
DIRECTIVE of
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
FACULTY MEMBERSHIP APPOINTMENT AND PROMOTION
CRITERIA

Purpose

ARTICLE 1- The purpose of this directive is to determine the minimum principles and criteria to be sought in the promotion and appointment of faculty members who will work in faculties, institutes, schools, vocational schools and departments affiliated to the Rectorate of Nevşehir Hacı Bektaş Veli University.

Scope and Basis

This directive regulates the criteria required for the promotion and appointment of academic staff in Nevşehir Hacı Bektaş Veli University and is based on the Higher Education Law No.2547 amended by the "Law on Amending the Higher Education Law and Certain Laws and Decree Laws" dated 06.03.2018 with no.7100 and conditions in regulations issued based on this law.

Definitions and Abbreviations

ARTICLE 3- The main definitions and abbreviations in this directive are as follows:

Definitions

Academic Promotion, Appointment and Evaluation Board: It is formed to evaluate the files of the candidates who apply to the Professors, Associate Professors and PhD Faculty Member positions in accordance with this Directive. It convenes under the chairmanship of the Rector or the relevant Vice Rector and its members are determined by the Rector. It is a board that can be formed separately in the fields of social, health, science, education and arts when necessary. These board (s) consist of at least five / five members.

Scoring Table: The Scoring Table in Annex-1, which is used in the process of promotion and appointment to the faculty member determined by this Directive,

Rector: Nevşehir Hacı Bektaş Veli University Rector,

Senate: Nevşehir Hacı Bektaş Veli University Senate,

University: Refers to Nevşehir Hacı Bektaş Veli University.

Abbreviations

AB	: European Union
CHEF	: Arts And Humanities Citation Index
BAP	: Scientific Research Projects
DOI	: Digital Object Identifier (=Digital Object Identifier: An identifier that identifies an online intellectual property or a part of it)
DPT	: Republic of Turkey Prime Ministry State Planning Organization
HEAT	: Institute for Scientific Information
NATO	: North Atlantic Alliance
NSF	: National Science Foundation
SCI	: Science Citation Index
SCI- Expanded	: Science Citation Index- Expanded
SSCI	: Social Science Citation Index
TUBITAK	: Scientific and Technological Research Council of Turkey
ÜAK	: Interuniversity Board Presidency
YDS	: Foreign Language Proficiency Exam

General Principles

ARTICLE 4- This directive is executed within the framework of the following general principles:

The criteria determined in this Directive are the minimum conditions for applying to the relevant staff. In order to be appointed to all positions specified in this Directive, it is necessary to have the general conditions in Article 48 of Law No. 657. Applications for appointment are made to the units specified in the announcement. The compliance of the applications with the specified criteria is determined by the Academic Promotion, Appointment and Evaluation Board.

If, as a result of the examination, it is determined that the status of the candidate does not comply with the provisions of this Directive, the application is not processed; the application file is returned to the candidate. It must be documented by the candidate that the journal in which the work is published meets the necessary conditions. The works must be either published or an approved letter must be submitted indicating that they will be published by authorized persons / boards. It is sufficient to obtain a DOI number for publications that are printed in electronic environment. The book is a scientific work related to its field published by well-known international or national publishing houses. Candidate's references to the works with his / her name are not taken into consideration. More than one citation of a candidate's work in the same work is considered a citation.

In cases where there is no provision in this directive, the decision of the Senate is essential.

Application

ARTICLE 5- The files of the candidates are examined in accordance with the "Conditions and Scoring Principles for Professorship, Associate Professorship and Doctor Instructor Applications" specified in this Directive. The files of the professors and associate professors are examined by the Academic Promotion, Appointment and Evaluation Board, and the files of the PhD candidates are examined by the relevant faculty, college or vocational school. The applications of the candidates who meet the score and other conditions required for each academic title stated below are accepted. Processes are initiated in order to realize the assignment in the next steps.

REQUIREMENTS FOR PROFESORS, ASSOCIATE PROFESSORS AND DOCTOR FACULTY MEMBERS APPLICATIONS

Conditions for Promotion and Appointment to Professorship

ARTICLE 6- (1) Having worked in universities or a scientific research institution related to their field for at least half of the legal period (5 years) required to be appointed to professorship after receiving the title of associate professor.

(2) To have a score equal to at least 65 (sixty-five) points from the YÖKDİL exam or at least 65 (sixty-five) points from YDS or a language exam accepted as equivalent. In departments where the field of study is a foreign language, a minimum score of 65 (sixty-five) or an equivalent score from a central foreign language exam whose equivalence is accepted in a language other than the field of study.

