

ISTANBUL MEDİPOL UNIVERSITY HUMAN RESOURCES POLICY

Policy Name	Human Resources Policy
Policy Owner	Istanbul Medipol University Rectorate
Policy Coordinator	Department of Human Resources Directorate of Strategy Development Quality Commission-Quality Accreditation Office
Policy scope	All academic and administrative units, academic staff, administrative staff
Approval and Effective Date	December 29 th , 2022
Communication	Quality Commission-Quality Accreditation Office e-mail, phone
Website	https://www.medipol.edu.tr/universite/kurumsal-politikalar

Objective

With the vision of "strong corporate culture" and the core value of being stakeholder-oriented, Istanbul Medipol University is committed to observing the criteria of merit and equity for academic and administrative human resources planning, acting transparently, effectively and efficiently in evaluating resources, taking a solution-oriented governance approach and effective multi-directional communication as a basis.

Scope

The Directorate of Human Resources, all academic and administrative units, academic staff and administrative staff are covered by this policy. The policy is announced through the website and other communication tools.

Rules, principles and tasks

Istanbul Medipol University adopts the following rules and principles within the scope of human resources policy:

- Makes the planning that will ensure the employment of a sufficient number of qualified administrative personnel in accordance with the tasks to be performed within the scope of the organisation chart of the institution and ensures employment in accordance with the planning.
- Plans and ensures employment in academic units (institutes, faculties, colleges, vocational schools) and research units, taking into account the educational load, faculty-student ratio, managerial and administrative staff needs and application/service load (health, etc.).
- Ensures that newly recruited administrative and academic staff receive orientation training.
- Defines the duties, authorities and responsibilities of employees by taking into account their interests and education areas.

- Supports social activities and culture, art and sports events that will encourage employees to increase corporate belonging and strengthen internal communication.
- Provides an ergonomic working environment suitable for the quality of the service provided by the employees working in the institution, supports activities to increase corporate culture and awareness.
- Plans in-service training for administrative staff and training of trainers for academic staff in line with the training needs analysis of employees and equality of opportunity, and provides continuous and sustainable contribution to the personal and professional development of employees for the realisation of individual career plans.
- Establishes and implements an appropriate performance evaluation system to ensure objective decision-making in the authorisation, appreciation, promotion and vesting of administrative staff.
- Contributes to increasing work efficiency by providing talent management in the organisation.
- Appoints and promotes academic staff based on the relevant criteria, and provides incentive support according to performance based on academic productivity.
- Creates a work environment where all personnel feel safe within the scope of occupational health and safety.
- Monitors and meets the needs of disabled personnel.
- Acts proactively on unethical behaviour and mobbing, and create complaint and application channels in this context. Solves problems in accordance with the disciplinary regulations and mediates when necessary.
- Evaluates the satisfaction and corporate belonging status of employees and applies surveys and/or uses other communication tools to learn their opinions in different areas; evaluates the opinions received, provides feedback and ensures necessary improvements.

Execution

Human Resources Policy is executed by the Rectorate of Istanbul Medipol University

The Department of Human Resources, Quality Commission - Quality-Accreditation Office, Academic Unit Quality Commissions, Administrative Unit Quality representatives carry out the duties and activities within the scope of this policy

Approval Date: December 29th, 2022

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