reviewed. All works of candidates who meet the minimum requirements shall be reviewed in terms of quantity, quality and conformity to the applied professorship, science/art discipline and it will be decided whether the candidate is successful in the work review phase. Jury members shall not meet during reviewing of the works. Each jury member shall send to GAU President's Office within maximum two months starting from the date on which the works have been delivered to him/her the report he/she prepares in accordance with the format set by Academic Evaluation Commission.

Academic Evaluation Commission, according to such report sent to President's Office, shall determine whether the candidate is successful in terms of work review unanimously or by majority of votes, counting the affirmative and negative views of jury members. The result shall be delivered to the President's Office.

If the jury decision is negative, no oral examination will be conducted. Jury's decision shall be notified to the President's Office to the candidate and jury members.

3.2.10. Oral Examination

If the jury's decision is affirmative as a result of review of works, the jury shall meet at the invitation of President's Office to receive the candidate into oral examination.

If one of the jury members fails to participate in the verbal examination meeting, substitute

members shall be invited in order.

The candidates shall be received into the examination on the day, time and place specified. First, a chairman will be elected at the meeting. As a result of the verbal examination, the jury will decide whether the candidate is successful unanimously or by majority of votes and shall issue minutes. Such minutes shall be delivered to the President's Office by jury chairman.

3.2.11 Promotion/appointment

If the jury report is affirmative, the president shall effect the promotion appointment taking the views of professor/associate professor members of University Board of Directors.

3.2.13. If the decision is "negative", the candidate may reapply for associate professorship 1 (one) year after the date of decision.

3.2.11. Appointment procedures for candidates who are citizens of TRNC, Republic of Turkey or foreign countries, who have acquired associate professorship outside TRNC, who have been working at the university for minimum three years shall be done by the President at the recommendation of the applicable dean's office and taking the views of Academic Evaluation Commission and professor/associate professor members of University Board of Directors.

3.3. Promotion and appointment as professor

3.3.1. Requirements sought in candidates applying for promotion and appointment as professor are as follows:

3.3.2. To have worked as a fulltime academic staff member for minimum 5 years in the applicable field after obtaining the title of Associate Professor with the most recent one year to be fulltime at Girne American University.

3.3.3. To have original works published internationally in the scientific discipline worked on and/or to have application related scientific studies and to be proficient in English foreign language at a very good level.

3.3.4. To be found adequate for professorship by Academic Evaluation Commission according to the Academic Evaluation Criteria in Article 2.2.

3.3.5. Candidates whose requirements for application for professorship are complete must deliver to the President's Office the following documents as 6 separate files.

- Recommendation of Applicable Dean or College Director
- C.V.
- Ph.D and Associate Professor's Certificate
- List of Publications
- A copy each of scientific publications
- Education Training Activities
- English Proficiency Certificate
- Conferences and Conventions Prepared or Participated in and Papers Presented
- List of References to His/Her Publications

- List of Research Projects He/She Made and/or Participated in
- List of Graduate Thesis Directed
- Contributions to University Administration and Society

The candidate shall specify one of his publications in his application as his “Main Research Work”.

3.3.6. For a candidate whose documents are completed, the President shall ask the view of academic evaluation commission on the proficiency of the candidate. Academic Evaluation Commission shall evaluate the candidate in terms of the academic evaluation criteria in article 2.2 and English Foreign Language Proficiency in article 2.3 and considering the views of the applicable academic unit director, shall deliver its decision on whether a scientific jury will be appointed for the candidate or not, to the President’s Office.

3.3.7. If the decision is affirmative, 5 principal, 2 substitute professors from the applicable scientific discipline or from close disciplines shall be selected by the Board of Directors and appointed via the President’s Office to review the status of the applying candidate. Minimum 2 jury members must be from outside GAU. Jury members shall be asked to prepare a written report containing the originality of the candidate’s work especially after having received the title of associate professor, their level at international level, contribution to scientific applications, quality of education and training and scientific structures of directed theses and significance of contributions to university administration and society.

