

NEAR EAST UNIVERSITY REGULATION FOR APPOINTMENT AND PROMOTION TO ACADEMIC POSITIONS

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 relating to the use of academic titles obtained in other universities.

Promotion and Appointment to the Assistant Professor Position

ARTICLE 2 - To be eligible to be considered for promotion to Assistant Professor Position, the applicant is required to have a Ph.D. degree, to have acquired a 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 - Those, who meet the condition specified in Article 2 of this Regulation, must have completed the training of trainers organized by universities, or successfully completed the GCC/LOD 602 "Training for Learning" course with a grade of B, have a minimum of 1.00 Cumulative Publication Score (CPS) and 1.00 Academic Merit Indicator (AMI) or 100 Academic Merit Points (AMP) for the last year, and have published at least one (1) article in a journal indexed in the WOS or Scopus databases under the name of NEU (those applying to the field of law must have published at least 1 (one) article in a journal indexed in the TR index database.

ARTICLE 4 - Foreign language proficiency is sought in the promotion and appointment of academic staff. To be eligible to be appointed as Assistant Professor, candidates are required to have scored at least 60 points in YDS (Foreign Language Exam) or in a foreign language exam of which equivalency approved by YÖDAK and/or YÖK, to have scored at least C (D for those in Turkish programs) from the NEU Foreign Language Proficiency Test (NPT) conducted by the NEU Rectorate, and at least 55 (50 for those in Turkish programs) from the English Proficiency Test for Teaching (EPTT) conducted by the NEU Rectorate. (The foreign language documents to be submitted must be approved by the Education Unit and should have at least one year of foreign language exemption covering the application date. KPDS, ÜDS, or their equivalents approved by the Higher Education Council have a maximum exemption of up to 5 years according to our university's equivalence table).

ARTICLE 5 - Candidates, who apply for the assistant professor position, undergo a preliminary evaluation by the "NEU Academic Evaluation Commission" regarding their documented scientific studies and other academic activities in terms of quantitative criteria according to the scoring system in Annex 1, and the minimum requirements in Annex 2."

ARTICLE 6 - Candidates applying for the Assistant Professor position, who are deemed suitable by the NEU Academic Evaluation Commission and have shown success in the foreign language

exam, are required to submit their resumes, scientific works, and publications in four copies to the relevant dean's office or school directorate.

ARTICLE 7 - In order to review and evaluate the condition of candidates applying for the Assistant Professor Position, the Dean of the related Faculty, or the director of the respective institute or school affiliated with 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 asks 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. The dean or director submits their opinions and suggestions to the Rectorate along with the file. NEU Board of Directors takes the decision to appoint the candidate in line with the submitted file and submits it to the NEU Rectorate for approval. The Assistant Professor certificate of the candidate appointed by the Rector is issued by the NEU Rectorate.

Promotion and Appointment to the Associate Professor Position

ARTICLE 8 - In order to be promoted and appointed to the associate professor position, it is necessary to be successful in the associate professorship exam and meet the requirements specified in Article 9 of this regulation.

ARTICLE 9 - In order to apply for the exam for the associate professor position, it is required:

- a) To have acquired the title of assistant professor, and/or doctor, and/or specialist doctor
- b) To have scored at least 60 points in YDS (Foreign Language Exam) or in a foreign language exam of which equivalency approved by YÖDAK and/or YÖK, to have scored at least C (D for those in Turkish programs) from the NEU Foreign Language Proficiency Test (NPT) conducted by the NEU Rectorate, and at least 55 (50 for those in Turkish programs) from the English Proficiency Test for Teaching (EPTT) conducted by the NEU Rectorate. (The foreign language documents to be submitted must be approved by the Education Unit and should have at least one year of foreign language exemption covering the application date. KPDS, ÜDS, or their equivalents approved by the Higher Education Council have a maximum exemption of up to 5 years according to our university's equivalence table. The foreign language documents previously submitted to the Rectorate for appointment to the assistant professor position in accordance with this regulation are also valid for application to this position), having a minimum of 1.25 Cumulative Publication Score (CPS) and 1.25 Academic Merit Indicator (AMI) or 125 Academic Merit Points (AMP) for the last two years (evaluation will be made by taking into account their working periods at our University),
- c) The documented scientific studies and other academic activities of candidates applying for this position are required to be deemed appropriate by "NEU Academic Evaluation Commission" in terms of quantitative criteria according to the scoring system in Annex 1, and the minimum requirements in Annex 2.

ARTICLE 10 - After obtaining the title of Ph.D. or medical specialist, or acquiring competency in an art discipline, the applicant is required to have worked at least 3 (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 NEU in a journal indexed in the WOS or Scopus databases

ARTICLE 11 - Candidates applying for the associate professor position are required to submit a file consisting of six (6) authenticated copies of their resumes, scientific studies, and publications to NEU Rectorate.

