

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE FOR COURSE ASSIGNMENT

PART ONE

Aim, Scope, Basis and Definitions

Aim

ARTICLE 1- (1) The aim of this directive is to define the principles and procedures framing the course assignments for the courses opened in the academic units of Nevşehir Hacı Bektaş Veli University and establishing the principles and procedures enabling Nevşehir Hacı Bektaş Veli University teaching staff's education and training activities in-country and abroad.

Scope

ARTICLE 2- (1) This directive encompasses the procedures and principles for the educational and training assignments of Nevşehir Hacı Bektaş Veli University teaching staff in-country or abroad and the assignments done to Nevşehir Hacı Bektaş Veli University from other institutions and organisations.

Basis

ARTICLE 3- (1) This directive is based on the 18, 19, 20, 21, 31, 36, 39 and 40. Articles of the 2547 numbered Higher Education Law, the 89. Article of the 657 numbered Law of Public Officers and the Regulation for Graduate Schools Institution and Management.

Definitions

ARTICLE 4- (1) The expressions in this directive mean:

- a) Department Council: The council composed of departmental heads; or composed of all the teaching staff and lecturers when the departments have only one division of science or art,
- b) Division Council: In the divisions of only one science or art division it is the council composed of divisional head and all the teaching staff and lecturers in that division; in the divisions of more than one science or art departments it is the council composed of head of departments and vice head of departments,
- c) Dean: Faculty deans,
- ç) Director: Director of institutes, vocational schools, or schools,
- d) Faculty member: Professors, associate professors and assistant professor working at a higher education institution,
- e) Lecturer: the teaching staff responsible for teaching and experimenting,
- f) Teaching staff: Faculty members, lecturers and research assistant working at a higher education institution,
- g) Rector: Nevşehir Hacı Bektaş Veli University Rector,
- ğ) Senate: Nevşehir Hacı Bektaş Veli University Senate,

h) Expertise field: Undergraduate and graduate study fields on which the teaching staff give courses and produce scientific works,

i) University: Nevşehir Hacı Bektaş Veli University,

i) University Administrative Board: Nevşehir Hacı Bektaş Veli University Administrative Board.

PART TWO

Assignments

General principles of course assignments

ARTICLE 5- (1) The decision for the teaching staff who give the courses opened in a term/year in a department/program is taken by department council at faculties/schools/vocational schools; faculties/schools/vocational schools/institute administrative board on the opinion of department council notion at the institutes; by department head at the Rectorate departments.

(2) In the college and undergraduate programs, if the physical capacity of the classes is not adequate, more than one section of a course might be opened on the notion of division or department head and with the approval decision of administrative boards at the faculties, schools and vocational schools and institute administrative board approval decision at the institutes.

(3) The number of students to be taught in a class is determined with a detailed decision by the administrative board.

(4) Section divisions for the graduate courses are bound to Regulation for the Graduate School Education and Training and relevant institutes council decisions.

(5) The teaching staff is supposed to fulfil their mandatory course loads primarily in the department they are the permanent staff at. If the course load is not completed, they teach courses from the other departments and programs in their faculty/school/vocational school/institute; if the course load is not completed in their academic unit they can teach college, undergraduate and graduate courses in other faculties/schools/vocational schools/institutes. This procedure is run upon a Division Council decision.

Course assignments of the teaching staff from different institutions

ARTICLE 6- (1) In order for an assignment of a teaching staff from a different institution, the Division/Departmental Directorate is supposed to prepare a proposal including,

a) a list of all the teaching staff and their mandatory course loads at the department,

b) a list showing who teach the course in the last three semesters,

c) a list showing the teaching staff who might teach the course.

ç) If there is a permanent faculty member who can teach the course, and doesn't complete his/her mandatory course load, the proposal for an assignment from different institutions cannot be made.

d) The courses that are planned to be taught by a "guest" lecturer can be opened online or onsite, in accordance with the public interest.

(2) The assignments are done with Department Council notion at faculties, schools and vocational schools, Department Council notion at the institutes; Administrative Council decisions at faculties, schools and vocational schools, Institute Administrative Council decision at the institutes, Dean/Director's suggestion and Department Head's suggestion at the Rectorate departments and Rector's approval.

(3) According to the 31. article and paragraph (a) of the 40. articles of the 2547 numbered Law or 89. article of the 657 numbered Law the course load of the assigned lecturer from a different institution cannot exceed 10 hours in a week.

(4) A detailed assignment proposal including the number and expertise fields of the teaching staff at the department is sent to the Rectorate by the Deanship/Directorate or by the Head of the Department at Rectorate departments at least 1 month before the academic year or term.

