

## **NEAR EAST UNIVERSITY REGULATION FOR ACADEMIC TITLES AND APPOINTMENT AND PROMOTION PROCEDURES**

### **Scope**

ARTICLE 1 - This Regulation sets out the criteria required for promotion and appointment of academic staff serving at Near East University to academic titles “Assistant Professor”, “Associate Professor” and “Professor”. This Regulation also covers the terms related to the use of academic titles obtained from other universities.

### **Promotion and Appointment to the Assistant Professor Position**

ARTICLE 2 - To be eligible for promotion to Assistant Professor position; the applicant is required to have a PhD degree, to have acquired medical specialist title or to have acquired competency in one of the art disciplines to be determined by the Senate of Near East University.

ARTICLE 3 -To be eligible for promotion to Assistant Professorship; candidates, who meet the conditions stipulated in Article 2 of this Regulation, are required to have engaged in the training of educators that is implemented by universities, to have completed at least one academic year as a teaching staff at the Near East University and to have at least one (1) article published which is affiliated with the Near East University.

ARTICLE 4 - Foreign language proficiency is sought in promotion and appointment of academic staff. Candidates applying for Assistant Professor position are required to have scored at least 60 points in YDS (Foreign Language Placement Exam) or in a foreign language exam of which equivalency approved by YÖDAK and/or YÖK, to have scored at least 65 points in Graduate Foreign Language Exam organized by Near East University, or to be successful in Foreign Language Exam administered by the Board of Faculty, Institute or School specified in Article 6 of this Regulation.

ARTICLE 5 - The scientific studies and other academic activities that are documented in the applications and submitted by Assistant Professorship candidates are subject to a preliminary assessment by the NEU Academic Assessment Committee within the frame of the promotion criteria system in Annex 1 and minimum criteria system in Annex 2.

ARTICLE 6 - The Foreign Language Proficiency Exam which is a requirement for assistant professorship is administered by a jury of three people, one of whom is a subject specialist faculty member of that language, assigned to that position by the Administrative Board of faculty, institute or school. If adequate number of jury member is not available in that faculty, institute or school, the jury is formed by selecting members from other academic units of the university or from other higher education institutions. The Exam consists of two sections; each section covers a translation of 150-200 words in the related scientific field of the candidates. One section covers a translation from Turkish to the foreign language and the other section covers a translation from the foreign language to Turkish. Each section lasts at least two hours; the exam time (duration of exam) is maximum four hours in total. Candidates are allowed to use a dictionary during the exam. This dictionary may be in the foreign

language or in two different languages, including Turkish. At the end of the exam, a report indicating the success and failure of the candidate is submitted to the respective deanery, related institute or the school administration together with the examination documents.

ARTICLE 7 - Those, who applied for promotion to assistant professor position and had success in the Foreign Language Exam and deemed eligible for promotion by NEU Academic Assessment Committee, are required to submit a file consisting of four authenticated copies of CVs, scientific studies and publications to the respective deanery, or to the related administration of the institute or school.

ARTICLE 8 - In order to review and evaluate the condition of candidates, the Dean of the related Faculty, or the director of the respective institute or school affiliated to the Rectorate determines three professors or associate professors, preferably one of whom is the administrator of that unit and one of whom is from outside NEU, engaged in the discipline that the candidate applied for. The dean or the respective director delivers the documents of each candidate to these faculty members and ask for a written opinion. Each faculty member reviews the candidates documents and submits his/her report to the respective unit within a month starting from the date on which the documents have been delivered to him/her. After receiving the report including the views of the faculty members, the dean or the respective director delivers the file for review at the first meeting of the Administrative Board of the Faculty, Institute or School and receive opinions regarding each candidate on personal basis. If more than one candidate applies for an open position, the Board makes a reasoned choice. The dean or the director delivers the file including his views and recommendations to the Rector. The Rector carries out the required procedures by deciding whether or not to make the appointment.

### **Promotion and Appointment to the Associate Professor Position**

ARTICLE 9 - To be eligible to be considered for promotion and appointment to associate professor position, the candidate is required to have been successful in the Associate Professorship Exam and to meet the criteria defined in Article 10 of this Regulation.

ARTICLE 10 - In order to apply for the Associate Professorship Exam, it is required:

- a) To have acquired the title of assistant professor and/or doctor, medical specialist and or to have acquired competency in art discipline.
- b) to have scored at least 60 points in YDS (Foreign Language Placement Exam) or to have had foreign language points of which equivalency approved by YÖK.
- c) The scientific studies and other academic activities of the candidate are required to be deemed appropriate by NEU Academic Assessment Committee in terms of quantity specified in promotion criteria system in Annex 1 and minimum criteria system in Annex 2.

ARTICLE 11 - After gaining the title of Ph.D. or medical specialist or acquiring competency in an art discipline, the applicant is required to have worked at least three years as an

academic staff in the applicable scientific discipline (at least two years of which must be in full time status) at a higher education institution, and to have at least 2 articles published under the name of Near East University.

ARTICLE 12 - Candidates applying for the associate professorship exam are required to submit a file consisting of six (6) authenticated copies of their CVs, scientific studies and publications to NEU Rectorate.

ARTICLE 13 - Considering the discipline and field of research that the applicant involved in, NEU Administrative Board appoints an associate professorship exam jury comprising 5 full members and 2 substitute members, all of whom are professors. It is a requirement that minimum two members are professors serving in other universities. NEU Administrative Board is the organ to decide who will be appointed as jury members. If there are not adequate number of members in the same applicable discipline, or if it becomes a must due to expertise and research subjects of the candidate, jury members can be selected among professors engaged in close fields of science.

Prior to the meeting, the members of the scientific jury prepare their comprehensive reports concerning the originality, the conformity, the contribution to the field of science and the completeness of the scientific works submitted by the candidate. The scientific jury meets with the participation of all members and selects a member among them as the chairperson and evaluates the applicants' reports and delivers an "affirmative" or a "negative" decision by majority of votes regarding each candidate.

