

IBN HALDUN UNIVERSITY
DIRECTIVE ON ACADEMIC STAFF PERFORMANCE EVALUATION AND REWARD
CRITERIA

CHAPTER ONE

Objective, Scope, Basis, and Definitions

Objective

ARTICLE 1 – (1) The purpose of this Directive is to measure the academic performance level of academic staff currently employed or to be appointed at Ibn Haldun University, based on the procedures and objective principles defined in this Directive. It aims to increase the efficiency and enhance the quality of Ibn Haldun University's educational and research activities, academic and citizenship duties (administrative services), and societal contributions.

(2) The performance levels determined as a result of measuring the academic performance level through the procedures and principles defined in this Directive will be taken as criteria for determining salary increase rates, as well as for the continuation and termination of employment contracts.

Scope

ARTICLE 2 – (1) This Directive encompasses the criteria, procedures, and principles established by the University regarding the measurement of academic performance, determination of salary, and the impact on the continuation and termination of employment contracts for academic staff currently employed or to be appointed in academic positions at Ibn Haldun University. The scope of this directive includes professors, associate professors, assistant professors, and lecturers who have served for at least one semester on a full-time and permanent basis at Ibn Haldun University.

(2) Performance evaluation of academic staff serving in the research assistant position is excluded from the scope of these principles as specified in this Directive. Based on the opinions received from the relevant department chairmanship, the evaluation is conducted by the Dean's Office to which the research assistant is affiliated.

(3) Academic staff aged 65 and above, as well as academicians explicitly regulated in their employment contracts, are exempt from evaluation in terms of scientific research and criteria stated in their contracts. The exemption from performance evaluation for advisory positions to the Rector can be granted by a decision of the Rectorate. Evaluation in the fields of education and citizenship is subject to the assignment of tasks to academic staff, and performance scoring is not conducted during periods when the staff is not assigned tasks in the specified fields. The evaluation prepared by the unit head to which the academic staff is affiliated includes the justification for not assigning tasks. The non-selection of elective courses is not reflected as a negative score.

Basis

ARTICLE 3 – (1) This Directive has been prepared based on the provisions of Law No. 2547 on Higher Education, Law No. 2809 on the Organization of Higher Education Institutions, and the Regulation on Foundation Higher Education Institutions.

Definitions

ARTICLE 4 – (1) In this Directive;

- a) **Academic staff** refers to teaching staff who work at Ibn Haldun University under fixed-term or indefinite-term contracts,
- b) **Sub-Commission** refers to the sub-commission established by the Faculty/Department to which the academic staff at Ibn Haldun University is affiliated,
- c) **Department Chair** refers to the chair of the department to which the academic staff at Ibn Haldun University is affiliated,
- d) **Dean** refers to the dean of the faculty to which the academic staff at Ibn Haldun University is

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affiliated,

e) Commission (PDK) refers to the Performance Evaluation Commission of Ibn Haldun University,

f) Director refers to the directors of the Institute, centers, continuing education centers, and research centers at Ibn Haldun University,

g) Board of Trustees refers to the Board of Trustees of Ibn Haldun University,

h) Performance refers to the activities of academic staff in the areas of education, research, and citizenship and social contribution,

i) Performance Evaluation Criteria refers to the table attached to this Directive, which shows the scores to be calculated for the activities of academic staff in the areas of education, research, citizenship, and social contribution, as well as the percentage of the total score in each area for the final evaluation,

j) Performance Objectives refer to the table showing the score targets,

k) Rector refers to the Rector of Ibn Haldun University,

l) Vice Rector refers to the vice rectors of Ibn Haldun University,

m) Social Contribution refers to the activities that contribute to the ranking of Ibn Haldun University in THE and similar social impact rankings, particularly activities that contribute to sustainable development goals,

n) University refers to Ibn Haldun University,

o) Board of Directors refers to the University Board of Directors of Ibn Haldun University.

SECTION TWO

Establishment and Duties of Academic Performance Commissions

Establishment and duties of academic performance commissions

ARTICLE 5 - (1) The purpose of the Academic Performance Commission is to ensure the regular monitoring and evaluation of the performance of academic staff at the University in designated periods for submission to the Rectorate and to develop methods in line with this purpose.