Course Assignments of the Lecturers (appointed as instructor-expert) and Research Assistants

ARTICLE 7- (1) Lecturers (appointed as instructors) cannot be assigned to graduate (master's or doctorate) courses and undergraduate courses apart from the common mandatory courses.

(2) Lecturers and research assistants who work at the applied units and earn their doctoral degrees; earn a proficiency degree in veterinary, medicine, dentistry, and pharmacy, or a competency in art fields defined by Council of Higher Education and including those under the effect of second paragraph of the 34. Article of the 22.02.2018 dated and 7100 numbered Law on the Amendment of Higher Education Law and Other Laws and Statutory Decrees, can be assigned to courses on their demand and with the consent of University Administrative Board (2547 numbered Higher Education Law 36. Article Amendment 3. Clause 22.02.2018-7100/8 artc.).

Principles for the Teaching Staff Assignments in the Higher Education Institutions in Turkish Republics and Related Communities

ARTICLE 8- (1) The teaching staff holding a formal invitation from the higher education institutions in Turkish Republics and Related Communities are assigned with the decision of the University Administrative Board, and approval of the Rector and the Turkish Ministry of National Education which is based on Administrative Board consent at the faculties, schools and vocational schools and Institute Administrative Board consent at the institutes and approval of Dean/Director, and on Department Head's proposal at the Rectorate departments on condition that the education program is not disturbed at the educational unit they are staffed.

(2) Assignment term cannot be less than half a year or more than 6 half years. At the universities founded on international agreements this term cannot be more than 10 half years.

(3) In these kinds of assignments with the University Administrative Board decision and Rector's approval teaching staff can be granted unpaid leave permission and their personal rights are reserved.

Principles for the Teaching Staff Assignments in other Higher Education Institutions

ARTICLE 9- (1) The faculty staff, lecturers and research assistants can be assigned to online or onsite courses at other units in the University, other universities and higher education institutions affiliated with Turkish Armed Forces or Law Enforcement Agency.

(2) The assignment is done with the decision of the University Administrative Board and approval of the Rector which is based on Administrative Board proposal at the faculties, schools and vocational schools and Institute Administrative Board proposal at the institutes and of Dean/Director's proposal, and on Divisional Head's and Department Head's proposal at the Rectorate departments.

(3) For the faculty member, lecturer and research assistants' assignments with Administrative Board proposal at the faculties, schools and vocational schools and Institute Administrative Board proposal at the institutes the conditions below are taken into account;

a) Whether they can continue their academic and administrative works,

b) Whether they fulfil the mandatory course load at the academic unit they are staffed - apart from the departments with no students,

c) Whether the assignment will affect the assignments to be planned to be done from the other institutions.

(4) The assignments based on this article cannot exceed 10 hours a week.

(5) Online class hours are counted as equal to the online class hours.

(6) In the summer school assignments, the courses given in the summer school are taken into account.

(7) According to the 40/b. article of the 2547 numbered Higher Education Law, the teaching staff assigned to another university cannot be the advisor of the master's and doctoral thesis studies conducted in our university.

PART THREE

Assignments for the Courses in Our Programs

The Assignment of the Permanent Teaching Staff at their Departments

ARTICLE 10- (1) The assignments of the teaching staff who teach courses at the daytime (normal) education program are to be done in accordance with the first clause of the 5. Article of this directive.

(2) At the departments, course divisions should primarily be done in an equal and balanced way and according to the mandatory course loads and field of expertise of the permanent teaching staff at the department.

(3) At the faculties, schools and vocational schools Administrative Boards and Institute Administrative Boards decide on the assignments for the courses of the evening programs by taking the Department Council consent and Department Head's proposal into account and by giving priority to the teaching staff who fulfil at least the half of their mandatory course loads at the daytime (normal) teaching.

(4) Assignment proposals are to be completed by the deanship or directorate no later than 15 days before the beginning of the academic term.

Assignments Among the University Departments/Programs

ARTICLE 11- (1) Assignment of a teaching staff to a different department or program is done within the frame of the 40/a article of the 2547 numbered Law with the Appendix Form 1, Appendix Form 2 and interdepartmental correspondences.

(2) According to 13/b-4 article of the 2547 numbered Law the teaching staff who are assigned to a different unit should be assigned in accordance with the 10. article of this directive and according to 40/a article of the law in order to be paid those who give courses in their unit or another unit is to be assigned with the Rector's approval.

(3) Detailed assignment proposals including the number and field of expertise of the faculty members are to be completed not later than 15 days before the start of the academic term and sent to the Rectorate by the deanship/directorate or department head with the Appendix Form 2.

Principles for the Part time (Course Fee) Lecturer Assignments

ARTICLE 12- (1) Those who are well-known for their works in the fields for which there is no teaching staff at the university or where practical knowledge is very important can be assigned to these courses part-time, on an hourly paid basis.

