ISTANBUL NİŞANTAŞI UNIVERSITY
ACADEMIC PERSONNEL WORKING PRINCIPLES AND DISCIPLINE GUIDELINES

FIRST CHAPTER
General Provisions

Aim and scope

ARTICLE 1 - This directive aims to determine and allocate academic staff positions to be assigned at Nişantaşı University; to regulate the rights and obligations of academic staff and their working conditions in accordance with the conditions of free academic work and the requirements of education and training.

Legal Basis

ARTICLE 2 - This Directive is in accordance with the Higher Education Law No. 2547, Academic Organization in Universities. The Regulation has been prepared based on the Higher Education Personnel Law No. 2914, the Labor Law No. 4857 and the Nişantaşı University Main Regulation.

Definitions

ARTICLE 3 - As mentioned in this Directive
University: Nişantaşı University,
Trustee Committee: The Trustee Board of Nişantaşı University Directors,
President: Nişantaşı University Board of Trustees Chairman,
Rector: Nişantaşı University Rector,
Manager: Managers of the College, Continually Education Central Manager, Science and Social Sciences' Directors of the Institute,
Academic staff: Academic staff working at Nişantaşı University under a fixed or indefinite term contract,
Are expressed.

Fundamental principles

ARTICLE 4 - The basic principle in Academic Personnel Management is to improve the quality of education, training, scientific research, application, development, and service in order to effectively and efficiently realize the mission, vision, core values and strategic goals of the University; to develop individual and team performance with effective and efficient processes and systems; and to create professional development opportunities.

Academic Personnel Policy

ARTICLE 5 - Academic employee under the management The University basis approach and policy the following is based on the following principles:

1) The university has been working on studies and developing systems for academic staff, adopts the principle of improving the quality of teaching, research, application, and service.
2) Managers, organization structure inside different in unit's inefficiencies from the middle lift, they give importance to applications that can increase productivity.
3) Managers, organization in its structure "participant management" and "set work" understanding of They are responsible for supporting and encouraging their employees to take initiative by providing them with information and responsibility.
4) The main principle in selecting and placing academic staff is to fulfill the duty without any discrimination or privilege. the competencies required (information, skill, behavior) owner, our institution to your culture and to your identity to provide equal opportunities and advancement opportunities to qualified and experienced people who can adapt.
5) Academic of staff to be earned, development And University with Integration basis purposes It is located between.
6) By determining targets on a "Unit" and "Individual" basis, the performance of academic staff is evaluated regularly and based on objective criteria. In addition, in the evaluation of performance, competencies such as the academic staff's capacity for self-development and their ability to work in teams, and their contribution to the University are also taken into consideration, depending on the academic staff's job description.
7) Management by academic to the staff vocational their development for equal opportunity and facilities is provided.

Instructors

ARTICLE 6 – (1) Instructors; higher education in institutions officer teaching members, teaching staff, lecturers, and teaching assistants.

(2) Teaching members; higher education in institutions officer professor, associate professor, and doctor. Teaching is the officers.

a) Professor; with his scientific research expertise in the field proven himself It is the highest academic title given to faculty members who meet the necessary legal conditions and have extensive experience in research and education.

b) Associate Professor; is a faculty member who has received the title of associate professor by fulfilling the necessary legal conditions in accordance with the relevant legislation.

c) Doctoral Lecturer; is a person who has been promoted to the position of faculty member after receiving the title of doctor and fulfilling the necessary legal conditions. (3) Lecturer; is a faculty member who is responsible for teaching and conducting practices.

(4) Lecturer; is a faculty member who teaches and implements the courses determined as common compulsory courses in various education programs during the education-training period.

(5) Teaching assistants; are research assistants, experts, translators, and education-training planners assigned for certain periods in higher education institutions.

Manner of Work

ARTICLE 7 (1) Academic staff shall work in the university as a permanent staff; they shall devote all their working hours to university-related work; they shall be obliged to perform at least forty hours of education, scientific research, project work, implementation and management duties, and other duties assigned by the University organs.

(2) Academic staff in the university cadres shall not engage in any activity that would require them to be considered as a merchant or tradesman according to the Turkish Commercial Code, except in cases specified in special laws. They shall also not perform duties prohibited by the Higher Education Law No. 2547.

(3) Academic staff may conduct research and project studies individually or jointly, or teach at another higher education institution, provided that they do not disrupt their duties at the University, subject to the permission of the Rector.