ARTICLE 12 - If the candidate applies for the associate professor position in a department other than the department and/or relevant division, the written opinion of the head of the department to which he/she applies is requested.

ARTICLE 13 - The jury for the associate professorship examination is composed of 5 full members and 2 substitute members, the majority of whom are selected among professors from other universities considering the candidate's expertise and research area in the field of science applied for. NEU Executive Board is the organ to decide who will be appointed as jury members. If an adequate number of members cannot be found in the same field of science, or the nature of the candidate's field of science or expertise and research areas necessitates, jury members may be selected from closely related fields of science.

Before the meeting, the members of the scientific jury prepare their comprehensive reports concerning the originality, conformity, contribution to the field of science, and completeness of the scientific works submitted by the candidate. The scientific jury convenes with the participation of all members, selects a member among them as the chairperson, evaluates the applicants' reports, and delivers either an "affirmative" or a "negative" decision 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. Grounding on the works submitted by the candidate, the Jury evaluates the candidate's knowledge accumulation in the applicable discipline through the oral exam and concludes unanimously or by majority of votes whether the candidate is successful or not.

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

The scientific jury verbally notifies the candidate about the decision taken by the jury and delivers a file including the jury's decision, jury members' reports, and a detailed examination report regarding each candidate to the Rectorate. NEU Executive Board takes the decision to appoint the candidate in line with the decision of the science jury regarding the promotion of the candidate and submits it to the NEU Rectorate for approval. The Associate Professorship achievement certificate of the candidate, who is appointed by the Rector, is delivered by the NEU Rectorate.

ARTICLE 14 - Applications for the Associate 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 Professor Position

ARTICLE 15 - The eligibility requirements for promotion and appointment to the Professor title are as follows:

- a) After obtaining the title of Associate Professor, the candidate is required to have worked as an academic staff at a higher education institution for a minimum of 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 in journals scanned in WOS or Scopus databases,
- b) The scientific studies and other academic activities of the candidates are required to be deemed appropriate by the Academic Evaluation Commission in terms of quantitative criteria according to the scoring system in Annex 1, and the minimum requirements in Annex 2,
- c) Having produced original works in his/her own field and/or having practical-oriented studies in branches with applicable fields,
- d) To have scored at least 60 points in YDS (Foreign Language Exam) or in a foreign language exam of which equivalency approved by YÖDAK and/or YÖK, to have scored at least C (D for those in Turkish programs) from the NEU Foreign Language Proficiency Test (NPT) conducted by the NEU Rectorate, and at least 55 (50 for those in Turkish programs) from the English Proficiency Test for Teaching (EPTT) conducted by the NEU Rectorate. (The foreign language documents to be submitted must be approved by the Education Unit and should have at least one year of foreign language exemption covering the application date. KPDS, ÜDS, or their equivalents approved by the Higher Education Council have a maximum exemption of up to 5 years according to our university's equivalence table. The foreign language documents previously submitted to the Rectorate for appointment to the assistant professor position or associate professor position in accordance with this regulation are also valid for application to this position),
- e) Having a minimum of 1.25 Cumulative Publication Score (CPS), and 1.25 Academic Merit Indicator (AMI) or 125 Academic Merit Points (AMP) for the last three years (evaluation will be made by taking into account their working periods at our University).

ARTICLE 16 - Candidates applying for promotion to Professor Position are required to submit six authenticated copies of a file to the NEU Rectorate. This file is required to cover and document their resumes, scientific studies, congress, and conference papers presented, publications, list of citations 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 - If the candidate applies for the associate professor position in a department other than the department and/or relevant division, the written opinion of the head of the department to which he/she applies is requested.

ARTICLE 18 - To determine the status and scientific or artistic qualifications of the candidates applying for the professorship, the NEU Executive Board selects five professors, the majority of whom are professors from other universities, from the field of science or art related to the announced position. These professors examine the documents in the file submitted by the candidates and write a separate report for each candidate, and if there is more than one candidate applying to be appointed to the position, they state their preferences. In these reports, the scientific or artistic qualifications and works of the candidates are evaluated, and their managerial, constructive, and developmental qualities and their efforts in training scientists and artists are stated in detail. Promotion and appointment of the applicant associate professor to the professorship is concluded by NEU Executive Board by considering these reports and delivering the file to the Rectorate for approval. The Professorship certificate of the candidate, whose appointment is made by the Rector, is issued by the NEU Rectorate.

