PRINCIPLES AND PROCEDURES FOR COURSE ASSIGNMENTS AND ACADEMIC ASSIGNMENTS OUTSIDE THE UNIVERSITY

SECTION ONE
Purpose, Scope and Definitions

1. Short Title
"Arkın University of Creative Arts and Design (ARUCAD) Principles and Procedures for Course Assignments and Academic Assignments Outside the University".

2. Definitions
For the purposes of these Principles and Procedures, the following terms shall have the meanings set out below;

a) University: Arkın University of Creative Arts and Design (ARUCAD),
b) Board of Trustees, Senate or Relevant Administrative Board: The ARUCAD Board of Trustees, ARUCAD Senate or the relevant ARUCAD Administrative Board,
c) Rector: The Rector of ARUCAD,
d) Academic Unit: Faculties, institutes, schools, departments, programs, research centers and other units affiliated with the University that conduct academic activities,
e) Teaching Assignment: The assignment of a course or a defined educational activity within a course to a specific faculty member or instructor with the written approval of the authorized body,
f) Course Coordinator: The faculty member or instructor responsible for the course syllabus, learning outcomes, delivery, assessment and evaluation, grading, student records and quality assurance,
g) Full-Time Academic Staff: A faculty member or instructor who has a full-time academic staff contract with the University,
h) Faculty Member or Instructor Assigned from Outside the Institution to Teach a Course (Part-Time Academic Staff): A person who is not a member of the University's full-time academic staff and who is formally assigned in writing to teach a specific course or for a specific semester at the University,
i) Assignment Outside the University: The assignment of the University's full-time academic staff to undertake teaching, research, consultancy, projects, jury duties, workshops, training or similar academic activities at another higher education institution, public institution, private organization or professional/artistic body,
j) Guest Expert: An artist, designer, academic or field expert who contributes to a limited number of classes, talks, workshops, practical sessions or critique sessions without assuming responsibility for the course as a whole,
k) Field Alignment: The relationship between the faculty member's field of study, academic work, artistic/creative production, professional experience and teaching competence and the learning outcomes and content of the course to which the person is to be assigned,

l) Assignment File: The set of documents demonstrating the need for the assignment, the candidate's qualifications, teaching load, approvals and contract/payment conditions,
m) YÖK: The Council of Higher Education of the Republic of Türkiye,
n) YÖDAK: The Higher Education Planning, Evaluation, Accreditation and Coordination Council of the Turkish Republic of Northern Cyprus,
o)) PDCA Cycle: The planning, implementation, checking and taking of action based on the results of assignments.

3. Purpose

The purpose of these Principles and Procedures is to regulate the planning of teaching assignments in accordance with the principles of student-centered education, academic merit, field alignment, fair workload, transparency and quality assurance; the selection and performance monitoring of faculty members and instructors who will teach courses from outside the institution; and the implementation of academic assignments of the University's academic staff outside the University in a manner consistent with institutional responsibilities.

4. Scope

These Principles and Procedures cover the assignment of compulsory and elective courses offered at associate, undergraduate and graduate levels, as well as studios, workshops, projects, practical sessions, seminars, thesis/project supervision and similar educational and instructional activities. They apply to full-time and part-time academic staff, persons assigned from outside the institution to teach courses, foreign academic staff, guest experts and academic assignments of University personnel outside the University.

SECTION TWO
Fundamental Principles and Planning for Teaching Assignments

5. Fundamental Principles

(1) Academic Merit and Field Alignment: Assignments shall be based on demonstrable alignment between the learning outcomes of the course and the faculty member's or instructor's education, expertise, academic/artistic production and professional experience.

(2) Student-Centeredness and Educational Quality: The level of the course, language of instruction, student profile, assessment and evaluation structure, and practical requirements shall be taken into consideration.

(3) Priority to Full-Time Staff: Where suitable full-time academic staff in the relevant or a closely related field are available and have available teaching load capacity, paid external assignments shall not be made.

(4) Fair and Balanced Workload: Courses, supervision duties and other academic responsibilities shall be distributed in a balanced manner, taking into consideration title, contract, expertise, the nature of the course and the needs of the academic unit.

(5) Transparency and Traceability: The justification for the need, candidate's qualifications, decision, approval, contract and end-of-semester evaluation shall be documented and recorded.

