



REPUBLIC OF TURKEY
PRINCIPLES AND PROCEDURES RELATING TO THE LONG TERM
ASSIGNMENT OF ACADEMIC STAFF AT YAŞAR UNIVERSITY

SECTION ONE
Objective, Scope, Basis and Definitions

Objective

ARTICLE 1-(1) These Principles and Procedures are intended to regulate the principles regarding long term assignment of academic staff employed by Yaşar University within or outside the country.

Scope

ARTICLE 2 -(1) These principles and procedures cover academic staff employed by Yaşar University.

Basis

ARTICLE 3-(1) These principles and procedures were prepared taking into account the provisions of the Yaşar University Directive on Academic Staff Foreign Assignment.

Definitions

ARTICLE 4- (1) The following terms mentioned in this principles and procedures document shall have the following meanings designated below:

- a) Academic staff: Instructors employed by Yaşar University,
- b) University: Yaşar University,
- c) Administrative Board: Administrative Board of Faculty/College/Vocational School.

SECTION TWO
Principles and Operation

Quota

ARTICLE 5-(1) A maximum quota of nine (9) persons is provided per an academic year within the University for long term paid assignments unless otherwise agreed. A maximum of one (1) long term paid assignment can be made by a Faculty/Vocational School in the same semester.

Application period

ARTICLE 6-(1) Applications are made to the relevant Faculty Deanship or Vocational School Directorate until the end of March at the latest to be assessed once (1) a year.

Assessment

ARTICLE 7-(1) Applicant instructors are assessed by considering the education-training-research priorities of the University, the academic performance of the instructors during the period in which they worked at the university, their seniority and their research proposals.

(2) If there are more assignment requests than the quota within the relevant academic year, applicant instructors are ranked by Assistant Rector in charge of Academic Affairs taking into account the factors mentioned above, and presented to the Administrative Board of the University. Instructors who are not included in the quota due to ranking can repeat their request in following semesters.

Assignment

ARTICLE 8-(1) If the long term assignment request is for a paid position, a proposal from the relevant Head of Department, a decision of the Administrative Board of the Faculty/Institute/Vocational School, a decision of Administrative Board, and approval from Rectorate, as well as a decision of Board of Trustees are required. Long term paid assignments cannot exceed 1 (one) year, while unpaid assignments cannot exceed 1 (one) year for research assistants and 2 (two) years for other academic staff. Permission for the Assistant Rectors, Deans, Institute and Vocational School Directors are given by the Rector, while permission for the Rector is given by the Chairman of Board of Trustees.

(2) The previous two (2) years of unused annual paid leave earned by the academic staff on an assignment is excluded, and if any, paid leaves from previous years are included within the assignment period.

(3) A maximum of 6 (six) weeks in a year can be spent outside the University campus for research and inspection purposes if proposed by the relevant dean and department heads, with the approval of the Assistant Rector in charge of Academic Affairs, and having notified the Rector.

(4) Instructors with foreign assignments are obliged to deliver a detailed activity report to be organized as per the approved work schedule given to them by the relevant Deanship of the Faculty or Directorate of the Vocational School within a maximum of one (1) month following their return to the university. Similarly, he/she must also present a seminar available to all Departments/Programs within a maximum of one (1) month. Administrative sanctions will be implemented if the reported activity is found to be insufficient.

SECTION THREE

Final Provisions

No provisions

ARTICLE 9- (1) The University Senate is authorized to make decisions regarding cases without a provision in this code of practice.

Effective Date

ARTICLE 10- (1) The provisions of these principles and procedures become effective from the date of acceptance by the University Senate.

Execution

ARTICLE 11- (1) These principles and procedures are executed by the Rector of Yaşar University.

Approved by the Senate on: 03.12.2018