

	SCHOOL OF FOREIGN LANGUAGES Staff Handbook Duties, Responsibilities And Rights Information	Document No	PR.010
		Issue Date	27.10.2025
		Revision Date	-
		Revision No	0
		Page	1/3

1. Purpose, Scope and Legal Basis

1.1 Purpose and Scope

This handbook has been prepared to explain the duties, responsibilities, and rights of academic and administrative staff working at Alanya Alaaddin Keykubat University School of Foreign Languages, to make the staff's working processes transparent, and to support compliance with DEDAK's quality standards.

1.2 Legal Basis

- Higher Education Law No. 2547
- Civil Servants Law No. 657
- Higher Education Institutions Academic Staff Regulation
- ALKU School of Foreign Languages Directive
- ALKU ISO 9001 Quality Management System Procedures

2. Mission, Vision and Values

2.1 ALKU General Mission

To be a university that adheres to universal values, carries out education, scientific research and social service activities centered on serving humanity, and trains qualified individuals needed by the region and the country.

2.2 Mission of the School of Foreign Languages

To provide students with the necessary language skills to use English effectively in their academic, professional and social lives; to provide a modern, student-centered and quality-oriented foreign language education.

2.3 Vision

To be a leading language education institution that improves students' language proficiency and aims at continuous development with innovative language teaching methods at national and international standards.

2.4 Values

- Academic integrity
- Continuous improvement
- Student orientation
- Equality and inclusion
- Internationalization

3. Duties

3.1 Duties of Academic Staff

- To apply the curriculum in the preparatory program and common courses
- To prepare lesson plans, materials and assessment tools
- Tracking students' academic progress

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Departmental Quality Assurance Officer	Quality Assurance Coordinator	Executive Management

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		Issue Date	27.10.2025
		Revision Date	-
		Revision No	0
		Page	2/3

- Using educational technologies effectively
- Attending academic meetings and trainings

3.2 Duties of Administrative Staff

- To ensure the planning and execution of course schedules
- To carry out student registration, attendance and exam paperwork
- To provide administrative support to academic staff
- Managing correspondence, announcements and communication processes

3.3 Duties of Administrators

- To ensure coordination within the unit
- To monitor the compliance of education and training processes with quality standards
- Conducting personnel performance evaluations
- Managing quality assurance processes

4. Responsibilities

4.1 Academic Responsibilities

- Attending classes on time and prepared
- To comply with the curriculum and assessment and evaluation criteria
- Adhering to the principle of academic honesty

4.2 Administrative Responsibilities

- To comply with the rules of official correspondence
- To transmit documents on time and in full
- Protecting student information in accordance with privacy principles

4.3 Shared Responsibilities

- Contributing to ALKU quality policy and DEDAK standards
- To comply with occupational health and safety rules
- Protecting corporate reputation

5. Rights

5.1 Labor Rights

- Providing a working environment and equipment in accordance with the job description
- Fair workload distribution
- Leave, vacation and rest rights

5.2 Development Rights

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SCHOOL OF FOREIGN LANGUAGES
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Issue Date	27.10.2025
Revision Date	-
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Page	3/3

- Participating in in-service trainings
- Right to apply for national/international professional development programs

5.3 Social Rights

- Benefiting from university social facilities
- Benefiting from health and counseling services

6. Application and Appeal Mechanisms

- Written application to the School of Foreign Languages
- Petition to the Human Resources Department
- Official notification via corporate e-mail or EBYS
- Application to the Ethics Committee (in case of ethical violations)

7. Communication Channels

- **SFL Directorate:** Academic and administrative coordination
- **Department Heads:** Academic program management
- **Student Affairs:** Registration, exam and documents
- **Human Resources:** Personnel rights and procedures

8. Appendix

- List of Job Descriptions (academic and administrative staff)
- Organizational Scheme (SFL)
- Examination and Assessment and Evaluation Directive
- Ethical Principles and Code of Conduct

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