General Provisions

ARTICLE 19 - Promotion Criteria (Scoring Table) specified in Annex 1, and minimum requirements specified in Annex 2 of this Regulation are the criteria determined by the University Executive Board for promotion and appointment to academic positions. The University Executive Board uses these criteria as the decisive measure for the acceptance or rejection of appointment and promotion applications only. It is a must to conduct a detailed and analytical examination of the candidate's qualifications and performance while evaluating the applications. In the assessment carried out by the juries formed for promotion, or in the pre-appointment evaluation conducted by the Rectorate, the candidate's position and potential in the field of science, contribution to education and teaching, professional experience and contributions, his/her contributions that (s)he has provided or will provide to the objectives of the respective unit, contributions to university or academic unit management, and services in other universities are taken into consideration.

ARTICLE 20 - The Promotion and Appointment Criteria determined by the University Executive Board 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 - Candidates who apply for promotion to the positions of Assistant Professor, Associate Professor, and Professor, but are deemed unsuccessful by the scientific committee established after their applications are accepted, cannot reapply for the same position before a year elapses.

Application

ARTICLE 22 - Candidates who meet the necessary conditions and have completed 5 years for the title of professor and 3 years for the title of associate professor can apply for promotion and appointment. Applications are evaluated by the "Promotion and Appointment to Academic Positions" Commission, which convenes three times a year.

Article 23 - If there are missing documents in the candidates' promotion and appointment application files, their applications are not taken into consideration.

Article 24 - The promotion and appointment application files of the candidates are submitted to the Rectorate in print-out and electronic format (CD/DVD/Flash Drive).

The files comprise the following documents:

- Application letter addressed to the Rectorate,
- Curriculum vitae,
- A copy of the form in Annex 3 filled and completed with the necessary scoring,
- Documents proving that the candidate's articles are indexed in WOS, SCOPUS, FIELD INDEXES, and ULAKBIM,
- A copy of the doctoral diploma,
- Assistant professorship and/or associate professorship certificates,
- A copy of each of their works,
- Official acceptance letters or DOI numbers for accepted but not yet published publications as of the application date,
- Foreign language certificates (approved by the Education Unit),
- Trainer Training Certificate (for Assistant Professorship applications),
- CPS certificate,
- If the publication is a book, a printing contract,
- Documents proving citations and peer reviews must be attached. The applicant must have published at least 70% of his articles within the scope of the mandatory condition of the applied title,
- Declaration stating that there are no missing documents in the application file.

Enforcement

ARTICLE 25 - This Regulation is in effect as of January 1, 2020.

Annex 1.

PROMOTION CRITERIA (SCORING TABLE)

ACTIVITY	POINTS
1. ARTICLE(S) in WOS & SCOPUS	
A. AHCI, SCI-Expanded, SCI, and SSCI indexed publications that scanned in WOS*	
i. Full-text article or review	15**
ii. Case presentation	10**
iii. Full-text published conference paper (Up to a maximum of 20% of the total score the candidate received from 1.Ai)	7**
B. ESCI indexed article or review that scanned* in WOS (up to a maximum of 40% of the total score the candidate received from 1.Ai)	10**
C. Article or review scanned* only in SCOPUS (Up to a maximum of 20% of the total score the candidate received from 1.Ai)	10**
The publication scores in 1A and 1C are multiplied by 1.2 for Q3 journals, 1.4 for Q2 journals, and 1.6 for Q1 journals listed in WOS JCR categories.	
2. OTHER ARTICLES AND PUBLICATIONS	
A.. Article or review indexed in field indexes	6**
B. Article or review published in YDU journals	6**
C. Article published in THE Campus	5**
D.. Article or review scanned in ULAKBİM	5**
E. Article or review indexed in other international indexes	4**
F. Book reviews, technical notes, etc. published in journals indexed in Web of Science or Scopus databases*.	3**
G. Editorial letter published in journals indexed in the Web of Science or Scopus databases.	1
3. PRESENTATION	
A. Papers that published as full-text and scanned in Scopes	5**
B. Papers that published as full-text and scanned in the field indexes	3**
C. Papers that presented and published as full-text	2**
D. Abstracts of the presented and published articles	1**
4. CITATION	
A. IN WOS AND SCOPUS	1 point for each citation
B. In Google Scholar	0.5 points for each citation
5. PROJECT*	
International	
A. Coordinator	10