If the jury's decision is "affirmative", the jury invites the candidate to take an oral, or where necessary, a practical and applied examination. During the oral examination, the Jury evaluates the candidate's knowledge accumulation in the applicable discipline by taking the his/her studies as basis and concludes by majority of votes whether the candidate is successful or not.

Those whose scientific works deemed satisfactory but failed in the oral exam are allowed to take a second oral exam not earlier than six months. Those who fail in the oral exam for the second time can't apply again for the associate professorship for at least a year.

The scientific jury verbally informs the candidate about the jury's decision and delivers a written notification (with the reports of jury members and a detailed examination report) to the Rectorate. In the line with the scientific jury's decision concerning the academic promotion of the candidate, NEU Administrative Board concludes for the appointment of the candidate and delivers the decision to the Board of Trustees for approval. The Associate Professorship achievement certificate of the candidate, whose appointment is approved, is delivered by NEU Rectorate.

ARTICLE 14 - Applications for the Assistant Professorship position are evaluated and concluded as "affirmative" or "negative" latest within two months. The meeting of the scientific jury and its working conditions are organized by the Rectorate.

## **Promotion and appointment to professorship**

ARTICLE 15 – The following requirements are sought for promotion and appointment to the Professor title:

- a) After acquiring the title of associate professor, the candidate is required to have worked as an academic staff at a higher education institution for minimum five (5) years in the applicable field; three (3) years of which must be in full time status, and to have minimum three articles published under the name of NEU.
- b) The scientific studies and other academic works of the candidate are required to be deemed quantitatively appropriate by NEU Academic Assessment Committee in accordance with the promotion criteria (scoring) defined in Annex 1 and minimum criteria defined in Annex 2.
- c) To have original works in his/her applicable field and/or to have application oriented studies in applicable fields

ARTICLE 16 - Candidates applying for promotion to the title of professor are required to submit six authenticated copies of a file to the NEU Rectorate. This file is required to cover and document their CVs, scientific studies, congress and conference papers presented, publications, list of citation to these papers and publications, the artworks, performances and relevant documents, education and training activities, PhD studies, artistic competence or master's degree (scientific expertise) studies ongoing or finalized under their supervision, and their contributions to the university. In this application file, candidates are required to specify one of their publications as their “Main Research Work”.

ARTICLE 17 - To review the conditions and scientific or artistic qualifications of the candidate applying for professorship, NEU Administrative Board selects five (5) professors among the professors engaged in the applicable scientific field provided that minimum three of them are professors serving in other universities. These professors make a report for each applicant separately by examining the documents in each applicant's file and make a reasoned choice if more than one candidate apply for the same position. In these reports, the scientific or artistic qualities and studies of each candidate are evaluated, managerial, constructiveness and developmental qualities of each candidate and his/her efforts in raising scientists and/or artists are indicated in details. In the line of these reports concerning the promotion of the applicant from associate professorship to professorship, Near East University Administrative Board makes the decision regarding the applicant’s appointment to professor title and delivers the decision to the Board of Trustees for approval. The procedures regarding the appointment are carried out by the Rectorate

## **General Provisions**

ARTICLE 18 - Faculty members can apply for promotion and appointment to academic titles twice a year. Faculty members who meet the application requirements stipulated for professorship and associate professorship but not the minimum period of working in the relevant field, can apply for the promotion to the title of associate professor or professor at the previous application period provided that they will have completed the minimum period of working at a date between the application periods. The appraisal process of applications

submitted in this framework is initiated when the minimum period of working; minimum three (3) years for associate professorship and minimum five (5) years for professorship, is completed.

ARTICLE 19 - Promotion Criteria (Scoring Table) specified in Annex 1, and Minimum Criteria specified in Annex 2 of this Regulation are the criteria determined by the Senate of Near East University for promotion and appointment to academic titles indicated in Article 1 of this Regulation. NEU Administrative Board uses these criteria as determinant only to accept or reject the applications. During the assessment process of the application files, it is a requirement to carry out a detailed and analytical overview on the qualities and performances of the applicant. During the assessment process of the juries or prior to the appointment procedures carried out by the Rectorate, the applicant's place in the field of science, his/her potential, his/her contribution(s) to the education and training, his/her professional experience and contributions, his/her contributions that (s)he has provided or will provide to the objectives of the respective unit, his/her contributions to the administration of the University or the related academic unit, and his/her services in other universities are taken into consideration.

ARTICLE 20 - The Promotion and Appointment Criteria determined by the Senate of the University are the minimum criteria required for promotion and appointment to academic positions at the academic units affiliated with Near East University; to have met these criteria during the preliminary assessment process can't be regarded for the candidate as a vested right. The University Senate reserves the right to make changes in the criteria depending on the developments.

ARTICLE 21 – Those, who applied for promotion and appointment to assistant professorship, associate professorship and professorship, can't reapply for the same positions before a year elapses if their application files concluded with a negative report.

### **Application**

ARTICLE 22 - Candidates' application files for promotion and appointment to academic titles specified in Article 1 of this Regulation are submitted to the Rectorate as print-out and in electronic media (CD/DVD/Flash Memory).

### **Applicant's file comprises the following documents;**

- Application petition to the Rectorate
- CV
- A copy of the form in Annex 3 in a filled out state comprising the given points
- Documents proving that the candidate's articles screened in WOS, SCOPUS, Field Indexes and in ULAKBİM
- A copy of PhD. diploma
- Assistant professorship and/or associate professorship documents
- A copy of each work

- Final acceptance documents for articles that considered eligible for publication but not published at the date of application, or their DOI numbers
- Certificate(s) indicating proficiency in foreign language (original or a notarized copy of document)
- Printing contract if the publication is a book
- It is compulsory to attach the documents proving citations and refereeing. At least 70% of applicant's articles, which are considered mandatory in the scope of the academic title applied for, must have been published

Applications are made to the Rectorate twice a year, unless otherwise specified.