3.3.8. Jury members shall first determine whether the work of the candidate meets the minimum academic requirements stipulated in GAU Academic Evaluation Criteria. Works of candidates not meeting the minimum requirements shall not be reviewed. All works of candidates meeting the minimum criteria shall be reviewed in terms of quantity, quality and conformity with the applied professorship, science/art discipline and it shall be decided whether the candidate is adequate for Professorship. Jury members shall not meet during the review phase of the works. Each jury member shall send the report he/she prepares in accordance with the format specified by Academic Evaluation Commission to GAU President’s Office within 3 (three) months from the date on which the works are delivered to him/her.

3.3.9. Reports received from Jury Members are submitted to the meeting of professor members of University Board of Directors by the President. As a result of the carried out evaluation, promotion of the candidate to professorship shall be determined by one more than one half of full number of attending professors.

3.3.10. If the Board of Directors decision is “affirmative”, appointment of the candidate as professor shall be submitted by the President to the approval of Girne American University Board of Trustees.

3.3.11. If the reports coming from jury members are found to be “negative” by majority of votes, the candidate may re-apply to be promoted and appointed as professor within 18 (eighteen) months after the date of application.

3.3.12 Appointment procedures of candidates who are citizens of TRNC, TC or foreign countries, who have acquired professorship outside TRNC and who have been serving at the University for minimum five years shall be submitted by the President to the approval of

Girne American University Board of Trustees at the recommendation of applicable Dean's Office and taking the views of Academic Evaluation Commission and professor members of University Board of Directors.

CHAPTER IV

ACADEMIC EVALUATION CRITERIA

4.1 Minimum Requirements for Assistant Professorship

4.1.1. Student evaluation results to be in the top 80 % of applicable Faculty/College average.

4.1.2. To muster minimum 100 points in total with minimum 50 points in section 1 activities under the academic evaluation schedule. A candidate applying for Assistant Professorship may also get points from works included in Section 1 which are in publication stage.

4.2 Minimum Requirements for Associate Professorship

4.2.1 To have made minimum two publications from publications in 1.1a or 1.2a (see Annex 1) in the Academic Evaluation Schedule – minimum one to be single author or main* author.

4.2.2 To muster 200 points in total with minimum 100 points from Section 1 of Academic Evaluation Schedule (See Annex 1).

4.2.3 (Exemption) Candidates in Philology Main Discipline or Social, Humanities or Administrative Sciences Main Disciplines shall be deemed to have met the publication requirement in 4.2.1 if they meet the following requirements:

- **To have published a single-author original scientific book published by printing houses recognized in their fields (excluding textbooks)**
- **To have published minimum two original articles in juried journals (A journal which has an editor and group of consultants comprising members of academic staff of minimum five different universities publishing science/humanities original research articles, which are published minimum twice a year and which have been printed and distributed regularly in the last five years, accessible at university libraries) not produced from graduate theses.**

4.3 Minimum Requirements for Professorship

4.3.1 To have made minimum two publications after Associate Professorship out of publications in 1.1a or 1.2a of Academic Evaluation Schedule (See Annex 1) – provided minimum one is as a single-author or main* author.

4.3.2. To have mustered 400 points in total with minimum 200 points from Section 1 activities under academic evaluation schedule (See Annex 1).

(main* author publication: is a publication where the candidate is **the first author** or has published with thesis students

CHAPTER IV

MISCELLANEOUS

- 5.1. This code shall be enforced by Girne American University President.
5.2. This code shall go into effect on the date of its publication.

ANNEX 1

ACADEMIC EVALUATION SCHEDULE

1. SECTION 1. RESEARCH BASED PUBLICATIONS

2.