B. Researcher	6
C. Advisor	2
National (Cyprus)	
D. Coordinator	6
E. Researcher	3
F. Advisor	1
NEU SRP (Scientific Research Project)	
G. Coordinator	6
H. Researcher	3
I. Advisor	1
J. If the project is conducted in collaboration with other universities	3
6. POSTER	
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
7. BOOK (Scientific, Occupational, and Text book)	
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
8. EDITORSHIP	
A. Editorship in books published by Journals indexed in Web of Science or Scopus	3
B. Editorship in books/translated books published by a prestigious international printing house	2
C. Editorship of books/translated books published by a prestigious national printing house	1
9. TRANSLATION	
A. Book	5
B. Book Chapter/Article	3
10. PATENT	
A. National	15
B. International	30
11. CURATORSHIP	
A. International	3
B. National	2
12 ARCHITECTURAL PROJECT AWARD	
A. Rank	5

B. Honorable Mention	3
13. SEMINAR/PANEL/TALK/ COURSE/ COMPETITION/SOCIAL WORK PRACTICES	
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
14. ARTISTIC ACTIVITIES	
A. National solo exhibition (or activity regarding original artwork, project, or personal activity with designs)	15
B. Group Exhibition	3
C. Participating in events of national selective, invitational artistic organizations	5
D. Participating in events of internationally selective, invitational artistic organizations	8
E. Receiving awards at nationally selective, invitational artistic organizations	8
F. Receiving awards at internationally selective, invitational artistic organizations	8
G. Acceptance of Artworks or designs by institutions, organizations, or museums	10
H. Artworks or designs taking place in national publications (books, catalogs, periodical art magazines, newspapers, encyclopedias, TV broadcasts)	2
I. Artworks or designs taking place in overseas publications (books, catalogs, periodical art magazines, newspapers, encyclopedias, TV broadcasts)	3
J. Taking part in juries relevant to national projects and artistic activities in the related field	2
K. Taking part in juries relevant to international projects and artistic activities in the related field.	3
L. Solo Exhibition Catalogue	10
15. PERFORMING ARTS ACTIVITIES	
A. Authoring a play that staged in State Theaters or at equivalent professional arts institutions	5
B. Authoring a play staged at the State Conservatory or equivalent educational institutions	5

C. Having a productive role in a play show	5
D. Dramaturgy practice in a play staged in State Theatres or equivalent professional art institutions	3
E. Dramaturgy practice in a play staged at the State Conservatory or equivalent educational institutions	3
F. Stage design for a play staged in State Theatres or equivalent art institutions	2

G. Stage design for a play staged at the State Conservatory or equivalent educational institutions	1
H. Motion design in a play staged in State Theatres or at equivalent art institutions	2
I. Motion design in a play staged at the State Conservatory or equivalent educational institutions	1
16. CONCERT	
A. International concert	5
B. National concert	3
17. FILM/VISUAL & EDUCATIONAL PRODUCTION	
A. Producer / Director / Assistant Director / Screenwriter /Cinematographer / Art Director	6
B. Editing Operator / Audio Operator / Light Operator/style consultancy	4
C. Film screening at international/national cinemas and festivals	6
D. Having it broadcasted on National / International TV and Radios	4
18. CONGRESS / SYMPOSIUM*	
In symposia and congresses scanned in Web of Science and Scopus databases;	
A. Chairperson	8
B. Keynote/plenary speaker	6
C. Session Chair	4
D. Member/Secretary	3
E. Participant	2
In prestigious symposia and congresses not scanned in Web of Science and Scopus databases;	
F. Chairperson	5
G. Keynote/plenary speaker	4
H. Session Chair	3
I. Member/Secretary	2

J. Participant	1
K. If the congress has a publication scanned in Web of Science or Scopus databases	3
19. WORKSHOPS	
International	
A. Organizing	3
B. Participating	2
National	
C. Organizing	2
D. Participating	1
20. AWARDS	
A. Scientific/artistic Awards granted by international organizations	5
B. Scientific/artistic Awards granted by national organizations	3
21. THESIS	
PhD	
A. completed	8/ NA**
B. Currently being conducted	2/ NA**
Master's	
C. Completed	4/NA**
B. Currently being conducted	2/NA**
21. Membership	
A. Scientific / Professional Organizations	2
B. Science Committee	2
23. JURY	
International	
A. Serving as the Chairman of a Scientific / Professional Jury	3
B. Serving as a Scientific / Professional Jury Member	2

National	
C. Serving as the Chairman of a Scientific / Professional Jury	2
D. Serving as a Scientific / Professional Jury Member	1
24. REFEREEING	
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 the applicable field	3
C. Serving as a referee in other internationally scanned journals	2
D. Serving as a referee in journals scanned in Ulakbim	1
25. ADMINISTRATIVE TASK (For each year and a maximum of three years in total)	
A. Chairman of the Board of Trustees	25
B. Member of the Board of Trustees/Vice Rector	20
C. Dean/Institute Director/Chief Physician	15
D. Secretary-General	12
E. University Coordinator (Open to outside, Common, Elective Courses, SRP, Center of Excellence)	10
F. Higher School/Vocational School/School Principal	10
G. Deputy Dean / Institute Deputy Director	5
H. Higher School / Vocational School/School Deputy Principal	4
I. Head of Division/Department (MEDICINE)	5
J. Deputy Chair of Division / Department (MEDICINE)	2
K. Head of Research Center	3
L. Term Coordinator (MEDICINE)	3
M. Term Deputy Coordinator (MEDICINE)	2
N. Chairperson or Coordinator of Other Commissions, Boards and Committees (MEDICINE)	2
O. Coordinator	2

