

**ALTINBAŞ UNIVERSITY**  
**ACADEMIC STAFF DIRECTIVE**

**CHAPTER ONE**  
**General Provisions**

**Purpose and Scope**

**ARTICLE 1-** This guideline aims to determine and allocate academic staff positions at Altınbaş University; to regulate the rights and obligations of academic staff and their working conditions in a manner consistent with free academic working conditions and the requirements of education and teaching.

**Legal Basis**

**ARTICLE 2 -** This Directive has been prepared based on the relevant articles of the Higher Education Law No. 2547 and Law No. 2914.

**Definitions**

**ARTICLE 3 -** The following terms used in this Directive:

University: Altınbaş University,

Board of Trustees: The Board of Trustees of Altınbaş University,

Chairman: The Chairman of the Board of Trustees of Altınbaş University,

Rector: The Rector of Altınbaş University,

Dean: Faculty deans,

Director: The directors of the higher education institutions, the director of the Continuing Education Centre, the director of the Institute,

Academic staff: Teaching staff employed at Altınbaş University under fixed-term or indefinite-term contracts, are hereby defined.

**Basic Principle**

**ARTICLE 4-** The fundamental principle in the management of Academic Staff is to improve the quality of education and training, scientific research, application, development and service in order to effectively and efficiently achieve the University's mission, vision, core values and strategic objectives; to develop individual and team performance through effective and efficient processes and systems; and to create opportunities for professional development.

**Academic Staff Policy**

**ARTICLE 5 -** The University's fundamental approach and policy in academic staff management is based on the following principles:

- 1) The University adopts the principle of improving the quality of education, research, application, and service in the work carried out and systems developed in relation to academic staff.
- 2) Managers prioritise practices that eliminate inefficiencies in different units within the organisational structure and increase efficiency.

3) Managers are responsible for establishing a culture of "participatory management" and "teamwork" within the organisational structure, empowering employees by providing them with information and responsibility, and encouraging them to take initiative.

4) The main principle in selecting and appointing academic staff is to provide equal opportunities and advancement possibilities to qualified and experienced individuals who possess the competencies (knowledge, skills, behaviour) required for the job and who can adapt to our institution's culture and identity, without discrimination or privilege.

5) The recruitment, development, and integration of academic staff into the University are among the fundamental objectives.

6) Targets are set at the "unit" and "individual" levels, and the performance of academic staff is evaluated regularly based on objective criteria. In addition, the evaluation of performance takes into account competencies such as the capacity of academic staff to develop their work and themselves, their ability to work in a team, and their contribution to the University, depending on their job description.

7) The management provides academic staff with equal opportunities and resources for their professional development.

### **Teaching Staff**

**ARTICLE 6-** (1) Teaching staff consists of professors, lecturers, and research assistants employed at higher education institutions.

(2) Teaching members are professors, associate professors and lecturers employed at higher education institutions.

a) Professor: The highest academic title awarded to teaching members who have proven themselves in their field of expertise through scientific research, meet the necessary legal requirements, and have extensive experience in research and education.

b) Associate Professor: A faculty member who has obtained the title of associate professor by fulfilling the necessary legal requirements in accordance with the relevant legislation.

c) Doctoral Lecturer: A person who has successfully completed their doctoral studies and holds an academic title of expertise in medicine, dentistry, pharmacy, and veterinary medicine, or has gained proficiency in a specific field of art determined by the Higher Education Council upon the recommendation of the Inter-University Council.

(3) Lecturer: A teaching staff member responsible for delivering lectures and conducting practical sessions.

(4) Research assistant: A teaching staff member who assists in research, studies, and experiments conducted at higher education institutions and performs other related duties assigned by the competent authorities.

### **Working Conditions**

**ARTICLE 7-** (1) Teaching staff shall work at the university on a permanent basis; they shall devote all their working hours to university-related tasks; they shall be obliged to perform at least forty hours per week of teaching, scientific research, project work, practical work and administrative duties, as well as other duties assigned by the university bodies.