(2) The Commission is composed of two faculty members to be determined by the Rectorate, chaired by a Vice Rector appointed by the University Rector. The term of office of the Academic Performance Commission is three years, and the secretary designated by the Commission chairman carries out the correspondence tasks of the Commission. The Commission meets at least once a year with the designated members or their appointed proxies by simple majority to evaluate the reports submitted by the sub-commissions upon the agenda of the Commission chairman or the acting chairman. Decisions are taken by simple majority and recorded in the minutes. The decisions are signed by all members attending the meeting. The member who does not agree with the decision must write the reason for dissent in the minutes. The decisions of the Commission are advisory in nature. The report prepared by the Commission is submitted to the Rectorate. The final authority for the decisions regarding performance evaluation results lies with the Rectorate, which can make recommendations on the subject in the commission's report. All activities of the Commission are conducted in confidentiality.

Academic performance sub-commissions and their duties

ARTICLE 6 - (1) The purpose of the Academic Performance Sub-Commissions is to ensure the monitoring, evaluation, and preparation of reports of the performance of academic staff at the University for submission to the Academic Performance Commission in designated periods.

(2) Academic Sub-Performance Committees consist of at least two faculty members whose names are determined by the Dean/Institute Director under the chairmanship of the Dean/Institute Director to whom the university's academic staff is affiliated. In faculties with department chairmanships, sub-committees are formed under the chairmanship of the respective Dean, with the participation of each Department Chairman. The term of office for Academic Sub-Performance Committees is three years, and a secretary appointed by the Committee chairman determines the correspondence duties of the Sub-Committee. The Sub-Committee convenes at least once a year, upon the agenda call of the Committee chairman or deputy, to evaluate the performance of the academic staff under their responsibility by reviewing the individual

performance evaluation forms and relevant documents submitted by the academic staff to the relevant Faculty or Department Chairmanship. The report prepared by the Sub-Committee is submitted to the Academic Performance Committee, including the ranking and scores of the academic staff working under the relevant Faculty or Department Chairmanship. In addition, a report prepared by the unit head, based on objective criteria regarding whether the assigned tasks to the academic staff have been completed in a timely and satisfactory manner, is also added to the Committee. The performance score given in this report by the unit head has a 50% influence on the determination of the citizenship score for each academic staff member. Confidentiality is observed in the activities of the Sub-Committee, the performance report, and the report prepared by the unit head to which the academic staff member is affiliated.

CHAPTER THREE

Principles of Performance and Reward Evaluation, Basic Data, Performance Measurement Process, and Results

Principles of Performance and Reward Evaluation

ARTICLE 7 - (1) The performance of academic staff is evaluated in three main areas: scientific research-publications, educational-teaching practices, and citizenship. During the evaluation, the impact of the specified activities is taken into account as follows: 50% in the research-publications area, 30% in the educational-teaching practices area, 20% in the citizenship area, and 20% in the societal contribution area. The citizenship score is given based on the works that will elevate the position of Ibn Haldun University in the societal impact ranking, as defined in Article 4 of this Regulation.

(2) The individual performance evaluation score of academic staff is calculated by taking into account the topics specified in the Performance and Reward Evaluation Criteria and the scores arranged in the annexed table to this Regulation.

(3) In order for the academic staff not to be evaluated in the unsuccessful category in terms of performance, they must obtain a minimum of 20 points in the research-publications area, specifically in the article/book category, a minimum of 10 points in the educational-teaching practices area, and a minimum of 15 points in the citizenship area. Academics conducting projects and academics ranking higher in the successful category may be rewarded according to their success levels.

(4) The determination of scores related to Performance Targets and their weight within the total score may be modified for each faculty or program, provided that it does not fall below the minimum score specified in the Regulation and is announced in advance, taking into account the University's strategic plan goals, the structure and activities of the Faculty or Department program, and the strategic plan goals.

(5) Remarkable works or publications and thesis advisories that significantly contribute to Ibn Haldun University's vision, mission, and values may be awarded additional points in the performance and reward evaluation with the recommendation of the Committee and the approval of the Rector.

(6) If a study conducted in the societal contribution area is additionally scored under any of the performance criteria, only the higher score is taken into consideration in the evaluation. The score given due to societal contribution is evaluated solely as a performance criterion for rewards.