(2) The assignments according to this article are to be done with the Rector's approval which is based on Administrative Board decision at faculties, schools and vocational schools; Institute Administrative decision at the institutes and Dean/Director's proposal or Department Head's proposal at the rectorate departments.

(3) The information about the person to be assigned to the course and how the lack of available teaching staff is determined must be included in the Administrative Board decision.

(4) Dean/Director or Department Head at the Rectorate departments are to include the documents below in their proposal;

a) The proposed person's CV, copies of his/her diploma and identity card, permission from his/her workplace, if s/he works at another place, and criminal record,

b) a list showing the course loads of the permanent staff at the department/division,

c) a list showing who teach the course in the last three semesters,

ç) Assignment proposals are to be completed not later than 1 month before the start of the academic term and sent to Administrative Board decision and to the Rectorate by the deanship/directorate or department head with the Appendix Form 3.

(5) The assignments need to be completed before the classes start.

(6) If the Rector approves the assignment proposal, administrative boards assign the most eligible teaching staff to teach the course.

Principles for the Part Time (Hourly Paid) Assignments of the Teaching Staff Working at Higher Education Institutions and Public Organizations

ARTICLE 13- (1) It is principal that the courses are given by the permanent staff of the university.

(2) In case there is no teaching staff who is eligible to teach a specific course, it is principal to assign a teaching staff from the other higher education institutions in Nevşehir, if this is not possible the teaching staff from other higher education institutions or public institutions can be assigned par time- under hourly paid conditions.

(3) The assignment done according to the second clause are implemented as such; the Dean's/Director's/Department Head's assignment demand based on the Administrative Board decision at the faculties, schools and vocational schools; Institute Administrative board

decision at the institutes are sent to the Rector, and if the Rector approves the demands, a letter of demand is sent to the related higher education institution or public organization, after this the related higher education institution/public institution administrator give approval.

(4) Assignment proposals are to be completed not later than 1 month before the start of the academic term and sent to the Rectorate by the deanship/directorate or department head.

(5) Assignment demands sent to the Rectorate need to include;

a) a list showing the course loads of the permanent staff at the department/division,

b) a list showing who teach the course in the last three semesters,

c) Administrative Board decision at the faculties, schools and vocational schools; Institute Administrative board decision at the institutes

PART FOUR

Final Clauses

Validity

ARTICLE 14- (1) This directive goes into effect as approved by Nevşehir Hacı Bektaş Veli University Senate.

Implementation

ARTICLE 15- (1) The articles in this directive are implemented by Nevşehir Hacı Bektaş Veli University Rector.

(Appendix Form 1)

**WITHIN INSTITUTION ASSIGNMENT DEMAND FORM BASED ON 40/a
ARTICLE of the 2547 NO. LAW**

(Nevşehir Hacı Bektaş Veli University Directive for Course Assignment/ Artc. 11)

Law Article No	40/a ARTICLE of the 2547 NO. LAW
Semester	20../20.. Academic Year Fall/Spring Semester

Course of the Assignment Demand:

Department	Course Code	Course Title	C/E	Class	ECTS DE / EE	Weekly Class Hours (Theo.+ Prac.)

(Appendix Form 2)

**WITHIN INSTITUTION ASSIGNMENT APPROVAL FORM BASED ON 40/a
ARTICLE of the 2547 NO. LAW**

(Nevşehir Hacı Bektaş Veli University Directive for Course Assignment/ Artc. 11)

Law Article No	40/a ARTICLE of the 2547 NO. LAW
Semester	20../20.. Academic Year Fall/Spring Semester

The Assigned Teaching Staff for the Course of Demand:

Department	Course Code	Course Title	C/E	Class	ECTS DE/EE	Weekly Class Hours (Theo.+ Prac.)	Assigned Teaching Staff Title, Name and Surname	Weekly Course Load of the Assigned Staff	
								DE (Theo.+ Prac.)	DE (Theo.+ Prac.)

(Appendix Form 3)

ASSIGNMENT DEMAND FORM BASED ON 31 ARTICLE of the 2547 NO. LAW

(Nevşehir Hacı Bektaş Veli University Directive for Course Assignment/ Artc. 12)

Law Article No	31. ARTICLE of the 2547 NO. LAW
Semester	20../20.. Academic Year Fall/Spring Semester

Teaching Staff Information				Course Information				
Name	Department	Degree (latest)	Workplace (if any)	Course Code	Course Title	Class	C/E	Weekly Class Hours (Theo.+ Prac.)

Prepared as an appendix to dated and Numbered
Faculty/School/Vocational School Institute Administrative Board Decision.