(3) To be successful in the oral exam conducted by ÜAK in the field of associate professorship basic application.

(4) To meet again the application criteria for associate professorship (the criteria of the period in which he received this title) determined by ÜAK in the relevant field.

(5) To indicate one of the publications as the main research work in the application file.

(6) Excluding the academic activities performed before the associate professorship, provided that the post-associate professorship is to provide the following conditions:

- a) To have a total of at least 150 points in Science, Engineering and Health Sciences, provided that at least 75 points are from the activities specified in the first eight items of the Scoring Table.
- b) In Social Sciences, to have a total of at least 120 points, provided that at least 60 points are from the activities specified in the first eight items of the Scoring Table.
- c) To have obtained at least 120 points from the activities specified in the Scoring Table in the fields of Fine Arts and Physical Education.

Application and Appointment Conditions for Associate Professorship Staff

ARTICLE 7- (1) To have the title of Associate Professor in the relevant field.

(2) To be successful in the oral exam conducted by ÜAK in the field of associate professorship basic application.

(3) To have a score equal to at least 65 (sixty-five) points from the YÖKDİL Exam or at least 65 (sixty-five) points from YDS or a language exam accepted as equivalent. In departments where the field of study is a foreign language, a minimum score of 65 (sixty-five) or an equivalent score from a central foreign language exam whose equivalence is accepted in a language other than the field of study.

(4) Having fulfilled the following conditions after receiving the doctorate degree;

- a) To have a total of at least 100 points in Science, Engineering and Health Sciences, provided that at least 50 points are from the activities specified in the first eight items of the Scoring Table.
- b) In Social Sciences, a total of at least 80 points, provided that at least 40 points are from the activities specified in the first eight items of the Scoring Table.
- c) To have obtained at least 80 points from the activities specified in the Scoring Table in the fields of Fine Arts and Physical Education.

Conditions of Appointment to the Doctor/PhD Faculty Membership

ARTICLE 8- (1) To have a doctorate or proficiency in art.

(2) To have a score of at least 55 (fifty-five) points from YÖKDİL Exam or YDS or a score equivalent to at least 55 (fifty-five) points from a language exam accepted as equivalent. In departments where the field of study is a foreign language, a minimum score of 55 (fifty-five) or an equivalent score from a central foreign language exam whose equivalence is accepted in a language other than the field of study. The provisions of the Regulation on Foreign Language Education and the Principles to be followed in Foreign Language Education and Teaching in Higher Education Institutions are applied in the language score to be sought in promotions and appointments to be made in accordance with the provisions of this Directive in programs where education in foreign language is made.

(3) To have at least 30 points from the activities mentioned in the first eight items, provided that at least one article has been published in the journals specified in the Scoring Table A1 and A6. To have a total score of at least 40.

(4) To obtain at least 40 points from the activities specified in the Scoring Table in the fields of Fine Arts and Physical Education.

According to the Additional Article 38 of the Law No. 2547, among the Research Assistants Working within the Scope of Article 50 / D, the Conditions of Appointment to the PhD Faculty Members within the Scope of 20% Quota

ARTICLE 9- (1) To meet the terms of the Conditions for Appointment to the PhD Faculty Member

Conditions for Re-Appointment to PhD/Doctorate Faculty Members

ARTICLE 10- (1) In the case of doctor lecturer extension, the faculty members whose term of office has expired submit the file they have prepared 1 (one) month in advance to the relevant unit. The term extension is up to 4 (four) years. It is obligatory to include the report taken from the current YÖKSİS to the application file of the relevant person.

(2) Whether the candidate who applies for re-appointment to the relevant staff meets the University Academic Promotion and Appointment Criteria, consists of 3 (three) faculty members to be elected by the board of directors of the relevant unit. It is evaluated by a commission and linked to a report. Upon the approval of the relevant board of directors, the candidate can be reassigned by the Rector.

(3) To have received a total of at least 30 points from the activities in the Scoring Table during the appointment period. At least half of the total score must be taken from the activities in the field in the last appointment period specified in the Scoring Table A1 to A8.

(4) To have received a total of at least 30 points in the fields of Fine Arts and Physical Education from the activities specified in the Scoring Table during the appointment period

Force

ARTICLE 11- (1) This Directive takes effect on the date it is accepted by the Senate of Nevşehir Hacı Bektaş Veli University and approved by the Higher Education Council. After this date, the previous directive is deemed to have been repealed.