(6) Equal Opportunity and Avoidance of Conflicts of Interest: Decisions shall be made according to objective criteria without discrimination, and conflicts of interest shall be disclosed.

(7) Sustainable Staffing Structure: External assignments shall not be used as a permanent substitute for the minimum staffing requirements of a program or for an ongoing need for academic staff.

(8) Quality Assurance and Continuous Improvement: The results of assignments shall be monitored through student achievement, feedback, course learning outcomes and academic unit evaluations.

6. Semester-Based Course Planning and Needs Analysis

(1) The Department/Program Chair/Dean's Office/Directorate shall prepare the semester-based assignment plan by taking into consideration the courses to be offered, number of sections, theoretical/practical nature of the course, language of instruction, number of students, special space and equipment requirements, and results from previous semesters.

(2) Before planning is carried out, the title, area of expertise, contractual teaching load, administrative duties, research/artistic production responsibilities and existing assignments of full-time academic staff shall be evaluated together.

(3) Requests for assignments from outside the institution shall be justified by explaining why the course cannot be covered internally, the original contribution to be provided by the candidate, the alternatives considered and the budgetary impact.

(4) Teaching assignment plans shall, where possible, be submitted by the relevant academic unit to the Rector's Office at least four weeks before the beginning of the semester, in a manner that allows sufficient time for completion of the academic calendar and contract processes.

7. Course–Faculty Member/Instructor Field Alignment

(1) Field alignment shall be determined by evaluating together the candidate's field of graduate study, academic title, theses, publications, research, artistic/creative productions, portfolio, professional practice and previous teaching experience.

(2) The name of a department/program or an academic title alone shall not be considered sufficient evidence of field alignment. A clear relationship shall be established between the learning outcomes of the course and the candidate's qualifications.

(3) For studio, workshop and practical courses, current professional/artistic practice experience and portfolio shall be given additional consideration; for theoretical and research-oriented courses, relevant academic work and methodological competence shall also be taken into consideration.

(4) Where a course contains different areas of expertise, team teaching may be implemented. In such cases, the course coordinator, the roles of the other contributing individuals, course hours, and authority for assessment and evaluation and grading shall be determined in advance.

8. Order of Priority in Assignments

The following shall be considered in order:

(1) Full-time academic staff of the relevant department/program who are qualified and have an appropriate teaching load capacity to teach the course,

(2) Full-time academic staff of other departments/programs or academic units who have field alignment,

(3) Part-time academic staff or faculty members/instructors to be assigned from outside the institution whose field alignment and suitability have been documented,

(4) Guest experts or practitioners who will contribute to specific parts of the course.

The order of priority may be changed only on the basis of the nature of the course, a need for specialized expertise, an international partnership, or other grounds that demonstrably enhance educational quality, and with written approval.

9. Teaching Load of Full-Time Academic Staff

(1) The teaching obligations of full-time academic staff shall be determined within the framework of the applicable individual contract, Senate and/or authorized board decisions, and the relevant regulations of the University. Weekly teaching loads for the fall and spring semesters within the academic year shall be calculated in accordance with the principles specified in the relevant regulations.

(2) In undergraduate, associate and graduate programs, each hour of a theoretical course actually taught by academic staff shall be counted as one (1) hour in the calculation of the weekly teaching load. The duration to be taken as the basis for the teaching load shall not exceed the number of course hours specified for the course and/or group in the relevant program curriculum approved by the Senate.

(3) Laboratory and practical hours shall, provided that the required approval of the Rector's Office has been obtained, be calculated as one-half (½) hour of teaching load for each hour for the academic staff member actually conducting the activity. Practical and laboratory activities for which the relevant approval has not been obtained shall not be counted towards the teaching load. Academic coordination of the practical and laboratory activities of the course shall be the responsibility of the relevant academic staff member.

(4) In architecture studios and studio-supported courses, each studio hour actually taught by academic staff shall be calculated as one-half (½) hour of teaching load, provided that it does not exceed the studio hours specified in the approved curriculum of the relevant program. Where the course description also includes a theoretical (lecture) component, each theoretical hour actually taught by academic staff shall be calculated as one (1) hour.

(5) Each practical hour of English and other foreign language courses provided by the English Preparatory School to faculties and schools shall be calculated as one (1) hour of teaching load.

