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ISTANBUL MEDIPOL UNIVERSITY

ACADEMIC STAFF PERFORMANCE EVALUATION INSTRUCTION\*

Aim and Scope

**ARTICLE 1 - (1)** The aim of this instruction is to determine the methods and principles of increasing the efficiency and quality of education, training, scientific research and administrative services by determining the performance of the instructors who have worked at Istanbul Medipol University for at least 1 (one) year permanently, according to objective principles. It covers the work to be done for the purpose.

# Definitions

**ARTICLE 2 - (1)** The definitions in this instruction refer to;

1. Academic score; the total score calculated according to the procedures determined in this instruction, taking into account education, scientific activities, contribution to the university and competence evaluation,
2. Academic encouragement; The award decided by the Board of Trustees for the scientific articles, books, congresses and similar scientific activities that academic staff have published in their fields
3. Physician performance evaluation; The score calculated as a result of answering the questions in the form attached to this instruction for each of the physician teaching staff working in the Health Practice and Research Center by the authorized hospital manager following the health service quality processes,

ç) Board of Trustees: Istanbul Medipol University Board of Trustees,

1. Competency assessment; means the average score calculated as a result of the answers to the questions in the form given in the annexe of this instruction by the first and second degree senior managers of the relevant academic unit based on opinion for each instructor.

# Method to be followed in Academic Performance Evaluation

**ARTICLE 3 - (1)** The academic score consists of the sum of the educational activities of the instructors, their scientific activities, their contributions to the university and the scores obtained as a result of the competence evaluation. The activities that make up the academic score and their score criteria are shown in the table (Annex-1).

* 1. Physician performance evaluation of that year, which is used in the quality processes in the hospital, is used instead of the competency evaluation of the physicians who have clinical duties and educational activities. Competency Evaluation (Annex-2) and Physician Performance Evaluation (Annex-3) are made in the form of scoring out of 100 on the printed forms filled by the officials of the relevant unit. In the evaluation of competence, the average of the scores formed by the opinion of the first and second supervisors is taken.

No competency assessment is made for the Vice-Rector, Dean, the Secretary-General in the academic staff, and the Institute and School Managers. The competency evaluation score is calculated at 50% for Heads of Departments and Heads of Departments.

In taking more than one task as Rector, Vice-Rector, Dean, Deputy Dean, Director, Deputy Director, Head of Department or Head of Department, the highest duty is taken as a basis.

* 1. The academic score is calculated annually from 1 July to 30 June of the following year.

# Reflection of Academic Performance on Service

**ARTICLE 4 - (1)** The academic score is taken as the basis for the renewal of the contracts of the instructors. The contract period of those with an academic score of 300 and above is extended for one year.

The instructor's contract whose competence evaluation or physician performance evaluation falls below 40/100 is not renewed; The contracts of those with more than 90/100 are extended for one year without considering any other criteria.

Considering the ongoing need in education and research activities, it is at the discretion of the Board of Trustees to re-contract with an academic staff whose academic performance score is below 300, if requested by the rectorate.

1. The contract period of the faculty members appointed to the permanent positions determined by the law is limited to their assigned task. The principles stated in this instruction are valid for the contract periods of the instructors who have completed or left this duty.
2. While academic incentives and rewards are based on the scientific activities specified in this İnstruction, the scoring and determination of the number of incentives and awards are made in line with the decisions of the Board of Trustees.

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# Enforcement

**ARTICLE 5 - (1)** This instruction enters into force on the date it is accepted by the University Senate

# Execution

**ARTICLE 6 - (1)** This instruction is executed by the Rector of Istanbul Medipol University.

**Provisional Article 1 - (1)** The provisions of this instruction also cover the 2013-2014 academic year activities.

# \*It was accepted with the decision of our University Senate dated 01.10.2013 and numbered 2013/24-2.