**Candidate's application file for promotion and appointment to academic titles specified in Article 1 of this Regulation is submitted to the committee members as print-out and in electronic media (CD/DVD/Flash Memory).**

**The application file comprises the followings;**

- Candidate's application petition to the Rectorate (indicating which discipline (s)he applies for promotion and appointment)
- Candidate's CV
- Annex 3 Form ( the form must be in a filled-out state comprising the required ratings)
- Screen shots proving that the candidate's articles screened in WOS, SCOPUS, Field Indexes and in ULAKBİM
- Final acceptance documents for articles that considered eligible for publication but not published at the date of application, or their DOI numbers

## **Enforcement**

ARTICLE 23 - This Regulation is in effect from the date of 1 September 2017

### **Annex 1.**

#### **PROMOTION CRITERIA (SCORING TABLE)**

| ACTIVITY   | POINTS |
|--|--------|
| <b>1. ARTICLE(S) in WOS &amp; SCOPUS</b>   |        |
| A. AHCI, SCI-Expanded and SSCI indexed publications that scanned in WOS  |        |
| i. Full-text article   | 15*    |
| ii. Case presentation (up to 15% of the total points that the candidate received from 1. A)                      | 4*     |
| B. ESCI indexed article that scanned in WOS (up to 40% of the total points that the candidate received from 1.A) | 10*    |
| C. Article scanned only in SCOPUS  | 8*     |
|  |        |

|   |                             |
|---|-----------------------------|
| <b>2. OTHER ARTICLES AND PUBLICATIONS</b>   |                             |
| A. Article scanned in the field indexes   | 6*                          |
| B. Article scanned in other international indexes   | 4*                          |
| C. Article scanned in Ulakbim   | 3*                          |
| D. Case reports, book review, technical notes and similar others published in journals indexed in the Web of Science and Scopus databases | 3*                          |
| E. Letter to editor published in journals indexed in Web of Science or Scopus databases   | 1                           |
| <b>3. PRESENTATION</b>  |                             |
| A. Papers that published as full-text and scanned in Web of Science   | 6*                          |
| B. Papers that published as full-text and scanned in Scopus and field indexes   | 3*                          |
| C. Papers that presented and published as full-text   | 2*                          |
| D. Abstracts of the presented and published articles  | 1*                          |
| <b>4. CITATION</b>  |                             |
| A. IN WOS AND SCOPUS  | 1 point for each citation   |
| B. In Google Scholar  | 0.5 point for each citation |
| <b>5. PROJECT*</b>  |                             |
| <b>International</b>  |                             |
| A. Executor   | 10                          |
| B. Researcher   | 6                           |
| C. Consultant   | 2                           |
| <b>National (Cyprus)</b>  |                             |
| D. Executor   | 6                           |
| E. Researcher   | 3                           |
| F. Consultant   | 1                           |
| <b>NEU SRP (Scientific Research Project)</b>  |                             |
| G. Executor   | 6                           |
| H. Researcher   | 3                           |
| I. Consultant   | 1                           |
| * If the project conducted in collaboration with other universities   | 3                           |
| <b>6. POSTER</b>  |                             |
| A. Posters presented at conferences scanned in Web of Science or Scopus databases   | 3/YS                        |
| B. Papers presented in international conferences  | 2/YS                        |
| C. Papers presented in National conferences   | 1/YS                        |
| <b>7. BOOK (Scientific, Occupational and Text book)</b>   |                             |

|   |    |
|---|----|
| A. Book(s) published by Pearson, Prentice-Hall, Thomson Reuters, Kluwer, Penguin Random House, Hachette Livre, McGraw-Hill, Holtzbrinck, Scholastic, Wiley, Oxford University Press, Cambridge University Press, EKSMO printing houses. | 40 |
| B. Book published under the book series indexed in Web of Science or Scopus databases   | 10 |
| C. Book published by a prestigious international printing house   | 7  |
| D. Book published by a prestigious national printing house  | 4  |
| E. Book chapter (International)   | 3  |
| F. Book chapter (National)  | 2  |
| <b>8. EDITORSHIP</b>  |    |
| A. Editorship in books published by Journals indexed in Web of Science or Scopus  | 3  |
| B. Editorship in books published by a prestigious international printing house  | 2  |
| C. Editorship of books published by a prestigious national printing house   | 1  |
| <b>9. TRANSLATION</b>   |    |
| A. Book   | 5  |
| B. Book Chapter/Article   | 3  |
| <b>10. PATENT</b>   |    |
| A. National   | 10 |
| B. International  | 20 |
| <b>11. CURATORSHIP</b>  |    |
| A. International  | 3  |
| B. National   | 2  |
| <b>12 ARCHITECTURAL PTOJECT AWARD</b>   |    |
| A. Rank   | 5  |
| B. Honorable Mention  | 3  |
| <b>13. SEMINAR/PANEL/TALK/ COURSE/ COMPETITION/SOCIAL WORK PRACTICES</b>  |    |
| A. National or international seminar/panel/talk/course/competition/social work practices  | 2  |
| B. Seminar/panel/talk/ course/competition/social work practices realized at the University  | 1  |
| <b>14. ARTISTIC ACTIVITIES</b>  |    |
| A. National solo exhibition (or activity regarding original artwork, project or solo activity with designs)   | 4  |

|  |   |
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| B. International solo exhibition (or activity regarding original artwork, project or solo activity with designs)                                   | 8 |
| C. National group exhibition   | 2 |
| D. International group exhibition  | 4 |
| E. Participating in events of nationally selective, invitational artistic organizations  | 4 |
| F. Participating in events of internationally selective, invitational artistic organizations   | 6 |
| G. Awards received at nationally selective, invitational artistic organizations  | 4 |
| H. Awards received at internationally selective, invitational artistic organizations   | 6 |
| I. Artworks or designs accepted by institutions, organizations or museums  | 8 |
| J. Artworks or designs taking place in national publications (book, catalogues, periodical art magazines, newspapers, encyclopedia, TV broadcasts) | 2 |
| K. Artworks or designs taking place in overseas publications (book, catalogues, periodical art magazines, newspapers, encyclopedia, TV broadcasts) | 3 |
| L. Taking part in juries relevant to national projects and artistic activities in the related field  | 2 |
| M. Taking part in juries relevant to international projects and artistic activities in the related field   | 3 |
| <b>15. PERFORMING ARTS ACTIVITIES</b>  |   |
| A. Authoring a play that staged on State Theaters or at equivalent professional arts institutions  | 5 |
| B. Authoring a play that staged at State Conservatory or at equivalent educational institutions  | 5 |