Determination of Staff Needs

ARTICLE 8 - As a rule, determination of staff needs is made within the scope of the annual work plan and budget. Budgeted staff needs are submitted to the approval of the Board of Trustees. In the event that staff needs arise during the year, although not budgeted exceptionally, the necessary work is carried out by the Rectorate and submitted to the approval of the Board of Trustees.

Appointment of the Academic staff

ARTICLE 9 - Appointment to academic positions is made among candidates who meet the necessary legal conditions and meet the criteria in the University's Appointment and Promotion Directive. In determining the candidates, the Academic Human Resources Commission conducts the preliminary evaluation of the applicants after the announcement and application process. The Academic Human Resources Commission consists of the Vice Rector, the Human Resources Department Head, and the General Secretary to be assigned by the Rector. The preliminary evaluation is carried out in terms of the formal requirements of the application file. The file of the personnel who pass the preliminary evaluation is sent to the jury formed in accordance with the provisions of Law No. 2547 and the jury evaluates the content. The personnel who pass the evaluation are appointed upon the recommendation of the relevant faculty dean or college director and with the approval of the Rector and the Board of Trustees. The contracts of the faculty members whose contract periods have expired are renewed in the same manner. Files that do not comply with the format requirement are not processed.

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Compensation and Benefits Policy

ARTICLE 10 – (1) The university's wage and fringe benefits policy have two main objectives:
a) To compensate employees in line with the services they provide and their contributions to the institution,
b) To provide a total wage package that is competitive in the relevant sector.
(2) In wage and fringe benefits management processes, no discrimination can be made based on factors such as gender, age, race, religion, philosophical belief, political opinion, nationality, family obligations and similar differences.
(3) The wages and fringe benefits provided by the University to its employees include the following elements:
a) Base wage,
b) Extra course fees,
c) Performance-based bonuses and awards,
d) Project, research and consultancy income, e) Publication support, f) Private health insurance (optional prepayment),
h) Other payments to be determined by the Board of Trustees,
(4) Regulations regarding wages and fringe benefits to be provided to personnel and issues such as level, range, and scope of the above-mentioned are determined by the Board of Trustees in accordance with the University's conditions, taking into account the studies and suggestions made by the Rectorate.
(5) In exceptional cases, it is possible to deviate from the wage regulations with the reasoned proposal of the Rector and the approval of the President.

Performance management system

ARTICLE 11 - The performance of the academic staff of the University 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 are regulated in the form of a Directive with the proposal of the Rector and the approval of the Board of Trustees.

CHAPTER TWO
ACADEMIC PERSONNEL RIGHTS

Scientific freedom

ARTICLE 12 - Academic staff freely defend their views and opinions, provided that they comply with academic ethical principles, and can freely conduct academic research and study in the fields they wish. No prohibitive rule can be imposed on this matter.

Right related to the wages

ARTICLE 13 - (1) The issues related to the wages and other personnel rights related to wages of academic staff are determined in their contracts within the framework of the University wage policy and the relevant Board of Trustees decisions. The wages given to the staff and the wage increase rates are confidential and the Rectorate takes the necessary measures to protect confidentiality.

Annual leave period

ARTICLE 14 – (1) Annual paid leave entitlement is 20 days for faculty members who have worked for 1-10 years in institutions affiliated with the Ministry of National Education or the Council of Higher Education, and 30 days for those who have more than 10 years of seniority. Faculty members whose seniority at the university is less than one year are not entitled to annual leave. It is essential that at least one week of annual leave is used during the mid-term holiday and that the leave is used within the year it is earned. If the leave is not used within two years, the leave day cannot be transferred to the third year.
(2) In calculating annual paid leave days, Saturdays and Sundays on national and religious holidays that coincide with the leave period are not counted as leave period.
(3) Annual leaves can be used after the announcement of spring term grades (except for the introduction period) for faculty members who will not teach during the mid-term holiday and summer school. Annual leave cannot be used as long as education continues. It is essential that annual leaves are used as of August 31 and that the leave is not transferred to the following year. Academic staff prepares annual leave plans in a way that does not disrupt academic work and reports them to the Administration.
The Administration may evaluate leave plans and request changes to the plans when necessary.

Sickness permission

ARTICLE 15 - (1) If academic staff cannot work due to an illness or injury and cannot come to work for a maximum of one-week, short-term sick leave is applied. If staff cannot come to work for a period between 1 week and 3 months due to illness or injury, long-term sick leave is applied.

(2) In case of illness, 1 day of administrative leave is used by notifying the relevant dean or department head/director. For illnesses lasting longer than 2 days, a certificate of incapacity for work must be obtained from state or private hospitals. The relevant dean or department head/director may request that the report received from the private hospital be approved by the public hospital or doctor.

