

FENERBAHÇE UNIVERSITY

DIRECTIVE FOR PROMOTION AND APPOINTMENT OF FACULTY MEMBERS

PART ONE

# Purpose, Scope, and Basis

Purpose

**ARTICLE 1-** (1) The purpose of this Directive is to establish the additional conditions and application procedures, beyond those determined by Law No. 2547 and relevant legislation, for the promotion and appointment of faculty members at Fenerbahçe University, including first-time appointments and current staff. It aims to encourage scientific competition in promotions and appointments, ensure evaluations are based on objective criteria when there is more than one applicant for the same announced position, and enable impartial and realistic evaluations of candidates on common grounds, with decisions made accordingly.

# Scope

**ARTICLE 2-** (1) This directive covers the criteria for the promotion and appointment of both first-time faculty members and current faculty at Fenerbahçe University, as well as the procedures and principles governing these promotion and appointment processes.

# Basis

**ARTICLE 3-** (1) This Directive has been prepared based on the Higher Education Law No. 2547, the Higher Education Personnel Law No. 2914, the Regulation on Foundation Higher Education Institutions, and the Regulation on Promotion and Appointment to Faculty Membership published in Official Gazette No. 30449.

PART TWO

# Instructor Need and Application Procedure

Instructor need

**ARTICLE 4-** (1) The relevant department/program chair submits the request for academic personnel to the dean’s office/directorate, providing justification based on educational and research needs. If deemed appropriate by the dean’s office/directorate, the request is forwarded to the Rectorate. After the requests are evaluated by the Rectorate, they are announced in accordance with the applicable legislation.

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# Applications and documents for promotion and appointment

**ARTICLE 5-** (1) Candidates shall submit documents proving that they meet the conditions specified in the announcement issued by the University in accordance with the relevant legislation, along with their academic work files, CVs, and application letters, to the relevant unit of the University in electronic format as prescribed in the announcement.

1. In the annex to the application petition of candidates applying for appointment/promotion to faculty member positions:
   1. A personal statement summarizing their past achievements and future plans in research and education,
   2. A comprehensive CV, including a list of publications and academic work,
   3. Documents demonstrating that they meet the requirements for appointment or promotion,

ç) A sample of their work accepted for publication, if available,

* 1. Documents showing that the journals in which publications appear are indexed,
  2. Documents verifying citations,
  3. The documents stipulated in the Higher Education legislation are used as the basis for meeting the foreign language requirement.

1. Within the scope of this Directive, when necessary, additional documents and forms related to academic studies may be requested from candidates, in addition to those specified in the relevant provisions, for use in the promotion or appointment processes.

PART THREE

# Procedures and Principles Regarding Evaluation

Basic principles

**ARTICLE 6-** (1) The basic principles of the Directive are as follows:

* 1. The promotion and appointment criteria define the minimum requirements for all academic staff at Fenerbahçe University.
  2. Promotion and appointment criteria are used solely as a determining factor for the acceptance or rejection of applications during the pre-evaluation process. Meeting these criteria is solely a prerequisite for promotion and appointment. These criteria are not an independent basis for evaluation.
  3. A detailed and analytical assessment of the candidate’s academic qualifications is mandatory in the evaluation of applications. The evaluation takes into account the candidate’s standing in their field, scientific performance, contributions to education, publications, professional experience and achievements, contributions to the goals of the academic unit to which they are applying, contributions to university governance, and other academic activities.

ç) With the approval of the Rector, the conditions set out in this Directive for a department/program may be waived until the minimum number of faculty members stipulated by the Council of Higher Education for the admission of students to that department/program is reached.

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* 1. In the promotion and appointment of vocational school staff, only the provisions of Law No. 2547 and the relevant legislation shall apply. However, the provisions of this Directive shall apply to promotions and appointments from vocational schools to faculties.
  2. It is the candidate’s responsibility to observe ethical principles in their application. If a contradictory situation arises or is detected, the relevant ethical evaluation processes are followed.

**Preliminary evaluation**

**ARTICLE 7-** (1) In the processes of promotion and appointment of faculty members, the Faculty Member Promotion and Appointment Evaluation Board, consisting of four professors elected by the University Administrative Board and one Vice Rector, conducts the preliminary evaluation of the applications. The term of office of the members of the Board is two years, and instead of the board member whose membership expires for any reason during the term of office, the faculty member is appointed in the same procedure and with the same title until the end of the board's term of office. At the end of the two-year period, the University Board of Directors makes the reappointment using the same procedure. If deemed necessary, the university administrative board may terminate the duty of the current faculty member and appoint another faculty member, following the same procedure and title, until the end of the board's term of office.

