



**UNIVERSITY OF KYRENIA
REGULATION ON PROMOTION AND APPOINTMENT TO
TEACHING STAFF**

Scope

Article-1 This Regulation regulates the conditions for the promotion and appointment of academic staff to the titles of "**Assistant Professor**", "**Associate Professor**", and "**Professor**" and the principles regarding the use of titles acquired at other universities.

General Provisions

Article-2 The criteria specified in this regulation are decisive only at the preliminary evaluation stage, which will result in the acceptance or rejection of promotion and appointment applications. In the evaluation of applications, the academic qualifications and performance of the candidate must be examined in detail. In this evaluation, the candidate's place and potential in the field of science, his/her contribution to education, his/her professional experience and social contribution, the contributions he/she has made or may make to the objectives of the unit to which he/she applies, his/her contribution to the management and institutional structure of the university and other university services, personal and social characteristics are also taken into consideration in terms of his/her suitability for the position to be appointed.

Preliminary Evaluation Commission

Article-3 Preliminary evaluation commission; It is the commission formed by the Rectorate of University of Kyrenia to fulfil the preliminary evaluation procedures of the applications made. The commission consists of 5 professors from different fields. In case there are not enough faculty members with the title of professor, the commission is formed by assigning as many members from other units as necessary.

Duties of the Pre-Compiling Committee;

- a) The scientific studies and other academic activities documented by the candidates in their applications are evaluated quantitatively according to the scoring system in Annex 1 and the minimum requirements system in Annex 2.
- b) Evaluates the file of all applicants within 10 (ten) days from the last day of the application date.
- c) During the 10-day period determined for the evaluation, the Commission officially contacts the relevant candidate and requests information and documents regarding the evaluation when it deems necessary or in case of doubt. The requested documents must be submitted to the relevant commission within 1 (one) week at the latest. Documents not submitted within the relevant period are not taken into consideration.

Preliminary evaluation criteria

Article-4 The "University of Kyrenia Academic Promotion Criteria (Score Table)" to be used in the preliminary evaluation stage of the applications of the candidates are given in Annex-1 and the "Minimum Requirements for the Basic Fields of Educational Sciences and Teacher Training, Science-Mathematics, Engineering, Health Sciences, Social Administrative and Humanities, Philology, Architecture, Law are given in Annex-2. The points specified in the table in Annex-1 are the minimum points for appointment and promotion to the academic staff of University of Kyrenia.

Article-5 University of Kyrenia may define and apply different criteria for the relevant basic field or fields within the framework of the model in Annex-2, in line with the objectives of Annex-1

of the score levels applicable to academic promotion and appointment. In order for such different criteria to be applied, they must be approved by the Senate. The distribution of duties and authorisations regarding which units can define different criteria for which basic fields is determined by the Rectorate.

Appointment and promotion to faculty membership in Vocational Schools are made by the Rectorate with the same procedures and principles.

Article-6 In the preliminary evaluation stage, 1 (one) electronic and 1 printed file is submitted to the rectorate together with the original of the candidate's application petition. In addition, the application files of all internal or external candidates prepared as specified in Article 4 are sent to the members of the Preliminary Evaluation Commission separately by the candidate in digital form.

Article-7 The Promotion and Appointment Criteria determined by the University Senate determine the minimum level required for the academic units of the University of Kyrenia, and the fact that the candidate has passed the preliminary evaluation according to these criteria cannot be accepted as an acquired right. The University Senate reserves the right to make changes in the criteria depending on the developments.

Applications

Article-8 In order for the appointment and promotion applications of the candidates to be processed, there must be a need for a staff member with this qualification in the unit applied for, and the Rectorate must have given approval for the allocation of a staff member with this title.

Before submitting an application, each candidate must evaluate his/her own work in accordance with the criteria set out in Article 4 and, if the prescribed conditions are met, submit an application.

If there are missing documents in the promotion and appointment application files of the candidates, their applications will not be taken into consideration.

Application Requirements

Article-9 University of Kyrenia faculty members and staff who fulfil the application conditions for professorship, associate professorship and assistant professorship, except for the minimum period of time required to work in the relevant field, can make their applications in the previous application period in which they have not yet completed their minimum period of time, if they will complete their minimum period of time between the promotion and appointment application periods held twice a year. The evaluation processes of the applications made within this framework are initiated after the completion of 5 years for applications for the title of professor and 3 years for applications for the title of associate professor.

