

AUTHORITY	Chairman of the Board of Trustees
APPROVAL DATE	09 March 2023
DECISION NUMBER	

**ISTINYE UNIVERSITY
DIRECTIVE FOR THE ASSESSMENT-EVALUATION
OF ACADEMIC STAFF PERFORMANCE**

CHAPTER 1

Purpose, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1 – (1) This Directive defines the criteria to assess the performance of tenured academic staff who have worked at Istinye University for at least one year.

(2) The academic performance criteria is formulated to improve the efficiency and quality of the activities of the academic staff specified above.

(3) This directive intends to ensure the contribution of executives and administrators of Istinye University on the process of increasing the efficiency and quality of the activities of the academic staff specified above.

Basis

ARTICLE 2 – (1) This Directive is based on Article 14 of Higher Education Law 2547 and on the Regulation on Foundation Higher Education Institutions and the Main Regulation of Istinye University, published in Official Gazette No. 29826, dated 09 September 2016.

Definitions

ARTICLE 3 – (1) In this Directive,

- a) "Academic Staff" refers to the instructors working at Istinye University,
- b) "Rector" refers to the Rector of Istinye University,
- c) "Senate" refers to the Istinye University Senate,
- ç) "Calendar Period" refers to the period between 01 January and 31 December,
- d) "University" refers to Istinye University.

CHAPTER 2

Academic Performance Level Assessment Process and Criteria

Academic performance evaluation commission

ARTICLE 4 – (1) Academic Performance Evaluation Commission (APEC): a 5-person commission appointed and led by the Rector for a period of one year.

Academic performance level assessment process and application principles

ARTICLE 5 – (1) The concept of academic performance in this Directive is evaluated according to the criteria in APPENDIX-1, APPENDIX-2 and APPENDIX-3.

(2) Academic performance is assessed based on the activities of academic staff in a calendar year.

(3) The Rector, Vice-Rectors, Deans and administrators who receive additional payments due to their administrative duties are exempt from the Academic Performance System assessment. In cases of illness, pregnancy/birth, unpaid leave, and domestic or overseas assignments of more than 3 (three) months, these staff are excluded from the academic performance evaluation. The Rector will determine whether academic staff working in newly created academic units who encounter extraordinary life conditions are be excluded from the academic performance evaluation.

(4) Each year, the performance levels of the instructors are evaluated by the Rectorate. Faculty

members and lecturers must achieve the specified minimum standards scores to be determined satisfactory in their academic performance. The Rectorate evaluates whether or not to renew the contracts of those instructors who do not achieve the minimum standards score. Incentive principals related to high performing academic staff will be determined by the Rectorate for the related year.

(5) Lecturers and research assistants must achieve a minimum performance score of 100 while Faculty members must achieve a minimum performance score of 200.

For Faculty members, the minimum performance score of 200 divides as:

The sum of the scores of academic advising and courses cannot exceed 100.

The sum of the scores of patents, projects and articles cannot exceed 150.

The maximum score that can be collected from all other activities is 100.

For Lecturers , the sum of the scores of academic advising and courses cannot exceed 50.

For Research Assistants, the sum of the scores of practical and lab courses cannot exceed 50.

(6) The results of Academic Performance Evaluations will be shared with the relevant Dean/Manager.

(7) In extraordinary circumstances that may affect education, training and academic activities, or in cases where the directive cannot provide an answer/a solution, the Rector will decide whether and/or how this Directive will be applied and implemented.

CHAPTER 3

Miscellaneous Considerations

The quality of the directive and its effect on the other directives of the university

ARTICLE 6 – (1) This Directive is an appendix to agreements between the University and its academic staff and is evaluated independently of the provisions of Istinje University’s Academic Appointment / Promotion Criteria Directive.

Force

ARTICLE 7 – (1) This Directive takes effect on the date of approval by the Istinje University Board of Trustees.

Executive

ARTICLE 8 – (1) This Directive is executed by the Rectorate of Istinje University.