(6) Where a non-credit seminar course in graduate programs is conducted collectively as a single group, one (1) hour of teaching load shall be assigned to the academic staff member appointed to coordinate the course. Seminar activities conducted individually by thesis supervisors shall not be counted towards the teaching load.

(7) For graduate thesis supervision, one-half (½) hour of teaching load shall be assigned for each master's thesis and three-quarters (¾) hour for each doctoral thesis, up to a total of three (3) hours per semester. This load shall apply for a maximum of two (2) semesters for master's theses and six (6) semesters for doctoral theses. Where a co-supervisor is appointed, the relevant thesis load shall be shared between the supervisors.

(8) The teaching load of credit-bearing project courses in non-thesis master's programs shall be calculated on the basis of the local credit hours specified in the approved course curriculum; theoretical hours shall be counted in full, while practical and laboratory hours shall be counted as one-half (½) hour. For non-credit project courses, one-quarter (¼) hour of teaching load shall be assigned per student, up to a total of three (3) hours per semester.

(9) One (1) hour of teaching load per year shall be assigned to the academic staff member appointed to coordinate the summer internship included in the curricula of undergraduate and associate degree programs. Where more than one academic staff member is appointed, this load shall be shared among the relevant academic staff.

(10) In addition to the weekly teaching load, academic staff shall undertake committee and similar academic/administrative duties stipulated in the relevant regulations, and it is essential that at least one (1) hour of student consultation/office hours be scheduled for each different course taught. Additional teaching load may be assigned to academic staff who do not undertake committee duties at the prescribed level, upon the justified recommendation of the Department Chair and with the approval of the Dean/Director.

(11) Committee or similar duties outside teaching shall not, as a rule, constitute a reduction in teaching load. For duties requiring a significant amount of time and responsibility across the University, a teaching load reduction may be applied by decision of the University Administrative Board. No additional teaching load shall be assigned for course coordination due to courses conducted in multiple sections.

(12) For the preparation of applications for TÜBİTAK, European Union or similar research and project applications, a maximum teaching load reduction of three (3) hours may be granted to faculty members with the recommendation of the Department Chair and Dean in Faculties, or

the Director in Schools, and with the approval of the Board of Trustees. If the project application for which a teaching load reduction has been granted is not implemented, the relevant faculty member's teaching load shall be increased in the following semester by the amount of the reduction previously granted. A faculty member who has not completed the project application for which a teaching load reduction was granted may not benefit from a further teaching load reduction on the grounds of preparing a new project.

(13) It is essential that the teaching load of academic staff be completed primarily with courses in their own area of expertise or a closely related area. Where suitable courses are available in the relevant or a closely related field, academic staff from outside the University shall not be assigned with additional remuneration for the same course or area of expertise before the teaching loads of full-time academic staff have been completed.

(14) Assignments exceeding the normal teaching load shall be made with the justified recommendation of the relevant academic unit and written approval of the authorized body, taking into consideration the program's educational and instructional requirements, educational quality, the academic staff member's research, supervision, administrative and other academic responsibilities, and workload balance.

(15) Academic staff teaching in the summer school shall not receive additional teaching remuneration in accordance with the applicable regulations.

(16) Teaching load calculations shall be carried out in a recorded, traceable and auditable manner with regard to the theoretical, practical, laboratory or studio nature of the course, course group/section, academic staff member actually teaching the course, graduate thesis and project supervision, internship coordination, any teaching load reduction and other assignments serving as the basis for teaching load.

(17) In the event of changes to individual contracts, Senate or authorized board decisions, the naming of academic titles, or University regulations concerning the calculation of teaching load, the current regulation shall apply. For teaching load calculations not explicitly regulated in these Principles and Procedures, the relevant current University regulations and decisions of the authorized boards shall apply.

10. Programme Staffing and Continuity of Courses

(1) Assignments shall be made in a manner that does not weaken the requirements for permanent academic staff stipulated by YÖK/YÖDAK for the establishment/continuation of programs and admission of students.

(2) Alternative faculty member/instructor and handover plans shall be established against risks affecting the sustainability of compulsory courses, such as staff departures, leave, illness or assignments.