26. EDUCATION	
Extra credit	1
TOTAL	

**** NA = Number of Advisors**

***Scanning at the time when the DOI number or the official acceptance letter (a document indicating in which volume and issue the work will be published) is issued**

****Score table for single and multi-authored works**

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 REQUIREMENTS

1. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF EDUCATIONAL SCIENCES AND TEACHER TRAINING

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To obtain the specified total points with a minimum of 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, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to the Associate Professor Position

REQUIREMENTS	POINTS
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To have obtained the specified total points with a minimum of 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 first author* of one of these publications	40
To have acquired the specified points within the scope of other activities	40
TOTAL	80
In addition to 80 points, those, who directly apply for the associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to the Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	80
To have acquired the specified points within the scope of other activities	80
TOTAL	160

International Field Indices:

1. Master Journal List- Clarivate Web of Science (Formerly ISI Web of Knowledge) Database

<https://mjl.clarivate.com/search-results>

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 REQUIREMENTS FOR THE BASIC FIELD OF MATHEMATICS

Minimum Requirements for Promotion and Appointment to the Assistant Professorship

REQUIREMENTS	POINTS
To gather the specified total points with a minimum of 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria indicated in numbers 1, 2, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to the Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of these publications.	40
To have acquired the specified points within the scope of other activities	40
TOTAL	80
In addition to 80 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to the Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	80
To have obtained the specified points within the scope of other activities	80
TOTAL	160

3. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF ENGINEERING

Minimum Requirements for Promotion and Appointment to the Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of criteria defined in numbers 1, 2, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to the Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of these publications	40
To have acquired the specified points within the scope of other activities	40
TOTAL	80
In addition to 80 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to the Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	80
To have obtained the specified points within the scope of other activities	80
TOTAL	160

4. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF HEALTH SCIENCES

Minimum Requirements for Promotion and Appointment to the Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in numbers 1, 2, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to the Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of two of these publications	50
To have obtained the specified points within the scope of other activities.	30
TOTAL	80
In addition to 80 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to the Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of two of the publications	90
To have obtained the specified points within the scope of other activities	70
TOTAL	160

International Field Indices:

1. Master Journal List- Clarivate Web of Science (Formerly ISI Web of Knowledge) Database <https://mjl.clarivate.com/search-results>
2. IM: Index Medicus
3. DI: Dental Index
4. EI: Engineering Index
5. CMCI: CompuMath Citation Index

5. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF SOCIAL, ADMINISTRATIVE, AND HUMAN SCIENCES

5.1. Departments of Economics, Marketing, Accounting, Organization, Finance, Tourism, Public Administration, Political Science, Social Policy, International Relations, European Union Relations,

Minimum Requirements for Promotion and Appointment to the Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in numbers 1, 2, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to the Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of two of these publications	25
To have obtained the specified points within the scope of other activities	55
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to the Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 30 points acquired within the scope of 1A and 1B and to be the first 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 points within the scope of other activities	50
TOTAL	120

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

Minimum Requirements for Promotion and Appointment to the Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to the Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 20 points acquired within the scope of 1A and 1B and to be the first 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
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the	

assistant professorship.	
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Minimum Requirements for Promotion and Appointment to the Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	40
To have obtained the specified points within the scope of other activities	80
TOTAL	120

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

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To gather the specified total points with a minimum of 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, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 20 points acquired within the scope of 1A and 1B and to be the first 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	50
TOTAL	70

In addition to 70 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	
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Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	40
To have obtained the specified points within the scope of other activities	100
TOTAL	140

5.4. Department of Information and Document Management

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To gather the specified total points with a minimum of 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, or 3.	15
To have obtained the specified points within the scope of other activities	5
TOTAL	20

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of two of these publications	30
To have obtained the specified points within the scope of other activities	40

TOTAL	70
In addition to 70 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	40
To have obtained the specified points within the scope of other activities	100
TOTAL	140

5.5. Departments of Linguistics and Applied Linguistics

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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, or 3.	15
To have obtained the specified points within the scope of other activities	5
TOTAL	20