APPENDIX 1

Score Table for Evaluation of Faculty Member Academic Performance*

Criteria	Evaluation	Score
Administrative duties (administrators not mentioned in ARTICLE 5 (3))	For all the administrative duties Performed at least 6 months	40
Courses	Per course in addition to at least 3 courses, up to a maximum of 9 courses (maximum 6 courses)	10
Number of students advised	Per Student	0,5**
Number of international Q1 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	25
Number of international Q2 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	15
Number of international Q3 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	10

Number of outside scientific projects, national	Full points per project managed; half points for researchers	40
Number of outside scientific projects, international	Full points per project managed; half points for researchers	100
National patents	Per patent registered in the calendar year	40
National and international patent applications	Both applications must be made and together count as one application; per application made in a calendar year	50
International and quality patents (AB, GB, ABD...etc)	Per patent registered in the calendar year	100
ERASMUS Protocols	Per ERASMUS protocol signed by the relevant department (e.g., signed by the department of the academic staff in the Faculty of Medicine, Pharmacy, Dentistry) in the calendar year	10
Important / Qualified National congresses, symposia and workshops related to the professional field	Per congress organized and chaired / co-chaired*** by academic staff, or where the academic staff is a qualified conference spokesperson in the calendar year	20
Important / Qualified International congresses, symposia and workshops related to the professional field	Per congress organized and chaired / co-chaired*** by academic staff or where the academic staff is a qualified conference spokesperson in the calendar year	50
Important / Qualified Art and design production and other activities organized by academic staff and external stakeholders within or under ISU	Per activity organized and chaired / co-chaired*** by academic staff or where the academic staff is a spokesperson in the calendar year	20
Important / Qualified Activities of academic staff contributing to society and the University	Per activity organized and chaired / co-chaired*** by academic staff and the external stakeholders or where the academic staff is a spokesperson in the calendar year	20
Corporate communication performances	For all performance activities of academic staff in the calendar year, as determined by the unit manager	10
Administrative process contributions (including commissions)	For all administrative contributions of academic staff in the calendar year, as determined by the unit manager	10

*Minimum score: 200

**The total Academic advising score cannot exceed 20% of the minimum score

***Maximum number of co-chairs within the institution: 2

APPENDIX 2

Score Table for Evaluation of Research Assistant Academic Performance*

Criteria	Evaluation	Score
Practical and lab courses	Per course	10
Number of international Q1 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	25
Number of international Q2 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	15
Number of international Q3 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	10
Number of outside scientific projects, national	Full points per project managed; half points for researchers	40
Number of outside scientific projects, international	Full points per project managed; half points for researchers	100
National patents	Per patent registered in the calendar year	40
National and international patent applications	Both applications must be made and together count as one application; per application made in a calendar year	50
International and quality patents (AB, GB, ABD...etc)	Per patent registered in the calendar year	100
Important / Qualified Art and design production and other activities organized by academic staff and external stakeholders within or under ISU	Per activity organized and chaired / co-chaired*** by academic staff or where the academic staff is a spokesperson in the calendar year	20
Corporate communication performances	For all performance activities of academic staff in the calendar year, as determined by the unit manager	10
Administrative process contributions (including commissions)	For all administrative contributions of the academic staff in the calendar year, as determined by the unit manager	10

*Minimum score: 100

**Maximum co-chairs within the institution: 2

APPENDIX 3

Score Table Corresponding to Academic Performance Evaluation Criteria for the Lecturers *

Criteria	Evaluation	Score
Courses	Per course	10
Administrative duties (administrators not mentioned in ARTICLE 5 (3))	Performed at least 6 months	40
Number of students advised	Per student	0.5**
Number of international Q1 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	25
Number of international Q2 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	15
Number of international Q3 articles (WoS, SCOPUS, SCI, SSCI, AHCI)	Per article	10
Number of national scientific projects outside the University	Full points per project managed; half points for researchers.	40
Number of international scientific projects outside the University	Full points per project managed; half points for researchers.	100
National patents	Per patent registered in the calendar year	40
National and international patent applications	Both applications must be made. Per application made in a calendar year	50
International and quality patents (AB, GB, ABD...etc)	Per patent registered in the calendar year	100
Important / Qualified Art and design production and other activities organized by academic staff and external stakeholders within or under ISU	Per activity organized and chaired / co-chaired*** by academic staff or where the academic staff is a spokesperson in the calendar year	20
Corporate communication performances	For all performance activities of academic staff in the calendar year, as determined by the unit manager	10
Administrative process contributions (including commissions)	For all administrative contributions of the academic staff in the calendar year, as determined by the unit manager	10

*Minimum score: 100

**Academic advising score not to exceed 20% of the minimum score

***Maximum number of co-chairs within the institution: 2

