**ATILIM UNIVERSITY**

**DIRECTIVE ON THE PRINCIPLES AND PROCEDURES FOR THE ACADEMIC STAFF PERFORMANCE MEASUREMENT CRITERIA**

**SECTION ONE**

**Purpose-Scope-Basis**

**ARTICLE 1 - Purpose**

This directive aims to determine the criteria, the principles, and the procedures regarding the measurement of the academic performance of the current and future academic staff members of Atılım University employed as faculty members (professors, associate professors, assistant professors), lecturers, and research assistants (all of whom to be referred as “faculty members” for the purposes of this directive throughout) subject to the principles and procedures provided in this directive, and the effect of the determined levels on the continuity, or the termination, of the contracts of the individuals in question.

**ARTICLE 2- Scope**

This directive covers the criteria, the principles, and the procedures determined by Atılım University regarding the criteria for performance measurements of current and future Atılım University faculty members, as well as the effect of these measurements on the continuity or termination of their contracts.

**ARTICLE 3- Basis**

This directive is prepared on the basis of the provisions of Article 10 of Constitution of the Republic of Türkiye, Higher Education Law no. 2547, Organization of Higher Education Institutions Law no. 2809, Law no. 4281, and Regulations on Foundation Universities.

**SECTION TWO**

**Performance Measurement Process and Criteria**

**ARTICLE 4 - Academic Performance Measurement Process**

* 1. The activities of faculty members within a single calendar year constitute the basis for academic performance evaluations.
	2. Faculty members are required to log the requested information for the previous year with the Academic Performance Scoring Chart (to be referred as “ANNEX-1”) in mind, as presented in ANNEX-1, by the last calendar day of February every year via the Atılım University Student Information System (SIS) correctly.
	3. The information provided by faculty members is reviewed and approved by relevant Heads of Department until the last working day of March, and then, by the Dean/ Director of Graduate School until April 15, each year; with corrections requested where necessary.
	4. Once the Dean/ Director of Graduate School verifies the information, the information is submitted to the Presidency for approval, taking into consideration the Academic Performance Scoring Chart in ANNEX-1. Following the presidential approval, the performance index is calculated for each faculty member. Performance index calculations are finalized until May 15 in the same year.

4.5 Faculty members are to document the academic activity information provided by themselves via the student information system (SIS). The relevant Head of Department/ Dean/ Directorate determines the manner of documentation, taking into account the nature of each field. The relevant Head of Department/ Dean/ Directorate may resolve on a principle, or request documentation on certain activities that they determine, relating to the information provided on the student information system. The documentation requested is to be provided within three days; and late submissions are not taken into account. Retrospective corrections may be the case where necessary, for activities taken into account, but not documented.

**ARTICLE 5 - Academic Performance Measurement Criteria**

The scores and criteria relevant to academic performance measurements of faculty members fall under the four primary categories of *publications, professional activities, educational activities,* and *services within and outside of the university*; as presented in the chart in (ANNEX-1). The evaluation of the academic performance activities and scores of faculty members as per (ANNEX-1) in line with the academic performance measurement criteria, and the index value calculated, shall impact the renewal/ termination status of the contract of the faculty members evaluated when their contracts expire. The academic performance may affect the salaries of faculty members.

**ARTICLE 6 - Academic Performance Index Calculation Method**

* 1. The performance index of each faculty member is calculated using the scores and the criteria related to the academic performance measurements presented in ANNEX-1.
	2. Calculations are made individually for each School/ Graduate School. Faculty members of each School/ Graduate School are separated into the two categories of “Faculty Members” (to include the professors, the associate professors, and the assistant professors), and “Lecturers and Research Assistants”.
	3. Upon categorization, faculty members are listed, starting with the holders of the highest scores and down; taking into account their total scores out of the measurement and evaluation procedures under the provisions of this directive within their own categories, verified by their relevant School/ Graduate School Dean/ Director for their relevant School/ Graduate School, and their own categories. Their placement number (n) minus one (1) is calculated, and the new value is divided by the number of staff members in the relevant category (ntop). This new value is then subtracted from one (1), to calculate a performance index value between one and zero.