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 20 points acquired within the scope of 1A and 1B and to be the first author* of one of the articles published after being promoted to assistant professorship	30
To have obtained the specified points within the scope of the criteria defined in 1 and 2A	40

TOTAL	70
In addition to 70 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	40
To have obtained the specified points within the scope of other activities	100
TOTAL	140

6. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF PHILOLOGY

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of of 15 points acquired within the scope of 1A and 1B and to be the first 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	15

1 and 2A .	
To have obtained the specified points within the scope of other activities	30
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	30
To have obtained the specified points within the scope of other activities	90
TOTAL	120

INTERNATIONAL FIELD INDEXES:

1. Master Journal List- Clarivate Web of Science (Formerly ISI Web of Knowledge) Database <https://mjl.clarivate.com/search-results>
2. Australian Education Index <https://www.acer.org/au/library/australian-education-index-aei>
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/>

6. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF ARCHITECTURE

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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, or 3.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of these publications	20
To have obtained the specified points within the scope of other activities	50
TOTAL	70
In addition to 70 points, those, who directly apply for associate professor position after receiving a PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the publications	30
To have obtained the specified points within the scope of other activities	90
TOTAL	120

Architecture, Planning, Design Basic Field/Field Publication Indexes:

1. International Construction Database (ICONDA)
2. Master Journal List- Clarivate Web of Science (Formerly ISI Web of Knowledge) Database <https://mjl.clarivate.com/search-results>
3. Ergonomics Abstracts (EA)
4. Geobase
5. Sociological Abstracts
6. EBSCO Art & Architecture Complete
7. Leisure Recreation and Tourism Abstracts

8. Genomics

8. MINIMUM REQUIREMENTS FOR FINE ARTS AND DESIGN

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified points within the scope of 1A, 1B, 1C, and in 2, 3, and 4.	3
To have obtained the specified points with a minimum of 15 points within the scope of the criteria defined in 14A, and 14B, and to have acquired the rest within the scope of the criteria defined in 14.	50
To have acquired the specified points within the scope of other activities	5
TOTAL	58

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points within the scope of 1A, 1B 1C, 2A, 2B and 2C from the articles published after being promoted to assistant professorship provided that the applicant is the first author* of one of these publications.	6
To have obtained the specified points with a minimum of 30 points acquired within the scope of 14A or 14 B and to have acquired the rest within the scope of the criteria defined in number 14.	100
To have obtained the specified points within the scope of other activities	15
TOTAL	121
In addition to 121 points, those, who directly apply for associate professor position after receiving PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
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To have obtained the specified total points with a minimum of 6 points acquired within the scope of 1A, 1B, 2A,2B, and 2C provided that the applicant is the first author* of one of the articles published after being promoted to associate professorship.	9
To have obtained the specified total points with a minimum of 45 points acquired within the scope of 14A and to have acquired the rest within the frame of the criteria defined in number 14.	150
To have obtained the specified total points within the scope of other activities	25
TOTAL	184

International Field Indexes:

1. Master Journal List- Clarivate Web of Science (Formerly ISI Web of Knowledge) Database <https://mjl.clarivate.com/search-results>
2. ERIH PLUS - European Reference Index for the Humanities <https://dbh.nsd.uib.no/publiseringskanaler/erihplus/>
3. Art Index - EBSCO <https://www.ebsco.com/products/research-databases/art-index>
4. IBA - International Bibliography of Art - ProQuest <https://about.proquest.com/products-services/iba.html>
5. DAAI / Design and Applied Arts Index - ProQuest <https://about.proquest.com/products-services/daai-set-c.html>
6. Humanities Index <https://about.proquest.com/products-services/bhi-set-c.html>
7. ERIC - Education Resources Information Center <https://eric.ed.gov/>

9. MINIMUM CRITERIA FOR PERFORMING ARTS

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points within the scope of the criteria defined in 1, 2A, 2B, and 2C	10
To have acquired the specified total points within the scope of other activities	10

TOTAL	20
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Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points within the scope of the criteria defined in 1, 2A, 2B, and 2C from the articles published after being promoted to assistant professorship provided that the applicant is the first author* of one of these publications	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	30
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 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 first author* of one of the articles	30
To have obtained the specified total points within the scope of the criteria defined in 7, and 15	40
To have obtained the specified total points within the scope of other activities	50
TOTAL	120

10. MINIMUM CRITERIA FOR THE BASIC FIELD OF LAW

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
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To have obtained the specified total points within the scope of 1A, 1B, 1C, and 2A or 2D.	5
To have acquired the specified total points within the scope of other activities	10
TOTAL	15

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 10 points within the scope of criteria defined in 1A, 1B, 1C, and 2A or 2D provided that the applicant is the first author* of one of the articles published after being promoted to the 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	35
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 20 points acquired within the scope of 1A, 1B, 1C, and 2A provided that the applicant is the first 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	80
TOTAL	120

*National Field Indexed Journals:

Journals scanned by ULAKBİM National Databases.