|   |   |
|---|---|
| C. Having a productive role in a play Show  | 5 |
| D. Dramaturgy practice in a play that staged at State Theatres or at equivalent professional art institutions | 3 |
| E. Dramaturgy practice in a play that staged at State Conservatory or at                                      | 3 |

|  |   |
|--|---|
| equivalent professional art institutions   |   |
| F. Stage design for a play staged at State Theatres or equivalent art institutions             | 2 |
| G. Stage design for a play staged at State Theatres or equivalent art institutions             | 1 |
| H. Motion design in a play staged in State Theatres or at equivalent art institutions          | 2 |
| I. Motion design in a play that staged at State Conservatory or at equivalent art institutions | 1 |
| <b>16. CONCERT</b>   |   |
| A. International concert   | 5 |
| B. National concert  | 3 |
| <b>17. FILM/VISUAL &amp; EDUCATIONAL PRODUCTION</b>  |   |
| A. Producer / Director / Assistant Director / Screenwriter /Cinematographer / Art Director     | 6 |
| B. Editing Operator / Audio Operator / Light Operator / style consulting                       | 4 |
| C. Film screening at international/national cinemas and festivals                              | 6 |
| D. To be broadcasted on National / International TV and Radios                                 | 4 |
| <b>18. CONGRESS / SYMPOSIUM*</b>   |   |
| In symposia and congresses <b>scanned</b> in Web of Science and Scopus databases;              |   |
| A. Serving as chairperson  | 8 |
| B. Participating as keynote/plenary speaker  | 6 |
| C. Member/Secretary  | 3 |
| D. Taking place as participant   | 2 |

|   |        |
|---|--------|
| In prestigious symposia and congresses <b>not scanned</b> in Web of Science and Scopus databases; |        |
| E. Serving as chairperson   | 5      |
| F. Participating as keynote/plenary speaker   | 4      |
| G. Member/Secretary   | 2      |
| H. Taking place as participant  | 1      |
| * If the Congress has publication scanned in the Web of Science or Scopus databases               | 3      |
| <b>19. WORKSHOPS</b>  |        |
| <b>International</b>  |        |
| A. Organizing   | 3      |
| B. Participating  | 2      |
| <b>National</b>   |        |
| A. Organizing   | 2      |
| B. Participating  | 1      |
| <b>20. AWARDS</b>   |        |
| A. Scientific/artistic Awards granted by international organizations                              | 5      |
| B. Scientific/artistic Awards granted by national organizations                                   | 3      |
| <b>21. THESIS</b>   |        |
| <b>PhD</b>  |        |
| A. completed  | 8/DS   |
| B. Currently conducted  | 2/DS   |
| <b>Master's</b>   |        |
| C. Completed  | 4/DS** |
| B. Currently conducted  | 1/DS** |
| <b>21. Membership</b>   |        |
| A. in Scientific / Professional Organizations   | 2      |
| B. in Scientific Committee  | 2      |

|   |    |
|---|----|
| <b>23. JURY</b>   |    |
| <b>International</b>  |    |
| A. Serving as the Chairman of a Scientific / Professional Jury  | 3  |
| B. Serving as a Scientific / Professional Jury Member   | 2  |
| <b>National</b>   |    |
| C. Serving as the Chairman of a Scientific / Professional Jury  | 2  |
| D. Serving as a Scientific / Professional Jury Member   | 1  |
| <b>24. REFEREEING</b>   |    |
| A. Serving as a referee in journals indexed in Web of Science or Scopus databases                     | 4  |
| B. Serving as a referee in journals scanned in field indexes  | 3  |
| C. Serving as a referee in other internationally scanned journals                                     | 2  |
| D. Serving as a referee in journals scanned in Ulakbim  | 1  |
| <b>25. ADMINISTRATIVE TASK (For each year and maximum three years in total)</b>                       |    |
| A. To serve as Dean/ Institute Director   | 10 |
| B. To serve as University Coordinator (Common, Elective Courses, SRP, Center of Excellence and other) | 8  |
| C. To serve as the Principal of College/Vocational School/School                                      | 6  |
| D. To serve as Deputy Dean / Deputy Director of Institute   | 5  |
| E. To serve as Deputy Principal of College / Vocational School / School                               | 4  |
| F. To serve as the Head of Department   | 5  |
| G. To serve as the Head of Research Center  | 3  |
| H. To serve as Coordinator (Medicine)   | 3  |
| I. To serve as Coordinator  | 2  |
| <b>26. EDUCATION</b>  |    |
| Extra credit  | 1  |
| <b>TOTAL</b>  |    |

\*\* DS = Number of Counselors

**\*Determining the points for works authored by one or more authors**

|                         |                                     |
|-------------------------|-------------------------------------|
| Single author           | 1 x points indicated in the table   |
| Two authors             | 0.8 x points indicated in the table |
| Three authors           | 0.6 x points indicated in the table |
| Four authors            | 0.4 x points indicated in the table |
| Five – eight authors    | 0.2 x points indicated in the table |
| More than eight authors | 0.1 x points indicated in the table |

**ANNEX 2**

**MINIMUM CRITERIA**

**1. EDUCATIONAL SCIENCES - MINIMUM CRITERIA FOR THE BASIC FIELD OF TEACHER TRAINING**

**Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3. | 15            |
| <b>TOTAL</b>   | <b>15</b>     |

**Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the | 40            |

|   |           |
|---|-----------|
| applicant is the main author* of one of these publications  |           |
| To have acquired the specified total points within the scope of other activities  | 30        |
| <b>TOTAL</b>  | <b>70</b> |
| In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points required for assistant professorship. |           |

### **Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 40 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles | 80            |
| To have acquired the specified total points within the scope of other activities   | 80            |
| <b>TOTAL</b>   | <b>160</b>    |