Executive

ARTICLE 12 - This directive is executed by the Rector.

ANNEX-1 SCORING TABLE

The Scoring Chart Below is Used in The Processes of Promotion and Appointment of Faculty Members

A. PUBLICATIONS AND REFERENCES	
1. a) SCI, SCI- Expanded , articles published in journals covered by SSCI and AHCI (assemblies are included)	25 points
1.b) International book published in an international foreign language (*)	50 points
1.c) An international book chapter published in a foreign language (*)	25 points
2. Abstracts, technical notes, letters to the editor, short communication, article / book review / comment etc. published in journals covered by SCI, SCI-Expanded, SSCI and AHCI. articles	10 points
3. Papers presented at international congresses and published in the special issues of journals covered by SCI, SCI- Expanded, SSCI and AHCI or in the congress book of the same scope; Full text Summary	15 points 10 points
4. Scanned by ISI and published in journals covered by international indexes excluding SCI, SCI- Expanded, SSCI, AHCI; Full text article (including compilation) Summary, technical note, letter to the editor, etc.	15 points 5 points
5. Published in national refereed journals scanned by TÜBİTAK; Full text article Summary, technical note, letter to the editor, etc.	15 points 5 points
6. Out of the scope of articles A1 to A5 of this table and published in national or international refereed journals approved by the Senate upon the recommendation of the University Publication Commission; Full text article Summary, technical note, letter to the editor, etc.	10 points 5 points
7. Oral or poster presentations, which are presented at international and national congresses other than the third article, and whose full text or summary has been published (must be printed) International congresses (full text) National congresses (full text) International congresses (abstract) ç) National congresses (abstract)	10 points 5 points 5 points 3 points
8. Authorship of a Turkish book (*) or a book chapter (should be related to the candidate's field of science) Book authorship Book chapter authorship Book review article ç) Book chapter evaluation letter One chapter in encyclopedia, including compilation Description of an item in an encyclopedia	20 points 10 points 5 points 2 points 10 points 5 points

9. International citations (excluding the article with the candidate's own name): For each international citation (in the indexes in the A1 article) Citations in foreign language textbooks or in foreign language reference books .	2 points 5 points
10. National citations (excluding the article with the candidate's own name): References in national magazines (up more than 20 points) Citations in national books (maximum 20 points total)	1 point 1 point
11. Book (*) translation (should be related to the candidate's field of science) per book	20 points
12. Book (*) section or article translation (should be related to the candidate's field of science) per book / article	10 points
13. Individual equations, schemes, figures, pictures and symbols that have appeared in international books and invited review journals and mentioned with the name of the candidate .	40 points
B. CONGRESS, SEMINAR, CONFERENCES (The text or summary has not been published, but is in the printed program)	
1. a) be invited speaker at international conferences and / or abroad courses, seminars, lectures (certification required)	10 points
b) Oral presentation at international congresses (must be documented)	5 points
2. a) be invited speaker at the national convention (it must be documented)	5 points
b) Oral notification presented at national congresses (must be documented)	2 points
C. REFEREE AND EDITORING	
1. In journals covered by SCI, SCI Expanded, SSCI and AHCI; Candidate's name being a member of the editorial board or being included in the editors list Editor in these journals Refereeing in these journals	20 points 30 points 5 points
2. a) A4. Editor or assistant in journals included in international indexes within the scope of the article	10 points
b) A4. Refereeing in journals included in the international indexes within the scope of the article	3 points
3. a) The editor in national journals Assistant editor or editorial board member in national refereed journals Refereeing in these journals	5 points 3 points 2 points
4. a) The editor for the international book was written in a foreign language b) Editor of books written in two or more languages (mixed)	20 points 20 points
5. written in a book published in Turkey and editor (congress compilation Booking excluded)	15 points
Ç. EDUCATION AND RESEARCH ACTIVITIES	
1. Finalized thesis management score Master Thesis PhD Thesis Half of the points mentioned above for second consultancy in completed doctoral or master theses	5 points 10 points