(3) In cases of short-term or long-term illness, the report and medical documents received must be submitted to the University within 3 working days from the end date of the report. If the report is not submitted to the University within 3 working days in case of short-term illness, the days the staff does not come to work are considered as unpaid leave. In cases of long-term illness, failure to obtain the requested report and medical documents may be a reason for termination.

(4) Full payment is made to employees who receive a certificate of incapacity for work for the days they are unable to come to work. However, the employee is obliged to repay the employer the amount of the temporary incapacity allowance they receive from the Social Security Institution. In order to ensure this, a commitment letter may be requested from the employee during the time they are on sick or maternity leave.

Birth (maternity leave) permission

ARTICLE 16 - (1) Academic staff who give birth are granted 8 weeks of maternity leave prior to birth and 8 weeks of maternity leave following the date specified on the birth certificate, subject to a report to be obtained from a state hospital prior to birth. In the event of a multiple pregnancy, two more weeks are added to the period of absence from work prior to birth. However, if the health condition is suitable, the staff may continue their duties up to three weeks prior to birth with the approval of the doctor. In this case, the periods worked are added to the postpartum periods.

(2) The periods specified above may be increased, if necessary, with a doctor's report, depending on the health condition of the staff.

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

(4) The person may take up to six months of unpaid leave following maternity leave.

(5) Inability to work due to pregnancy or childbirth is considered within the scope of sick leave. During maternity leave, the employee continues to be paid an advance salary. However, the employee is obliged to repay the employer the amount of the temporary incapacity benefit received from the Social Security Institution. If the amount received from the Social Security Institution does not cover the relevant advance, the employee pays the difference to the institution with the next salary after it is collected from the Social Security Institution. In order to ensure this, a commitment letter is obtained from the employee before going on maternity leave.

Breast-feeding (maternity leave) permission

ARTICLE 17 - Following the end date of maternity leave after birth, 3 hours of breastfeeding leave per day is granted for the first six months and 1.5 hours of breastfeeding leave per day for the second six months. The staff determines the hours and how many times this period will be used, without disrupting their course load.

Academic permissions

ARTICLE 18 - (1) Nişantaşı University accepts academic leaves as an important part of academic development.

According to this framework;

a) Deans, institute, and college directors may grant permission for up to one week, and the rector may grant permission for up to fifteen days, for academic staff to participate in congresses, conferences, seminars and similar scientific meetings, and other meetings related to their science and professions, to conduct research and study trips, and to be present at places required for research and study, without receiving a travel allowance from the University. In cases exceeding fifteen days or requiring travel allowance, or where expenses required for research and study must be paid from the budget of the university and its affiliated units or from revolving fund revenues, the decision of the relevant board of directors and the approval of the rector are required.

b) The conditions, principles, and procedures regarding the financial support of full-time academic staff of the University who will participate in scientific events organized abroad are determined by a Directive accepted by the Senate and approved by the Board of Trustees.
c) An academic staff member who applies for the purpose of conducting research at an educational institution abroad may be granted a total of 3 months of paid leave, one month of which will be counted as annual leave, provided that the performance criteria are met. Academic staff who apply for leave must submit a report to the Rectorate, together with an official acceptance document from the foreign institution, describing the research topic and objectives, the members of the research team if they will participate in ongoing research abroad, the phase of the research and the ways in which they will contribute to the research, with the recommendation of the Faculty Board of Directors. In this way, a written commitment and surety is obtained from the staff member who takes paid leave that they will work at the University for twice the period they spent abroad. The staff member who leaves the University before this period is completed shall refund all expenses incurred by the University for them while abroad. In accordance with the provisions of this paragraph, additional unpaid leave of not more than 3 months may be granted to staff who go abroad. (2) In addition, academic staff members who have worked at the University for at least 6 years may be granted a paid leave of up to 1 year to conduct scientific studies. The following points are followed when granting permission:
a) It must be confirmed by the decision of the Faculty/College Vocational School Management Board that the education and training program will not be disrupted during the period in which the leave will be used.
b) The academic staff who wants to use the leave submits the information form, official invitation letter, and documents related to their work to the Faculty/Institute/College. The request for permission abroad is submitted to the Rector for approval, together with the opinion of the relevant dean and the decision of the faculty management board.
c) Those assigned domestically and/or abroad are obliged to submit a detailed activity report, which they will prepare according to the approved work program given to them, to the Rectorate within one month after their return home.