Basic data for performance and reward evaluation

ARTICLE 8 - (1) In the evaluation of academic staff performance, the activities carried out between 1 February and 31 January of the relevant academic year are taken into account. For the academic staff's activities related to the relevant academic year to be considered in the evaluation, they must have entered the data into the announced system by 24:00 on 31 January and submitted the activity file to the Faculty or Department Chairmanship they are affiliated with, along with the documents (cover page, index page, acceptance letter, etc.) related to the activity by the end of the working day on 5 February, together with the output obtained from YÖKSİS. If incorrect or erroneous data entry is detected, a request for deletion or correction of the incorrect or erroneous data can be made by applying to the relevant Faculty or Department Chairmanship with a petition by the end of the working day on 10 February.

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(2) If data entry is not made on time or the activity file is not submitted without a valid excuse, the academic staff's performance will not be subject to evaluation. In this case, the University Board of Trustees may decide on the termination of the academic staff's contract or the withholding of a salary increase for that year.

Performance measurement process and results

ARTICLE 9 - (1) Each academic year, together with the previous year, is considered as a period consisting of the last two academic years. The result of the Performance Index Evaluation

CHAPTER FOUR

Final Provisions

Effect and Consequences of the Regulation

ARTICLE 10 - (1) This Regulation is an annex to the contracts concluded between the University and academic staff, and its provisions and consequences are independent of the provisions of the Appointment and Promotion Regulation.

Effectiveness

ARTICLE 11 - (1) This Regulation shall be implemented for all academic staff assigned in the University as of the 2020-2021 academic year (except for the Rector and Vice-Rectors, Deans, and Institute Directors who are exempt from this evaluation). The contracts of academic staff who have been in the "unsuccessful" category for two consecutive years as of the academic year in which this Regulation comes into effect may be terminated for valid reasons without renewal at the end of the term. As a result of the evaluation of academic staff in the "unsuccessful" category, the findings related to the relevant academic year are notified to them by the respective Faculty or Department Chairmanship, and their written defense is obtained, and whether a valid excuse has been presented or not is evaluated by the relevant Faculty Board and reported to the Rectorate. With the approval of the Rector, the academic staff may be removed from the "unsuccessful" category. The Board of Trustees is authorized in matters related to issuing warnings to academics classified as unsuccessful or terminating employment contracts.

Execution

ARTICLE 12 - (1) The President of Ibn Haldun University shall enforce the provisions of this Regulation.

Attachments to this Regulation:

Attachment 1 - Table Including Individual Performance Evaluation Scores

Attachment 2 - Principles, Definitions, and Explanations Regarding the Implementation of the Academic Performance System

ATTACHMENT 2

ESSENTIALS, DEFINITIONS, AND EXPLANATIONS REGARDING THE IMPLEMENTATION OF THE ACADEMIC PERFORMANCE SYSTEM

ARTICLE 1 - DEFINITIONS

In the implementation of the "Ibn Haldun University Annual Performance Evaluation System," the following definitions apply:

Research: Systematic studies conducted in accordance with scientific principles, with the aim of producing new knowledge, analyzing/solving technological problems, developing innovative products, processes, works, or designs, and making contributions to science, technology, and art through assignments outside the institution within the scope of the project, for a minimum of four months domestically or internationally, excluding project-related activities, and concluded with a successful outcome by the authorized bodies of the relevant institutions.

Citation: The act of quoting one work in another work.

Activity: References made to projects, research, publications, designs, exhibitions, patents, and academic awards that have been completed domestically or internationally, which contribute to science, technology, and art, as well as the papers presented at international meetings with scientific committees and the academic awards received.

Award: Awards received by the applicant for their professional, scientific, or artistic activities in their field.

Project: Activities that are carried out systematically in accordance with scientific principles, defining the purpose, scope, general and technical description, duration, budget, special conditions, and the amount of in-kind and/or cash support to be provided by institutions, organizations, and individuals, and determining the principles of sharing intellectual property rights that may arise as a result, encompassing all stages of R&D activities.

Well-known national publisher: Publishing houses that have engaged in regular activities for at least five years at the national and/or international level, whose books are esteemed and recognized in the academic community on a national and/or international scale, and have published at least 50 copyrighted books by different authors.