The performance index calculation is as follows:

Performance Index = (ntop-n+1)/ntop

(n= their placement number, ntop= the number of staff members of their School/ Graduate School also in their group)

**ARTICLE 7 - Academic Performance Index Classification Method**

Performance index values are divided into segments of 20% each, for the categories below. Faculty members being evaluated are deemed to be in the category that corresponds to these values; and are subjected to promotions/ demotions relevant to their category.

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| Category | Segment | Performance Index Value |
| Overachieving | Segment One (the highest) | 1.00 – 0.81 |
| Successful | Segment Two | 0.80 – 0.61 |
| Satisfactory | Segment Three | 0.60 – 0.41 |
| Acceptable | Segment Four\* | 0.40 – 0.21 |
| Failing | Segment Five (the lowest)\* | 0.20 – 0.00 |

\*40% of the average scores for a School is the minimum score for that School. The highest and the lowest scores are not taken into account for average School score calculations. Faculty members scoring lower than the minimum are demoted to the category “Failing”. Faculty members scoring the minimum or higher are promoted to the category “Acceptable”.

**ARTICLE 8 - Academic Performance Measurement Process Results**

* 1. After performance index calculations for all faculty members, the sub-process of classification begins. Faculty members are deemed to be in the categories *overachieving, successful, satisfactory, acceptable,* and *failing* corresponding to their index values, considering the aforementioned values in Article 7.
	2. The performance index evaluation results are submitted in writing by the last working day of May to the relevant Dean of School/ Directorate of Graduate School, to be forwarded to relevant Heads of Department.
	3. Their performance index evaluation results are conveyed in writing to faculty members by the relevant Dean of School/ Director of Graduate School following the finalization of the calculation and evaluation process, for each calendar year. In the event of material errors or missing data, faculty members may object to the relevant Dean of School/ Directorate of Graduate School. Objections are presented to the relevant Dean of School/ Directorate of School within 3 days; and the results of the objections made in due time are conveyed within 7 days the latest to the objecting faculty members.
	4. The impact of the performance index evaluation results of faculty members on the continuity or termination of their contracts, or their wages:
		1. Each calendar year subject to the evaluation, plus the two previous years, make up a period that covers the last three calendar years. The contracts of faculty members ranking in the “Failing” category for over one academic year within this three-year period are not renewed, but terminated due to a just cause.
		2. The wage increase rates for faculty members ranking in the categories of “Overachieving” and “Successful” are set to exceed the rates set for those ranking in other categories in the next year.

**SECTION THREE**

**Various Issues**

**ARTICLE 9 - Directive Quality and the Impact of Other Atılım University Directives**

This directive constitutes a supplement for the contracts signed between the University, and each faculty member. The provisions and results of this directive are not related to the provisions of Atılım University Directive on Academic Staff Appointment and Promotion.

**ARTICLE 10- Effective Date**

This directive enters into effect upon its approval by the Atılım University Senate, and confirmation by the Chairperson of the Board of Trustees. Upon taking effect, this directive repeals *Academic Staff Performance Measurement Criteria Principles and Procedures*, approved with Atılım University Senate Resolution no. 16, dated 17.12.2012.

**ARTICLE 11- Execution**

The provisions of this directive are executed by the President of Atılım University.

**Provisional Article 1:** This directive takes effect for the academic activities of the calendar year of 2016, from the date of entry into force.

**Provisional Article 2:** Evaluations made in accordance with the provisions of the repealed directive specified in Article 8.4 of this directive for previous years shall remain valid.

