



## **PERFORMANCE MANAGEMENT POLICY**

### **SECTION ONE**

#### **Purpose, Scope and Definitions**

##### **1. Short Title**

“Arkin University of Creative Arts and Design (ARUCAD) Performance Management Policy”.

##### **2. Definitions**

For the purposes of this Policy Document, the following terms shall have the meanings set out below;

- a) University: ARUCAD University,
- b) Board of Trustees, Senate, or the relevant Administrative Board: ARUCAD Board of Trustees, ARUCAD Senate, or the relevant ARUCAD Administrative Board,
- c) Rector: the Rector of ARUCAD,
- d) Performance Management: The holistic management approach that includes the planning, monitoring, evaluation and improvement of the university’s activities in line with its strategic objectives,
- e) Institutional Performance: The entirety of quantitative and qualitative results that indicate the level of achieving the university’s mission, vision and strategic objectives,
- f) Unit Performance: The performance demonstrated by academic and administrative units within the framework of defined objectives and responsibilities,
- g) Individual Performance: The performance demonstrated by academic and administrative personnel in line with their duties, authorities and responsibilities,
- h) Performance Indicators: The quantitative and qualitative criteria used to measure the level of achieving the defined objectives,
- i) Quality Assurance: The systematic approach that includes the planning, implementation, monitoring and improvement of performance management processes,
- j) PDCA Cycle (Plan-Do-Check-Act): The quality management model based on the planning, implementation, monitoring of institutional activities and improvement according to the results obtained.

##### **3. Purpose**

The purpose of this policy; is to ensure the monitoring of education-training, research-development, social contribution and management activities of the university in terms of **effectiveness, efficiency and quality** in line with its strategic objectives, to continuously improve institutional performance and to establish an accountable management approach.

##### **4. Scope**

This policy; covers internal and external stakeholders, all academic and administrative units, academic and administrative personnel, and all activities and processes carried out at the institutional level.

## SECTION TWO

### Fundamental Principles, Performance Management Approach and Performance Indicators

#### 5. Fundamental Principles

Our University conducts performance management in line with the following principles:

- (a) **Strategic Alignment:** To determine performance objectives in alignment with the university's mission, vision and strategic plan
- (b) **Justice and Merit:** To use objective, measurable and fair criteria in performance evaluation processes
- (c) **Transparency:** To share performance criteria, processes and results in a clear and understandable manner
- (d) **Development Orientation:** To consider performance management not as an audit tool but as a tool for development and improvement
- (e) **Continuous Improvement:** To use performance results as the main input of quality assurance processes

#### 6. Performance Management Approach

In our University, performance management is carried out based on;

- (1) Strategic Plan,
- (2) Institutional and/or unit-based performance indicators,
- (3) A holistic approach within the framework of activity reports and monitoring-evaluation results, and
- (4) Performance management processes are designed based on Plan – Do - Check - Act (PDCA) cycle.

#### 7. Academic Performance

Academic performance is evaluated in the following dimensions;

- (1) Education and teaching activities,
- (2) Research and development and artistic production,
- (3) Social contribution and academic service.

Evaluations are based on quality, impact, sustainability and contribution to institutional objectives.

#### 8. Administrative Performance

Administrative performance is monitored and evaluated in line with the following criteria;

- (1) Service quality,
- (2) Effectiveness and efficiency of business processes,
- (3) Effective use of resources,
- (4) Contribution to institutional objectives.

#### 9. Performance Indicators

- (1) Performance indicators are determined at institutional and/or unit and process levels.
- (2) Quantitative and qualitative indicators are used together.
- (3) Indicators are reviewed and updated at regular intervals.

#### 10. Relation with Quality Assurance

- (1) Performance management is carried out in an integrated manner with the university's quality assurance system.
- (2) Performance results are used in internal evaluation, strategic plan updating and quality improvement processes.

### **11. Monitoring, Evaluation and Feedback**

- (1) Performance data are collected and analyzed regularly.
- (2) Evaluation results are shared with relevant units and stakeholders.
- (3) Corrective and developmental actions are planned in line with feedback.
- (4) Processes are monitored and improved within the framework of the PDCA cycle.

## **SECTION THREE**

### **Other Provisions**

### **12. Cases Not Included in the Principles**

In cases where there is no corresponding provision in this policy; the provisions of other relevant legislation of ARUCAD and the decisions of the Board of Trustees, Senate or the relevant Board of Directors shall apply.

### **13. Entry into Force**

These policies shall enter into force as of the date they are adopted by the Senate of Arkin University of Creative Arts and Design.

### **14. Authority to Execute**

The provisions of these policies shall be executed by the Rector of Arkin University of Creative Arts and Design.