Well-known international publisher: Publishing houses that have engaged in regular activities for at least five years at the international level, whose books are esteemed and recognized in the academic community on an international scale, and have published at least 20 books by different authors in the same field, or publishers listed on Thomson Reuters (<http://wokinfo.com/mbl/publishers/>).

Design: The original initial drawing or design of a structure, product, or object.

Paper: A paper presented orally at a scientific conference, symposium, congress, or workshop.

National patent: A patent filed under national legislation and granted by the Turkish Patent and Trademark Office following the examination report.

International patent: An international patent application filed under the Patent Cooperation Treaty (PCT) and recognized to meet the patentability criteria (novelty, inventive step, industrial applicability) in the written opinion part of the international search report or the international preliminary examination

report, or a patent granted by the European Patent Office under the European Patent Convention.

ULAKBİM: The Scientific and Technological Research Council of Turkey (TÜBİTAK) National Academic Network and Information Center.

Publication: Compilation, article, or short article (letter to the editor, comment, case presentation, technical note, research note, abstract, and book review) published in journals, book or book chapter, editorship, and editorial board membership.

YÖKSİS: Higher Education Council (YÖK) Common Database.

ARTICLE 2 - CLASSIFICATION OF JOURNAL ARTICLES

Publications categorized as groups A, B, C, and D are classified as follows: In the first quarter according to the Web of Science (WOS) and Journal Citation Reports (JCR) classification, they are classified as group A; in the second quarter, as group B; in the third quarter, as group C; and in the fourth quarter, as group D. Publications that are not indexed in Web of Science but are listed in Scopus are classified as group D.

Publications classified as group E are articles published in journals indexed by at least two (2) international subject indexes, such as ABI Inform, Academic Research Library, Book Review Digest, Business International and Company Profile ASAP, Business Periodicals Index, Business Source Alumni Edition/Complete/Government Edition/Corporate/Corporate Plus/Elite/Premier, Cabell's Directory of Publishing Opportunities in Management & Marketing, Corporate Resource Net, Current Abstracts, DIALOG, Discovery, Econlit, Emerald Management Reviews, Emerging Sources Citation Index, European Business ASAP, Expanded Academic ASAP, Google Scholar, Health Business Elite, Index Islamicus, INSPEC, International Academic Research Library, OCLC's Electronic Collections Online, PAIS, ProQuest, PsychINFO, ReadCube Discover, REPEC, Research Library, Scopus, SSRN, TOC Premier (EBSCO), Australian Education Index, Contents Pages in Education, Educational Administration Abstracts, Educational Research Abstracts, Philosopher's Index.

ARTICLE 3 - EVALUATION OF BOOKS AND JOURNALS

Books must have an ISBN, and journals must have an ISSN or DOI number. When scoring book chapters, the total score obtained for the chapters in the same book cannot exceed the designated score for the entire book. The publication year of the book is essential for evaluations. For the evaluation of articles published in journals, it is essential that the relevant journal is published or available electronically (clearly presenting volume, page, year information, and bibliographic information).

For international peer-reviewed journals other than types A, B, C, D, and E to be included in the evaluation scope, they must have been published for at least five years with at least one issue per year, have an international editor or editorial board, have a scientific evaluation process, and provide information on how this process works on the journal's website. The bibliographic information of the articles published through the journal's website must be accessible. When evaluating editorships in journals, only one editorship, even if in different journals, is considered. In multi-editor journals, only the chief editor is evaluated under the incentive scheme.

ARTICLE 4 - EVALUATION OF CITATIONS

Each publication receives one citation score regardless of the number of citations received in the cited work. However, for books with different chapter authors, a separate scoring is made for each citation in different chapters. The score for citations made to the candidate's multiple-authored articles by other authors is calculated as half of the relevant citation score. Citations made by the publication owner to their own publications and works are not considered for evaluation.

ARTICLE 5 - Evaluation of Conference Papers

For the international qualification of events where presentations are made, at least five different countries other than Turkey must have participation with verbal presentations by speakers, and more than half of the papers must be presented by participants from outside Turkey. The evaluation of papers requires that the paper has been presented at the relevant event and is documented (event program and a document indicating the participation of at least one researcher whose name is mentioned in the paper). In addition, for evaluation in the published paper category, the full text of the paper must be submitted in electronic or printed form.

