



REGULATION ON THE PROMOTION AND APPOINTMENT OF ACADEMIC STAFF

(Regulation Issued Pursuant to Articles 10(2)(3) and 16(2) of the Charter of Establishment and Operation of Arkin University of Creative Arts and Design)

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

1. Purpose

The purpose of this Regulation is to decide on candidates applying for promotion and appointment to academic positions; to ensure convenience and consistency in evaluations for faculty members who prepare reports on applications, as well as for authorized appointing officers and boards; and, at the same time, to encourage candidates to engage in scholarly work and to promote the enhancement of academic quality.

2. Scope

This Regulation covers the principles and procedures regarding the conditions for promotion and appointment of Academic Staff employed at, or applying for employment at, Arkin University of Creative Arts and Design to the academic titles of “Doctor Faculty Member,” “Associate Professor,” and “Professor,” as well as the use of academic titles obtained at other universities.

3. Legal Basis

This Regulation is entitled “Regulation on the Promotion and Appointment of Academic Staff of Arkin University of Creative Arts and Design” and is enacted by the Senate of the University.

4. Definitions

For the purposes of this Regulation, the following terms shall have the meanings assigned to them below:

- a) **University:** Arkin University of Creative Arts and Design,
- b) **Senate:** The Senate of the University,
- c) **Administrative Board:** The University Administrative Board,
- d) **Rector:** The highest executive authority of the University,
- e) **Faculty:** The academic unit within the University in which undergraduate education and training, research, and artistic activities are conducted,
- f) **Faculty Board:** The academic decision-making body of the Faculty,
- g) **Department:** The sub-academic unit within a faculty or school that conducts education and training, research, and artistic activities in a specific field,

- h) **Academic Staff:** Faculty members, lecturers, and research assistants employed at the University,
- i) **Faculty Member:** Academic staff holding the positions of Professor, Associate Professor, or Doctor Faculty Member,
- j) **Doctor Faculty Member:** A faculty member holding the first-level academic title, equivalent to Assistant Professor, who has successfully completed doctoral studies or has obtained a certificate and authorization of proficiency in medical specialization or specific branches of art,
- k) **Associate Professor:** A faculty member holding the second-level academic title following that of Professor,
- l) **Professor:** A faculty member holding the highest academic title,
- m) **Promotion:** The advancement of academic staff to a higher academic title,
- n) **Appointment:** The placement of academic staff into a position in accordance with prescribed procedures,
- o) **Jury:** A board composed of faculty members who are experts in their respective fields and who take part in the evaluation of academic promotion or appointment,
- p) **Academic Activity:** All types of academic work conducted in areas such as scientific research, artistic production, education and training, community service, and similar fields,
- q) **Artistic Activity:** Original productions and practices carried out in fields such as visual, auditory, performing, and design arts,
- r) **Scientific Publication:** Research, articles, papers, and similar works published in academic journals, books, or scientific events,
- s) **Appointment and Promotion Commission:** The body that examines and evaluates applications made under this Regulation,
- t) **Criterion:** Qualitative or quantitative measures taken as a basis for appointment and promotion,
- u) **Scoring System:** The system that enables the evaluation of academic activities according to the criteria determined under this Regulation,
- v) **Year:** The calendar year taken as a basis for academic evaluation,
- w) **Interuniversity Board (ÜAK):** The Interuniversity Board of the Republic of Türkiye,
- x) **YÖDAK:** The Higher Education Planning, Supervision, Accreditation, and Coordination Council of Northern Cyprus.

SECTION TWO

General Principles

5. Academic Evaluation Commission (ADEK)

In the evaluation of a candidate's qualifications for academic appointment and promotion, the opinion to be submitted to the Rectorate shall be provided by the Academic Evaluation Commission. The Academic Evaluation Commission shall consist of Professors appointed by the Rector with the approval of the Senate. In the event of a vacancy, a new member shall be appointed using the same procedure. The chair of the Commission shall be assumed by a Professor appointed by the Rector.

In cases where there is an insufficient number of Professors at the University in the field to which the candidate has applied, members from outside the University may also be appointed to the Academic Evaluation Commission at the discretion of the Rector, following the same procedure.