#### **International Field Indices:**

1. ISI Master Journal List- Thomson Reuters Web of knowledge (also known as ISI Web of Knowledge) Database
2. Australian Education Index  
<http://www.acer.edu.au/library/catalogues/aei.html>
3. British Education Index  
<http://www.leeds.ac.uk/bei/bei.htm>
4. Journals Indexed in Eric  
<http://www.eric.ed.gov>
5. Education Index (EI)  
<http://www.hwwilson.com/>

## 2. SCIENCES - MINIMUM CRITERIA FOR THE BASIC FIELD OF MATHEMATICS

### Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

| REQUIREMENTS  | POINTS    |
|---|-----------|
| To gather the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have acquired the rest within the scope of the criteria indicated in number 1, 2 or 3. | 15        |
| <b>TOTAL</b>  | <b>15</b> |

### Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

| REQUIREMENTS   | POINTS    |
|--|-----------|
| To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of these publications | 40        |
| To have acquired the specified total points within the scope of other activities   | 30        |
| <b>TOTAL</b>   | <b>70</b> |
| In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.   |           |

### Minimum Criteria Required for Promotion and Appointment to the Professorship

| REQUIREMENTS   | POINTS     |
|--|------------|
| To have obtained the specified total points with minimum 50 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles | 80         |
| To have obtained the specified total points within the scope of other activities   | 80         |
| <b>TOTAL</b>   | <b>160</b> |

### 3. MINIMUM CRITERIA FOR THE BASIC FIELD OF ENGINEERING

#### Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

| REQUIREMENTS  | POINTS    |
|---|-----------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have acquired the rest within the scope of criteria defined in number 1, 2 or 3 | 15        |
| <b>TOTAL</b>  | <b>15</b> |

#### Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

| REQUIREMENTS   | POINTS    |
|--|-----------|
| To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of these publications | 40        |
| To have acquired the specified total points within the scope of other activities   | 30        |
| <b>TOTAL</b>   | <b>70</b> |
| In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.   |           |

#### Minimum Criteria Required for Promotion and Appointment to the Professorship

| REQUIREMENTS   | POINTS     |
|--|------------|
| To have obtained the specified total points with minimum 50 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the publications | 80         |
| To have obtained the specified points within the scope of other activities   | 80         |
| <b>TOTAL</b>   | <b>160</b> |

#### 4. MINIMUM CRITERIA FOR THE BASIC FIELD OF HEALTH SCIENCES

##### Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

| REQUIREMENTS  | POINTS    |
|---|-----------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in number 1, 2 or 3 | 15        |
| <b>TOTAL</b>  | <b>15</b> |

##### Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

| REQUIREMENTS   | POINTS    |
|--|-----------|
| To have obtained the specified total points with minimum 40 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of two of these publications | 50        |
| To have obtained the specified points within the scope of other activities   | 30        |
| <b>TOTAL</b>   | <b>80</b> |
| In addition to 80 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.   |           |

##### Minimum Criteria Required for Promotion and Appointment to the Professorship

| REQUIREMENTS   | POINTS     |
|--|------------|
| To have obtained the specified total points with minimum 50 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles | 90         |
| To have obtained the specified points within the scope of other activities   | 70         |
| <b>TOTAL</b>   | <b>160</b> |

### **International Field Indices:**

1. ISI Master Journal List- Thomson Reuters Web of knowledge (also known as ISI Web of Knowledge) Database
2. IM: Index Medicus
3. DI: Dental Index
4. EI: Engineering Index
5. CMCI: CompuMath Citation Index

### **5. MINIMUM CRITERIA FOR THE BASIC FIELD OF SOCIAL ADMINISTRATIVE AND HUMAN SCIENCES**

**5.1. Departments of Economics, Marketing, Accounting, Organization, Human Resources Management, Banking and Finance, Tourism, Public Administration, Political Science, Social Policy, International Relations, European Union Relations, Human Resources Management**

#### **Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have acquired the rest within the scope of the criteria defined in number 1, 2 or 3 | 15            |
| <b>TOTAL</b>  | <b>15</b>     |

#### **Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 15 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of the articles | 25            |
| To have obtained the specified points within the scope of other activities   | 25            |
| <b>TOTAL</b>   | <b>50</b>     |

|   |  |
|---|--|
| In addition to 50 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points required for assistant professorship. |  |
|---|--|

**Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 40 points acquired within the scope of 1A and 1B and to be the main author* of one of the articles published after being promoted to associate professorship | 40            |
| To have obtained the specified points within the scope of de criteria defined in 1, 2A, 2B, 2C, 3A or 3B  | 30            |
| To have obtained the specified total points within the scope of other activities  | 50            |
| <b>TOTAL</b>  | <b>120</b>    |

**5.2. Departments of Communication, Applied Communication, Public Relations, Visual Communication Design, Cinema, Journalism, Advertising**

**Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have acquired the rest within the scope of the criteria defined in number 1, 2 or 3 | 15            |
| <b>TOTAL</b>  | <b>15</b>     |

**Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained 20 points within the scope of 1A and 1B and to be the main author* of one of the articles published after being promoted to assistant professorship | 20            |
| To have obtained the specified points within the scope of other activities   | 30            |

|  |           |
|--|-----------|
| <b>TOTAL</b>   | <b>50</b> |
| In addition to 50 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship. |           |

**Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles | 40            |
| To have obtained the specified points within the scope of other activities   | 50            |
| <b>TOTAL</b>   | <b>90</b>     |

**5.3. Departments of Philosophy, Anthropology, Archeology, History, Art History, Social Psychology, Clinical Psychology, Applied Psychology, Developmental Psychology, Sociology**

**Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have acquired the rest within the scope of the criteria defined in number 1, 2 or 3 | 15            |
| <b>TOTAL</b>  | <b>15</b>     |

**Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to be the main author* of one of the articles published after being promoted to assistant professorship | 20            |

|  |           |
|--|-----------|
| To have obtained the specified points within the scope of other activities   | 40        |
| <b>TOTAL</b>   | <b>60</b> |
| In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship. |           |

### **Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles | 40            |
| To have obtained the specified points within the scope of other activities   | 50            |
| <b>TOTAL</b>   | <b>90</b>     |