<http://www.ulakbim.gov.tr/cabim/vt/uvvt/dergiler/>

11. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF THEOLOGY

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points within the scope of the criteria defined in 1A, 1B, 2D, or in number 7.	10
To have acquired the specified total points within the scope of other activities	10
TOTAL	20

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 15 points acquired within the scope of the criteria defined in 1A,1B, 2C, 2D, or 7D and to have obtained the rest from his/her articles published after being promoted to assistant professor position provided that the applicant is the first 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	25
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Ph.D. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have acquired the specified total points by obtaining 15 within the scope of the criteria defined in 1A,1B, 2C, 2D, and 7D and from his/her articles published after being promoted to associate professorship provided that the applicant is the first	20

author* of one of these publications	
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	85
TOTAL	120

*National Field Indexed Journals:

Journals scanned by ULAKBİM National Databases.

<http://www.ulakbim.gov.tr/cabim/vt/uvvt/dergiler/>

12. BASIC FIELD OF SPORTS SCIENCES MINIMUM REQUIREMENTS

Departments of Coaching Education, Physical Education and Sports, Sports Management

Minimum Requirements for Promotion and Appointment to Assistant Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 5 points acquired within the scope of the criteria defined in 1A, 1B, and to have acquired the rest within the criteria defined in 1, 2, 3, or 4.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment to Associate Professor Position

REQUIREMENTS	POINTS
To have obtained the specified total points with a minimum of 15 points acquired within the scope of the criteria defined in 1A,1B, and to have obtained the rest from his/her articles published after being promoted to assistant professor position provided that the applicant is the first author* of one of the articles	25
To have obtained the specified points within the scope of other activities	35
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving PhD. title, are required to have the points required for the assistant professorship.	

Minimum Requirements for Promotion and Appointment to Professor Position

REQUIREMENTS	POINTS
To have acquired the specified total points by obtaining 25 points within the scope of the criteria defined in 1A, and 1B and from his/her articles published after being promoted to associate professorship provided that the applicant is the first author* of one of these publications	40
To have obtained the specified total points within the frame of the criteria defined in 1, 2, 3, or 4.	30
To have obtained the specified total points within the scope of other activities	50
TOTAL	120

First author. The candidate is identified as the first author on the following articles:

- a) Single author article
- b) Multi-author article with the candidate listed as the first author
- c) A multi-authored article in which no one with a doctoral degree other than the candidate is the author at the time of publication.

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

Doctorate, Specialist Doctor, competency in art (University, thesis title and year)
Assistant Professor (Date of appointment and name of university)
Associate Professor (Date of appointment and name of university)

III. PUBLICATIONS AND ACADEMIC ACTIVITIES

ACTIVITY	REALIZED AND PUBLISHED
1. PUBLICATIONS IN WOS & SCOPUS	
A. Article or review indexed in AHCI, SCI-Expanded, SCI, and SSCI in Web of	

Science	
B. Case report indexed in AHCI, SCI-Expanded, SCI, and SSCI in Web of Science	
C. Full-text conference paper published in AHCI, SCI-Expanded, SCI, and SSCI in Web of Science	
D. Article indexed in ESCI in Web of Science	
E. Article exclusively indexed in Scopus	
2. OTHER ARTICLES & PUBLICATIONS	
A.. Article or review indexed in field indexes	
B. Article or review published in NEU journals	
C. Article published in THE Campus	
D.. Article or review scanned in ULAKBİM	
E. Article or review indexed in other international indexes	
F. Book reviews, technical notes, etc. published in journals indexed in Web of Science or Scopus databases*.	
G. Editorial letter published in journals indexed in the Web of Science or Scopus databases.	
3. PRESENTATION	
A. Papers published as full-text and scanned in Scopus	
B. Papers published as full-text and scanned in the field indexes	
C. Papers presented and published as full-	

text	
D. Abstracts of the presented and published articles	
4. CITATION	
A. In WOS and SCOPUS	
B. In Google Scholar	
5. PROJECT*	
International	
A. Coordinator	
B. Researcher	
C. Advisor	
National (Cyprus)	
D. Coordinator	
E. Researcher	
F. Advisor	
NEU SRP (Scientific Research Project)	
G. Coordinator	
H. Researcher	
I. Advisor	
J. If the project is conducted in collaboration with other universities	
6. POSTER	
A. Posters presented at conferences scanned in Web of Science or Scopus databases	
B. Papers presented at international conferences	
C. Papers presented at national	

conferences	
7. BOOK (Scientific, Occupational, and Textbook)	
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)	
8. EDITORSHIP	
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	
9. TRANSLATION	
A. Book	
B. Book chapter/Article	

