

	SCHOOL OF FOREIGN LANGUAGES Staff Handbook Performance Evaluation Process	Document No	PR.011
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1. Purpose, Scope and Legal Basis

1.1 Purpose

This handbook has been prepared to evaluate the performance of academic and administrative staff working in the School of Foreign Languages according to objective, transparent and measurable criteria.

1.2 Scope

Academic staff (lecturers, academic administrators)

Administrative staff (secretariat, student affairs, administrative support units)

1.3 Legal Basis

Higher Education Law No. 2547

Civil Servants Law No. 657

ALKU Academic and Administrative Staff Performance Evaluation Guidelines

ALKU ISO 9001 Quality Management System Procedures

DEDAK Accreditation Criteria

2. Objectives of Performance Evaluation

To increase the quality of education and training

Identifying staff strengths and areas for development

Contributing to career development planning

To raise academic success, student satisfaction and quality standards

To measure compliance with job descriptions and efficiency

3. Evaluation Scope and Criteria

3.1 Criteria for Academic Staff

Prepared by	System Authorization	Approval for Enforcement
Departmental Quality Assurance Officer	Quality Assurance Coordinator	Executive Management

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Educational Activities: Course load, preparation of course materials, assessment and evaluation practices

Student Satisfaction: Student surveys, feedback

Academic Contribution: Participation in projects, publications, seminars, conferences

Institutional Contribution: Participation in commission, board studies, quality processes

Professional Development: Participation in in-service trainings and certificate programs

3.2 Criteria for Administrative Staff

Job Performance: Completion of tasks on time and in full

Service Quality: Solution orientation, communication skills

Contribution: Intra-unit cooperation and coordination

Professional Development: Participation in in-service trainings

4. Evaluation Process

Annual Planning: The evaluation period is determined at the beginning of the academic year.

Data Collection: Course observations, student surveys, self-evaluation forms, observations of administrators.

Preliminary Evaluation: It is done by department heads or unit chiefs.

Official Assessment: It is carried out by the SFL Manager and Quality Coordinator.

Feedback: Face-to-face interviews are held with the staff and the results are shared.

Recording and Archiving: Evaluation forms are stored in the quality management system.

5. Feedback and Development Plan

Strengths are emphasized, areas of improvement are identified.

In-service training, mentoring and professional development opportunities are planned.

Development goals are recorded for the next evaluation period.

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6. DEDAK Standard Reference

This handbook is specified in DEDAK's *Performance Evaluation* criteria, and has been prepared to meet **the regular, documented, objective and continuous improvement-oriented** evaluation system.

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