Promotion and Appointment to Assistant Professorship

Article-10 In order to apply for assistant professorship;

Doctorate or specialisation in medicine, dentistry, pharmacy and veterinary medicine or proficiency in one of the branches of art to be determined by the GÜ Senate.

Article-11 Those who fulfil the conditions stipulated in Article 4 of this Regulation must have received the training of trainers organised by universities and must have published at least one (1) article under the name of GÜ.

Article-12 In order to be appointed as an assistant professor; a foreign language score of at least 60 from YDS or a foreign language score whose equivalence is approved by YÖDAK and/or YÖK, or a score of at least C from the graduate foreign language exam organised by the Rectorate of GÜ, or a score of at least 55 from the English Proficiency Test for Teaching (EPTT) held by the Rectorate of GÜ.

Article- 13 Candidates who apply for assistant professorship and who are approved by the GÜ. Preliminary Evaluation Commission submit 1 printed and 1 electronic file to the GÜ. Rectorate

Article-14 Together with the application files, a petition stating the unit (department / department / department of art / branch of art, if any) and the field to be evaluated and a declaration stating that there are no missing documents in the application file should be submitted as a separate file.

Application File for Promotion and Appointment to Assistant Professorship;

- Curriculum Vitae in YÖK Format,
- A copy of the Annex 3 form, completed and marked as required
- Documents proving that the candidate's articles are scanned in SCIE, SSCI, ACHI, ESCI, SCOPUS, TR index,
- Doctorate diploma, certificate of specialisation or proficiency in art and, if available, certificate of assistant professorship,
- A sample of the candidate's work,
- Final acceptance certificate or DOD number for accepted but not yet published works on the date of application.
- Foreign language certificate (original or notarised copy),
- Training of Trainer certificate,
- Printing contract if the publication is a book,
- It is mandatory to attach documents proving citations and refereeing.

Article-15 In order to examine the conditions of the assistant professor candidate or candidates approved by the preliminary examination commission, the dean of the faculties, the directors of the institutes or colleges affiliated to the rectorate establish a jury of 3 people, one of whom is the director of that unit and one from outside the GÜ. The jury consists of three professors and/or associate professors related to the field of science in which the candidates apply. The deanship or directorate sends a copy of the candidate's application file for promotion and appointment to assistant professor, which has the content defined in **Article 14**, to the jury members electronically (e-mail or flash memory) and asks them to submit their written opinions. The Dean or the relevant director takes the matter to the first Faculty Administrative Board and/or School Administrative Board meeting after the written opinions are received, and takes separate opinions about the candidate or candidates. If more than one candidate applies for a vacant position, the board of directors states its preference with justification. The dean or director submits his/her opinion and recommendations to the rector together with the file. Based on these reports on the determination of appointment to assistant professorship, the Board of Directors decides on the appointment of the applicant to assistant professorship. Appointment procedures are carried out by the Rectorate.

Promotion and Appointment to Associate Professorship

Article- 16 The following conditions are required for promotion and appointment as Associate Professor;

- a) Having worked full-time in a higher education institution for at least 2 (two) years after obtaining a doctorate, specialisation in medicine, dentistry, pharmacy and veterinary medicine or proficiency in art,
- b) To have worked in the relevant field of science for at least three (3) years,
- c) For faculty members and staff of University of Kyrenia, to have published at least 2 articles in journals within the scope of 1A, 1B and 1C under the name of GÜ.
- d) To be approved by the "GÜ Preliminary Evaluation Commission" according to the scoring system in Appendix 1 and the minimum requirements system in Appendix 2 in terms of the quantity of scientific works and other academic activities.

Article- 17 Examination for Promotion to Associate Professorship;

Candidates applying for the associate professorship exam submit 1 printed and 1 electronic file including their CV, scientific studies and works to the Rectorate of GÜ.

Article- 18 Scientific Jury for Promotion to Associate Professorship Examination,