6. Academic Evaluation Criteria

- (1) In the evaluation of appointment and promotion applications of academic staff applying for the titles of Associate Professor and Professor, the criteria in force at the time of application as determined by the **Interuniversity Board (ÜAK)** shall be taken as the basis.

- (2) Where deemed necessary, the University Senate may determine additional criteria in line with institutional priorities, in addition to the criteria set by the ÜAK; however, such criteria may not be below the minimum requirements determined by the ÜAK.

7. Foreign Language Proficiency Requirements

- (1) Candidates employed in programs where the language of instruction is English must satisfy at least one of the following conditions regarding English proficiency:
- (a) English is the native language of the faculty member,
 - (b) The faculty member has completed at least two of their undergraduate or doctoral degrees entirely at a university where the language of instruction is English,
 - (c) Successful completion of the English language examination administered by the University,
 - (d) The faculty member has completed their entire undergraduate or doctoral education in a program conducted in the language of instruction in a country where that language is spoken as a native language,
 - (e) The faculty member has worked and taught as a faculty member for a total of at least one year (two semesters) at a higher education institution recognized by the Council of Higher Education, located in a country where the language of instruction is accepted as an official language and where education is provided in the official language of that country; has officially documented this service from the relevant higher education institution; and no more than two years have elapsed since leaving that institution,
 - (f) Achievement of a minimum score of eighty-five (85) out of one hundred on centrally administered foreign language examinations recognized by the Council of Higher Education, or on internationally recognized foreign language examinations accepted as equivalent.
- (2) Candidates employed in programs where the language of instruction is Turkish must satisfy at least one of the following conditions regarding English proficiency.
- (a) Achievement of a minimum score of sixty-five (65) on any of the centrally administered language examinations conducted by ÖSYM, or on an internationally recognized foreign language examination accepted as equivalent.
 - (b) Completion of at least one of the undergraduate, master's, or doctoral degrees entirely at a university where the language of instruction is English.
 - (c) Successful completion of the English Language Examination administered by the University.
- (3) The requirements for languages other than English shall be determined by the Senate.

8. Application Schedule

- (1) Applications for academic promotion and appointment shall be accepted twice a year, in **March and October**, until the end of business hours on the last working day of the relevant month.
- (2) Candidates applying for the titles of Associate Professor and Professor are required to submit their applications in accordance with the criteria of the **Interuniversity Board (ÜAK) of the Republic of Türkiye** that are in force during the application period.
- (3) In cases where academic and administrative processes conducted within the scope of new department/program applications submitted by ARUCAD to YÖDAK involve mandatory

differences in scheduling, relevant promotion and appointment applications may also be accepted outside the regular promotion and appointment calendar and shall be evaluated in accordance with the principles in force.

SECTION THREE

Conditions for Academic Promotion and Appointment

9. Conditions Required for Promotion and Appointment to the Title of Assistant Professor / Doctor Faculty Member

Under the higher education legislation of the Turkish Republic of Northern Cyprus, the title “Assistant Professor” is used, whereas in the system of the Council of Higher Education (YÖK) of the Republic of Türkiye, this title is defined as “**Doctor Faculty Member.**”

Within this framework, candidates applying for promotion and appointment to the title of Assistant Professor / Doctor Faculty Member are required to meet the following conditions:

- (a) To have completed a doctoral degree, obtained a medical specialization title, or achieved proficiency in one of the branches of art,
- (b) To have fulfilled the foreign language proficiency requirement,
- (c) To be found academically competent by the Academic Evaluation Commission in accordance with the Academic Evaluation Criteria,
- (d) To have fulfilled the additional conditions stipulated by ARUCAD for promotion and appointment to the title of Assistant Professor / Doctor Faculty Member.

At present, no additional conditions are stipulated by the Institution with respect to this title. However, in future periods, additional conditions specific to scientific, artistic, or professional fields may be determined and enacted by a decision of the Senate. In such cases, the relevant regulations shall be announced by specifying them in the Senate decision.