ARTICLE 4 - Evaluation of Citations

Each publication receives one citation score regardless of the number of citations it receives in the cited work. However, in books with different chapter authors, a separate score evaluation is made for each citation made in different chapters. When citations are made to multiple-authored articles by other authors, the score for each citation is calculated as half of the relevant citation score. Citations made by the publication owner to their own publications and works are not evaluated.

ARTICLE 5 - Evaluation of Papers

For an event where papers are presented to be considered internationally, at least one speaker presenting an oral paper from at least five different countries other than Turkey must participate, and more than half of the papers must be presented by participants from outside Turkey. In the evaluation of papers, it is essential that the paper is presented at the relevant event and documented (event program and a document indicating the participation of at least one researcher whose name appears in the paper). In addition, for evaluation in the published paper category, the full text of the paper must be submitted electronically or in print.

ARTICLE 6 - Evaluation of Project, Exhibition, Design, and Research Activities

Only projects accepted domestically or internationally that contribute to science, technology, and art are considered for evaluation in project activities. In order for externally sourced (domestic or international) projects to be evaluated in this context, the project must have research or social contribution. Projects for the establishment of research infrastructure, projects that support the research culture of entrepreneurs, researchers, and students, scientific research projects supported by higher education institutions, expert opinions and consultations made through revolving funds are not taken into consideration. In the case of a conducted project, duplicate scoring is not applied for works that are complementary or supportive in nature and have been provided with budget support by different institutions or organizations, which are essentially part of the same project or an extension of it.

Design projects such as posters, advertisements, banners, covers, logos, etc. must consist of at least three works. Otherwise, one-third of the score is given to each work. Exceptional projects may be subject to a special evaluation based on the financing institution, budget amount, product to be produced, duration, and contribution to the university.

In the evaluation of research activities, only research conducted successfully through assignment outside the institution with the permission of the board of directors of the higher education institution, which contributes to science, technology, and art domestically or internationally and whose final report has been found successful by the authorized authorities of the relevant institutions, are taken into consideration. The permission of the board of directors of the higher education institution must be included in the application. Research is evaluated on a monthly basis; research projects lasting less than two months are not considered for evaluation if they include an action plan, feasibility report, and inventory study.

In the evaluation of awards, it is essential that the award is given for the work related to the field of the applicant. Awards given for papers, awards given by publishing houses or journals for peer reviews, and awards received by the applicant from their university are not considered for evaluation. In the evaluation

of awards, the date of receipt of the award is considered for awards; in the evaluation of projects and research, the completion of projects and research is considered; in the evaluation of designs, the completion of the design is considered; and in the evaluation of patents, the date of patent registration is considered; and in the evaluation of exhibitions, the date of the exhibition opening is considered.

In the evaluation of design activities, only designs implemented or commercialized in accordance with a contract made with public institutions or private legal entities, which contribute to science, technology, and art and are related to the applicant's field, are taken into account.

In the evaluation of exhibition activities, those that contribute to art are taken into account. In order for the exhibition to be evaluated as international, it must be approved by the relevant committees of the section, department, or main art branch that the exhibition is international. For recurring activities, a maximum of two events are considered, and the score of the previous event is reflected in the second recurring event. In the evaluation of activities within the scope of the exhibition, exhibitions within the scope of educational activities and student club activities are not taken into account.

ARTICLE 7 - Evaluation of Collaborative Activities

Different values are assigned based on the number of individuals involved in the activity when determining the ratios for collaborative publications (articles, compilations, books, or book chapters), presentations, and patents, according to the coefficient (k) in the table below.

Number of People : K	Coefficient Value
1	1
2	0,8
3	0,6
4	0,45
5	1/5
6	1/6
7 or more	1/K

ARTICLE 8 - Preparation and Scoring of Activity Files

Preparation of the Activity File: The documentation of each activity that took place between February 1st and January 31st, and is included in the scoring, is placed in the Activity File in the following order, along with the output obtained from YÖKSİS (cover page, index page, acceptance letter, etc.). The academic performance evaluation committee may request additional explanations, information, and documents related to the academic activity at any stage of the evaluation if deemed necessary.

If there are multiple publications in any article, the total score is entered after weighting each publication based on the number of authors.