- a) The Science Jury consists of 5 full and 2 substitute members, the majority of whom are selected from among the professors working at other universities, according to the expertise and research subject of the science branch to which the candidate applies. The GÜ Board of Directors decides who the science jury will consist of. If there are not enough members in the same branch of science or if the characteristics of the candidate's branch of science or specialisation and research subjects make it compulsory, jury members can be selected from nearby branches of science.
- b) A copy of the candidate's application file for promotion to associate professor with the content defined in **Article 19** is submitted to the jury members electronically (e-mail or flash memory).
- c) The members of the scientific jury prepare comprehensive reports on the originality, relevance to the branch of science, contribution to the branch of science and integrity of the scientific works presented in the candidate's file before the meeting. The Science Jury convenes in full number, elects a chairman from among themselves, evaluates the submitted reports and decides positively or negatively by majority vote.
- d) The scientific jury subjects the candidate, about whom it makes a positive decision, to an oral examination or, if necessary, also to a practical and applied examination. In the oral exam, the candidate's knowledge of the discipline to which the candidate has applied is evaluated based on the works submitted by the candidate, and the candidate is decided to be successful or unsuccessful by unanimous or majority vote.
- e) Candidates whose scientific works are found sufficient but who fail the oral examination may take the oral examination for the second time at least 6 months later. Candidates who fail the oral exam for the second time can take the associate professorship exam again only after a full year.

Article-19 The science jury notifies the candidate orally and in writing (together with the reports of the jury members and a detailed examination report) to the Rectorate of the University. The GÜ Board of Directors takes the decision to promote the candidate to associate professorship in line with the decision of the scientific jury. Associate Professorship success certificate is given to the candidate by the Rectorate of the University.

Application File for Promotion to Associate Professor;

The candidate must submit a petition to the Rectorate of the University of Kyrenia, together with

the application files, stating the unit (department / department / department of art / branch of art, if any) and the Academic Title they want to be promoted and a declaration stating that there is no missing document in the application file.

- Curriculum Vitae in YÖK Format,
- A copy of the Annex 3 form, completed and marked as required
- Documents proving that the candidate's articles are scanned in SCIE, SSCI, ACHI, ESCI, SCOPUS, TR index,
- Doctorate diploma, specialisation certificate or proficiency in art certificate,
- One copy of each of his works,
- Final acceptance certificate or DOI number for accepted but not yet published works on the date of application. (At least 70% of the applicant's articles within the scope of the compulsory condition of the title applied for must be published)
- Foreign language documents (original or notarised copy),
- Training of Trainer certificate (for applicants from universities other than University of Kyrenia),
- Printing contract if the publication is a book,
- It is mandatory to attach documents proving citations and refereeing.

Appointment as Associate Professor

Article-20

In order to determine the status and scientific or artistic qualifications of the candidate/candidates applying for the appointment of associate professor, the Board of Directors of GÜ forms a jury consisting of professors from other universities, one of whom is the director of that unit, related to the field of science or art of the announced staff. The jury consists of 3 full and 1 substitute member. The jury members examine the documents in the file submitted by the candidate/candidates and prepare a report separately for each candidate, and if there is more than one candidate applying for appointment to the staff, they state their preferences. In these reports, the scientific or artistic qualifications and studies of the candidates are evaluated, their managerial, constructive and developmental qualities and their efforts to train scientists and artists are stated in detail. The Board of Directors of GÜ decides on the appointment of the applicant based on these reports related to the promotion to associate professorship. Appointment procedures are carried out by the Rectorate.

Article-21 Candidates submit 1 printed and 1 electronic file to the Rectorate of GÜ.

Article-22 When submitting their application files, candidates submit a petition stating the unit (department / department / department of art / branch of art, if any) and the field to be evaluated and a declaration stating that there are no missing documents in the application file.

Article- 23 In the event that the field of application of the candidate applying for the appointment of Associate Professor is different from the department and/or the relevant department at the University of Kyrenia, the written opinion of the head of the department to which the candidate will apply is taken.

Application File for Appointment to Associate Professorship;

The application file for appointment to associate professorship includes all the documents included in the application file for promotion to associate professorship and the **Associate Professorship Certificate in addition.**

Promotion and Appointment to Professorship

Article-24 The following conditions are required for promotion and appointment to professorship:

- a) After gaining the title of Associate Professor, he/she must have worked at least five (5) years

in the relevant field of science, at least three (3) years of which must be full-time in a Higher Education Institution, and candidates who are faculty members and staff of University of Kyrenia must have published at least 3 articles under the name of GÜ.

- b) To be approved by the "GÜ Preliminary Evaluation Commission" according to the scoring system in Appendix 1 and the minimum requirements system in Appendix 2 in terms of the quantity of scientific studies and other academic activities.
- c) To have given original works in his/her field of science and to have practical studies in branches that have an application area.

Article-25 1 printed and 1 electronic file is delivered to the Rectorate of University of Kyrenia.

Article-26 When submitting their application files, candidates submit a petition stating the unit (department / department / department of art / branch of art, if any) and the field to be evaluated and a declaration stating that there are no missing documents in the application file.