10. Application for Promotion and Appointment to the Title of Assistant Professor / Doctor Faculty Member

Candidates who wish to be appointed to the title of Assistant Professor / Doctor Faculty Member shall apply to the Rectorate in the manner determined by the Rectorate (in printed form / four copies and/or electronically), together with the documents listed below:

- a) Curriculum vitae.
- b) Doctoral diploma and a summary of the doctoral dissertation, or a certificate of proficiency in art, or a medical specialization certificate.
- c) Certificate of English language proficiency (if any).
- d) List of publications (if any).
- e) Copies of scientific publications (if any).
- f) Copies of papers presented at congresses and conferences (if any).
- g) Copies of other documents that may be evaluated within the scope of the Academic Promotion Criteria.

11. Formation of the Assistant Professorship / Doctor Faculty Member Jury

- (1) The Rectorate shall forward the application and accompanying documents to the Academic Evaluation Commission (ADEK). ADEK shall evaluate the candidate in terms of the “Academic Evaluation Criteria” and “Foreign Language Proficiency” and, taking into

consideration the opinions of the relevant academic unit administrator, shall notify the Rectorate of its decision as to whether a scientific jury shall be appointed for the candidate.

- (2) In the event of a positive decision, a scientific jury shall be selected—provided that the members are from the candidate’s field of science—consisting of three Professors, at least one of whom shall be from outside the University; where Professors are not available, the jury may consist of Associate Professors. The jury shall be appointed through the Rector.
- (3) The jury members shall submit their detailed and reasoned evaluation reports regarding the candidate to the Rectorate within no later than one (1) month. If at least two of the jury evaluation reports are positive, the Rector shall finalize the promotion/appointment process.
- (4) Upon the candidate’s request, one copy of each of the jury reports forming the basis of the evaluation shall be sent to the candidate after the completion of the procedures.

12. Conditions Required for Promotion and Appointment to the Title of Associate Professor

The conditions required of candidates applying for promotion and appointment to the title of Associate Professor are as follows:

- (a) After obtaining a doctoral degree, a medical specialization title, or a proficiency in art qualification, to have worked in the relevant field of science for at least three years, including at least two years of full-time employment at a higher education institution,
- (b) After obtaining a doctoral degree, a medical specialization title, or a proficiency in art qualification, to have produced original scientific publications, original works, and studies in the relevant field of science in which the application for associate professorship is to be made,
- (c) To have fulfilled the Academic Evaluation Criteria published by the Interuniversity Board (ÜAK) of the Republic of Türkiye and in force during the application period,
- (d) To be found academically competent by the Academic Evaluation Commission in accordance with the Academic Evaluation Criteria,
- (e) To have fulfilled the foreign language proficiency requirements,
- (f) To have fulfilled any additional conditions stipulated by ARUCAD for promotion and appointment to the title of Associate Professor.

At present, no additional conditions are stipulated by the Institution with respect to this title. However, in future periods, additional conditions specific to scientific, artistic, or professional fields may be determined and enacted by a decision of the Senate. In such cases, the relevant regulations shall be announced by specifying them in the Senate decision.

13. Application for Promotion and Appointment to the Title of Associate Professor

Candidates applying for promotion and appointment to the title of Associate Professor shall submit their applications to the Rectorate in the manner determined by the Rectorate (in printed form / seven copies and/or electronically), together with the documents listed below:

- a) Curriculum vitae.
- b) Doctoral diploma and a summary of the doctoral dissertation, or a certificate of proficiency in art, or a medical specialization certificate.
- c) List of publications.
- d) Copies of scientific publications.
- e) Documentation of teaching and educational activities.

- f) File containing papers presented at congresses and conferences.
- g) List of research projects conducted or participated in.
- h) List of supervised graduate theses (if any).
- i) Information and documentation regarding practical/applied works (if any).
- j) Contributions made to university administration and to society.
- k) Copies of other documents that may be evaluated within the scope of fulfilling the additional conditions stipulated for promotion and appointment to the title of Associate Professor (if any).