(3) After a course has commenced, changes to the faculty member/instructor shall not be made unless necessary. In the event of a change, continuity of the student experience, syllabus, assessment and evaluation, and learning outcomes shall be ensured.

SECTION THREE
Teaching Assignments from Outside the Institution and YÖK Criteria

11. General Qualifications for Those Teaching Courses from Outside the Institution

(1) It is essential that the candidate possess an academic degree appropriate to the level and nature of the course, field alignment, teaching experience and proficiency in the language of instruction.

(2) For undergraduate courses, priority shall be given to faculty members holding a doctoral degree or a proficiency in art degree, and to instructors holding a doctoral degree. Instructors holding

only a master's degree may be assigned within the scope of YÖK's decision concerning specified fields or the relevant YÖDAK regulation, provided that the necessary approvals are obtained.

(3) For graduate courses and supervision, the level of the program, relevant graduate education legislation, academic title, doctoral/proficiency in art field, publication/production qualifications and decisions of the authorized board shall be considered together.

(4) A person assigned from outside the institution shall, before the course begins, be informed about the University's educational and instructional procedures, assessment and evaluation, ethics, student rights, information security and digital systems.

(5) In accordance with YÖK's letter dated 22 January 2024, specified fields in which there is difficulty in obtaining faculty members and for which the employment of instructors at undergraduate level has been deemed appropriate shall be evaluated only together with the scope and exceptions specified in the annex to the letter. This provision shall also be taken into consideration for full-time assignments.

(6) A foreign academic staff member to be employed in the field of fine arts shall hold at least a bachelor's degree in the relevant field and shall have either at least two years of academic/institutional experience in the relevant field of art or have undertaken at least three original artistic activities, events, projects or designs related to their field within the last three years. This specific provision shall not eliminate other approvals relating to the level and responsibility of the course. This provision shall also be taken into consideration for full-time assignments.

12. Contributions by Guest Experts, Artists and Professional Practitioners

(1) Guest experts may be invited to provide current professional, artistic or sectoral contributions to specific parts of a course.

(2) The contribution of a guest expert shall not confer authority to conduct the course as a whole, carry out assessment and evaluation, administer examination materials or assign grades independently. These responsibilities belong to the course coordinator appointed in accordance with the relevant legislation.

(3) Where a person regularly teaches throughout a semester, evaluates student achievement or assumes responsibility for the course, guest expert status may not be used; the full procedure for assigning a person from outside the institution to teach the course shall be implemented.

SECTION FOUR

Approval, Implementation, Assignments Outside the University and Monitoring

13. Proposal and Approval Process

(1) The teaching assignment proposal shall be prepared by the Department/Program Chair and evaluated by the relevant department/academic unit board and the Dean/Director in terms of academic need, field alignment and workload.

(2) The unit responsible for human resources shall verify the candidate's documents relating to personnel records, contract, diploma, academic title, foreign language, permits and working conditions; the financial unit shall verify budgetary and payment compliance.

(3) The assignment may not commence in practice until it has been approved in writing by the Rector's Office and the authorized board/body according to the area of responsibility, and the necessary contracts/permits have been completed.

(4) Temporary assignments made in urgent or unforeseen circumstances shall be limited to the shortest period necessary to maintain continuity of education.

14. Minimum Content of the Assignment Letter or Contract

The following shall be clearly specified:

(1) The course code, title, level, section, semester, language of instruction, theoretical/practical hours and duration of the assignment,

(2) Course responsibility, team teaching, assessment and evaluation, grading, examinations, student supervision and office-hour obligations,

(3) Fees and payment conditions and circumstances under which the assignment shall end,

(4) Obligations relating to University legislation and provisions applicable in the event of a dispute.

15. Responsibilities of the Faculty Member or Instructor Conducting the Course

(1) At the beginning of the academic semester, the faculty member or instructor shall submit the course syllabus, teaching and assessment/evaluation plan aligned with the learning outcomes, materials list and examination schedule to the relevant unit and students.

(2) The course shall be conducted in the language of instruction determined by the University and in accordance with the academic calendar, course schedule and principles of student-centered teaching; mandatory digital systems and online platforms shall be used.

(3) Attendance, examination, project, grade and feedback records shall be maintained accurately, securely and in a timely manner. In accordance with the principles set out in the Academic Staff Contract, examination results shall be submitted/announced within seven days at the latest; attendance records and examination files shall be submitted to the relevant units within the specified period and in the prescribed format.