#### **5.4. Departments of Information and Document Management**

### **Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have acquired the rest within the scope of the criteria defined in number 1, 2 or 3 | 15            |
| To have obtained the specified points within the scope of other activities  | 5             |
| <b>TOTAL</b>  | <b>20</b>     |

**Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of two of these articles | 30            |
| To have obtained the specified points within the scope of other activities   | 50            |
| <b>TOTAL</b>   | <b>80</b>     |
| In addition to 80 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.   |               |

**Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the publications | 40            |
| To have obtained the specified points within the scope of other activities   | 80            |
| <b>TOTAL</b>   | <b>120</b>    |

**6. MINIMUM CRITERIA FOR THE BASIC FIELD OF PHILOLOGY**

**Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in number 1, 2 or 3 | 15            |
| <b>TOTAL</b>  | <b>15</b>     |

**Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 15 points acquired within the scope of 1A and 1B and to be the main author* of one of the articles published after being promoted to assistant professorship | 15            |
| To have obtained the specified points within the scope of the criteria defined in number 1 and 2A   | 15            |
| To have obtained the specified points within the scope of other activities  | 35            |
| <b>TOTAL</b>  | <b>65</b>     |
| In addition to 65 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.                            |               |

**Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles | 30            |
| To have obtained the specified points within the scope of other activities   | 90            |
| <b>TOTAL</b>   | <b>120</b>    |

**International field indices**

1. ISI Master Journal List- Thomson Reuters Web of Knowledge (also known as ISI Web of Knowledge) Database
2. Australian Education Index  
<http://www.acer.edu.au/library/catalogues/aei.html>
3. British Education Index  
<http://www.leeds.ac.uk/bei/bei.htm>

4. Journals Indexed in Eric

<http://www.eric.ed.gov>

5. Education Index / EI

<http://www.hwwilson.com/>

## 7. MINIMUM CRITERIA FOR THE BASIC FIELD OF ARCHITECTURE

### Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

| REQUIREMENTS  | POINTS    |
|---|-----------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in number 1, 2 or 3 | 15        |
| <b>TOTAL</b>  | <b>15</b> |

### Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

| REQUIREMENTS   | POINTS    |
|--|-----------|
| To have obtained the specified total points with minimum 15 points acquired within the scope of 1A, 1B and 1C and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of these articles | 20        |
| To have obtained the specified points within the scope of other activities   | 50        |
| <b>TOTAL</b>   | <b>70</b> |
| In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.   |           |

### Minimum Criteria Required for Promotion and Appointment to the Professorship

| REQUIREMENTS  | POINTS |
|---|--------|
| To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the | 30     |

|  |            |
|--|------------|
| applicant is the main author* of one of the articles                       |            |
| To have obtained the specified points within the scope of other activities | 90         |
| <b>TOTAL</b>   | <b>120</b> |

**Architecture, Planning, Design Basic Field / Field Publishing Indexes:**

- International Construction Database (ICONDA)
- ISI Master Journal List-Thomson Reuters
- Ergonomics Abstracts (EA)
- GeoBase
- Sociological Abstracts
- EBSCO Host Art & Architecture Complete
- Leisure Recreation and Tourism Abstracts
- Genamics

**8. MINIMUM CRITERIA FOR FINE ARTS AND DESIGN**

**Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified points with minimum 3 points acquired within the scope of 1A, 1B, and the rest within the scope of the criteria defined in 1C, and in number 2, 3 and 4 | 5             |
| To have obtained the specified points within the scope of the criteria defined in number 14  | 10            |
| To have acquired the specified points within the scope of other activities   | 5             |
| <b>TOTAL</b>   | <b>20</b>     |

**Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A, 1B and to have obtained the rest within the scope of 1C, 2A, 2B and 2C from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of these articles | 15            |
| To have obtained the specified points with minimum 4 points acquired within the scope of 14A or 14 B and to have acquired the rest within the scope the criteria defined in number 14 in Annex 1   | 25            |
| To have obtained the specified points within the scope of other activities   | 10            |
| <b>TOTAL</b>   | <b>50</b>     |
| In addition to 50 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.   |               |

**Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have obtained 20 points within the scope of 2A,2B and 2C provided that the applicant is the main author* of one of the articles published after being promoted to associate professorship | 30            |
| To have obtained the specified total points with minimum 4 points acquired within the scope of 14A or 14 B and to have acquired the rest within the frame of the criteria defined in number 14  | 50            |
| To have obtained the specified total points within the scope of other activities  | 30            |
| <b>TOTAL</b>  | <b>110</b>    |

**International Field Indexes:**

1. ISI Master Journal List-Thomson Reuters Web of Knowledge (also known as ISI Web of Knowledge) Database)
2. İİM, DI, CMCİ
3. Art and Design Index ARİD

4. Education Index (EI)

**9. MINIMUM CRITERIA FOR PERFORMING ARTS**

**Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points within the scope of the criteria defined in number 1, and 2A, 2B and 2C | 10            |
| To have acquired the specified total points within the scope of other activities                                    | 10            |
| <b>TOTAL</b>  | <b>20</b>     |

**Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points within the scope of the criteria defined in number 1, 2A, 2B and 2C from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of these articles | 15            |
| To have obtained the specified total points within the frame of the criteria defined in number 7   | 15            |
| To have acquired the specified points within the scope of other activities   | 20            |
| <b>TOTAL</b>   | <b>50</b>     |
| In addition to 50 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.   |               |

**Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 20 points within the scope of criteria defined in 2A, 2B and 2C and to have acquired the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles | 30            |
| To have obtained the specified total points within the scope of the criteria defined in number 7 and 15   | 40            |
| To have obtained the specified total points within the scope of other activities  | 30            |
| <b>TOTAL</b>  | <b>100</b>    |

## **10. MINIMUM CRITERIA FOR THE BASIC FIELD OF LAW**

### **Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 5 points acquired within the scope of 1A , 1B and 2A | 5             |
| To have acquired the specified total points within the scope of other activities                              | 10            |
| <b>TOTAL</b>  | <b>15</b>     |