**ANNEX-1**

**ATILIM UNIVERSITY**

**ACADEMIC PERFORMANCE SCORING CHART**

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|  | **S C O R E** |
| **1. PUBLICATIONS (Must be published)** |
| **1.1. INTERNATIONAL PUBLICATIONS** |
| **1.1.1.** In journals within the scope ofSCI, SCI-Exp, SSCI or AHCI | **a.** Full article\* | 50 |
| **b.** Letter to the editor, technical note, case study, discussion, book review, problem solution\* | 10 |
| **1.1.2.** In journals scanned by an international field index (other than SCI, SCI-Exp, SSCI, AHCI)  | **a.** Full article\* | 25 |
| **b.** Letter to the editor, technical note, case study, discussion, book review, problem solution\* | 8 |
| **1.1.3.** In international refereed journals not in field indices | **a.** Full article\* | 20 |
| **b.** Letter to the editor, technical note, case study, discussion, book review, critique/ review, problem solution\* | 6 |
| **1.1.4.** In a refereed international congress, conference, symposium, or workshop | **a.** Full text in the book of declarations\* | 12 |
| **b.** Summary on the poster or the book of declarations (with the full text not published)\* | 6 |
| **1.1.5.** Authorship in a scientific, field-related, professional textbook or e-book by an internationally-acclaimed publisher (excluding graduate degree theses) | **a.** Full authorship\* | 150 |
| **b.** Facsimile\* | 10 |
| **c.** Edited press\* | 30 |
| **d.** Chapter authorship\*\* | 60 |
| **1.1.6.** Authorship in a scientific, field-related, professional textbook or e-book by other international publishers (excluding graduate degree theses) | **a.** Full authorship\* | 100 |
| **b.** Facsimile\* | 5 |
| **c.** Reviewed press\* | 10 |
| **d.** Chapter authorship\*\* | 35 |
| **1.1.7.** For translations from Turkish and publications by international publishers of scientific, professional, or text books by nationally-acclaimed publishers | **a.** Full translation\* | 40 |
| **b.** Chapter translation\*\* | 15 |

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|  | **S C O R E** |
| **1.1.8.** For translations from Turkish and publications by international publishers of scientific, professional, or text books by other national publishers | **a.** Full translation\* | 25 |
| **b.** Chapter translation\*\* | 9 |
| **1.2 INTERNATIONAL PUBLICATIONS** |
| **1.2.1.** In refereed international journals | **a.** Full article\* | 20 |
| **b.** Letter to the editor, technical note, case study, discussion, book review, critique/ review, problem solution\* | 6 |
| **c.** Article/ Story translation\* | 8 |
| **1.2.2.** In non-refereed national journals (maximum 3) | **a.** Full article\* | 6 |
| **b.** Letter to the editor, technical note, case study, discussion, book review, critique/ review, problem solution\* | 2 |
| **c.** Article/ Story translation\* | 2 |
| **1.2.3.** In a refereed international congress, conference, symposium, or workshop | **a.** Full text in the book of declarations\* | 6 |
| **b.** Summary on the poster or the book of declarations (with the full text not published)\* | 3 |
| **1.2.4.** Authorship in a scientific, field-related, professional textbook or e-book by a nationally-acclaimed publisher (excluding graduate degree theses) | **a.** Full authorship\* | 75 |
| **b.** Facsimile\* | 5 |
| **c.** Edited press\* | 15 |
| **d.** Chapter authorship\*\* | 25 |

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|  | **S C O R E** |
| **1.2.5.** Authorship in a scientific, field-related, professional textbook or e-book by other national publishers (excluding graduate degree theses) | **a.** Full authorship\* | 50 |
| **b.** Facsimile\* | 2 |
| **c.** Edited press\* | 5 |
| **d.** Chapter authorship\*\* | 17 |
| **1.2.6.** For translations into Turkish and publications by a publisher, of scientific, field-related, professional, or text books by internationally-acclaimed publishers | **a.** Full translation\* | 30 |
| **b.** Chapter translation\*\* | 10 |
| **1.2.7.** For translations into Turkish and publications by a publisher, of scientific, field-related, professional, or text books by other international publishers | **a.** Full translation\* | 18 |
| **b.** Chapter translation\*\* | 6 |
| **1.3. OTHER PUBLICATION ACTIVITIES** |
| **1.3.1.** Reports | **a.** An expert report prepared for an International organization with the University informed accordingly | 5 |
| **b.** An expert report prepared for a National organization with the University informed accordingly | 3 |
| **c.** An expert report prepared for an arbitration board or a court with the University informed accordingly (maximum four times per year) | 2 |
| **1.3.2.** Citations to any publication (other than those by the same individual) (limited to maximum 20 citations per year for a single article) | **a.** Per citation from journals within the scope of SCI-exp, SSCI, AHCI | 3 |
| **b.** Per citation from an international publication | 2 |
| **c.** Per citation from a national publication | 1 |