1. Board meetings are held with the participation of an absolute majority of members. An absolute majority is also required for meeting decisions. If the votes are tied, the Chairman’s vote determines the decision. The decision is documented with its rationale and signed by all members attending the meeting. Members who voted against may submit written reasons for their opposition to the resolution. The Board shall finalize its decisions within five working days from the date of application submission at the latest and submit the evaluation results to the Rectorate along with a report.
2. If it is determined that the application does not meet the requirements, the Rectorate will not process it, and the application file will be returned to the candidate.
3. Board decisions are declaratory in nature. All actions regarding the decisions are taken by the Rector.
4. Board meetings are held in a closed session. Members may not discuss the contents of the files under review with anyone outside the Board meeting and may not disclose any information about the files.
5. Board documents and correspondence records are maintained continuously. The Department of Human Resources serves as the secretariat of the Board.
6. The Board may seek opinions from within or outside the university when deemed necessary.

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1. The Board’s task is to assess whether the applications meet the minimum conditions outlined in the Directive. The Board also evaluates the candidates’ academic activities in terms of their contribution to science, their role in the training and education of scientists, and their service to the university and society. At the end of the preliminary evaluation, the Board submits a report to the Rectorate containing its opinions on whether the candidate is suitable for promotion and appointment.
2. In the preliminary evaluation of applications; the Board may consider exceptional academic achievements as reasons for preference, such as publishing a high number of articles in international indexes, publishing a high number of cited articles, possessing a foreign language proficiency, lecturing in the relevant field of science, managing and completing projects within the university, establishing laboratories/workshops or technical infrastructure, receiving scientific or professional awards from reputable national/international institutions or organizations, obtaining patent registration, or holding utility models, industrial designs, software, trademark registrations, and similar intellectual property rights.
3. Applications that do not meet the minimum criteria specified in this Directive shall not be considered.
4. The minimum criteria specified in this Directive are used only in the preliminary evaluation of the applications.
5. Even if a candidate meets the minimum conditions specified in this Directive, the Board may issue a negative opinion if it deems the candidate’s academic contributions to science, role in the training and education of scientists, or service to the university and society to be insufficient.Failure to promote or appoint a candidate who meets the minimum requirements under this Directive shall not create a binding right against the administration in favor of the candidate.
6. In addition to the provisions of this Directive, foreign faculty members must meet the requirements set by the Council of Higher Education and other competent authorities in order to be appointed or promoted.

# Jury evaluation

**ARTICLE 8-** (1) The Human Resources Directorate submits the application files of candidates to the Rectorate for jury evaluation.

1. Applications submitted in response to the announcement for appointment as an assistant professor are forwarded by the Rectorate to the relevant academic units for processing. The promotion and appointment procedures for the titles of Associate Professor and Professor are carried out by the Rectorate.
2. The scientific files of candidates applying for assistant professor positions are sent to the jury members designated by the relevant units, while the scientific files of candidates applying for associate professor and professor positions are sent to the jury members designated by the Rectorate, in accordance with Higher Education Law No. 2547 and the Regulation on Promotion and Appointment to Faculty Membership.

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1. If the number of applications received for the announced positions equals the number of available positions, the jury evaluation report must clearly state whether each candidate is deemed worthy of appointment. If the number of applications for the positions exceeds the number of available positions, the report must clearly state the reasons for any negative evaluations and provide positive evaluations in the order of preference of the selected candidate or candidates.

PART FOUR

# Academic Assignment and Promotion Requirements

Minimum appointment conditions for assistant professors

**ARTICLE 9-** (1) To be appointed as an assistant professor, candidates must pass the preliminary evaluation process under this Directive and meet the minimum conditions specified in the table below, along with the requirements specified in Law No. 2547.