### **Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained 15 points acquired within the scope of 1A, 1B and 1C provided that the applicant is the main author* of one of the articles published after being promoted to assistant professorship | 15            |
| To have obtained the specified total points within the frame of 7  | 10            |
| To have obtained the specified points within the scope of other activities   | 25            |
| <b>TOTAL</b>   | <b>50</b>     |
| In addition to 50 points, those, who directly apply for associate professor position after receiving Dr. title, are also required to have the points required for assistant professorship.             |               |

### **Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have obtained the specified total points with minimum 20 points acquired within the scope of 1A, 1B, 1C and 2A provided that the applicant is the main author* of one of the articles published after being promoted to associate professorship | 30            |
| To have obtained the specified total points within the frame of the criteria defined in number 7   | 10            |
| To have obtained the specified total points within the scope of other activities   | 60            |
| <b>TOTAL</b>   | <b>100</b>    |

### **11. MINIMUM CRITERIA FOR THE BASIC FIELD OF THEOLOGY**

#### **Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points within the scope of the conditions defined in 1A , 1B , 2D or in number 7 | 10            |
| To have acquired the specified total points within the scope of other activities                                      | 10            |
| <b>TOTAL</b>  | <b>20</b>     |

#### **Minimum Criteria Required for Promotion and Appointment to the Associate Professorship**

| <b>REQUIREMENTS</b>   | <b>POINTS</b> |
|---|---------------|
| To have obtained the specified total points with minimum 15 points acquired within the scope of the conditions defined in 1A,1B, 2C, 2D or 7D and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author of one of the articles | 20            |
| To have acquired the specified total points within the frame of the criteria defined in number 7  | 15            |
| To have obtained the specified points within the scope of other activities  | 15            |
| <b>TOTAL</b>  | <b>50</b>     |

|   |  |
|---|--|
| In addition to 50 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points required for assistant professorship. |  |
|---|--|

### **Minimum Criteria Required for Promotion and Appointment to the Professorship**

| <b>REQUIREMENTS</b>  | <b>POINTS</b> |
|--|---------------|
| To have acquired 20 points within the scope of the conditions defined in 1A,1B, 2C, 2D and 7D provided that the applicant is the main author* of one of the articles published after being promoted to associate professorship | 20            |
| To have obtained the specified total points within the frame of the criteria defined in number 7   | 15            |
| To have obtained the specified total points within the scope of other activities   | 65            |
| <b>TOTAL</b>   | <b>100</b>    |

\*main author: Main author is defined as the first author in the articles indicated below;

a) In single authored articles or

b) In multi authored articles with no other authors with associate professor title other than him/her at the date of publication

**\*\*National Field Index Journals:**

dergi. <http://www.>

[Ulakbim.gov.tr/cabim/vt/uvvt/dergiler/](http://Ulakbim.gov.tr/cabim/vt/uvvt/dergiler/)

that scanned by ULAKBİM National Databases

## ANNEX 3

### NEU PROMOTION AND APPOINTMENT APPLICATION FORM

#### I. Personal Information

|                                  |  |
|----------------------------------|--|
| Name & Surname                   |  |
| Date of Birth                    |  |
| University graduated from        |  |
| University currently employed in |  |
| Faculty & Department             |  |

#### II. Academic Titles

|   |
|---|
| Ph.D., Specialist Doctor, proficiency in arts (University, thesis title and year) |
|   |
| Assistant Professor (Date of appointment and name of university)                  |
|   |
| Associate Professor (Date of appointment and name of university)                  |
|   |
| Professor (Date of appointment and name of university)                            |
|   |

### III. PUBLICATIONS AND ACADEMIC ACTIVITIES

| ACTIVITY  | REALIZED AND PRESENTED |
|---|------------------------|
| <b>1. ARTICLE(s) in WOS and SCOPUS</b>  |                        |
| A. AHCI, SCI-Expanded, SCI and SSCI indexed publications that scanned in WOS  |                        |
| B. ESCI indexed article(s) that scanned in WOS  |                        |
| C. Article scanned only in SCOPUS   |                        |
| <b>2. OTHER ARTICLES &amp; PUBLICATIONS</b>   |                        |
| A. Article scanned in applicable field indexes  |                        |
| B. Article scanned in other international indexes   |                        |
| C. Article scanned in Ulakbim   |                        |
| D. Case reports, book review, technical notes and similar others published in journals indexed in the Web of Science and Scopus databases |                        |
| E. Letter to editor published in journals indexed in Web of Science or Scopus databases   |                        |
| <b>3. PRESENTATION</b>  |                        |
| A. Papers that published as full-text and scanned in Web of Science   |                        |
| B. Papers that published as full-text and scanned in Scopus and field indexes   |                        |
| C. Papers that presented and published as full-text   |                        |
| D. Abstracts of the presented and published articles  |                        |
| <b>4. CITATION</b>  |                        |

|   |  |
|---|--|
| <b>A. IN WOS AND SCOPUS</b>   |  |
| B. In Google Scholar  |  |
| <b>5. PROJECT*</b>  |  |
| <b>International</b>  |  |
| A. Executor   |  |
| B. Researcher   |  |
| C. Consultant   |  |
| <b>National (Cyprus)</b>  |  |
| A. Executor   |  |
| B. Researcher   |  |
| C. Consultant   |  |
| <b>NEU SRP (Scientific Research Project)</b>  |  |
| A. Executor   |  |
| B. Researcher   |  |
| C. Consultant   |  |
| * If the project is conducted in collaboration with other universities  |  |
| <b>6. POSTER</b>  |  |
| A. Posters presented at conferences scanned in Web of Science or Scopus databases   |  |
| B. Papers presented in international conferences  |  |
| C. Papers presented in national conferences   |  |
| <b>7. BOOK (Scientific, Occupational and Text book)</b>   |  |
| A. Book(s) published by Pearson, Prentice-Hall, Thomson Reuters, Kluwer, Penguin Random House, Hachette Livre, McGraw-Hill, Holtzbrinck, Scholastic, Wiley, Oxford University Press, Cambridge University Press, EKSMO printing houses. |  |

