ATILIM UNIVERSITY
DIRECTIVE ON EDUCATION AWARD PROCEDURES

SECTION ONE
Purpose-Scope-Basis

Purpose
Article 1 - This Directive aims to emphasize the importance of the outstanding educational activities of full-time faculty members and lecturers of Atılım University, and to regulate the procedures and principles regarding Education Awards in order to encourage the continuity of such activities.

Scope
Article 2 - This Directive covers the procedures and principles regarding the awarding of Education Awards to full-time faculty members and lecturers at Atılım University schools.

SECTION TWO
Definitions, Principles and Procedures Relevant to Education Awards

Definitions
Article 4- The definitions for this Directive are as follows:
a) Dean's Office: The Offices of Deans of Schools within Atılım University,
b) School: The Schools within Atılım University
c) Directorate: Directors of Schools within Atılım University
d) Board of Trustees: The Board of Trustees of Atılım University,
e) Award Commission: The five-person commission established with four faculty members appointed by the President, and the Vice President for Academic Affairs as the chairperson (the Award Commission is ensured to consist of faculty members also having received an Atılım University Education Award earlier),
f) Faculty Member: Full-time Asst. Prof, Assoc. Prof. and Prof. Doctors of Atılım University,
g) Lecturer: Full-time Lecturers of Atılım University,
h) President: The President of Atılım University,
i) University: Atılım University.

Application Conditions
Article 5 - Faculty members and lecturers, employed full-time at Atılım University for at least two years, may apply for the Education Awards. Applicants having previously received an Education Award are required to wait a year from their last Education Award before applying again. As a prerequisite for application, applicants' *"T: Course load-based measurement value"* as presented in *"Atılım University Directive on the Principles and Procedures for the Academic Staff Performance Measurement Criteria"* must be at least 24 in two semesters within the calendar year of application.

Basic Criteria and Evaluation
Article 6 - The basic criteria for Education Awards are as follows.

The decision criteria for Atılım University Education Awards are as follows, and applicants are expected to prepare their supporting documents accordingly. The justification document on the competence of applicants in teaching should be prepared with the following headings in mind, and not exceed five pages.

Planning the Learning and Teaching Process
The candidate is able to present the information below in the form of thorough and justified course outcomes, course contents, course presentation and evaluation materials.

• The candidate has very good academic or professional knowledge of the field and has a clear and verifiable pedagogical perspective, as well as their field knowledge.
• The candidate has a clear and justifiable view on the elements for which university-level learning should aim, and on the means through which the understanding, the skills, and the attitudes regarding their own expertise are developed.
• The candidate has plans available to provide high-level learning outcomes such as thorough approaches, instead of superficial ones on learning, such as independent learning, applying knowledge, critical thinking and problem solving.
• The candidate follows both academic and practical developments, accordingly revises and implements their course content regularly, and recommends changes in the curriculum, where necessary.

Learning Activation
Innovative teaching methods and techniques used by the candidate, as well as their materials to attract student attention, their motivation-enhancing activities, and their practices within and outside of their classroom to support interaction constitute evidence for learning activation.
• By implementing well-organized learning and teaching activities, the candidate ensures that their students achieve the goals and objectives of their course.
• The candidate explains to students the organization and rationale of their course, and their teaching, learning and assessment activities (independently and in the context of a wider curriculum).
• The candidate inspires interest, enthusiasm, and a desire for continuous learning in students.
• The candidate creates a community of collaborative learners by maximizing opportunities for positive student-to-student interaction and student-school interaction both inside and outside the classroom.
• The candidate encourages and supports independent studies.
• The candidate encourages students to be critical, think independently, and solve problems.

Learning Evaluation
The fair and transparent evaluation system used by the candidate, as well as the rubrics they present on how evaluation procedures are performed, and the feedback that the candidates share following each evaluation that they complete provide the evidence regarding this criterion.

• The candidate provides students with regular and informative feedback on the progress of their learning.
• The candidate maintains their availability to all students to provide appropriate support.
• The candidate designs evaluation tools appropriate to the aims and objectives of the course, and university-level learning in general.

- The candidate provides informative feedback on all evaluation tools.
- The candidate bases their grading and letter decisions on a justifiable grading system.

Evaluation of Teaching and Professional Development

The training and the certificates received, and the workshops attended by the candidate regarding their teaching skills, as well as their reflection practices with their students, their experimental education studies in which student feedback is received, and the indicators that they exhibit regarding continuous improvement constitute evidence of this criterion.

