



SCHOOL OF FOREIGN LANGUAGES

Staff Handbook

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1. Introduction

1.1 About the University

Alanya Alaaddin Keykubat University (founded: April 23, 2015) is a public university serving the needs of Alanya and its region with the mission of education, research and community service.

1.2 Mission

The main mission of our school is to provide the necessary foreign language education for students to effectively use their foreign language skills in their academic, social and professional lives.

1.3 Vision

To educate our students at the level where they can benefit most effectively from the foreign language education they have acquired in different areas of life by continuously developing the education, training and social development programs carried out in all units of our school according to contemporary learning and educational theories and approaches and developing the physical and technical infrastructure of teaching tools/ equipment, learning environments in parallel with the general vision of our university and contemporary international qualifications. In this context, our School is to become one of the units distinguished by its academic qualifications by enabling faculty members to develop their professional and academic skills at international level in parallel with the constantly developing and changing contemporary conditions.

1.4 Values and Quality Policy

ALKÜ's values: quality education, project orientation, democratic management, ethical values, social responsibility, participation, transparency, creativity, merit, belonging to the institution. Quality Policy: An innovative, environmentally friendly, stakeholder satisfaction-oriented, continuous development-oriented approach has been adopted.

2. Administrative Structure

2.1 Organizational Scheme

- The university has a defined organizational structure from senior management to faculties, from departments to research centers. Organizational schemes have been officially published within the scope of ISO Quality Management System documents.

2.2 Rectorate and Vice-Rectors

- The rector and his vice-rectors are responsible for academic and strategic direction. In addition, the quality coordinatorship works under the rectorate.

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



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2.3 Academic Units

- Education and science activities are carried out within 10 faculties, 3 institutes, 5 vocational schools, many research centers and application units.

2.4 Administrative Units

- The General Secretariat and Department Heads – Student Affairs, Human Resources, Information Technology, Strategy Development, Legal Advisory, Quality Management, etc. – manage personnel needs and work processes.

2.5 Boards and Commissions

- Structures such as the University Administrative Board, Senate, Quality Commissions, research and ethics committees take an active role.

3. Job Descriptions and Responsibilities

3.1 Academic Staff

- To carry out educational activities, to contribute to research projects, to serve the society.
- To act in accordance with higher education rules, academic ethics and performance criteria.

3.2 Administrative Staff

- To operate process flows in departments, to carry out student and staff support services.
To provide documentation, forms and assistance services within the framework of the Quality Management System.

3.3 Supervisors and Managers

- Directing unit strategies, monitoring and reporting quality performance indicators.
- To implement annual activity reports and internal control processes.

3.4 General Employee Responsibilities

- To adopt the mission, vision and quality policy of the university.
- To participate in in-service training, to comply with ethical rules, to pay attention to security and confidentiality.

4. Ethical Principles and Code of Conduct

- Academic honesty, impartiality, avoidance of conflict of interest.
- Protection of personal data and privacy.
- Equality, non-discrimination, respect and building trust in the work environment.
- Zero tolerance for corruption, transparency and accountability are included in ALKU values.

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5. Communication and Reporting Procedures

- Official correspondence and digital communication rules (e-mail, EBYS systems).
- Meeting order, minute taking, internal and external reporting.
- Complaint and feedback processes — conducted through quality commissions and External Stakeholder Surveys.

6. Human Resources Policies

- Recruitment: merit and competence are taken as basis; personnel are assigned to appropriate units.
- Orientation, leave policies, in-service training and development.
- Performance evaluation, reward-incentive systems.

7. Employee Rights and Support Mechanisms

- Occupational safety, health policies, psychological support and social rights.
- Interaction at the level of staff unions and clubs.

8. Quality Assurance System

- Quality policy, processes defined within the scope of ISO-QMS and continuous improvement.
- Within the scope of DEDAK, internal evaluation, quality commission and internal audit mechanisms are operated systematically.

9. Policies and Procedures

- Information security, environmental and sustainability policies.
- Emergency, crisis management and documentation instructions (FR.293, FR.296 etc.) are applied.

10. Appendix

10.1 Organization Scheme (Senior management, faculty, departments)

10.2 Basic Contact Information (Address: Kestel Mah. Üniversite Cad. No:80, Alanya/ANTALYA)

10.3 Useful Forms and Documents (ISO-QMS forms, meeting minutes form, document request form)

10.4 Quality Activity Calendar & Annual Reports

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