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|  | **S C O R E** |
| **2. PROFESSIONAL ACTIVITIES,** |
| **2.1. SCIENTIFIC MEETINGS** |
| **2.1.1.** In a refereed international congress, conference, symposium, or workshop | **a.** Regulatory Board\* | 50 |
| **b.** Studying and exhibiting a work | 15 |
| **c.** Editorship for the book of declarations\* | 12 |
| **d.** Guest speaker | 12 |
| **e.** Presentation without a published text or summary\* | 5 |
| **f.** Organizing a workshop, special session, or panel\* | 5 |
| **g.** Panel membership | 2 |
| **h.** Membership in a scientific/ advisory/ regulatory board, or refereeship (20 points maximum) | 1 |
| **i.** Session chairmanship | 2 |
| **2.1.2.** In a refereed international congress, conference, symposium, or workshop | **a.** Regulatory Board\* | 20 |
| **b.** Studying and exhibiting a work | 10 |
| **c.** Editorship for the book of declarations\* | 6 |
| **d.** Guest speaker | 6 |
| **e.** Presentation without a published text or summary\* | 3 |
| **f.** Organizing a workshop, special session, or panel\* | 2 |
| **g.** Panel membership | 1 |
| **h.** Membership in a scientific/ advisory/ regulatory board, or refereeship (10 points maximum) | 0.5 |
| **i.** Session chairmanship | 1 |

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|  | **S C O R E** |
| **2.1.3.** In a non-refereed international congress, conference, symposium, or workshop (five per year maximum) | **a.** Regulatory Board\* | 5 |
| **b.** Studying and exhibiting a work | 6 |
| **c.** Editorship for the book of declarations\* | 4 |
| **d.** Guest speaker | 4 |
| **e.** Presentation without a published text or summary\* | 2 |
| **f.** Organizing a workshop, special session, or panel\* | 3 |
| **g.** Panel membership | 1 |
| **h.** Session Chairmanship | 1 |
| **2.1.4.** In a non-refereed national congress, conference, symposium, or workshop (five per year maximum) | **a.** Regulatory Board\* | 2 |
| **b.** Studying and exhibiting a work | 4 |
| **c.** Editorship for the book of declarations\* | 3 |
| **d.** Guest speaker | 3 |
| **e.** Presentation without a published text or summary\* | 2 |
| **f.** Organizing a workshop, special session, or panel\* | 2 |
| **g.** Panel membership | 1 |
| **h.** Session Chairmanship | 1 |
| **2.2. PROFESSIONAL ACTIVITIES REGARDING JOURNALS AND BOOKS (editorship, refereeship, publication board membership)** |
| **2.2.1.** For a scientific, field-related professional book or text book by an international publisher | **a.** Editorship\* | 40 |
| **b.** Full refereeship\* | 30 |
| **c.** Chapter refereeship\*\* | 5 |
| **2.2.2** For a scientific, field-related professional book or text book by a national publisher | **a.** Editorship\* | 10 |
| **b.** Full refereeship\* | 7 |
| **c.** Chapter refereeship\*\* | 3 |