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| In the disciplines of Science, Engineering, Pharmacy, and Health  At least 1 article published in SCI-E/SSCI/AHCI/ESCI/Scopus/TR Index/international field index journals  and  At least 1 presentation at a national/international congress, conference, symposium, or workshop |
| In the disciplines of Social and Sports Sciences  At least 1 article published in SCI-E/SSCI/AHCI/ESCI/Scopus/SPORT Discus/TR Index/international field index journals  and  At least 1 presentation at a national/international congress, conference, symposium, or workshop |

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# Minimum appointment conditions for associate professors

**ARTICLE 10-** (1) To be appointed as an associate professor, candidates must pass the preliminary evaluation process under this Directive and meet the minimum conditions specified in the table below, along with the requirements specified in Law No. 2547.

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| In the disciplines of Science, Engineering, Pharmacy, and Health  At least 2 articles in SCI-E/SSCI/AHCI journals  and  At least 5 citations made in journals indexed in SCI-E/SSCI/AHCI/ESCI/SCOPUS/TR Index/international field index (References to the candidate’s own work are not considered. Multiple citations of a candidate’s work within the same publication are counted as a single citation.)  and  Two studies whose full text/abstract has been presented at an international scientific conference and published in print/electronic format  (Provided that they are not derived from the candidate’s graduate theses) (Provided that they are post-doctoral) |
| In the disciplines of Social and Sports Sciences  At least 3 articles published in SCI-E/SSCI/AHCI/ESCI/SCOPUS/SPORT Discus/TR Index/international field index journals  and  At least 5 citations made in journals indexed in SCI-E/SSCI/AHCI/ESCI/SCOPUS/SPORT Discus/TR Index/international field index (References to the candidate’s own work are not considered. Multiple citations of a candidate’s work within the same publication are counted as a single citation.)  and  Two studies whose full text/abstract has been presented at an international scientific conference and published in print/electronic format  (Provided that they are not derived from the candidate’s graduate theses) (Provided that they are post-doctoral) |
| In the disciplines of Architecture and Design  At least 2 articles published in SCI-E/SSCI/AHCI/ESCI/SCOPUS/TR Index/international field index journals  and  Two studies whose full text/abstract has been presented at a national/international scientific conference and published in print/electronic format (Provided that they are not derived from the candidate’s graduate theses) (Provided that they are post-doctoral) |

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# Minimum appointment conditions for professors

**ARTICLE 11-** (1) To be appointed or promoted as a professor, candidates must pass the preliminary evaluation process under this Directive and meet the minimum conditions specified in the table below, along with the requirements specified in Law No. 2547.

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| In the disciplines of Science, Engineering, Pharmacy, and Health  At least 4 articles published in SCI-E/SSCI/AHCI journals  and  Having served as a principal investigator/researcher in at least 1 contracted research project, or having at least one patent/utility model registration (If this is not achieved, 1 additional article published in journals indexed in SCI-E, SSCI, AHCI, ESCI, Scopus/international field index) (Provided that they are post-associate professorship)  and |

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| At least 10 citations made in journals indexed in SCI-E/SSCI/AHCI/ESCI/SCOPUS/TR Index/international field index (References to the candidate’s own work are not considered. Multiple citations of a candidate’s work within the same publication are counted as a single citation.)  and  Two studies whose full text/abstract has been presented at an international scientific conference and published in print/electronic format (Provided that they are not derived from the candidate’s graduate theses) (Provided that they are post-associate professorship) |
| In the disciplines of Social and Sports Sciences  At least 6 articles published in SCI-E/SSCI/AHCI/ESCI/SCOPUS/SPORT Discus/TR Index/international field index journals  and  Having served as a principal investigator/researcher in at least 1 contracted research project, or having at least one patent/utility model registration (If this is not achieved, 1 additional article published in journals indexed in SCI-E, SSCI, AHCI, ESCI, Scopus/SPORT Discus/international field index) (Provided that they are post-associate professorship)  and  At least 10 citations made in journals indexed in SCI-E/SSCI/AHCI/ESCI/SCOPUS/SPORT Discus/TR Index/international field index (References to the candidate’s own work are not considered. Multiple citations of a candidate’s work within the same publication are counted as a single citation.)  and  Two studies whose full text/abstract has been presented at an international scientific conference and published in print/electronic format (Provided that they are not derived from the candidate’s graduate theses) (Provided that they are post-associate professorship) |

