



**FENERBAHÇE UNIVERSITY**  
**DIRECTIVE ON INSTRUCTOR PERFORMANCE MEASUREMENT**  
**CRITERIA**

**PART ONE**

**Purpose, Scope, and Basis**

**Purpose**

**ARTICLE 1** – The purpose of this Directive is to measure and evaluate the academic performance of full-time academic staff serving as faculty members or lecturers at Fenerbahçe University (hereinafter referred to as “instructors”), establish the procedures and principles for performance evaluation, and set forth the binding rules regarding the determination of instructor wages based on performance criteria, as well as the continuation or termination of their contracts for valid reasons.

**Scope**

**ARTICLE 2** – This Directive covers the process of measuring and evaluating the academic performance of full-time instructors at Fenerbahçe University. It also outlines the procedures and principles related to the criteria, rules, and operations established by the University concerning annual wage increases, as well as the continuation or termination of contracts. Academic performance measurement is based on the instructor’s activities within a calendar year.

**Basis**

**ARTICLE 3** – This Directive has been prepared based on Article 130 of the Constitution of the Republic of Turkey, the Higher Education Law No. 2547, the Law No. 2809 on the Organization of Higher Education Institutions, Law No. 4281, and the Regulation on Foundation Higher Education Institutions.

**PART TWO**

**Annual Performance Measurement and Evaluation Process**

**Academic Performance Measurement Process**

**ARTICLE 4** –

4.1. Performance measurement and evaluation for a calendar year includes all instructors, except research assistants, and language education instructors.

4.2. Instructors who work full-time at the University for one year within the relevant calendar year are required to apply for performance evaluation.

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If an instructor does not submit their research and educational information through the Academic Performance System, their Academic Performance Index score will be evaluated as the lowest score.

4.3. Faculty members and language education instructors who have worked full-time at the University for at least six months during the relevant calendar year are eligible to apply for performance evaluation.

4.4. The instructor is required to submit the requested information regarding their activities from the previous year, based on the Academic Performance Scoring Schedule (APPENDIX-1), through the Fenerbahçe University Academic Performance System by the third week of February each year.

4.5. The information submitted by the instructor for the relevant year is delivered in both digital and printed form to the Department Office, reviewed by the commission established within the department, and corrections are requested if necessary. Once approved, the documents are forwarded to the Dean or Vocational School Director by the first week of March each year. The information received from the departments is reviewed by the Dean's Office/Directorate, and the approval procedures are completed by the third week of March each year. Corrections are sent to the instructor when necessary for revision.

4.6. After the approval process is completed by the Dean or Vocational/Graduate School Director, the information of the Faculty or Vocational/Graduate School instructors is submitted to the Rectorate by the last week of March each year. The Academic Performance Evaluation Commission, chaired by the Vice Rector responsible for research and composed of at least five faculty members appointed by the Rector, reviews the evaluation results submitted to the Rectorate by the Dean's Office or Vocational/Graduate School Directorate and calculates the performance index for each faculty member.

4.7. The accuracy of the information and documents is the responsibility of the instructor. Activities submitted with incomplete or incorrect documents are not evaluated.

### **Academic Performance Measurement Criteria**

**ARTICLE 5** – The scores and criteria for measuring the academic performance of instructors are grouped under two main categories: research and educational activities. These are determined with consideration of the faculty or vocational school and are specified in APPENDIX-1. In addition, the evaluation conducted according to the specified academic performance measurement criteria, along with the resulting performance index value, will be decisive in determining whether the instructor's contract is terminated by non-renewal/valid cause at the end of the contract period.

### **Academic Performance Index Calculation Method**

#### **ARTICLE 6** –

6.1. Considering the faculty/vocational school to which the instructor is affiliated, the performance score for research and educational activities is calculated based on the tables provided in APPENDIX-1. Depending on the conditions specified in the tables, the research performance score (P1) and the teaching performance score (P2), each taking integer values from 1 to 5, are calculated.

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6.2. After the P1 and P2 values are obtained, the combined performance index (P) is calculated using the following formula:

$$P = 0.65 \times P1 + 0.35 \times P2$$

### **Academic Performance Measurement Process Results**

#### **ARTICLE 7 –**

7.1. The results of the instructor performance index, reviewed by the Academic Performance Evaluation Commission, are submitted to the Rectorate by the second week of May each year. After the performance index determined for each instructor is approved by the Rectorate, it is published on the Human Resources portal designated for the instructor by the Human Resources Directorate.