(2) Academic staff members employed by the university may not engage in any activity that would require them to be considered a Merchant or Craftsman under the Turkish Commercial Code, except in cases specified by special laws. Furthermore, they may not perform duties prohibited by the Higher Education Law No. 2547. Activities carried out in areas such as universities, technology parks, incubator centres, etc., commercial partnerships, and sole proprietorships related to the professional fields of the personnel are excluded from this provision.

(3) Teaching staff may conduct individual or joint research and project work or teach at another higher education institution, provided that this does not interfere with their duties at the University, subject to the approval of the Rector.

### **Determination of Staffing Requirements**

**ARTICLE 8-** Determination of staffing needs shall, as a rule, be carried out within the framework of the annual work plan and budget. Budgeted staffing needs shall be submitted to the Board of Trustees for approval. Exceptionally, if staffing needs arise during the year despite not being budgeted, the Rectorate shall carry out the necessary work and submit it to the Board of Trustees for approval.

### **Appointment of Academic Staff**

**ARTICLE 9-** (1) Appointments to academic positions shall be made in accordance with the Higher Education Law No. 2547, the Regulation on Promotion and Appointment to Teaching Membership, and the Regulation on Procedures and Principles Regarding Central Examinations and Entrance Examinations to be Applied in Appointments to Teaching Staff Positions Other than Teaching Membership, in accordance with Altınbaş University's appointment and promotion criteria.

#### **(2) Conditions Applicable to Foreign Nationals**

To meet the conditions specified in the "Procedures and Principles Regarding the Employment of Foreign Teaching Staff" adopted by the YÖK Executive Board Decision dated 15 January 2020.

### **Salary and Benefits Policy**

**ARTICLE 10-** (1) The university's salary and benefits policy has two primary objectives:

- a) To remunerate employees in accordance with the services they provide and the contributions they make to the institution,
- b) To provide a competitive total remuneration package within the relevant sector.

(2) In the management of remuneration and benefits, no discrimination may be made on the basis of factors such as gender, age, race, religion, philosophical beliefs, political views, nationality, family responsibilities, or similar differences.

(3) The remuneration and benefits offered by the University to its employees include the following elements:

- a) Basic salary,
- b) Additional teaching fee,
- c) Administrative duties allowance,
- d) Project, research, and consultancy income,
- e) Publication support,
- f) Other payments to be determined by **the Board** of Trustees,

(4) Regulations concerning the remuneration and fringe benefits to be offered to staff, as well as matters such as the level, range and scope of the above-mentioned items, shall be determined by the Board of Trustees in accordance with the conditions of the sector, taking into account the studies and recommendations made by the Rectorate.

(5) In exceptional circumstances, deviations from salary regulations are possible with the Rector's reasoned proposal and the President's approval.

### **Performance Management System**

**ARTICLE 11-** The performance of the University's academic staff is measured annually. The content, principles, evaluation and operating procedures of the performance management system to be established for the evaluation and monitoring of performance shall be regulated in the form of a Directive upon the recommendation of the Rector and the approval of the Board of Trustees.

## **SECOND PART**

### **RIGHTS OF ACADEMIC STAFF**

#### **Academic Freedom**

**ARTICLE 12-** Teaching staff shall freely defend their opinions and thoughts, provided that they comply with academic ethical principles, and may freely conduct academic research and work in the fields of their choice. No prohibitive rules may be imposed in this regard.

#### **Rights Related to Remuneration**

**ARTICLE 13-** Matters concerning the remuneration and other personal rights of academic staff are determined in their contracts within the framework of the University's remuneration policy and the relevant decisions of the Board of Trustees. The remuneration paid to staff and the rates of remuneration increases are confidential, and the Rectorate takes the necessary measures to ensure confidentiality.

#### **Annual Leave Period**

**ARTICLE 14-** The right to annual paid leave is determined based on the length of service at the time the leave is earned and in accordance with Article 53 of Law No. 4857. Teaching staff are entitled to annual leave in the following service year after completing one year of service from the date of employment. Staff who have completed six months at the University may use half of their annual leave entitlement in advance.