Paid social leaves

ARTICLE 19 - Academic staff are also granted paid social leaves in the following cases:
(1) 5 days if the staff gets married;
(2) 5 days if the staff's spouse, mother, father, sibling or child dies;
(3) 5 days if the staff's spouse gives birth;
(4) Paid social leaves can be used starting from the occurrence of the relevant reason.

Scientific study and assignment allowance

ARTICLE 20 - The assignment of academic staff to participate in congresses, conferences, seminars and similar scientific and other meetings in Turkey and abroad, and to conduct research and study trips with or without allowance is possible with the approval of the Rector after receiving the opinion of the relevant dean or director. Travel allowances and other payments to be paid for trips out of town and country due to duty are subject to the relevant legislation of the University.

Political to parties membership and duty taking

ARTICLE 21 - Academic staff can be members of political parties. They can take on duties in the central bodies of political parties and their affiliated research and consultancy units, provided that they do not neglect their duties at the university and report to their institutions within one month. Academic staff in this situation cannot be rectors, deans, institute and college directors, or department heads, and cannot be elected as their assistants. Academic staff who are members of political parties cannot engage in party activities or engage in party propaganda within the institution.

THIRD CHAPTER
DUTY AND LIABILITIES OF ACADEMIC PERSONNEL

Alignment with mission, vision and goals

ARTICLE 22 - Academic staff adopts the mission, vision, core values and strategic goals of the University and carries out their work in line with them.

Academic duty and Responsibilities

ARTICLE 23 - (1) The duties and responsibilities of the academic staff of the University are as follows:

a) To conduct and have conducted education, training and practical studies at the associate, undergraduate and graduate levels in accordance with the education-training legislation at the University, to manage project preparations, seminars, and theses.

b) To conduct scientific research and publications.

c) To accept students on certain days according to the program to be arranged by the faculty dean or the director of the college, and to help and guide them in necessary matters.

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

e) To fulfill other duties assigned by the Dean's Office/Directorate.

(2) Academic staff are obliged to fulfill the duties assigned to them in accordance with the University's legislation fully and on time and must comply with the rules and practices of the University in all their work.

(3) The faculty member may be assigned to other units of the university, without being limited to the higher education unit where he/she is employed, and if necessary, if the course load he/she is assigned to is not full. Professors and Associate Professors are required to teach at least 12 hours per week, and Dr. Faculty Members are required to teach 15 hours per week. Lecturers and instructors are required to teach at least 18 hours per week. The weekly course load of faculty members with administrative duties is applied with a 3-hour reduction. Teaching elements of lesson burden in your account, weekly lesson program within active aspect training attended

(4) In calculating the course load of academic staff, each course hour for actively participating in education and training activities (associate, undergraduate and graduate level) within the weekly course program is considered as one hour of course load; each course hour for practical courses outside of courses (laboratory, clinic and similar) is considered as one course load. In addition, one hour/week is considered as one course load for seminars, projects, graduation assignments, graduation projects, diploma projects and similar; one hour/week is considered as one course load for master's and doctoral thesis consultancies. Courses given outside the university are not taken into account in the course load calculation. The maximum course load that can be gained from postgraduate theses, term projects, graduation projects and similar activities outside of actively given courses cannot exceed five hours per week.

(5) Rectors, vice rectors, deans, institute and college directors are not obliged to give lectures.

Inability to work outside of university

ARTICLE 24 - Whether or not it is included in the University's field of activity, it cannot be directly or indirectly involved in any commercial activity without the University's knowledge. However, duties specified in special laws, as well as arbitration, mediation and expert duties assigned by judicial and administrative authorities are excluded from the scope of this prohibition. Other than these, academic staff working outside the University in accordance with university legislation is subject to the Rector's permission.

ARTICLE 25 - When academic staff leave their duties for any reason, they are required to return to the university all documents and items entrusted to them and in their possession as part of their duties.

Obligation of confidentiality

ARTICLE 26 - Academic staff are obliged to keep confidential the information they may access or learn due to their duties, not to use this information after leaving work, and not to disclose it to third parties without the written permission of the University. No confidential software, technology, information, system, application, method or idea, application, design, model, patent, work, etc. developed by the University, which is not yet known in the industry, cannot be taken out of 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 Directive in all their work and behavior. In case of detection of behaviors contrary to the ethical conduct principles, the provisions of the relevant Directive shall be applied.