7.2. The instructor may submit a written objection to this notification within three working days to the Faculty Dean's Office or Vocational School Directorate, citing a material error in the calculation or a deficiency in the data. Objections submitted within the specified period are reviewed by the Academic Performance Evaluation Commission within three working days at the latest, and the result is communicated to the instructor.

7.3. The impact of academic performance index evaluation results on the continuation or termination of the instructor's contract period or on wage increases:

7.3.1. Each calendar year in which evaluations are conducted is considered a three-year period, including that year and the two preceding calendar years. If the P value remains below 1.5 for more than one academic year within the three-year period, the instructor's contract shall not be renewed at the end of its term and will be terminated on valid grounds.

7.3.2. If the score determined in the performance index (P) specified in Article 6 is between 3.00 and 3.49, it is evaluated as 3 points; if between 3.50 and 4.49, it is evaluated as 4 points; and if between 4.50 and 5.00, it is evaluated as 5 points.

7.3.3. An incentive premium is added to the instructor's monthly compensation for the following year based on the performance index (P) specified in Article 6.

(P) value – (5) Professor July 1 2.0 times net base compensation/12

(P) value – (4) Professor July 1 1.5 times net base compensation/12

(P) value – (3) Professor July 1 1.0 times net base compensation/12

7.4. If the person is on unpaid leave, retired, or dismissed from the institution, they are not eligible to receive the incentive premium.

## **PART FOUR**

### **Miscellaneous Considerations**

#### **The Nature of the Directive and Its Relationship to Other University Directives**

**ARTICLE 8 –** This directive serves as an appendix to the contracts concluded between the University and the instructor.

#### **Effective Date**

**ARTICLE 9 –** This directive enters into force upon approval by the University Senate and the Board of Trustees.

#### **Implementation**

**ARTICLE 10 –** The provisions of this directive are implemented by the Rector of Fenerbahçe University.

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# APPENDIX-1

## Science, Engineering, Pharmacy, Medicine, Dentistry, and Health Disciplines (Research)

Research Performance Score (P1)	Conditions
(5)	<p>At least three full articles published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods</p> <p>or</p> <p>At least 2 full articles published in Q1, Q2, Q3 within the scope of SCI-E, SSCI, AHCI and at least 20 citations*/executive in at least 1 externally funded project/(patent application)/(utility model application)/at least 1 international book chapter</p> <p>or</p> <ul style="list-style-type: none"> <li>Being an executive in at least 1 externally supported project in the K1 category, or</li> <li>At least 1 patent registration, or</li> </ul> <p>At least 1 full article published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods and 1 international book</p>
(4)	<p>At least 2 full articles published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods</p> <p>or</p> <p>At least 1 full article published in Q1, Q2, Q3 within the scope of SCI-E, SSCI, AHCI and at least 20 citations*/executive in at least 1 externally funded project/(patent application)/(utility model application)/at least 1 international book chapter</p> <p>or</p> <p>Being an executive in at least 1 externally supported project in the K2 category or being a researcher in at least 1 externally supported project in the K1 category</p>
(3)	<p>At least 1 full article published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods</p> <p>or</p> <p>Being an executive in at least 1 externally supported project in the K3 category or being a researcher in at least 1 externally supported project in the K2 category</p> <p>or</p> <p>At least 3 full articles published in a journal/ESCI indexed in Scopus (excluding SCI-E, SSCI, and AHCI)</p> <p>or</p> <p>2 full articles published during the Q4 period in ESCI/SCI-E, SSCI, AHCI</p> <p>At least 2 full articles published in journals with Scopus index (excluding SCI-E, SSCI, AHCI)/1 full article published in SCI-E, SSCI, AHCI Q4 and being an executive in at least 1 externally supported project/(patent application)/(utility model application)/at least 1 international book chapter</p>

