



**REPUBLIC OF TURKEY  
YAŞAR UNIVERSITY**

**Procedures and Principles for Innovative Teaching and Learning Unit**

**SECTION ONE  
General Provisions**

**Objective**

**ARTICLE 1** – (1) The purpose of these procedures and principles is to determine the rules regarding the management and operation of the Innovative Teaching and Learning Unit of Yaşar University.

**Scope**

**ARTICLE 2** - (1) These procedures and principles contain the provisions regarding the establishment, and operation of the Innovative Teaching and Learning Unit.

**Definitions**

**ARTICLE 3** – (1) Terms mentioned in these procedures and principles are as follows:

- a) Instructor: The faculty members, teaching assistants and research assistants who work at Yaşar University both full-time and part-time,
- b) PhD student: The PhD students who are actively registered in one of the PhD programs at Yaşar University,
- c) YÖK: The Higher Education Council,
- ç) Unit: The Innovative Teaching and Learning Unit,
- d) Unit coordinator: The Coordinator of the Innovative Teaching and Learning Unit,
- e) University: Yaşar University,
- f) Rector: The Rector of Yaşar

University.

**Definition of Innovative Teaching and Learning Unit**

**ARTICLE 4** – (1) Innovative Teaching and Learning Unit of Yaşar University is a unit that provides professional development opportunities to the faculty members of the university and conducts practices and research related to teaching and learning throughout the university.

**Purpose of Innovative Teaching and Learning Unit**

**ARTICLE 5** – (1) The purposes of the Innovative Teaching and Learning Unit are as follows:

- Continuously improving the learning environments in order to increase the academic success and learning potential of undergraduate and postgraduate students and to increase the quality of education in the university in the light of innovative approaches and tools,

- Developing the competencies of instructors to teach and assess student success by providing pedagogical based professional development opportunities,
- Being open to continuous development, improving the teaching standards, improving the attitudes and habits of the instructors in the areas of valuing innovative and effective teaching,
- Creating motivating sharing environments among the instructors and to ensure the continuity of the sharing culture.

### **Activity Areas of Innovative Teaching and Learning Unit**

**ARTICLE 6 - (1)** The Innovative Teaching and Learning Unit carries out the following activities for its purposes:

- a) Organizing workshops or seminars for the needs of the faculties and departments across the university, which are consistent with the activity purposes of the Unit,
- b) Performing the needs analysis in the university based on the requests from the faculties and departments and organizing workshops or seminars according to the needs determined,
- c) Inviting national and international guests for workshops and seminars and to organize them when necessary,
- ç) Giving seminars to instructors on topics such as teaching strategies, learning theories, understanding the various needs of Y and Z generations, using the methods and technologies of the 21<sup>st</sup> century,
- d) Raising awareness about reflective teaching throughout the university and adopting this approach,
- e) Creating awareness about the criteria of evaluation (rubric) throughout the university, to carry out rubric development studies when the instructors request it,
- f) Providing personal consultation for instructors who actively lecture at the university on topics such as teaching/lesson planning, syllabus preparation, effective lecturing, motivating students, active learning, student evaluation, as far as human-resource and time allows,
- g) Providing the instructors with opportunities of mid-term evaluation in line with their demands and having subsequent interviews with the instructor about what can be improved in the course,
- ğ) Supporting instructors in action research that will improve the quality of teaching,
- h) Providing feedback to instructors through focus group discussions and individual interviews with the students who demand feedback as far as human-resource and time allows,
- ı) Ensuring that the best practices are shared by creating a culture open to interaction in order to improve the quality of teaching in the university environment,
- i) Advising for university-wide program development and evaluation studies,
- j) Carrying out activities to provide resources (bulletin, brochures, innovative teaching scholarships, workshops, seminars, e-seminars (webinar), conferences, short videos, etc.) in accordance with the purposes,
- k) Creating a professional learning culture and community through activities such as teaching circles, regular coffee talks, instructor support groups at the university,
- l) Organizing an orientation program for instructors in cooperation with other relevant units of the university at the beginning of each academic year,
- m) Supporting part-time faculty members on issues such as more frequent and positive communication with the students and teaching support,
- n) Carrying out awareness studies on "continuous learning" with experienced instructors,

- o) Establishing a national and international identity and ensuring the recognition of the Unit within the University and within the country,
- ö) Conducting researches on teaching and learning (e.g. teaching methods, learning processes, learning outcomes) and improving research methods,
- p) Publishing researches in various academic environments,
- r) Organizing conferences in cooperation with national and international kindred units,
- s) Ensuring that innovative teaching methods used by instructors are announced on university website, social media pages, bulletins,
- ş) Carrying out activities to provide resources such as scholarships, promotions, recognition opportunities for rewarding "excellence in education",
- t) Cooperating with the Open and Distance Learning Center in accordance with the strategic plans of the University on e-learning issues,
- u) Carrying out the courses of Development and Learning and Planning and Assessment in Teaching, which are overseen to be received by the YÖK since 2000,
- ii) Carrying out all kinds of activities related to the purpose of the Innovative Teaching and Learning Unit.

### **SECTION THREE**

#### **Operating Structure of Innovative Teaching and Learning Unit**

**ARTICLE 7** - (1) Innovative Teaching and Learning Unit carries out its activities within the Office of Strategic Planning and Excellence.

(2) Unit activities are carried out by the unit coordinator.

(3) Faculty or department officials or instructors who wish to benefit from the services of the Innovative Teaching and Learning Unit contact the relevant support staff and/or unit coordinator by filling in the contact form on the website of the unit.

(4) The meetings are held in the office allocated by the Rector with the guidance of the unit coordinator.

### **SECTION FOUR**

#### **Final Provisions**

#### **Validity**

**ARTICLE 8** – (1) These procedures and principles take effect on the date it is approved by Yaşar University's Rector.

#### **Execution**

**ARTICLE 9** – (1) These procedures and principles are executed by Yaşar University's Rector.

Approved by the Rector on: 10.10.2016