Application File for Promotion and Appointment to Professorship

- Curriculum Vitae in YÖK Format,
- A copy of the Annex 3 form, completed and marked as required
- Documents proving that the candidate's articles are scanned in SCIE, SSCI, ACHI, ESCI, SCOPUS, TR index,
- A copy of the doctoral diploma or specialisation certificate,
- Associate Professorship certificate,
- One copy of his works before and after associate professorship,
- Final acceptance certificate or DOI number for accepted but not yet published works on the date of application. (At least 70% of the applicant's articles within the scope of the compulsory condition of the title applied for must be published)
- Foreign language certificate (original or notarised copy),
- Training of Trainer certificate (for applicants from universities other than University of Kyrenia)
- Printing contract if the publication is a book,
- It is mandatory to attach documents proving citations and refereeing.

Article-27 In the event that the field of application of the candidate applying for professorship is different from the department and/or the relevant department at the University of Kyrenia, the written opinion of the head of the department to which the candidate will apply is taken.

Article-28 In order to determine the status and scientific or artistic qualifications of the candidates applying for professorship, the Board of Directors of the GÜ selects 3 full and 1 substitute member, one of whom is the director of that unit, from among the professors from other universities related to the field of science or art of the advertised staff. These members examine the documents in the dossier submitted by the candidate or candidates and prepare a report separately for each candidate, and if there is more than one candidate applying for appointment, they state their preferences. In these reports, the scientific or artistic qualifications and works of the candidates are evaluated, their managerial, constructive and developmental qualities and their efforts to train men of science and art are stated in detail. The Board of Directors of the Graduate School decides on the appointment of the applicant associate professor to the professorship on the basis of these reports. Appointment procedures are carried out by the Rectorate.

Article-29 A copy of the candidates' application file for promotion and appointment to professorship with the content defined in **Article 26** is sent to the jury members electronically

(e-mail or flash memory).

Article-30 Candidates who apply for promotion and appointment to assistant professorship, associate professorship and professorship positions, but are found unsuccessful by the scientific and appointment jury formed after their applications are accepted, cannot apply for the same position again until one year has passed.

Open and Reappointment

Article-31 Applications for open and re-appointment to the positions of Professor, Associate Professor and Assistant Professor are evaluated by the Rectorate of University of Kyrenia and the appointment procedures are carried out by the Rectorate.

Open and reappointment application file

- The application petition of the candidate to the Rectorate (indicating which branch of science he / she is applying for),
- Candidate's Curriculum Vitae (CV) and list of works,

Enforcement

Article-31 This regulation shall be applied as of **March 2024**.

Annex 1.

PROMOTION CRITERIA (SCORE TABLE)

EVENT	SCORE
1ST INTERNATIONAL ARTICLE	
A. Article published in a journal within the scope of SCIE or SSCI	
Q1*	30*
Q2*	20*
Q3*	15*
Q4*	10*
B. Article published in an ACHI journal	20*
C. Article published in a journal within the scope of ESCI or Scopus	10*
D. Article published in a journal indexed in other international indexes	4*
E. Letter to the editor, research note, case report, abstract or book review published in journals within the scope of A, B, C and D of this article	3*
For associate professorship applications, it is compulsory to have published at least 1 article in Q1, Q2 and Q3 journals after obtaining a doctorate and speciality title in medicine, dentistry, pharmacy and veterinary medicine.	
2. NATIONAL ARTICLE	
A. Article published in TR indexed journal	6*
B. Articles published in University of Kyrenia Journals	5*
C. Article published in other refereed journals	4*
D. Letter to the editor, research note, case report, abstract or book review published in University of Kyrenia Journals	3*
E. Letter to the editor, research note, case report, abstract or book review published in other refereed journals	2*
3. PRESENTATION	
A. Full text / abstract presented at an international scientific meeting and published in CPCI in printed / electronic form	6*
B. Full text/abstract of a paper presented at other international and national scientific meetings and published in printed/electronic format	3*
4. ATTRIBUTION	
A. Citation in SCIE, SSCI, ACHI, ESCI and SCOPUS	2 for each citation
B. Citation in the book within the scope of BKCI	1 for each citation
C. Citation in a journal in TR index	1 for each citation
D. Citation in other international or national books or journals	0.5 for each citation
5. PROJECT	
A. Successfully completed EU framework programme/TUBITAK scientific research project	
To be Coordinator/Executive	10
Being a researcher	8
Becoming a counsellor	5
B. To be an Executor/Researcher/Consultant in a successfully completed international supported scientific research project	8
E. To be an executive/researcher/consultant in a successfully completed R&D, P&D based scientific research project with public institutions/private organisations other than universities	5
F. Successfully completed projects of universities within the scope of BAP	
To be Coordinator/Executive	6
Being a researcher	3
Becoming a counsellor	1
* Cooperation with other universities in the project	3
6. POSTER	
A. Presented at conferences indexed in SCIE, SSCI, ACHI, ESCI and SCOPUS databases	3/YS
B. Presented at other international conferences	2/YS
C. Presented at national conferences	1/YS
7. BOOK (Scientific, Professional and Textbook)	
A. Book authorship within the scope of BKCI	20
B. Authorship of a chapter in a book within the scope of BKCI	15
C. Other international/national book authorship	10
D. Authorship of chapters in other international/national books	5
E. Scientific Book Translation	5
F. Translating a chapter in a scientific book	3