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(2)	<p>2 full articles published in a Scopus-indexed journal (excluding SCI-E, SSCI, and AHCI)</p> <p>or</p> <p>1 full article published during the Q4 period in ESCI/SCI-E, SSCI, AHCI, or</p> <p>At least 1 Scopus-indexed conference paper and at least one international** presentation at a congress, conference, symposium or workshop, or</p> <p>Being an executive in at least 1 externally supported project, or being a researcher in at least 1 externally supported project in K3 category/(patent application)/(utility model application)</p> <p>or</p> <p>At least 1 international book chapter</p>
(1)	Failure to meet any of the conditions listed in the above categories

**Economic, Administrative, and Social Sciences, Communication, and Sports  
Disciplines (Research)**

<b>Research Performance Score (P1)</b>	<b>Conditions</b>
(5)	<p>At least 2 full articles published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods or At least 1 full article published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods and at least 10 citations/1 international book or Being an executive in at least 1 externally supported project in K1/K2 category/(patent application)/(utility model application) or Permanent exhibition of an original artwork or design in a public space abroad</p>
(4)	<p>At least 1 full article published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods or 3 full articles published during the Q4 period in ESCI/SCI-E, SSCI, AHCI, or Being an executive in at least 1 externally supported project in the K3 category or being a researcher in at least 1 externally supported project in the K1/K2 categories or 1 full article published during the Q4 period in ESCI/SCI-E, SSCI, AHCI, and at least <u>1 international</u> book or Having directed a feature-length film selected or invited to screen at an international festival</p>
(3)	<p>3 full articles published in a Scopus-indexed journal (excluding SCI-E, SSCI, and AHCI) or 2 full articles published during the Q4 period in ESCI/SCI-E, SSCI, AHCI, or 1 full article published in an ESCI, SCI-E, SSCI, or AHCI Q4 journal, and 1 full article published in a nationally/Scopus-indexed journal or Being a researcher in at least 1 externally supported project in the K3 category, or being an executive in 1 externally supported project or 2 international book chapters or Having directed a short or medium-length film selected or invited to an international festival Or Presentation of an original design project exhibited internationally</p>
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(2)	<p>2 full articles published in a Scopus-indexed journal (excluding SCI-E, SSCI, and AHCI)</p> <p>or</p> <p>1 full article published during the Q4 period in ESCI/SCI-E, SSCI, AHCI, or</p> <p>At least 2 national full articles, or</p> <p>Being a researcher in at least 1 externally supported project, or</p> <p>Nationally/Scopus indexed 1 full article/At least 1 national/international book chapter and At least 1 international congress, conference, symposium and workshop presentation/participation in a film, exhibition, theater performance, concert, album, or radio/TV program evaluated by an international jury, either individually or as part of a group</p> <p>or</p> <p>International competition award/two national competition awards</p>
(1)	Failure to meet any of the conditions listed in the above categories

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### Architecture and Design Disciplines (Research)

Research Performance Score (P1)	Conditions
(5)	<p>At least 2 full articles published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods</p> <p>or</p> <p>At least 1 full article published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods and at least 10 citations/at least 1 international competition award/international original solo exhibition</p> <p>or</p> <p>Being an executive in at least 1 externally supported project in K1/K2 category/(patent application)/(utility model application)</p> <p>or</p> <p>Permanent exhibition of an original artwork or design in a public space abroad</p>
(4)	<p>At least 1 full article published within the scope of SCI-E, SSCI, or AHCI during Q1, Q2, or Q3 periods</p> <p>or</p> <p>2 full articles published during the Q4 period in ESCI/SCI-E, AHCI, SSCI, or</p> <p>At least 2 full articles published in journals with Scopus index (excluding SCI-E, SSCI, AHCI) and at least 1 international competition award/ international original solo exhibition/being an executive in 1 externally supported project/(patent application)/(utility model application), or</p> <p>Being an executive in at least 1 externally supported project in the K3 category or being a researcher in at least 1 externally supported project in the K1/K2 categories, or</p> <p>1 full article published during the Q4 period in ESCI/SCI-E, SSCI, AHCI, and at least 1 international book</p>
(3)	<p>2 full articles published in a Scopus-indexed journal (excluding SCI-E, SSCI, and AHCI)</p> <p>or</p> <p>1 full article published during the Q4 period in ESCI/SCI-E, SSCI, AHCI, or</p> <p>Being a researcher in at least 1 externally supported project in the K3 category, or being an executive in 1 externally supported project</p> <p>or</p> <p>2 international book chapters</p> <p>or</p> <p>Presentation of an original design project exhibited internationally</p>
(2)	<p>1 full article published in a Scopus-indexed journal (excluding SCI-E, SSCI, and AHCI)</p> <p>At least 2 national full articles, or</p> <p>Being a researcher in at least 1 externally supported project, or</p> <p>Nationally indexed 1 full article/At least 1 national/international book chapter and At least 1 international congress, conference, symposium and workshop presentation/participation in an individual or group exhibition judged by an international jury</p>



