



SCHOOL OF FOREIGN LANGUAGES
Staff Handbook
Teaching Staff Position And Assignment
Processes

Document No	PR.009
Issue Date	27.10.2025
Revision Date	-
Revision No	0
Page	1/3

1. Purpose, Scope and Legal Basis

1.1 Purpose

This handbook has been prepared to explain the process of opening, applying, evaluating, appointing and assigning positions of faculty members (lecturers, etc.) who will work in the School of Foreign Languages.

1.2 Scope

It covers all academic staff announcements, internal/external assignments, course load planning and orientation processes within ALKÜ SFL.

1.3 Legal Basis

- Higher Education Law No. 2547
- Council of Higher Education (YÖK) Academic Appointment and Promotion Criteria
- ALKU Academic Staff Appointment and Assignment Directive
- ALKU SFL Internal Directive and Exam Regulations

2. Position Opening and Needs Determination Process

- **Needs Analysis:** Before each academic year, the SFL directorate analyzes the current course load, number of students and faculty qualifications.
- **Non-Permanent Needs Report:** The relevant department/unit submits the needs report to the Human Resources Department.
- **Approval Process:** The report is submitted to the Rector's Office after the approval of the SFL Board of Directors and the University Senate.

3. Announcement and Application Process

- **Announcement Preparation:** The relevant unit specifies the required qualifications, foreign language proficiency (CEFR B2, C1, etc.) and special requirements.
- **Official Publication:** The announcement is published in the Official Gazette and the YÖK Academic Announcement Platform.
- **Application:** Candidates submit their application files (CV, diplomas, foreign language certificate, experience certificates) on the specified dates.

4. Evaluation Process

- **Preliminary Evaluation:** The candidate's compliance with the announcement conditions is examined.
- **Exam and Interview:** The examination commission determined by SFL conducts written and/or oral exams (foreign language lecture, pedagogical proficiency, etc.).
- **Scoring:** Scoring is made according to the criteria determined by YÖK.

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



SCHOOL OF FOREIGN LANGUAGES
Staff Handbook
Teaching Staff Position And Assignment
Processes

Document No	PR.009
Issue Date	27.10.2025
Revision Date	-
Revision No	0
Page	2/3

- **Final Verdict:** The commission report is finalized with the approval of the SFL Board of Directors and the Rector's Office.

5. Appointment and Inauguration Process

- **Appointment Confirmation:** Appointments are made with the approval of the Rectorate.
- **Inauguration Documents:** The personnel completes documents such as appointment letter, security investigation, health report.
- **Orientation:** SFL participates in the academic orientation program (curriculum, assessment and evaluation, quality policy introduction).

6. Assignment and Course Load Planning

- **Course Schedule Assignment:** The Directorate distributes courses according to the field and competence of the instructors.
- **Assignment Outside the Faculty/Department:** SFL instructors can be assigned to common courses in other faculties when necessary (with the decision of the Senate).
- **Temporary Assignment:** Domestic/international assignments can be made for in-service training, seminars or project studies.

7. Monitoring, Evaluation, and Reassignment

- **Performance Monitoring:** At the end of each semester, instructor performance is measured with course evaluation surveys, observation reports and student feedback.
- **Reassignment:** For contracted faculty members, the reappointment process is carried out according to performance criteria.

8. Rights and Responsibilities

- **Rights:** Fair recruitment process, work environment in accordance with the job description, training and development opportunities, social rights.
- **Responsibilities:** Adherence to the curriculum, academic integrity, participation in quality processes, supporting student success.

9. DEDAK Standard Reference

This handbook has been prepared to meet *the transparent, documented, and quality-assured human resource management criteria* specified in DEDAK's **“Teaching Staff Position and Appointment Processes”** standard.

10. Appendix

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

	SCHOOL OF FOREIGN LANGUAGES Staff Handbook Teaching Staff Position And Assignment Processes	Document No	PR.009
		Issue Date	27.10.2025
		Revision Date	-
		Revision No	0
		Page	3/3

- ALKU SFL Organization Scheme
- Job Description Tables (Lecturer, Principal, Vice Principal, etc.)
- ALKU Academic Appointment and Assignment Directive
- Sample Announcement Text
- Performance Evaluation Form

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