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|  | **SCORE** |
| **2.2.3.** In journals within the scope ofSCI, SCI-Exp, SSCI or AHCI | **a.** Editorship/ Special issue editorship\* | 20 |
| **b.** Publication board membership (per journal) | 10 |
| **c.** Article refereeship (per article) | 5 |
| **d.** Scientific/ Advisory Board membership | 4 |
| **2.2.4.** In journals scanned by an international field index (other than SCI, SCI-Exp, SSCI, AHCI) | **a.** Editorship/ Special issue editorship\* | 14 |
| **b.** Publication board membership (per journal) | 8 |
| **c.** Article refereeship (per article) | 4 |
| **d.** Scientific/ Advisory Board membership | 3 |
| **2.2.5.** In international refereed journals not in field indices | **a.** Editorship\*/ Special issue editorship\* | 9 |
| **b.** Publication board membership (per journal) | 6 |
| **c.** Article refereeship (per article) | 3 |
| **d.** Scientific/ Advisory Board membership | 2 |
| **2.2.6.** In refereed international journals | **a.** Editorship\*/ Special issue editorship\* | 7 |
| **b.** Publication board membership (per journal) | 4 |
| **c.** Article refereeship (per article) | 2 |
| **d.** Scientific/ Advisory Board membership | 2 |
| **2.2.7.** In non-refereed national journals (maximum 5) | **a.** Editorship/ Special issue editorship\* | 3 |
| **b.** Publication board membership (per journal) | 1 |

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|  | **SCORE** |
| **2.3. INTELLECTUAL PROPERTY** |
| **2.3.1.** Patents | **a.** Triple Patent (USA, EU, and Japan)\* | 150 |
| **b.** International Patent\* | 120 |
| **c.** Domestic Patent\* | 75 |
| **2.3.2.** Other | **a.** Certified Design\* | 20 |
| **b.** Useful Model\* | 15 |
| **2.4. COMPETITIONS AND AWARDS** |
| **2.4.1.** International competitions by professional institutions/ organizations (only the score of a single category is taken into account for the same activity/ product) | **a.** Ranking in the top three\* | 120 |
| **b.** Honorable mention\* | 80 |
| **c.** Jury membership\* | 30 |
| **d.** Exhibition\* | 20 |
| **e.** Participation | 5 |
| **2.4.2.** National competitions by professional institutions/ organizations (only the score of a single category is taken into account for the same activity/ product) | **a.** Ranking in the top three\* | 60 |
| **b.** Honorable mention\* | 40 |
| **c.** Jury membership\* | 15 |
| **d.** Exhibition\* | 10 |
| **e.** Participation | 3 |
| **2.4.3.** Organizing an exhibition or a runway show (just for the School of FADA) | **a.** Refereed international personal or group exhibition (six participants maximum)\* | 70 |
| **b.** Refereed international, mixed (five exhibitions maximum, with different works of art) | 20 |
| **c.** Non-refereed international personal or group exhibition (six participants maximum)\* | 50 |
| **d.** Non-refereed international, mixed (five exhibitions maximum, with different works of art) | 10 |
| **e.** National personal or group exhibition (six participants maximum)\* | 40 |
| **f.** Refereed national, mixed (five exhibitions/ events maximum) | 10 |
| **g.** Non-refereed national, mixed (five exhibitions/ events maximum) | 5 |

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|  | **SCORE** |
| **2.4.4.** Work of architecture with a finalized project, approved by relevant organizations (just for the School of FADA) | **a.** Structures of Classes I, II, or III\* | 5 |
| **b.** Structures of Classes IV or V\* | 20 |
| **2.4.5.** Work of architecture with a project and the construction work both completed (just for the School of FADA) | **a.** Structures of Classes I, II, or III\* | 10 |
| **b.** Structures of Classes IV or V\*  | 40 |
| **2.4.6.** International awards by professional institutions and organizations (other than publication awards) | **a.** Science awards | 120 |
| **b.** Translation awards | 80 |
| **c.** Gratitude awards | 40 |
| **d.** Other awards\* | 20 |
| **2.4.7.** National awards by professional institutions and organizations | **a.** Science awards | 80 |
| **b.** Translation awards | 40 |
| **c.** Gratitude awards | 20 |
| **d.** Other awards\* | 10 |
| **2.5. RESEARCH PROJECT AND CONSULTANCY ACTIVITIES** |
| **2.5.1.** Research projects with international support and participation (for each year, limited to the contracted period) (excluding projects focusing only on mobility) | **a.** Executive or assistant executive\*\*\* | 60 |
| **b.** Manager\*\*\* | 30 |
| **c.** Researcher\*\*\* | 20 |
| **d.** Supervisor (per project) | 10 |
| **e.** Advisor | 7 |
| **f.** Referee (10 maximum) | 5 |
| **2.5.2.** Research projects with international support (for each year, limited to the contracted period) | **a.** Executive or assistant executive\*\*\* | 40 |
| **b.** Manager\*\*\* | 20 |
| **c.** Researcher\*\*\* | 14 |
| **d.** Supervisor (per project) | 6 |
| **e.** Advisor (per project) | 5 |
| **f.** Referee (10 maximum) | 3 |

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|  | **SCORE** |
| **2.5.3.** Research projects supported by Atılım University (for each year, limited to the contracted period) | **a.** ALP Executive or assistant executive | 10 |
| **b.** BAP Executive or assistant executive | 8 |
| **c.** LAP Executive or assistant executive | 5 |
| **d.** Other positions (advisor, researcher, etc.) | 3 |
| **2.5.4.** Rejected project application with international support and participation | **a.** Executive or assistant executive | 5 |
| **b.** Other positions | 3 |
| **2.5.5.** Rejected project application with national support and participation | **a.** Executive or assistant executive | 3 |
| **b.** Other positions | 1 |
| **2.5.6.** Other activities (approved by the University) | **a.** Providing training at the Continuing Education Center (per hour) | 0.2 |
| **b.** Providing consultancy, training, and services at centers such as AYDAM (per hour) | 0.5 |
| **c.** Duties in projects supported by other universities | 6 |
| **d.** Projects or consultancy provided for Public, Private Sectors or NGOs (per day) | 1 |
| **3. EDUCATIONAL ACTIVITIES,** |
| **3.1 GRADUATE DEGREE THESES** |
| **3.1.1.** Managing a doctorate thesis or a proficiency in art study (per student each year, 4 years maximum, incl. those not from Atılım Uni.) | **a.** Single advisor | 12 |
| **b.** Primary Advisor | 10 |
| **c.** Assistant Advisor | 6 |
| **d.** Defense/ Monitoring judge | 1 |
| **e.** Proficiency exam judge/ committee member | 3 |
| **3.1.2.** Managing a doctorate thesis/ study (per student each year, 2 years maximum, incl. those not from Atılım Uni.)  | **a.** Single advisor | 8 |
| **b.** Primary Advisor | 6 |
| **c.** Assistant Advisor | 5 |
| **d.** Defense judge | 1 |
| **e.** Non-thesis dissertation project advisory (per student) | 3 |

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|  | **SCORE** |
| **3.2 LECTURES/ TRAINING/ PREPARATION, ADVISORY, COORDINATORSHIP** |
| **3.2.1.** Lectures | **a.** Undergraduate/ Associate Degree lectures (excluding laboratory sessions) | For each course or section:Weekly course hours x [1.5 + (Student number **/** 40)] |
| **b.** Laboratory/ Studio sessions (undergraduate/ associate, or graduate degree) | For each lab session:Weekly lab hours x [0.5 + (Total students **/** 40)] |
| **c.** Graduate Degree lectures (excluding laboratory sessions) | For each lab session:Weekly course hours x [2.0 + (Total students **/** 20)] |
| **3.2.2.** Coordinatorship and advisory (for each semester) | **a.** Coordinatorship for multi-section courses | For each course coordinated: 2 + [Total students / 80] |
| **b.** Internship Coordinatorship | 2 + [Total interns /25] |
| **c.** Double major/minor program coordinatorship | 2 + [Total students /25] |
| **d.** Student transfer coordinatorship | 2 + [Total students /25] |
| **e.** Special Talent Exam coordinatorship | 4 + [Total students /25] |
| **f.** Jury membership in special talent exams | 2 + [Total students /30] |
| **g.** Academic advisory for students | 2 + [Total students /25] |
| **h.** Academic advisory for student clubs | 2 |
| **3.2.3.** Preparing and presenting a first-time lecture | **a.** Preparing theoretical content\* | 15 |
| **b.** Preparing laboratory experiments\* | 10 |
| **c.** Preparing multi-media and online interactive e-courses to support formal education online\* | 15 |
| **d.** Preparing multi-media and online interactive e-courses to provide distance education\* | 20 |
| **3.2.4.** Preparing and providing new material for the majority of an existing course | **a.** Preparing multi-media and online interactive e-courses to support formal education online\* | 8 |
| **b.** Preparing multi-media and online interactive e-courses to provide distance education\* | 8 |
| **3.2.5.** Developing an online open-course | **a.** Unique open-courses\* | 50 |
| **b.** Translated open-courses\* | 25 |

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|  | **SCORE** |
| **3.2.6.** Supporting Services of Research Assistants | **a.** Practice, laboratory, or studio sessions (for each course) | Total hours logged / [14 x total weekly course hours (theory + practice)]x [5 + (Total students / 40)] |
| **b.** Grading homework or reports (for each course/ section) | 3 |
| **c.** Proctoring (up to 30 each) | 1 |
| **3.2.7.** Other | **a.** Developing associate, undergraduate, graduate programs and centers (upon completion)\* | 40 |
| **b.** Establishing and starting a new training laboratory or technical infrastructure\* | 15 |
| **c.** Speaking at Atılım University workshops, training sessions, seminars (per event)\* | 3 |
| **d.** Organizing tutorial student events, exhibitions, or runway shows\* | 5 |
| **e.** Participating and receiving certificates in courses, seminars, or workshops | 2 |
| **f.** Student evaluations (for each calendar year) | max [weighted average survey scores – 3.5, 0] x total students / 5 |
| **4. INTERNAL AND EXTERNAL SERVICES** |
| **4.1. ADMINISTRATIVE DUTIES (per year)** |
| **4.1.1.** Manager | **a.** Dean | 40 |
| **b.** Graduate School/ School Director | 30 |
| **c.** Preparatory School Director | 30 |
| **d.** Head of Department | 20 |
| **e.** Vice Dean, Vocational School Dir. (for each position taken) | 20 |
| **f.** Graduate School Assistant Director | 15 |
| **g.** Positions similar to Assistant Head of Department, Assistant Director of School, Assistant director of Preparatory School (for each position taken) | 10 |
| **h.** Manager or coordinator at units continuously operational at the University (defined by the Presidency) | 10 |
| **i.** Assistant Director and Head of Department of Vocational School | 7 |
| **j.** Director at the operational centers at the University | 6 |
| **k.** Event organizer at the operational centers at the University (for each event) | 3 |
| **l.** Assistant director at the operational centers at the University | 3 |

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|  | **SCORE** |
| **4.1.2.** Boards | **a.** University Senate memberships | 10 |
| **b.** Duties under a School Executive Board, School Board, Graduate School Executive Board, Graduate School Board, or other executive boards established under directives (for each position taken) | 10 |
| **c.** University Executive Board memberships | 10 |
| **d.** Memberships at other active boards/ commissions/ centers (for each position) | 5 |
| **e.** Reports written within the scope of a jury membership for the Associate Professorship Exam, assigned by the IUB (each) | 6 |
| **f.** Jury membership for the Associate Professorship Oral Exam, assigned by the IUB (each) | 2 |
| **g.** Reports written within the scope of a jury membership for the Assistant Professorship/ Professorship Exam, assigned by the IUB (each) | 4 |
| **4.1.3.** School/ Department/ Unit positions | **a.** Web Official for a School/ Department/ Unit | 5 |
| **b.** Department Erasmus/ Bologna coordinatorship | 5 |
| **c.** MÜDEK/ ABET/ ADEK or similar department coordinatorships (for each position taken) | 5 |
| **d.** Temporary duties (Disciplinary investigations etc.) (each) | 5 |

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|  | **SCORE** |
| **4.2. PROMOTION-SOCIAL RESPONSIBILITY ACTIVITIES, DUTIES AT EXTERNAL INSTITUTIONS** |
| **4.2.1** Duties at external institutions | **a.** Appointment by public institutions | 5 |
| **b.** Executive body or vital board memberships at Turkish or foreign institutions or organizations | 5 |
| **c.** Positions taken at the executive boards of professional chambers | 5 |
| **4.2.2** Other services (for each workshop/ event) | **a.** Coordinatorship for a contest organized for the University | 10 |
| **b.** Other duties in contests organized for the University | 5 |
| **c.** Entering into new Erasmus or similar contracts on behalf of the University | 5 |
| **d.** Writing an article for the popular journals and papers of Atılım University\* | 4 |
| **e.** Membership in publication boards for the popular journals and papers of Atılım University | 4 |
| **f.** Speaking at radio or TV shows | 4 |
| **g**. Writing for international journals and papers upon invitation\* | 8 |
| **h.** Writing an article in national popular journals and papers outside of the University\* | 4 |
| **i.** Taking part in organized orientation/ event/ workshop activities | 2 |
| **j.** Representing the university on duty, outside the city | 5 |
| **k.** Representing the university on duty, outside the university | 3 |
| **4.2.3.** In promotion events for the University (per event) | **a.** On duty outside the city | 5 |
| **b.** On duty in the same city | 3 |
| **c.** On duty at the University | 1 |

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| **\*MULTIPLIERS TO APPLY IN THE CASE OF COLLABORATIVE AUTHORSHIP OR STUDIES** |
| **For a single collaborator:** p |
| **For two collaborators:** 0.8xp |
| **For at least three collaborators:** 1.8p/n |
| p = score as per the chart above, n = the number of collaborators |
|  |
| **\*\*MULTIPLIERS TO APPLY IN THE CASE OF ONE OR MORE CHAPTERS AUTHORED IN A BOOK** |
| **For a single collaborator:** (1+k/c) p |
| **For two collaborators:** 0.8x(1+k/c) p |
| **For at least three collaborators:** 1.8x(1+k/c) p/n |
| c = the number of book chapters, k = the number of chapters authored by the author, n = the number of collaborators |
|  |
| **\*\*\*MULTIPLIERS TO APPLY WITH RESPECT TO PROJECT BUDGETS** |
| **The total budget received by the University <= 100 000 TL:** 1.0 |
| **100 000 TL < The total budget received by the University <= 500 000 TL:** 1.5 |
| **The total budget received by the University > 500 000 TL:** 2.0 |
|  |
| **IUB DEFINITIONS TO APPLY** |
| **Nationally-Acclaimed Publishers:** Publishers that have been regularly active at a national level for a minimum of five years, indexed at university libraries in Türkiye, and published a minimum of 20 books in the same field by different authors. |
| **Internationally-Acclaimed Publishers:** Publishers that have been regularly active at an international level for a minimum of five years, indexed at the libraries of globally-acclaimed universities, and published a minimum of 20 books in the same field by different authors. |
| **International Scientific Meetings:** Scientific meetings where at least 40% of the speakers are not from the country where the meeting takes place. |
| **National Scientific Meetings:** Meetings where researchers or scientists from different institutions at the national level share their original opinions or findings, and their presentation summaries are accepted after a preliminary scientific review. |
| **Published Articles:** Articles that have been published originally on paper, or electronically, or for which a DOI number has been assigned for publication purposes, provided that the articles have contributed to science in their field. |