In accordance with Article 64 of Law No. 2547, academic staff must use their entire annual paid leave entitlement during breaks in teaching, between the autumn and spring terms of the year in which the entitlement is earned, or after the end of the spring term academic calendar, during periods that do not coincide with the preference introduction period and summer school activities. Leave not used within the year in which it is earned shall be granted during the first subsequent mid-term break, in accordance with Article 5 of the Annual Paid Leave Regulations.

#### **Sick Leave**

**ARTICLE 15-** (1) If academic staff are unable to work due to illness or accident and cannot attend work for up to one week, short-term sick leave shall apply. If staff are unable to attend work for a period of between one week and three months due to illness or injury, long-term sick leave shall apply.

(2) In the event of illness, if a sick leave certificate is obtained, the relevant dean and department head/director must be notified, as well as the Human Resources Directorate. The certificate may be obtained from state hospitals or private hospitals. The relevant dean or department head/director may request that a certificate obtained from a private hospital be approved by a public hospital or doctor.

(3) In cases of short-term or long-term illness, the report and medical documents must be submitted to the University within 3 working days of the report's end date. If the report is not submitted to the University within 3 working days in cases of short-term illness, the days the employee did not come to work will be considered unpaid leave. In cases of long-term illness, failure to provide the required report and medical documents may be grounds for termination.

(4) Employees who receive a certificate of incapacity for work for 3 days or more shall be paid for 2 days, and the remaining days shall be deducted from their salary. Employees may receive the incapacity allowance deducted from their salary from the Social Security Institution (SGK).

#### **Maternity Leave**

**ARTICLE 16-** (1) Academic staff who give birth shall be granted 8 weeks of maternity leave before the birth, based on a report obtained from any hospital, and 8 weeks of maternity leave after the birth, starting from the date specified in the birth certificate. In the case of multiple pregnancies, an additional two weeks are added to the period of pre-birth leave. However, if their health condition permits, staff may continue working for up to three weeks prior to the birth with the approval of a doctor. In this case, the periods worked are added to the post-birth leave period.

(2) The periods specified above may be extended if necessary, based on the employee's health condition and with a doctor's report.

(3) Academic staff are granted paid leave for periodic check-ups during pregnancy.

(4) An individual may take unpaid leave for up to six months following maternity leave.

(5) The university does not pay salaries or insurance premiums to academic staff on maternity leave.

### **Breastfeeding Leave**

**ARTICLE 17-** Female employees are granted a total of 1.5 hours of breastfeeding leave per day to breastfeed their children under one year of age. Staff members determine the hours and how the leave is divided, ensuring that it does not interfere with their workload.

### **Academic Leave**

**ARTICLE 18-** (1) Altınbaş University considers academic leave to be an important part of academic development. Within this framework;

a) Teaching staff may attend congresses, conferences, seminars and similar scientific meetings, as well as other meetings related to science and their profession, both within and outside the country, without receiving travel expenses from the University. They may also undertake research and study trips and stay wherever necessary for research and study. Deans, institute and college directors may grant leave for up to one week, and the rector may grant leave for up to fifteen days. In cases where the duration exceeds fifteen days, travel expenses are required, or the costs of research and investigation must be covered from the budget of the university or its affiliated units or from revolving fund revenues, the decision of the relevant administrative board and the approval of the rector are required.

b) The conditions, principles, and procedures for the financial support of full-time teaching staff of the University participating in scientific events organised abroad are determined by a Directive adopted by the Senate and approved by the Board of Trustees.

c) Academic staff may be granted a total of three months' paid leave, one month of which counts towards their annual leave, to conduct research at an educational institution abroad, provided that they meet the performance criteria. Academic staff applying for leave must submit a report to the Rectorate, with the recommendation of the Faculty Board, explaining the subject and objectives of the research, the members of the research team if they are to participate in ongoing research abroad, the stage of the research, and the ways in which they will contribute to the research, together with the official acceptance letter from the foreign institution. Staff granted paid leave in this manner shall provide a written commitment and guarantee that they will work at the University for twice the duration of their stay abroad. Staff who leave the University before completing this period shall reimburse the University for all expenses incurred on their behalf while abroad. In accordance with this provision, additional unpaid leave not exceeding three months may also be granted to staff going abroad.

d) All requests for academic leave must be supported by official documents detailing the nature and timing of the event, meeting, research or assignment to be attended. Leave requests that are not supported by documentation and do not have official status will not be processed.

e) Academic leave usage for teaching staff may not exceed 4 (four) days within a month and a total of 20 (twenty) days per year.

f) Teaching staff who are in the course phase of their master's or doctoral studies may use their academic leave for course attendance in a manner that does not exceed the above time limits, but not more than one day per week.

g) Academic staff retain the right to be considered on duty-leave in accordance with Article 39 of Law No. 2547.