10. PATENT	
A. National	
B. International	
11. CURATORSHIP	
A. International	
B. National	
12. ARCHITECTURAL PROJECT AWARD	
A. Rank	
B. Honorable Mention	
13. SEMINAR/PANEL/TALK/ COURSE/ COMPETITION/SOCIAL WORK PRACTICES	
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	
14. ARTISTIC ACTIVITIES	
A. National solo exhibition (or activity regarding original artwork, project, or personal activity with designs)	
B. Group Exhibition	
C. Participating in events of national selective, invitational artistic organizations	
D. Participating in events of internationally selective, invitational artistic organizations	
E. Receiving awards at nationally	

selective, invitational artistic organizations	
F. Receiving awards at internationally selective, invitational artistic organizations	
G. Acceptance of Artworks or designs by institutions, organizations, or museums	
H. Artworks or designs taking place in national publications (books, catalogs, periodical art magazines, newspapers, encyclopedias, TV broadcasts)	
I. Artworks or designs taking place in overseas publications (books, catalogs, periodical art magazines, newspapers, encyclopedias, TV broadcasts)	
J. Taking part in juries relevant to national projects and artistic activities in the related field	
K. Taking part in juries relevant to international projects and artistic activities in the related field.	
L. Solo Exhibition Catalogue	
15. PERFORMING ARTS ACTIVITIES	
A. Authoring a play that staged in State Theaters or at equivalent professional arts institutions	
B. Authoring a play that staged at the State Conservatory or equivalent educational institutions	
C. Having a productive role in a play show	

D. Dramaturgy practice in a play staged at State Theatres or equivalent professional art institutions	
E. Dramaturgy practice in a play staged at the State Conservatory or at equivalent educational institutions	
F. Stage design for a play staged at State Theatres or equivalent art institutions	
G. Stage design for a play staged at the State Conservatory or equivalent educational institutions	
H. Motion design in a play staged in State Theatres or at equivalent art institutions	
I. Motion design in a play that staged at the State Conservatory or equivalent educational institutions	

16. CONCERT	
A. International concert	
B. National concert	
17. FILM/VISUAL & EDUCATIONAL PRODUCTION	
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 broadcast on National / International TV and Radios	
18. CONGRESS / SYMPOSIUM*	
In symposia and congresses <i>scanned</i> in Web of Science and Scopus databases;	
A. Chairperson	
B. Keynote/plenary speaker	
C. Session Chairperson	
D. Member/Secretary	
E. Participant	
In prestigious symposia and congresses <i>not scanned</i> in Web of Science and Scopus databases;	
F. Chairperson	
G. Keynote/plenary speaker	
H. Session Chairperson	
I. Member/Secretary	
J. Participant	
K. If the congress has publication scanned in Web of Science or Scopus	
19. WORKSHOPS	

International	
A. Organizing	
B. Participating	
National	
A. Organizing	
B. Participating	
20. AWARDS	
A. Scientific/artistic Award granted by an international organization	
B. Scientific/artistic Award granted by a national organizations	
21. THESIS	
PhD	
A. completed	
B. Currently being conducted	
Master's	
C. Completed	
D. Currently being conducted	
21. Membership	
A. Scientific / Professional Organizations	
B. Science Committee	
23. JURY	
International	
A. Serving as the Chairman of a Scientific / Professional Jury	
B. Serving as a Scientific / Professional Jury Member	

National	
C. Serving as the Chairman of a Scientific / Professional Jury	
D. Serving as a Scientific / Professional Jury Member	
24. REFEREEING	
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	
25. ADMINISTRATIVE TASK (For each year and a maximum of three years in total)	
A. Chairman of the Board of Trustees	
B. Member of the Board of Trustees/Vice Rector	
C. Dean/Institute Director/Chief Physician	
D. Secretary the General	
E. University Coordinator (Open to outside, Common, Elective Courses, SRP, Center of Excellence)	
F. Higher School/Vocational School/School Principal	
G. Deputy Dean / Institute Deputy Director	
H. Higher School / Vocational	

School/School Deputy Principal	
I. Head of Division/Department (MEDICINE)	
J. Deputy Chair of Division / Department (MEDICINE)	
K. Head of Research Center	
L. Term Coordinator (MEDICINE)	
M. Term Deputy Coordinator (MEDICINE)	
N. Chairperson or Coordinator of Other Commissions, Boards and Committees (MEDICINE)	
O. Coordinator	
26. EDUCATION	
Extra credit	