14. Formation of the Associate Professorship Examination Jury

- (1) The Rectorate shall forward one copy of the application files of the candidate whose application is complete to the Dean's Office.
- (2) The Dean's Office shall submit a report containing its opinions to the Rectorate. In cases where the appointment is to be made to one of the schools within the University, the Rectorate shall, using a similar procedure, request a report from the relevant school director.
- (3) The Rectorate shall submit the candidate's files to the Academic Evaluation Commission (ADEK) together with the Dean's Office report.
- (4) The Academic Evaluation Commission shall evaluate the candidate in terms of the relevant "Academic Evaluation Criteria" and "Foreign Language Proficiency" and, taking into consideration the opinions of the relevant academic unit administrator, shall notify the Rectorate of its decision as to whether a jury shall be appointed for the candidate.
- (5) In the event of a positive decision, ADEK shall select a jury consisting of five (5) principal Professors and two (2) alternate Professors, provided that the majority are from outside ARUCAD, and shall inform the Rectorate accordingly.
- (6) In the event that more than two members of the jury are lost due to resignation from academic duty, retirement, or justified excuse, the vacant jury memberships shall be filled by the alternate members in order, by the Rectorate.

15. Evaluation of the Associate Professorship File and Jury Examination

The jury shall evaluate the candidate in two (2) stages.

(1) Examination of Works

- (a) The jury members shall first determine whether the candidate's works meet the minimum academic requirements stipulated in the Evaluation Criteria. No examination of works shall be conducted for candidates who fail to meet the minimum requirements.
- (b) For candidates who meet the minimum requirements, all works shall be examined in terms of quantity, quality, and suitability to the applied associate professorship field of science/art, and a decision shall be made as to whether the candidate has successfully passed the examination of works stage.
- (c) Jury members shall not convene during the examination of works stage.
- (d) Each jury member shall submit the detailed and reasoned report prepared by them to the Rectorate of Arkin University of Creative Arts and Design within no later than one (1) month from the date the works are delivered to the member.
- (e) In the event that principal jury members fail to submit their reports within the prescribed period due to a justification accepted by the ARUCAD Rectorate or ADEK, the reports of the alternate members shall be taken into consideration for evaluation in the order of succession.
- (f) Based on the reports submitted to the Rectorate, the Academic Evaluation Commission shall determine whether the candidate has successfully passed the examination of works

stage by counting the positive and negative opinions of the jury members, and the result shall be notified to the Rectorate.

- (g) If the jury's decision is negative, no oral examination shall be conducted. The jury decision shall be communicated to the candidate and the jury members by the Rectorate and/or ADEK.

(2) Oral Examination

- (a) If a majority of the jury members issue a positive decision at the examination of works stage, the candidate shall be invited to the oral examination within one (1) month.
- (b) The place, date, and time of the oral examination shall be notified to the candidate and the jury members by the Rectorate.
- (c) In the event that a principal jury member does not attend the oral examination, the alternate member shall replace them, and this circumstance shall not affect the legal validity of the examination.
- (d) The travel expenses and daily allowances of jury members serving at another higher education institution shall be covered by ARUCAD. However, in cases where a jury member has a justified excuse (such as health, transportation, official duty, etc.) or where mandatory circumstances arise (such as travel restrictions, disasters, states of emergency, etc.), the relevant examination may also be conducted in an online environment. Conducting the examination online shall not affect its academic validity; the evaluation criteria shall be the same as those applied in face-to-face examinations.
- (e) The ARUCAD Rector shall be responsible for preparing the physical and technical facilities required for the examination.
- (f) The jury shall convene with its full membership for the oral examination. During the examination, the jury members shall elect one of their members as chair.
- (g) The oral examination shall be open to all faculty members of ARUCAD. The place, date, and time of the oral examination shall be published on the University's website. The jury chair and members shall take the necessary measures to ensure the examinability and auditability of the oral examination.
- (h) Candidates shall be admitted to the oral examination at the specified date, time, and place
- (i) At the conclusion of the oral examination, the jury shall decide by majority vote whether the candidate has been successful. This decision shall be recorded and signed in a written minute, and shall be verbally communicated to the candidate by the chair in the presence of the jury members.
- (j) The minutes of the oral examination shall be delivered by the jury chair, against signature, to the executive body of the higher education institution where the examination was conducted or to the authorized person designated by that body.
- (k) In the event that the candidate does not attend the oral examination, this situation shall be recorded in a minute signed by the jury members.
- (l) A candidate who does not attend the oral examination shall notify the Rectorate within five (5) working days of the existence of an excuse that prevented attendance, together with any supporting documentation, if available. If no excuse is submitted or if the submitted excuse is not accepted, the candidate shall be deemed unsuccessful in the oral examination.
- (m) If the Rectorate accepts the excuse submitted by a candidate who did not attend the oral examination, the oral examination shall be rescheduled to be held at a place, date, and time to be newly determined by the Rectorate.
- (n) A candidate who is unsuccessful in the oral examination may reapply on the application dates specified in this Regulation and shall be re-examined orally. In such applications,