- The candidate regularly requests and responds to student feedback (performs reflection practices) during courses.
- The candidate makes use of self-assessment in addition to feedback regarding their experiments within their own teaching practice (they experiment with non-traditional teaching methods or technologies).
- The candidate is a valuable resource for colleagues on issues related to teaching and learning.

Supporting Criteria

- Preparing and presenting a course for the first time
- Taking an active role in the preparation of a new Associate/ Undergraduate/ Graduate Degree program.
- Publishing quality research articles on the innovative methods applied in their courses.
- Providing consultancy in national/ international competitions/ scientific events attended by students.
- Being an executive in Undergraduate Research Projects (LAPs) or being a consultant in Researcher Career Program for Atılım University Students (ATAK) projects.
- Coordinating departmental accreditation studies, providing active participation in such studies and/ or taking part in relevant commissions.
- Observing, and presenting a written report on the courses of their colleagues.
- Availability of a letter of recommendation in which the graduate expresses their opinion regarding the teaching provided by the candidate (such letters provide information about the long-term impact of the teaching provided by candidates).
- The number of students taking the course where an innovative approach was applied.
- The value "*S: The weighted average of student evaluation scores of the courses by the candidate in the last two academic semesters*", as per "Atılım University Directive on the Principles and Procedures for the Academic Staff Performance Measurement Criteria".
- Having developed and implemented an application/ method for the effective use of the mPad in courses.

Application Process

Article 7 - The information and documents required to apply for Education Awards are as follows:

a) Candidates are required to prepare a letter of justification of maximum five pages, on their contributions in terms of the criteria presented in Article 6, in which they present their outstanding achievements relevant to education, and clearly state their reason for application.
b) Application files must include the current academic CVs of candidates.
c) Application files must contain a general evaluation letter not exceeding one page about the student evaluations of the associate, undergraduate and graduate degree courses taught by the candidate at Atılım University.
d) Supporting letters detailing the short, medium or long-term effects of the contributions by

the candidate to education may also be included in application files. These letters may contain information and evaluations of the candidate regarding the criteria defined in Article 6. Letters may be provided by the relevant Head of Department, as well as the colleagues and the alumni of the candidate.

e) Candidates are to submit their application files to the relevant Head of Department (directly to Office of Dean for the Schools of Medicine and Law) by April 30 of each calendar year.

f) If necessary, the Award Commission may request additional information and documents.

The Number of Education Awards to be Presented by the University, and the Evaluation Process for Awarding

Article 8 - a) Heads of Departments evaluate whether the application meets the criteria, and the applications deemed appropriate are forwarded to the relevant Dean/ Director of School (for the Schools of Medicine and Law, the relevant evaluation is made directly through the Office of Dean).

b) Relevant Directorates/ Offices of Deans review the application files with their own education commissions. Following an investigation, each School subjects their candidates to a pre-selection procedure with respect to the number of the full-time faculty members (excluding research assistants) employed (maximum 1 candidate for 30 faculty members, maximum 2 for 31 to 70, and maximum 3 for at least 71). Schools then forward their report containing the application files of the faculty members nominated as candidates for the award, as well as the opinions of the School Commission for education on their nominee(s), to the Award Commission.

c) The Award Commission reviews the candidate files submitted by Schools based on the criteria specified in Article 6, and nominates a maximum of 3 candidates, by absolute majority, to be evaluated by the President for Education Awards, through closed voting.

SECTION THREE
Miscellaneous and Final Provisions

Presenting Education Awards
Article 9 -
a) Faculty members and lecturers who are deemed worthy by the President to receive an Education Award receive their awards at the inauguration ceremony of the academic year that follows the calendar year on which the award is based.

b) The nature and the amounts of the awards to be presented are determined by the Board of Trustees.

c) Education Awards are to be presented from 2024 onwards. The evaluation criteria for the awards of Year *(Y)* are to be checked for the Spring Semester of the Academic Year of *(Y-1) - (Y)*, and the Fall Semester of the Academic Year of *(Y) - (Y+1)* (for example, for the year 2024, the period to count for an Education Award is between the Spring Semester of the 2023 - 2024 and the Fall Semester of the Academic Year of 2024 - 2025).

Effective Date
Article 10- This Directive shall enter into effect upon the approval of the Board of Trustees.

Execution
ARTICLE 11 - This Directive is executed by the President of Atılım University.