|   |  |
|---|--|
| B. Book published under the book series indexed in Web of Science or Scopus databases |  |
| C. Book published by a prestigious international printing house                       |  |
| D. Book published by a prestigious national printing house                            |  |
| E. Book chapter (International)   |  |
| F. Book chapter (national)  |  |
| <b>8. EDITORSHIP</b>  |  |
| A. Editorship in books published by Journals indexed in Web of Science or Scopus      |  |
| B. Editorship in books published by a prestigious international printing house        |  |
| C. Editorship of books published by a prestigious national printing house             |  |
| <b>9. TRANSLATION</b>   |  |
| A. Book   |  |
| B. Book chapter/Article   |  |
| <b>10. PATENT</b>   |  |
| A. National   |  |
| B. International  |  |
| <b>11. CURATORSHIP</b>  |  |
| A. International  |  |
| B. National   |  |
| <b>12. ARCHITECTURAL PROJECT AWARD</b>  |  |
| A. Rank   |  |
| B. Honorable Mention  |  |
| <b>13. SEMINAR/PANEL/TALK/ COURSE/ COMPETITION/SOCIAL WORK PRACTICES</b>              |  |

|  |  |
|--|--|
| A. National or international seminar/panel/talk/course/competition /social work practices  |  |
| B. Seminar/panel/talk/course/competition/social work practices realized at the University  |  |
| <b>14. ARTISTIC ACTIVITIES</b>   |  |
| A. National solo exhibition (or activity regarding original artwork, project or solo activity with designs)  |  |
| B. International solo exhibition (or activity regarding original artwork, project or solo activity with designs)                                   |  |
| C. National group exhibition   |  |
| D. International group exhibition  |  |
| E. Participating in events of nationally selective, invitational artistic organizations  |  |
| F. Participating in events of internationally selective, invitational artistic organizations   |  |
| G. Awards received at nationally selective, invitational artistic organizations  |  |
| H. Awards received at internationally selective, invitational artistic organizations   |  |
| I. Artworks or designs accepted by institutions, organizations or museums  |  |
| J. Artworks or designs taking place in national publications (book, catalogues, periodical art magazines, newspapers, encyclopedia, TV broadcasts) |  |
| K. Artworks or designs taking place in overseas publications (book, catalogues, periodical art magazines, newspapers,                              |  |

|  |  |
|--|--|
| encyclopedia, TV broadcasts)   |  |
| L. Taking part in juries relevant to national projects and artistic activities in the related field      |  |
| M. Taking part in juries relevant to international projects and artistic activities in the related field |  |
| <b>15. PERFORMING ARTS ACTIVITIES</b>  |  |
| A. Authoring a play that staged on State Theaters or at equivalent professional arts institutions        |  |
| B. Authoring a play that staged at State Conservatory or at equivalent education institutions            |  |
| C. Having a productive role in a play show   |  |

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| <b>16. CONCERT</b>   |  |
| A. International concert   |  |
| B. National concert  |  |
| <b>17. FILM/VISUAL &amp; EDUCATIONAL PRODUCTION</b>  |  |
| A. Producer / Director / Assistant Director / Screenwriter /Cinematographer / Art Director |  |
| B. Editing Operator / Audio Operator / Light Operator / style consulting                   |  |
| C. Film screening at international/national cinemas and festivals                          |  |
| D. To be broadcasted on National / International TV and Radios                             |  |
| <b>18. CONGRESS / SYMPOSIUM*</b>   |  |
| In symposia and congresses scanned in  |  |

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| Web of Science and Scopus databases;   |  |
| A. Serving as chairperson  |  |
| B. Participating as keynote/plenary speaker  |  |
| C. Member/Secretary  |  |
| D. Taking place as participant   |  |
| In prestigious symposia and congresses not scanned in Web of Science and Scopus databases; |  |
| A. Serving as chairperson  |  |
| B. Participating as keynote/plenary speaker  |  |
| C. Member/Secretary  |  |
| D. Taking place as participant   |  |
| *If the congress has publication scanned in Web of Science or Scopus                       |  |
| <b>19. WORKSHOPS</b>   |  |
| <b>International</b>   |  |
| A. Organizing  |  |
| B. Participating   |  |
| <b>National</b>  |  |
| A. Organizing  |  |
| B. Participating   |  |
| <b>20. AWARDS</b>  |  |
| A. Scientific/artistic Awards granted by international organizations                       |  |
| B. Scientific/artistic Awards granted by national organizations                            |  |
| <b>21. THESIS</b>  |  |
| <b>PhD</b>   |  |
| A. completed   |  |
| B. Currently conducted   |  |

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| <b>Master's</b>   |  |
| C. Completed  |  |
| B. Currently conducted  |  |
| <b>21. Membership</b>   |  |
| A. Scientific / Professional Organizations  |  |
| B. Science Committee  |  |
| <b>23. JURY</b>   |  |
| <b>International</b>  |  |
| A. Serving as the Chairman of a Scientific / Professional Jury                              |  |
| B. Serving as a Scientific / Professional Jury Member                                       |  |
| <b>National</b>   |  |
| C. Serving as the Chairman of a Scientific / Professional Jury                              |  |
| D. Serving as a Scientific / Professional Jury Member                                       |  |
| <b>24. REFEREEING</b>   |  |
| A. Serving as a referee in journals indexed in Web of Science or Scopus databases           |  |
| B. Serving as a referee in journals scanned in the applicable field                         |  |
| C. Serving as a referee in other internationally scanned journals                           |  |
| D. Serving as a referee in journals scanned in Ulakbim                                      |  |
| <b>25. ADMINISTRATIVE TASK<br/>(For each year and maximum three years in total)</b>         |  |
| A. To serve as Dean/ Institute Director   |  |
| B. To serve as University Coordinator (Common, Elective Courses, SRP, Center of Excellence, |  |

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| other)   |  |
| C. To serve as the Principal of College/Vocational School/School |  |
| D. To serve as Deputy Dean / Deputy Director of Institute        |  |
| E. Deputy Principal of College / Vocational School / School      |  |
| F. To serve as the Head of Department                            |  |
| G. To serve as the Head of Research Center                       |  |
| H. To serve as Coordinator (Medicine)                            |  |
| I. To serve as Coordinator                                       |  |
| <b>26. EDUCATION</b>   |  |
| Extra credit   |  |