resubmission of documents evidencing that the conditions required for associate professorship are met shall not be required.

- (o) For a candidate who is re-examined orally, a new jury shall not be constituted except in cases of mandatory circumstances.
- (p) If a candidate who has successfully passed the examination of works fails the oral examination three times, a new jury shall be constituted when the candidate reapplies for the oral examination. In the formation of the new jury, it is mandatory that a sufficient number of members be replaced so as to ensure a simple majority different from the existing jury.

16. Promotion and Appointment to the Title of Associate Professor

- (1) In the event that the jury report is positive, the decision shall be submitted for the approval of the Senate, and the date of appointment shall be determined as the date of Senate approval.
- (2) A Certificate of Associate Professorship shall be issued by the Rectorate to the person appointed to the title of Associate Professor.

17. Conditions Required for Promotion and Appointment to the Title of Professor

The conditions required of candidates applying for promotion and appointment to the title of Professor are as follows:

- (a) After obtaining the title of Associate Professor, to have worked in the relevant field for a total of five (5) years, including at least three (3) years of full-time employment at a higher education institution,
- (b) After obtaining the title of Associate Professor, to have produced original scientific publications, original works, and studies required for associate professorship in the relevant field of science specified in this Regulation during the period of associate professorship,
- (c) To be found academically competent by the Academic Evaluation Commission in accordance with the Academic Evaluation Criteria,
- (d) To have fulfilled the foreign language proficiency requirement,
- (e) To have fulfilled any additional conditions stipulated by ARUCAD for promotion and appointment to the title of Professor.

At present, no additional conditions are stipulated by the Institution with respect to this title. However, in future periods, additional conditions specific to scientific, artistic, or professional fields may be determined and enacted by a decision of the Senate. In such cases, the relevant regulations shall be announced by specifying them in the Senate decision.

18. Application for Promotion and Appointment to the Title of Professor

Candidates applying for promotion and appointment to the title of Professor shall submit their applications to the Rectorate in the manner determined by the Rectorate (in printed form / five copies and/or electronically), together with the documents listed below:

- a) Curriculum vitae.
- b) Doctoral diploma, or certificate of proficiency in art, or medical specialization certificate.
- c) Certificate of Associate Professorship.
- d) List of publications.
- e) Copies of scientific publications.
- f) Documentation of teaching and educational activities.
- g) Certificate of English language proficiency.
- h) Copies of papers presented at congresses and conferences (if any).

- i) List of citations to publications (if any).
- j) List of research projects conducted (if any).
- k) List of supervised graduate theses (if any).
- l) Information and documentation regarding practical/applied works (if any).
- m) Contributions made to university administration and to society (if any).
- n) Copies of other documents that may be evaluated within the scope of the Academic Promotion Criteria.
- o) Copies of other documents that may be evaluated within the scope of fulfilling the additional conditions stipulated for promotion and appointment to the title of Professor (if any).

The candidate shall designate one of their publications in the application as the “Principal Research Work.”

