

## **Sakarya University of Applied Sciences**

### **Regulations Regarding the Working Principles and Procedures for Foreign Faculty Members**

#### **Section 1**

##### **Purpose, Scope, Basis, and Definitions**

###### **Purpose**

Article 1- (1) The purpose of this regulation is to establish the principles regarding the employment of foreign faculty members at Sakarya University of Applied Sciences.

###### **Scope**

Article 2- (1) This regulation covers the provisions regarding the working principles and duties of foreign faculty members to be employed at Sakarya University of Applied Sciences.

###### **Basis**

Article 3- (1) This regulation is prepared based on the provisions of Article 34 of Law No. 2547 on Higher Education published in the Official Gazette dated 6/11/1981 and numbered 17506, Article 16 of Law No. 2914 on Higher Education Personnel published in the Official Gazette dated 13/10/1983 and numbered 18190, and of the "Council of Ministers Decision on the Principles of Employing Foreign Faculty Members in Higher Education Institutions" published in the Official Gazette dated 31/10/1983 and numbered 18207.

###### **Definitions**

Article 4- (1) In this regulation;

Unit: Refers to the Department/Department Chairmanship.

Unit Executive Board: Refers to the Faculty/School/Vocational School Executive Board.

Commission: Refers to the Sakarya University of Applied Sciences Commission for Foreign Faculty Members.

Faculty Member: Refers to foreign faculty members, instructors, and research assistants to be employed at Sakarya University of Applied Sciences.

Rector: Refers to the Rector of Sakarya University of Applied Sciences.

Senate: Refers to the Senate of Sakarya University of Applied Sciences.

University: Refers to Sakarya University of Applied Sciences.

Board of Directors: Refers to the University Board of Directors.

## **Section 2**

### **Employment and Determination of Salaries**

#### **Employment**

Article 5- (1) The unit wishing to employ a faculty member shall submit its request, along with a comprehensive justification that includes the potential contributions of the relevant individual, to the Faculty/School to which it is affiliated. If the request is deemed appropriate by the relevant Unit Executive Board, a decision regarding this request, along with the justification, shall be sent to the Rectorate. The Rectorate forwards the file to the Commission. The commission examines the file of the individual, and if deemed suitable for employment, determines their compensation, and submits the file to the Rectorate.

(2) Foreign faculty members to be employed for the first time must meet the required score eligibility for appointment to the relevant academic position as specified in the "Sakarya University of Applied Sciences Academic Promotion and Appointment Criteria" Regulation. For contract renewals, the scores obtained from work carried out on behalf of the university should be at least half of this eligibility. However, these criteria are not required to be met in cases where there is no equivalent qualified faculty member in the relevant field within the university or when their recruitment is difficult.

#### **Determination of Salaries**

Article 6- (1) The contract fee (base monthly salary) of the faculty member to be employed is determined by the Commission, considering the criteria mentioned in Article 6, paragraph 3 of this Regulation and the monthly salaries of tenured faculty members in the corresponding position. This decision is then submitted to the Rectorate.

(2) The gross monthly contract fee that can be paid to foreign national faculty members to be employed should not exceed:

a) Six times the total monthly salary and all kinds of allowances paid to faculty members for professors and lecturers.

b) Four times the total monthly salary and all kinds of allowances paid to expert instructors, lecturers, translators, and educational planners.

c) Twice the total monthly salary and all kinds of allowances paid to research assistants.

(3) The monthly gross contract fee for the faculty member to be employed is recommended by the Commission, considering the upper limits specified in Article 6, paragraph 2 (a), (b), and (c) of this Regulation, provided that it does not exceed them. When determining the fee, the Commission considers:

a) Fields of specialization and their duties.

b) The absence of an equivalent qualified faculty member in the relevant field within the university or difficulties in recruitment.

c) Being an internationally recognized academician in their field (number of publications indexed by international indexes, number of projects, membership in journal publication boards, etc.).

d) Holding an international scientific award in their field.

(4) The salaries of those whose contracts are renewed at the end of the contract period are determined based on the base monthly salary for that year, with an additional increase according to the rate of increase specified by the Council of Ministers in the 'Decree on Allowances and Compensations for public officers,' applicable for the fiscal year in which they work. In addition to this, an additional increase for the fiscal year may be provided, considering the contribution the faculty member has made to the university during the year. This increase is evaluated based on the net salary received by the faculty member in January of the fiscal year they are working in, considering the criteria set forth in the "Academic Incentive Award Regulation" published in the Official Gazette dated 18/12/2015 and numbered 29566. As a result of this evaluation, in addition to the salary determined in accordance with Article 6, paragraph 1 of this Regulation, faculty members are entitled to an additional payment based on the Academic Incentive Award score:

a) 0% for faculty members with a score between 0 and 30.

b) 8% for faculty members with a score between 31 and 50.

c) 10% for faculty members with a score between 51 and 80.

d) 12% for faculty members with a score between 81 and 100. This increase is not granted to those benefiting from the Academic Incentive allowance.

### **Section 3**

#### **Establishment, Working Principles, and Duties of the Commission**

##### **Establishment of the Commission**

Article 7- (1) The Commission consists of a vice rector appointed by the Rector and 3 (three) members.

(2) The membership term is 3 (three) years.

(3) The membership of a member who does not attend three consecutive meetings without a valid excuse or who is absent from the University for more than six months due to unpaid leave, assignments, or similar reasons shall be terminated.

(4) Members whose terms of office have expired can be reappointed in the same manner.

(5) In the event of the termination or resignation of a member, the Rector shall appoint a new member for the remaining term.

(6) The Commission makes decisions by a simple majority vote.

##### **Working Principles of the Commission**

Article 8 - (1) The Vice Rector serves as the chairman of the Commission.

(2) The Commission meets upon the invitation of the Commission chairman.

(3) The Commission convenes with a minimum of 3 (three) members and makes decisions by a simple majority. In case of a tie, the chairman's vote counts as 2 (two) votes.

(4) The decisions taken by the Commission are submitted to the Rectorate.

### **Duties of the Commission:**

Article 9- (1) The duties of the Commission are as follows:

a) To examine the faculty member's diplomas and, in case of doubt, to transmit a request to the General Directorate of Council of Higher Education through the Rectorate for obtaining the necessary information from the relevant embassy.

b) To determine the validity and equivalency of the academic titles of the faculty member for our country.

c) To determine in which title and with how much compensation the faculty member will work, considering the opinion received from ADEK.

ç) To evaluate the faculty member's application for a higher title within the framework of the relevant legislation while working at the University.

d) To evaluate the academic performance demonstrated by the faculty member during the year in question in the context of renewing the contract and to determine whether the contract will be renewed and, if so, what the compensation will be, and to submit this information to the Rectorate.

e) To perform other tasks assigned by the Rector regarding the subject.

Decisions related to matters not covered in this regulation shall be arranged by the Senate in accordance with other relevant regulations.

## **Section 4**

### **Authorization, Enforcement, and Execution**

#### Authorization

Article 10: (1) Decisions related to matters not covered in this Regulation shall be arranged by the Board of Directors in accordance with other relevant regulations.

#### Enforcement

Article 11 - (1) This Regulation enters into force as of the date it was approved by the Senate of Sakarya University of Applied Sciences on [...../...../.....].

#### Execution

Article 12 – (1) The provisions of this Regulation are executed by the Rector.