Disciplinary Matters

ARTICLE 28 - Disciplinary investigations may be initiated by the Rector within the framework of the relevant legislation against academic staff who do not fulfill the duties and responsibilities assigned to them by the law, bylaws and regulations, who do not comply with the issues that require compliance, who do prohibited work, who act contrary to professional honor and scientific ethics, and who disrupt work peace and working order. In order to ensure that education and management services are carried out properly at the university, one of the following disciplinary penalties may be applied in addition to the acts in Law No. 2547, depending on the nature and severity of the situation, to Academic Staff who do not fulfill the duties assigned to them by the Law and the relevant bylaws issued based on the Law or who commit negligence while fulfilling them, who do not comply with the issues that require compliance, or who perform prohibited work, actions and behaviors.

Warning Penalty:

It is a written notification to the personnel that they need to be more organized in their duties. The actions and behaviors that require a Warning Penalty are as follows:

(a) Being indifferent or acting irregularly in carrying out the given orders and duties completely and on time, in fulfilling the procedures and principles determined by the University administration in the place of duty, in protecting, using and maintaining official documents, tools and equipment related to the duty.

(b) Coming to duty late without excuse or permission, leaving early, leaving the place of duty.

(c) Making irregular applications or requests.

(d) Acting and behaving in a manner unbecoming of the dignity required by the title they hold.

(e) Being indifferent or uninterested in their duties and employers.

(f) Acting contrary to the principle of performing the duty in cooperation.

(g) Acting contrary to the dignity of the Academic Personnel in their relations with students.

(h) Not responding to questions asked by authorized bodies according to laws, statutes and regulations on time without a justified reason.

(i) Being involved in other work outside of one's duties during working hours.

(j) Leaking speeches made and decisions made by university bodies outside the body without being authorized.

Reprimand Penalty:

This is a written notification to the personnel that they are defective in their duties and behaviors. The actions and behaviors that require a Reprimand are as follows:

(a) Being indifferent or acting irregularly in carrying out given orders and duties completely and on time, in fulfilling the procedures and principles determined by the University administration at the place of duty, in protecting, using and maintaining official documents, tools and equipment related to the duty.

(b) Behaving in a manner that will undermine the sense of reputation and trust required by official status outside of service.

(c) Losing official documents, tools and similar items belonging to the University, or scientific documents or books that cannot be replaced.

(d) To mistreat colleagues, subordinate personnel, business owners or students.

(e) To harass colleagues and business owners with words or actions.

(f) To object to decisions, orders and instructions taken by authorized bodies in order to ensure that services are carried out in accordance with the rules in the university and its affiliated units.

(g) To disrupt the peace, tranquility or working order of the university.

(h) To report incompletely or incorrectly or not at all the situations and conditions that should be reported to the university or its affiliated units.

(ı) To cause behaviors in favor of or against the organs or members by spreading or leaking the speeches made and decisions made in the organs of the university outside the organs, except to official authorities, without being authorized.

(i) To behave in a manner that is contrary to general morality and decency in the place of duty and to write such writings, draw or make signs and similar figures.

Deduction from salary or wage:
A one-time deduction from the gross salary in the contract, between 1/30 and 1/8. Actions and behaviors that require a penalty for deduction from salary or wage are as follows:
(a) Not coming to work for a maximum of two days without excuse or permission.
(b) Using official documents, vehicles, equipment and the like belonging to the university and its affiliated units for personal gain.
(c) Making false and misleading statements to the persons responsible for matters related to duty.
(d) Verbally disrespecting and/or insulting one's superior while on duty.
(e) Assisting in the unauthorized use of any place within the boundaries of the duty station for meetings, ceremonies and similar purposes.
(f) Making a collective application or complaint.
(g) Behaving in a manner that will undermine the sense of reputation and trust required by the official position held in the service.
(h) Obtaining or attempting to obtain any benefit, directly or indirectly, outside the law, from any institution to which one is affiliated or under one's control because one's duty.
(j) Tearing down, tearing down, altering, scribbling or soiling announcements, programs and similar documents posted with the order or permission of the university administration.
(ı) Not attending meetings to which one is called or assigned without an acceptable excuse.

Personnel files
ARTICLE 29- Personnel files of academic staff are kept in the Human Resources Department and the relevant Department Head is responsible for ensuring confidentiality.
Termination of contract
ARTICLE 30- The provisions of the Labor Law No. 4857 shall apply regarding 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 Law No. 2547, the Higher Education Personnel Law No. 2914, the Labor Law No. 4857 and relevant legislation shall apply.
Enforcement
ARTICLE 32- This Directive shall enter into force on the date it is approved by the Board of Trustees.
Execution
ARTICLE 33- The Rector of Nişantaşı University shall execute the provisions of this Directive