

PROCEDURES AND PRINCIPLES FOR THE EMPLOYMENT OF FOREIGN TEACHING STAFF

General Conditions for the Employment of Foreign Teaching Staff

1. When making an offer to the Council of Higher Education by higher education institutions to employ foreign teaching staff, the decisions taken in the Executive Board meeting dated 01.10.2009 and the Executive Board meeting dated 17.09.2014 regarding those who will not be offered to be employed as foreign teaching staff shall be complied with,
2. If foreign teaching staff working at a university are offered to be employed at another university; preferably, the end of their contract period shall be waited for, otherwise, the offer shall be made together with a letter from the current university approving the relevant person to leave within the contract period,
3. While examining the documents of those who will be employed as foreign teaching staff and making an offer to our Board, the relevant;
 - a. It has been decided that the title in which he/she will be employed will be determined by comparing his/her gross monthly salary with other foreign academic staff in terms of research, publications and performance and that an offer will be made,
 - b. In case the last academic title he/she received was received while he/she was employed at a higher education institution in Turkey, he/she will have met the criteria for promotion to and appointment as a faculty member for the relevant title at the university where he/she will be employed,
 - c. At the end of the contract period, his/her status in terms of annual academic performance will be evaluated by the unit where he/she works and reported to the rectorate.

Special Conditions for the Employment of Foreign National Academic Staff

Employment in Foreign Language Preparatory Classes

The minimum conditions to be sought for the employment of foreign national lecturers to be employed in foreign language preparatory classes of higher education institutions are as follows:

1. For those whose native language is English who will be employed for teaching a foreign language in English preparatory classes; to have at least a bachelor's degree in one of the fields such as linguistics, language and literature, comparative literature, teaching or educational sciences (pedagogy); or must have at least a bachelor's degree and meet at least one of the following conditions:
 - a. Have at least two years of work experience in teaching the relevant language in an internationally recognised, accredited language teaching centre,
 - b. Have a DELTA, CELTA or TESOL certificate. (As amended by the Executive Board Decision dated 17/2/2021)
2. Those who will be employed for foreign language teaching in English preparatory classes, whose native language is not English; Must have at least a bachelor's degree in one of the fields such as English Language, English Literature, English Language Teaching and meet at least one of the following conditions:

a) Have at least two years of work experience in teaching the relevant language in an internationally recognised, accredited language teaching centre,

b) Have a DELTA, CELTA or TESOL certificate. (As amended by the Executive Board Decision dated 17/2/2021)

3. Foreign faculty members who will be employed for the teaching of foreign languages other than English must have at least a bachelor's degree in the relevant language and must also meet at least one of the following conditions:

- a. Have at least two years of work experience in the language teaching in which they will be employed,
- b. Have at least one year of academic work experience.

Employment in Associate Degree Programs

Foreign faculty members who will be employed in associate degree programs of higher education institutions must have at least a bachelor's degree and must meet at least one of the following conditions:

- a) Have at least two years of academic work experience in a higher education institution recognised by the Council of Higher Education,
- b) Have a master's degree in the relevant field of the program in which they intend to be employed.

Employment in Undergraduate and Graduate Programs

1. Foreign faculty members who will be employed to teach undergraduate and graduate courses in higher education institutions must have a doctorate and have proven their proficiency in the language of instruction of the program in which they will teach, and must meet at least one of the following conditions:

- a) Document that they have worked as a faculty member for at least one year at one of the higher education institutions recognised by the Council of Higher Education,
- b) Have at least one book published in their field or have at least five articles published in refereed journals in the last five years.

2. Faculty members with doctorate degrees may also be employed in units providing undergraduate education. However, foreign lecturers with a master's degree can be employed in specialised units providing undergraduate education, where Turkish citizen lecturers with a thesis master's degree can be employed, and Hungarian foreign lecturers with a bachelor's degree in the relevant language can also be employed in the Hungarology department. (Paragraph amended by the decision of the Executive Board dated 22/12/2021)

Employment for Research Purposes While Teaching

To employ foreign lecturers in higher education institutions to also work on projects and benefit from research activities in addition to their duties as lecturers, the candidate must meet at least one of the following conditions:

- c) From world university rankings [Times Higher Education (THE); d) To have a master's or doctorate from one of the top 1000 universities in the World University Rankings, QS World

University Rankings or Academic Ranking of World Universities (ARWU) or to have worked as an academician and researcher at these universities for at least one year,

d) To have published at least ten articles in indexed journals accepted as reliable by the authorized boards of the university where they will be employed,

e) To have served as a coordinator, director or researcher in at least one ongoing or successfully completed scientific research project that contributes to science and industry.

Foreign academicians to be employed within this scope may bring with them up to three doctoral students to be employed as research assistants, provided that their expenses are covered by the project revenues they will make and that the contribution they will provide is concretely demonstrated by the relevant university.

In addition, academicians who can teach within this scope and also be used in projects or research can be employed on a short-term basis for a period of not less than two months.

Foreign academic staff who will be used in projects and research activities in addition to teaching at higher education institutions may be offered a higher salary compared to academic staff who will only teach, if it is documented that they have international success and have the qualities that will contribute to the international visibility of the university.

Employment in the Field of Fine Arts

Those who will be employed as foreign academic staff in the Conservatory, Fine Arts, Art and Design Faculties must have at least a bachelor's degree in the relevant field and must meet at least one of the following conditions:

- a) Have at least two years of academic or institutional work experience in the relevant field of art,
- b) Have carried out at least three original artistic activities, events, projects, designs, etc. related to their field in the last three years.

Other Matters

1. The above conditions are not sought for foreign academic staff who will be employed in units of state higher education institutions abroad, other than the Turkish Republic of Northern Cyprus, and foreign academic staff and guest academics who will be employed free of charge within the scope of international agreements, bilateral agreements between institutions and exchange programs. In this context, the employment of those to be employed shall be carried out in accordance with the provisions of the current legislation. (Paragraph amended by the Executive Board decision dated 24/11/2021)

2. The above conditions cover foreign academic staff to be offered for new employment as of 20.01.2020, and foreign academic staff currently working in higher education institutions who are deemed beneficial to continue their duties may be granted an additional period of six months from the end date of their contracts, a maximum of two times, to meet the above conditions. The contracts of those who do not meet the conditions at the end of these additional periods will not be extended.