	POINTS
1.1	
a. Original articles and compilations published in journals screened by SCI-Expanded (Science Citation Index -Expanded), SSCI (Social Science Citation Index), AHCI (Arts and Humanities Citation Index) ¹	40
b. Technical notes, case presentations, letters to editor, book critiques and similar other publications contained in journals screened by SCI-Expanded (Science Citation Index - Expanded), SSCI (Social Science Citation Index), AHCI (Arts and Humanities Citation Index) ¹	+
1.2.	
a. Original articles and compilations published in journals screened by international indices other than indices cited in article 1.11 ¹	30
b. Technical notes, case presentations, letters to editor, book critiques and similar other publications contained in journals screened by international indices other than those cited in article 1.11 ¹	15
1.3.	
a. Original articles and compilations published in juried journals outside the scope of article 1.1 and 1.21 ¹	
b. Technical notes, case presentations, letters to editor, book critiques and similar other publications contained in juried journals outside the scope of article 1.1 and 1.21 ¹	10
c. Original articles and compilations published in journals outside the scope of articles 1.1., 1.2, 1.3.a. and 1.3.b1 ¹	10
d. Technical notes, case presentations, letters to editor, book critiques and similar other publications contained in journals outside the scope of articles 1.1., 1.2, 1.3.a. and 1.3.b. ¹	5
e. Full texts of papers published in books of international scientific events ¹	15
f. Full text of papers published in books of national scientific events ¹	10
1.4.	
Papers presented in international conventions, the abstracts of which are published in journals registered in indices cited in Article 1.11 ¹	15
1.5.	
Other International convention or symposium papers ¹	10
1.6.	
National convention or symposium papers ¹	10
1.7.	
SCI, SSCI and AHCI citations	5 /citation

SECTION 2: OTHER PUBLICATIONS

	POINTS
2.1.	
Formulae charts, figures, pictures and tables contained in international books and invitation compilation journals cited with the name of the candidate	20
2.2.	
Citations in international reference books ¹	10/citation
2.3.	
a. Authoring of books published by international printing houses or organizations ¹	50
b. Editorship or section authorship of books published by international printing houses or organizations ¹	25
c. Authoring in reviewed new editions of books published by international printing houses or organizations ¹	10
d. Editorship or section authorship in reviewed new editions of books published by international printing houses or organizations ¹	5
2.4.	
a. Book translations in applicable field (minimum 100 pages) per book ¹	20
b. Translation of reviewed new edition books in applicable field (minimum 100 pages) per book ¹	10
c. Translation of chapters of books or booklets or articles in applicable field (less than 100 pages) ¹	5
2.5.	
a. Authoring scientific or course book, textbook or chapters in applicable field (minimum 100 pages) ¹	30
b. Authoring reviewed new edition scientific or textbooks in applicable field (minimum 100 pages) ¹	10
c. Chapter authoring or editorship in scientific/course booklets (less than 100 pages or less) ¹	20

SECTION 3: OTHER SCIENTIFIC ACTIVITIES

	POINTS
3.1.	
a. Science and Service Awards granted by international science organizations	100
b. Incentive Awards granted by international scientific organizations	50
3.1.1.	
a. Published audiovisual programs (production, direction, script)	10
b. Published audiovisual program assistant (production, direction, script)	5
c. Released full-length films (production, direction, script)	50
d. Released full-length film assistant (production, direction, script)	25
e. Released short-length films (production, direction)	25
3.1.2.	
a. Published multimedia interactive CD design and production	10
b. Published web design and management	10
c. Published newspapers, journals, etc. design	5
d. Published posters, brochures, etc. design	10
3.1.3.	

a. Photographs printed in posters, brochures, catalogs, journals, books, etc. published nationally	5
b. Photographs printed in posters, brochures, catalogs, journals, books, etc. published internationally	15
c. Public relations, social responsibility or advertising campaigns held at national level	5
d. Public relations, social responsibility or advertising campaigns held at international level	15
e. Photograph or graphics exhibition at national level	5
f. Photograph or graphics exhibition at international level	15
3.2.	
a. Science and Service Awards granted by National Science Organizations	50
b. Incentive Awards granted by National Science Organizations	25
3.3.	
a. Project awards granted by international organizations	20
b. Project awards granted by national organizations	10
3.4.	
a. International patents I	75
b. National patents I	50
c. Utility models, Type registrations I	30
3.5.	
a. Scientific purpose international scholarships	20
b. Scientific purpose national scholarships	10
3.6.	
International experience (minimum uninterrupted three months)	20
3.7.	
a. Documented professional training	1 /day maximum 5
b. Documented training in connection with education-training	2 /day maximum 10
3.8.	
a. Editorship or member of board of editors in journals covered by SCI, SSCI and AHCI	75
b. Editorship or member of board of editors in journals registered with other international indices	25
c. Editorship or member of board of editors in juried branch journals	10
d. Jury in journals covered by SCI, SSCI and AHCI	5 /article
e. Jury outside scope of 3.7.d.	2 /article
3.9.	
a. Conducting of projects supported by international organizations	40
b. Taking part in project supported by international organizations	20
c. Conducting projects supported by international organizations	25
d. Taking part in project supported by national organizations	15
e. Conducting projects supported by local organizations	15
f. Taking part in projects supported by local organizations	10
3.10.	
a. In events like international symposiums and conventions:	