19. Formation of the Professorship Jury

- (1) The Rectorate shall forward one copy of the application files of the candidate whose application is complete to the Dean’s Office.
- (2) The Dean’s Office shall submit a report containing its opinions to the Rectorate. In cases where the appointment is to be made to one of the schools within the University, the Rectorate shall, using a similar procedure, request a report from the relevant school director.
- (3) The Rectorate shall submit the candidate’s files to the Academic Evaluation Commission (ADEK) together with the Dean’s Office report.
- (4) The Academic Evaluation Commission shall evaluate the candidate in terms of the relevant “Academic Evaluation Criteria” and “Foreign Language Proficiency” and, taking into consideration the opinions of the relevant academic unit administrator, shall notify the Rectorate of its decision as to whether a jury shall be appointed for the candidate.
- (5) In the event of a positive decision, ADEK shall select a jury consisting of five (5) principal Professors and two (2) alternate Professors, provided that the majority are from outside ARUCAD, shall inform the Rectorate accordingly, and shall forward the files to the appointed Professors.

20. Evaluation of the Professorship File

- (1) In the Professors’ reports, it is required that the candidate’s academic qualifications—particularly the quality, originality, international standing, and scientific contribution of publications produced after obtaining the title of Associate Professor—be specified. Professors are also requested to state in their reports their opinions regarding the candidate’s educational and teaching competencies, the quality of theses supervised, contributions made through laboratories and/or other practical applications, services rendered to society, and administrative qualifications.
- (2) Professors are expected to submit their reports to ADEK within one (1) month. ADEK shall evaluate all reports and, if the majority of the reports are positive, shall form its final decision by majority vote and submit it to the Rector for approval.

21. Promotion and Appointment to the Title of Professor

- (1) In the event that the jury report is positive, the decision shall be submitted for the approval of the Senate, and the date of appointment shall be determined as the date of Senate approval.
- (2) A Certificate of Professorship shall be issued by the Rectorate to the person appointed to the title of Professor.

SECTION FOUR

Acts Contrary to Discipline

22. Allegations of Plagiarism, Disciplinary Misconduct, and Acts Contrary to Ethical Practices

- (1) If jury members conducting the examination of works determine that any work included in the application file involves plagiarism and/or violations of publication and research ethics other than plagiarism, they shall report the matter, together with a written report, to the ARUCAD Rectorate or to the Presidency of the Interuniversity Academic Coordination Board.
- (2) Until a decision is rendered regarding the allegation of plagiarism and/or ethical misconduct, the executive body of the higher education institution shall refrain from taking any action concerning the candidate's application.
- (3) In order for the necessary procedures regarding the allegation of plagiarism and/or ethical misconduct to be carried out within a maximum period of one (1) month, the ARUCAD Rectorate or the Interuniversity Academic Coordination Board shall refer the matter, together with the relevant documents, to the Ethics Committee of the higher education institution.
- (4) If it is determined that the allegation of plagiarism and/or ethical misconduct is unfounded, the candidate's promotion and appointment process shall resume from the stage at which it was suspended.
- (5) If it is determined that the allegation of plagiarism and/or ethical misconduct is substantiated, the candidate shall be deemed unsuccessful in the promotion and appointment application. Provisions regarding the candidate's administrative, criminal, and legal liability are reserved.

SECTION FIVE

EQUIVALENCY OF ACADEMIC TITLES

23. Equivalency of Academic Titles

The initial appointment of faculty members to ARUCAD may be made by the Rectorate, without regard to the procedures outlined above, provided that the academic title held at the institution from which the faculty member is appointed is taken as a basis and that compliance with the "Academic Evaluation Criteria" is confirmed by ADEK.

SECTION SIX

Other Provisions

24. Cases Not Regulated

In cases not regulated by this Regulation, the provisions of other relevant legislation, as well as the decisions of the Board of Trustees, the Council of Higher Education (YÖK), YÖDAK, the Senate, the University Administrative Board, and other relevant boards, shall apply.

25. Entry into Force

This Regulation shall enter into force on the date of its adoption by the Senate of Arkin University of Creative Arts and Design.

26. Authority for Enforcement

The provisions of this Regulation shall be enforced by the Rector of Arkin University of Creative Arts and Design.