### **Paid Social Leave**

**ARTICLE 19** - Academic staff are also granted paid social leave in the following circumstances:

(1) Three days in the event of the staff member's marriage;

(2) Three days in the event of the death of the staff member's spouse, mother, father, sibling, or child;

(3) Five days in the event of the birth of the staff member's spouse;

(4) Paid social leave may be taken immediately after the occurrence of the relevant reason or within a reasonable period of time.

### **Hourly Leave**

**ARTICLE 20-** (1) Academic staff may take hourly leave for a maximum of three (3) hours per day.

(2) Hourly leave may not exceed a total of thirty (30) hours within a calendar year.

(3) Hourly leave not exceeding the specified periods shall not be deducted from annual leave.

### **Scientific Research and Assignment Allowance**

**ARTICLE 21-** Academic staff may be assigned, with or without travel expenses, to attend scientific and other meetings such as congresses, conferences, and seminars within the country and abroad, and to undertake research and study trips, subject to the approval of the Rector after obtaining the opinion of the relevant dean or director. Travel expenses and other payments to be made for trips outside the city and country for official duties are subject to the relevant regulations of the University.

### **Membership in Political Parties and Assumption of Duties**

**ARTICLE 22-** Teaching staff may be members of political parties. Provided that they do not neglect their duties at the University and notify their institution within one month, they may hold positions in the central organs of political parties and in research and advisory units affiliated with them. Teaching staff in this situation cannot be Rector, Dean, Institute and College Director or Department Head, nor can they be elected as their deputies.

Academic staff who are members of political parties may not engage in party activities or conduct party propaganda within the institution.

## **THIRD SECTION**

### **DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF**

#### **Alignment with Mission, Vision, and Goals**

**ARTICLE 23-** Academic staff shall embrace the University's mission, vision, core values, and strategic objectives and conduct their work in accordance with these.

#### **Academic Duties and Responsibilities**

**ARTICLE 24-** (1) The duties and responsibilities of the University's academic staff are as follows:

a) To conduct and supervise education, teaching, and applied studies at the undergraduate, graduate, and postgraduate levels in accordance with the University's education and teaching regulations, and to manage project preparations, seminars, and theses.

b) To conduct scientific research and publications.

c) To receive students on specific days according to the programme organised by the faculty dean or college director and to provide them with assistance and guidance on necessary matters.

d) To teach courses determined by the university administration and to carry out committee and commission memberships, administrative duties, and student counselling assigned to them by the university.

e) To perform other duties assigned by the dean/director.

(2) Academic staff are obliged to perform the duties assigned to them in accordance with the University's regulations fully and on time, and must comply with the University's rules and customs in all their work.

(3) Faculty members are obliged to teach a minimum of eighteen (18) hours per week at the University, without being limited to the higher education unit where they are employed, if there is a need. Teaching staff are obliged to teach a minimum of twenty (20) hours per week.

(4) Additional teaching fees are paid in accordance with the "Altınbaş University Additional Teaching Load Calculation and Teaching Hour Fee (DSÜ) Payment Procedures and Principles".

However, the Rector, Vice-Rectors, Deans, Institute Directors, and College Directors are not paid additional course fees as these are included in their office allowances.

(5) The teaching staff's education and training activities are grouped into two categories: theoretical courses and other activities.

**(1) Theoretical Lectures:** These are educational and teaching activities included in the weekly lecture schedule, with a specified day, time and location, addressed to students, and in which the teaching staff actively participate. Each lecture hour is equivalent to one teaching load. These lectures can be offered at undergraduate, graduate and postgraduate (master's, doctorate and artistic proficiency) levels.