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| In the disciplines of Architecture and Design  At least 3 articles published in SCI-E/SSCI/AHCI/ESCI/SCOPUS/TR Index/international field index journals  and  Having served as a principal investigator/researcher in at least 1 contracted artistic application/research project, or having at least one patent/utility model registration/registered design or competition award/implemented-completed project (If this is not achieved, 1 additional article published in journals indexed in SCI-E/SSCI/AHCI/ESCI/SCOPUS/TR Index/international field index) (Provided that they are post-associate professorship)  and  Two studies whose full text/abstract has been presented at a national/international scientific conference and published in print/electronic format (Provided that they are not derived from the candidate’s graduate theses) (Provided that they are post-associate professorship) |

**ARTICLE 12-** (1) The evaluation of the conditions for promotion and appointment as an assistant professor, associate professor, and professor, as specified in Articles 9, 10, and 11, is carried out based on the following criteria and definitions:

* 1. All declared publications and academic activities should be relevant to the applicant’s field of science and contribute to the discipline.
  2. For journals indexed in SCI-E, SSCI, and AHCI, the current Q category of the journal is determined based on the "Journal Citation Reports-Journal Impact Factor-Five Year" used by Web of Science. If a journal falls into more than one category, it is evaluated according to the highest Q category.
  3. National Article: To be considered a national full article, the journal in which it was published must have been included in the TR-Index created by TÜBİTAK-Ulakbim at the time of publication.

ç) Articles accepted for publication must have a Digital Object Identifier (DOI) number.

* 1. Publications such as short papers, technical notes, abstracts, discussions, letters to the editor, and preliminary announcements of research topics or results are not considered national or international scientific articles.
  2. National Scientific Meeting: A meeting where scientists and researchers from various institutions and organizations at the national level share their original findings and opinions, either face-to-face or online, with presentation summaries accepted following a peer-reviewed scientific preliminary evaluation. The national event must have been held at least three times.
  3. International Scientific Meeting: A meeting where at least 40% of the participants are scientists and researchers from institutions and organizations outside the host country, and original findings and opinions are shared either face-to-face or online, with presentation abstracts accepted following a peer-reviewed preliminary scientific evaluation. The international event must have been held at least three times.
  4. References made by the candidate to their own publications are not considered.

Multiple citations of a candidate’s work within the same publication are counted as a single citation.

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* 1. The numbers specified for thesis supervision refer to the main supervisor, and two completed co-supervision activities are accepted in place of one main supervision.

ı) Competition Award: Refers to continuously organized academic or artistic awards/honors granted at the national or international level by boards of relevant institutions and organizations (trade associations, local governments, public institutions, private organizations, and international organizations) in the field, in accordance with applicable laws, regulations, and principles for activities conducted in the academic/professional domain, excluding awards given by the institution where the candidate is employed or within the scope of student competitions. Awards granted for oral presentations, awards given by publishers or journals for peer reviewing, and awards received from the applicant's own university are not taken into consideration. The award received must be related to the relevant field of science.

* 1. Exhibition: Refers to an exhibition featuring at least 15 original works by the candidate, organized and documented in venues such as museums, cultural centers, or art galleries at the national/international level, with individual or group participation.
  2. Artistic application/research project: Artistic applications and research projects that are designed, supported, and incorporated into the university’s financial system by the university or by national/international institutions and organizations. Applications and projects primarily supported by international institutions and organizations are considered "international", while those primarily supported by national institutions and organizations are considered "national". Artistic applications/research projects conducted within the scope of scholarship programs are excluded.
  3. Only projects for which the architectural design process has been completed up to the implementation phase are accepted.
  4. National Patent: A patent filed under national legislation and granted by the Turkish Patent and Trademark Office following an examination report.
  5. International patent: An international patent application filed under the Patent Cooperation Treaty where the written opinion of the international search report or the international preliminary examination report indicates that at least one claim meets the patentability criteria (novelty, inventive step, industrial applicability), or a patent filed under the European Patent Convention and granted by the European Patent Office.

# Nature of the directive

**ARTICLE 13-** (1) This Directive is an annex to the contracts signed between the university and the instructor.

PART FIVE

# Miscellaneous and Final Provisions

# Effective date

**ARTICLE 14-** (1) This Directive takes effect on the date it is approved by the Senate of Fenerbahçe University.

# Implementation

**ARTICLE 15-** (1) The provisions of this Directive are implemented by the Rector of Fenerbahçe University.

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