	or International competition award/two national competition awards
(1)	Failure to meet any of the conditions listed in the above categories

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## CLARIFICATIONS AND DEFINITIONS

**Citation:** Citations received by the author's publications affiliated with Fenerbahçe University, as indexed in the Web of Science during the relevant calendar year, are considered.

**Congress:** The international event must have been held at least three times, and at least 40% of its referees and speakers must be scientists from countries other than the host country. The national event must have been held at least three times.

### **Publication:**

**\*International article:** All articles must be both published and indexed within the relevant calendar year. **Publications that are accepted but not yet published (those with only a DOI number assigned) or in early access are not included.**

**\*\*National full article:** For an article to be counted as a national full article, the journal must appear on the TÜBİTAK-Ulakbim national journals list and be indexed in the relevant calendar year at the time of publication.

### **Book/Book chapter:**

#### **International book/book chapter**

Within the year of application, for the relevant book or book chapter;

1. It must be catalogued and indexed in the libraries of the world's top 500 universities, as determined by ranking institutions recognized by the Council of Higher Education.
2. International Publishing House Criteria: A publishing house that has been operating regularly at the international level for at least five (5) years, whose books are catalogued in the libraries of the world's top 500 universities (as determined by ranking institutions recognized by the Council of Higher Education), and that has published at least 20 books by different authors in the same field.

#### **National book/book chapter:**

Within the year of application, for the relevant book or book chapter;

1. It must be catalogued and indexed in university libraries in Turkey.
2. National Publishing House Criteria: A publishing house that has been operating regularly at the national level for at least five (5) years, whose publications are catalogued in university libraries in Turkey, and that has published at least 20 books by different authors in the same field.

Reprinted books or book chapters, curation books prepared for exhibitions, and question books prepared for exams are excluded from scoring.

## DESIGN

### **Conditions:**

- 1) The design must be original and contribute to science, technology, or art (including buildings, environments, works, publications, spaces, or objects).

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- 2) Only designs related to the applicant's field that have been implemented or commercialized under a contract with public institutions or private legal entities will be considered.
- 3) The year the design was finalized is considered during the evaluation.
- 4) The design must have been put into practice or registered within the evaluation year.

### **Evidentiary Documents**

1. For artistic designs implemented within public institutions or private legal entities, a document specifying the design and the year it was put into practice.
2. For artistic designs registered with a scientific publication, a PDF copy of the published version.
3. For other artistic designs, a document from the relevant board or authority confirming that the design has been registered or implemented.
4. For Useful Object/Model works, a copy of the TSE or TPI registration certificate.

### **EXHIBITION**

#### **Conditions:**

- 1) Exhibition refers to all exhibitions, biennials, shows, performances, concerts, festivals, and screenings related to artistic or scientific audio-visual activities conducted by academic staff within their field of expertise.
- 2) Only exhibitions that contribute to art are considered in the evaluation.
- 3) The evaluation of exhibitions is based on the date the exhibition was completed.
- 4) For an exhibition to be evaluated as international, its international status must be approved by the relevant program or department boards.

#### **Exhibition activities outside the scope**

- 1) Exhibitions related to educational activities and student club events are excluded from evaluation.

### **Evidentiary Documents**

1. A document confirming whether the exhibition is an original solo exhibition or an invited/competition-based exhibition, including the date and location of the exhibition.
2. For international exhibitions, a decision from the program or department boards confirming the exhibition's international status.

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**Project:**

- To participate in an externally supported project in which the institution (Fenerbahçe University) has a stake.