G. Monograph books in the form of associate professorship thesis, professorship presentation thesis	25**
I. Gift Book Section	7**
8. EDITORSHIP	
A. editorship in journals within the scope of SCIE, SSCI, ACHI, ESCI and SCOPUS	3
B. Editing a book in BKCI and SCOPUS	2
C. editorship in a journal in TR index	1
9. PATENT	
A. Registered International patent	20
B. Registered National patent	10
10. CURATING	3
A. International	2
B. National	2
11TH ARCHITECTURAL PROJECT AWARD	
A. Degree	5
B. Honourable Mention	3
12. CONGRESS/SYMPOSIUM	
In congresses/symposiums scanned in SCIE, SSCI, ACHI, ESCI and SCOPUS databases	
A. President	8
B. Keynote/Plenary Speaker	6
C. Chairperson	4
D. Member/Secretary	3
E. Participation	2
Other International and National congresses/symposiums	
F. President	5
G. Keynote/Plenary Speaker	4
H. Chairperson	3
I. Member/secretary	2
J. Participation	1
13TH WORKSHOP	
International	
A. Arrangement	3
B. Participation	2
National	
C. Arrangement	2
D. Participation	1
14. SEMINAR/PANEL/DISCUSSION/COURSE/COMPETITION/COMMUNITY SERVICE PRACTICES	
A. National or international seminar/panel/discussion/course/competition/society service applications	2
B. Seminar/panel/discussion/course/competition/community service practices at the university	1
C. Seminar/panel/discussion/course/competition/community service practices outside the university	1
15. AWARD	
A. YÖK Awards (Doctoral thesis of the year award or Outstanding Achievement Award)	25
B. TÜBİTAK Awards (Science Award or Incentive Award)	25
C. TUBA GEBIP award	5
D. TÜBA TESEP Award	3
E. Scientific and artistic awards from other international organisations	4
F. Scientific and artistic awards from other national organisations	2
16. GRADUATE THESIS SUPERVISION	
Doctorate, specialisation in medicine, dentistry, pharmacy and veterinary medicine	
A. Completed	10/DS

B. Under management	4/DS
Master's Degree	
C. Completed	5/DS
D. Under management	2/DS
17. MEMBERSHIP	
A. Membership to Scientific/Professional Organisations	2
B. Science Committee Membership	2
18. JURY	
International	
A. Scientific/Professional Jury Presidency	3
B. Scientific/Professional Jury Membership	2
National	
C. Chairmanship of Scientific/Professional Jury	2
D. Scientific/Professional Jury Membership	1
19. REFEREEING	
A. Journals indexed in Web of Science or Scopus databases refereeing	4
B. Refereeing in journals indexed in field indexes	3
C. Other Refereeing in international journals	2
D. Refereeing in journals indexed in Ulakbimde	1
20. ADMINISTRATIVE OFFICE (For each year and maximum 3 years in total)	
A. Chairman of the Board of Trustees	25
B. Member of the Board of Trustees/Deputy Director	20
C. Dean/Institute Director/Head Physician	15
D. Secretary General	12
E. University Coordinator (Open, Joint, Elective Courses, BAP, Centre of Excellence)	10
F. College/Vocational School/School Director	10
G. Deputy Dean / Deputy Institute Director	5
H. Higher School/Vocational School/School Deputy Director	4
I. Head of Department/Division (TIP)	5
J. Deputy Head of Department/Division (TIP)	2
K. Head of Research Centre	3
L. Term Coordinator (TIP)	3
M. Deputy Term Coordinator (TIP)	2
N. Chairman or Coordinator of Other Commissions, