# PRINCIPLES AND PROCEDURES ON APPOINTMENT OF ATILIM UNIVERSITY FACULTY MEMBERS AT OTHER HIGHER EDUCATION INSTITUTIONS

**Purpose**

**Article 1 -** (1) The purpose of these Procedures and Principles is to regulate the procedures and principles regarding the appointment of Atılım University faculty members at other higher education institutions.

# Scope

**Article 2 -** (1) These Procedures and Principles cover appointments of faculty members as instructors at the higher education institutions in Türkiye in accordance with Article 40 of Higher Education Law No. 2547.

# Basis

**Article 3 -** (1) These Principles and Procedures are based on Article 40 of Higher Education Law No. 2547.

# Definitions

**Article 4 -** (1) The definitions for these Principles and Procedures are as follows:

1. Board of Trustees: The Board of Trustees of Atılım University,
2. President: The President of Atılım University,
3. Senate: The Atılım University Senate;

**ç)** University: Atılım University,

1. Faculty Members: Professor, associate professor, and assistant professor doctors employed at Atılım University,
2. School/ Graduate School/ Vocational School Executive Boards: The Executive Boards of Atılım University Schools/ Graduate Schools/ Vocational Schools.

# General principles on appointment

**Article 5 -** (1) The faculty members to be appointed shall primarily fulfill their academic and other duties at their original University.

1. In order for faculty members to be appointed in accordance with these Procedures and Principles, faculty members are required to make a request in this direction, or provide their relevant consent in writing upon request by another higher education institution. Faculty members may not be assigned to other higher education institutions without their consent.
2. Unless assigned within the framework of these Procedures and Principles, faculty members may not teach at another higher education institution.
3. Expenses such as travel and accommodation fees of appointed faculty members are covered by the appointing higher education institution.
4. Faculty members may be assigned to other higher education institutions for a semester or a year.
5. A faculty member may only be assigned to a single higher education institution within the same semester.
6. Assignments to teach at higher education institutions in Türkiye are arranged for faculty members not to exceed a total of six hours per week (excluding summer school courses), and one full day per week.

# Appointment procedures

**Article 6 -** (1) An appointment is made by the President upon the application of the relevant faculty member, or upon the request of another higher education institution, and the written consent of the faculty member in question, to be finalized upon the positive opinion of the Executive Board of the relevant School/ Graduate School/ Vocational School.

# Wages for appointed individuals

**Article 7 -** (1) For faculty member appointments, the University may not charge a fee if reciprocity is maintained with the appointing Higher Education Institution. However, the fees and other rights to be paid to the appointed faculty member are paid to the bank account of the individual in question by the hosting institution.

1. In cases where such reciprocity is not maintained, for assignments to be made at higher education institutions in Türkiye, the fee determined by the University to be paid to the University is to be deposited to the University account by the relevant higher education institution on the fifteenth day of the month following the appointment, and on the fifteenth day of each month in the following months. If this payment is not made within five business days, the assignment shall be canceled, without prejudice to all financial rights of the University, and the appointed faculty member. In requests for reassignment, it is required that there be no debts from previous assignments.
2. The additional course fees to be paid to the faculty member is also deposited into their personal account by the hosting higher education institution.
3. If there are fees and other financial rights regarding the assignment between the University and the relevant higher education institution in Türkiye, a protocol must be signed between the University and the relevant higher education institution, containing the procedures and principles regarding the payment of fees and other financial rights. If this protocol is not signed, no assignment shall be possible.

# Cases not included

**Article 6 -** (1) In cases for which there are no provisions in these Procedures and Principles, the provisions of Law No. 2547, and other relevant legislation shall apply.

# Effective Date

**Article 7 -** (1) These Principles and Procedures enter into effect after their approval by the University Senate and by the Board of Trustees.

# Execution

**Article 8 -** (1) These Principles and Procedures are executed by the President of Atılım University.