(4) Full-time academic staff shall announce and provide at least two hours of office hours per week for each course taught, in accordance with the relevant provisions of the contract. Student access/office hours for persons assigned from outside the institution shall be determined according to the workload and nature of the course.

(5) Any circumstances, delays or risks affecting the delivery of the course shall be reported immediately to the academic unit; no unauthorized changes to the course, substitution of faculty members/instructors or changes to assessment and evaluation may be made.

16. Academic Assignments of ARUCAD Personnel Outside the University

(1) The teaching, research, consultancy, project, jury, workshop, training or paid/unpaid academic work undertaken by full-time academic staff at another institution shall be subject to the prior written approval of the Rector's Office.

(2) The application shall specify the institution where the activity will be undertaken, its purpose, scope, dates and times, total duration, paid/unpaid nature, expected output, whether institutional representation is involved, and whether there is any conflict with courses/duties at the University.

(3) The assignment shall not disrupt the academic staff member's educational and instructional, supervision, research, administrative or working-time responsibilities at the University and shall not result in course cancellation or student disadvantage. Where necessary, a make-up and duty handover plan shall be submitted together with the application.

(4) Where a staff member teaches at another higher education institution, the permissions of the relevant institutions and the provisions governing inter-institutional assignments shall be required. Obligations concerning contracts, intellectual property, confidentiality, competition and the use of the institutional name shall remain reserved.

(5) Approval shall be valid for the specified activity, duration and conditions; renewed permission shall be obtained for activities that are ongoing or whose scope changes. Approval may be withdrawn if academic duties are disrupted or the conditions are violated.

17. Postdoctoral Research Assignments and Leave

(1) The University may support the participation of full-time academic staff in postdoctoral research and artistic or creative production activities to be conducted domestically or abroad, within the framework of institutional priorities and available resources.

(2) Applications shall be evaluated by the authorized bodies by taking into consideration the academic or artistic value of the activity, its relationship with the University's strategic objectives, the anticipated duration and financing, the continuity of education and instruction within the relevant academic unit, and the contribution expected to be made to the institution upon return.

(3) In the case of a reasonable-duration assignment or leave, support for the continuation, in whole or in part, of social security obligations and the retention of the staff member's existing position or post for a specified period may be decided within the framework of applicable labor and social security legislation, contractual provisions, external funding conditions, and the University's financial and administrative resources.

(4) A guarantee concerning return to duty and continuation of employment after the activity may be provided where there is a written protocol prepared in advance and approval by the authorized body, clearly specifying its scope, duration, return date, duties and obligations, and financial conditions. Unless separately regulated in writing, such a decision shall not automatically create an unlimited or unconditional right.

(5) Where financial support is provided by the University, the scope of the support and, where applicable, reasonable obligations concerning return, service or sharing of outcomes may be regulated in a separate protocol. Applications shall be evaluated individually in accordance with the principles of equality, transparency and academic merit; support granted shall not create an automatic entitlement with respect to similar applications.

18. Performance Monitoring and Reassignment

(1) The performance of persons assigned from outside the institution to teach courses shall be evaluated at the end of each semester on the basis of the timely and syllabus-compliant delivery of the course, student feedback, learning outcomes, quality of assessment and evaluation, submission of grades and documents, student access, and the views of the academic unit.

(2) Student surveys shall not be used as the sole criterion for the final decision; quantitative and qualitative findings shall be evaluated together, and personal data shall be protected.

(3) Reassignment shall not be automatic; it shall be reconsidered by taking into account the continuing need, up-to-date qualification documents, performance in the previous semester, student and academic unit feedback, course-field alignment and budget.

SECTION FIVE
Other Provisions

19. Cases Not Covered by These Principles and Procedures

In cases for which no provision is made in these Principles and Procedures, the applicable legislation, other relevant University regulations, and decisions of the Board of Trustees, Senate, University Administrative Board and Rector's Office shall apply.

20. Entry into Force

These Principles and Procedures shall enter into force as of the date on which they are adopted by the Senate of Arkın University of Creative Arts and Design.

21. Authority to Execute

The provisions of these Principles and Procedures shall be executed by the Rector of Arkın University of Creative Arts and Design.