**(2) Other Activities:** These encompass all educational and teaching activities other than theoretical courses.

### **Obligation to Return**

**ARTICLE 25-** When academic staff resign from their positions for any reason, they must return all documents and items entrusted to them and in their possession to the university in full.

### **Confidentiality Obligation**

**ARTICLE 26-** Academic staff are obliged to keep confidential any information they may have access to or learn in the course of their duties, not to use this information after leaving their position, and not to disclose it to third parties without the written permission of the University.

No software, technology, information, system, application, method or idea, application, design, model, patent, work, etc. developed by the University that is confidential in nature and not yet known or heard of in the industry may be taken outside the University without the written permission of the University administration.

### **Obligation to Comply with Ethical Conduct Principles**

**ARTICLE 27-** University academic staff and administrators are obliged to act in accordance with the University's Ethical Conduct Principles Guidelines in all their work and behaviour. If conduct contrary to the ethical conduct principles is detected, the provisions of the relevant Guidelines shall be applied.

### **Disciplinary Matters**

**ARTICLE 28-** Disciplinary proceedings may be initiated by disciplinary officers or the Rector in accordance with Article 53 of Law No. 2547 against academic staff who fail to fulfil their duties and responsibilities imposed on

them by laws, statutes and regulations, who do not comply with mandatory requirements, who perform prohibited acts, who act contrary to professional honour and scientific ethics, and who disrupt work peace and order. Disciplinary investigations may be initiated by disciplinary authorities or the Rector. Personnel employed under employment contracts other than teaching staff are subject to the Labour Law No. 4857 dated 22/5/2003 and their employment contract or collective labour agreement.

## FOURTH SECTION

### OTHER PROVISIONS

#### Personnel Files

**ARTICLE 29-** Personnel files belonging to academic staff are kept in the Human Resources Department, and the relevant Department Head is responsible for ensuring their confidentiality.

#### Termination of the Contract

**ARTICLE 30 -** The provisions of the Labour Law No. 4857 shall apply to the termination of the contract of academic staff.

#### Applicable Legislation

**ARTICLE 31-** In cases not covered by this Directive, the provisions of the Higher Education Act No. 2547, the Higher Education Personnel Act No. 2914, the Labour Act No. 4857 and related legislation shall apply.

## FIFTH SECTION

### FINAL PROVISIONS

#### Entry into Force

**ARTICLE 32 -** This Directive shall enter into force on the date it is approved by the Board of Trustees.

#### Implementation

**ARTICLE 33 -** The provisions of this Directive shall be implemented by the Rector of Altınbaş University.

<b>Legal Basis for the Entry into Force of the Directive</b>		
<b>Relevant Committee</b>	<b>Date of Decision</b>	<b>Decision Number</b>
University Management Board	5 September 2013	2013/18
<b>Legal Basis for the Amendment to the Directive</b>		
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Decision Number</b>
University Management Board	8 July 2015	2015/13
Board of Trustees	20 August 2015	2015/12
Senate	8 December 2015	2015/13
Senate	7 February 2017	2017/03
Senate	30 March 2017	2017/06
Senate	18 August 2017	2017/11
Board of Trustees	13 September 2017	2017/08
Senate	25 December 2018	2018/16
Board of Trustees	10 January 2019	2019/01
Senate	29 January 2019	2019/01

Board of Trustees	8 February 2019	2019/02
Senate	16 July 2019	2019/08
Board of Trustees	18 July 2019	2019/07
Senate	29 July 2019	2019/09
Board of Trustees	5 September 2019	2019/08
Senate	18 November 2019	2019/13
Board of Trustees	5 December 2019	2019/11
Senate	28 January 2020	2020/02
Board of Trustees	3 February 2020	2020/02
Senate	3 July 2020	2020/13
Board of Trustees	23 July 2020	2020/05
Senate	28 January 2022	2022/01
Board of Trustees	10 March 2022	2022/03
Senate	5 September 2024	2024/07
Board of Trustees	20 January 2025	2025/03
Senate	3 October 2025	2025/09
Board of Trustees	09 October 2025	2025/25