The project categories are as follows:

$$I = \frac{\text{Projenin sözleşmeye bağlanmış toplam bütçesi x Değerlendirme yılı içerisinde çalışılan ay}}{\text{Toplam proje süresi (ay)}}$$

K1 category:  $I > 1.000.000$  TL

K2 category:  $I \leq 1.000.000$  TL and  $I > 500.000$  TL K3 category:  $I \leq 500.000$  TL and

$I > 250.000$  TL Externally supported project:  $I \leq 250.000$  TL

**Patent:**

**National patent:** A patent applied for under national legislation and granted by the Turkish Patent and Trademark Office following an examination report.

**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.

**Award:**

Refers to academic and artistic awards granted at the national or international level by professional organizations in the relevant field, or by public or private institutions, based on the evaluation of a committee that includes field experts. Awards given by the institution where the instructor is employed are excluded.

1. Awards granted for papers, awards given by publishers or journals for peer reviewing, and awards received from the applicant's own university are not taken into consideration.
2. The award received must be related to the instructor's field of science.
3. For an award received from domestic or international public institutions or organizations, there must be an academically focused evaluation jury or selection committee. The award must be given on a continuous basis, have been awarded at least five times previously, and be publicly announced on the official website of the relevant institution or organization.

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## All Faculties and Vocational Schools (Education)

Two primary metrics are used to evaluate educational performance. The first is based on student evaluations, while the second relates to the instructor's course load.

S: The weighted average of student evaluation scores for the courses taught by the instructor over the last two academic semesters

T: Measurement value based on course load (For each course/section, the value is calculated as "Weekly course hours  $\times$  [1 + (Number of students  $\div$  40)]", and the total of these values across all "n" courses or sections is denoted by T). "Course" refers to a course that is included in the calculation of the grade point average.

The values of S and T are calculated as follows:

n: The number of courses taught by the instructor in the previous academic year

a1, a2, ..., an: Number of students **who submitted evaluations** for each course given by the instructor

f1, f2, ..., fn: Student evaluation scores for each course taught by the instructor

$$T = \sum_{k=1}^n \frac{\sum_{k=1}^n [a_k \times f_k]}{\sum_{k=1}^n [a_k]} [Haftalık\ ders\ saati_k \times [1 + \left(\frac{\text{Öğrenci sayısı}_k}{40}\right)]]$$

For courses taught in English:

$$T = \sum_{k=1}^n (1,2) \left[ Weekly\ class\ hours_k \times \left(1 + \frac{Number\ of\ students_k}{40}\right) \right]$$

For courses taught in Turkish:

$$T = \sum_{k=1}^n \left[ Weekly\ class\ hours_k \times \left(1 + \frac{Number\ of\ students_k}{40}\right) \right]$$

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<b>Educational Performance Score (P2)</b>	<b>Conditions</b>
(5)	<p>Provided that the S value is at least 3.8 and the T value is at least 24, To serve as principal advisor/co-advisor for at least 1 doctoral thesis finalized in the relevant calendar year or To serve as principal advisor/co-advisor for at least 2 master's theses or at least 5 non-thesis master's degree projects finalized in the relevant calendar year or To have established an education and/or research laboratory *</p>
(4)	<p>The S value is at least 4.25, and the T value is at least 60 Provided that the S value is at least 3.8 and the T value is at least 24, To serve as principal advisor/co-advisor for at least 1 master's thesis or at least 3 non-thesis master's degree projects finalized in the relevant calendar year, or Holding the office of Vice Rector/Dean/Director (Vocational School, Graduate School),** or The S value is at least 4.2, and the T value is at least 48</p>
(3)	<p>* The S value is at least 3.8, and the T value is at least 24 or The S value is at least 4 or the T value is at least 24, and Holding the office of Vice Director/Vice Dean/Head of Department**</p>
(2)	The S value is at least 4 or the T value is at least 24
(1)	Failure to meet any of the conditions listed in the above categories

**NOTE:**

- 1.All thesis studies must be conducted by Fenerbahçe University graduate students under the supervision/co-supervision of a Fenerbahçe University instructor.
2. In calculating the T value, Article 5 of the Additional Course Implementation Directive is applied.

\* The laboratory must be established as part of a national or international project or through a donation to the university.

\*\* Must serve for at least 8 months for administrative duties to be counted in the evaluation.

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