• Serving as chair	15
• To take part and/or serve as session chairman	5
b. In activities like international workshops and summer schools:	
• Serving as chairman	10
• Taking part and/or serving as session chairman	5
c. To be invited as speaker to international scientific or art events	15
d. In events like national symposiums and conventions:	
• To act as chair	10
• To take part and/or serve as session chairman	5
e. In events like national workshops and summer schools:	
• To serve as chair:	10
• To take part and/or to serve as session chairman	5
f. To act as speaker or panelist in events like panels, conferences, seminars, open discussions, workshops or summer schools in applicable field	5
3.11.	
a. International jury membership	5
b. National jury membership	5

SECTION 4: ADMINISTRATIVE ACTIVITIES

	POINTS
4.1.	
a. To serve as Provost/ Dean/ Institute Director / College Director	15 up to 4 years 30 over 4 years
b. To serve in senates and/or university board of directors (save those listed in a)	5 up to 3 years 10 over 3 years
c. To serve as Assistant Dean/Department Head	10 up to 4 years 20 over 4 years
d. To serve as chair in permanent commissions or committees	5 up to 3 years 10 over 3 years
e. To serve as member in permanent commissions or committees	5 up to 5 years 10 over 5 years

SECTION 5. SOCIAL CONTRIBUTION

	POINTS
5.1.8	
a. To take part in management, board, commissions or committees of international, scientific or professional organizations and institutions	5
b. To take part in management, boards, commissions or committees of international social, cultural and economic organizations and institutions	5
c. To take part in management, boards, commissions or committees of branches in Turkey and/or TRNC of international, scientific and professional organizations and institutions	5
d. To take part in management, boards, commissions and committees of branches in Turkey of international social, cultural and economic organizations and institutions	5
e. To take part in management boards, commissions or committees of national scientific and professional organizations and institutions	5

f. To take part in management boards, commissions or committees of national social, cultural and economic organizations and institutions	5
g. To serve in senior management of local branches of national scientific and professional organizations and institutions	5
h. To serve in senior management of local branches of national social, cultural and economic organizations and institutions	5
i. To serve in or contribute to public and private organization and institutions	5
5.2.	
a. To perform publication activities in national or local press, audio or visual media.	5
b. Conferences and articles in popular journals regarding public education	5
5.3.	
Completed feasibility, test, HES, specialist and expert reports prepared for public and private organizations and institutions	5

CHAPTER 6: THESIS MANAGEMENT

6.1.	
a. Completed Ph.D. thesis	up to 5 students 10 over 5 students 20
b. Completed Master's thesis	up to 10 students 5 over 10 students 10
c. Completed Master's project	up to 20 students 5 over 20 students 10
Number of Authors in the Work	Deserved Points (Percentage of Stipulated Full Points)
	1. name % 2. name % 3. name % 4. name % 5. name % 6. name % 7. name % 8. name % 9. name % 10. name % 11. name % 12. name % 13. name % 14. name %
1 name	100
2 name	100 90
3 name	90 80 70
4 name	85 75 65 55
5 name	80 70 60 50 40
6 name	75 65 55 45 35 25
7 name	70 60 50 40 30 25 25
8 name	65 55 45 35 25 25 25 25
9 name	60 50 40 30 25 25 25 25 25
10 name	55 45 35 25 25 25 25 25 25 25
11 name	50 40 30 25 25 25 25 25 25 25 25
12 name	45 35 25 25 25 25 25 25 25 25 25 25
13 name	40 30 25 25 25 25 25 25 25 25 25 25 25
14 name	35 25 25 25 25 25 25 25 25 25 25 25 25 25
15 and over	Same as fourteen names