2. Finalized scientific project reports:	
a) Projects supported by international organizations (NATO, NSF, EU Framework Program, etc.) (as project coordinator)	25 points
b) Projects supported by international organizations (NATO, NSF, EU Framework Program etc.) (as a project researcher)	15 points
c) Projects supported by national organizations (TÜBİTAK, DPT) (Project manager)	15 points 7 points
ç) Projects supported by national organizations (TÜBİTAK, DPT) (Researcher in the project)	5 points 3 points
d) Projects supported by the BAP unit (Project manager)	
e) Projects supported by the BAP unit (Researcher in the project)	
3. Scientific reports requested by an institution or organization	5 points
4. Last two year pre- degree, undergraduate and / or graduate level course not (all in the semester each course for, per hour) (maximum 20 points)	1 point
D. AWARDS AND OTHER SERVICES:	
1. Reward points (excluding broadcast incentive awards)	
International Awards	30 points
National Awards and University Awards	10 points
2. Patent score	
a) International Patent	50 points
b) National Patent	25 points
3) International scholarships received for scientific research for more than a month, congress support etc. excluding)	10 points / ≥ 3 months 5 points / 1-3 months
4. To be in the list of scientific congress organizers with proceedings book (Organizing Committee, Scientific Committee, Secretariat)	
International congress	10 points
National convention	5 points
E. ARCHITECTURE, ART AND DESIGN ACTIVITIES (The sum of points to be obtained from repeated performances, displays and presentations of the same artwork cannot be higher than the score obtained for the first time from the original production of this work.)	
1. The original art of the works, the composition, design or review of studies abroad, except for art, purchased by educational and cultural institutions; project cost or royalty paid; Provided that the artwork has been purchased; taking place in broadcast media such as cinema, television and radio ; impressions, concert not to enter or design then applied to projects in foreign countries to be	50 points
2. The purchase of original works of art, compositions, designs or interpretations by domestic arts, education and cultural institutions; project cost or royalty paid; art of works of purchases made be as long as movies, television, radiant he like to take part in the mass media; impressions, concert not to enter or design projects to be implemented by public institutions and organizations, the composition of the institutions to be executed or published by	40 points

3. Original works of art, compositions, designs or interpretations, and mixed art and design events with international juries.	30 points
4. original art works, composed of, design or review work with national juried abroad to non-hybrid art and design events considered to be	25 points
5. To be accepted to domestic mixed art and design events with jury, with original works of art, compositions, designs or interpretations.	15 points
6. To participate in personal activities abroad with original works of art, compositions, designs or interpretations.	20 points
7. To participate in personal activities in the country with original works of art, compositions, designs or interpretations.	10 points
8. Participating in mixed or group art and design activities abroad with original works of art, compositions, designs or interpretations.	15 points
9. Participating in domestic mixed or group art and design activities with original works of art, compositions, designs or interpretations.	10 points
10. International scale symposiums , festivals, workshops (workshop), biennial, triennial , such as the works of art and design events to attend	20 points
11. Participating in art and design events such as national symposiums , festivals, workshops , biennials and triennials with their works.	15 points
12. Preparing art groups in the performing arts (dance, ballet, theater, folk dance) and providing the performances of these groups abroad	15 points
13. Preparing art groups in the performing arts (dance, ballet, theater, folk dance) and providing the performances of these groups in the country.	10 points
14. Project and Application Studies in the Fundamental Field of Architecture, Planning and Design Project manager in projects received from revolving funds and official channels To take part in the project team in projects received from revolving funds and official channels	20 points 10 points
15. Architecture, Planning and Design Fundamental Project Competitions	
First prize in international competitions	25 points
Second or third prize in international competitions	20 points
Other awards in international competitions	15 points
First prize in national competitions	20 points
Second or third prize in national competitions	15 points
Other awards at national competitions	10 points
16. National and international jury memberships in competitions held in the fields of architecture, planning and design.	10 points
17 Workshop (workshop) Workshop management Participating in the workshop	10 points 5 points

F. SPORTS ACTIVITIES	
1. To ensure athletes/sportsmen are in the top three in national sport competitions (Turkey Championship)	25 points
2. To ensure that the athletes trained in sports branches are in the top three in tournaments abroad (Olympic Games, Mediterranean Games, World, European and Balkan Championships)	50 points
3. To ensure the participation of athletes trained in sports branches to domestic tournaments	5 points
4. To ensure the participation of athletes trained in sports branches to tournaments abroad	15 points
5. Coaching for national teams (for each year)	10 points
6. To train athletes for the national team (for each year)	10 points

(*) For the conditions sought in the books, see the 6th paragraph of Article 4 of this Directive.

DISTRIBUTION OF POINTS IN JOINT STUDIES

Scores for joint works in the Scoring Table are calculated according to the number of authors / artists (including patents).

Author	
First	1.00X
Second	0.90X
Third	0.80X
Fourth	0.70X
Fifth	0.60X
Sixth and more	0.50X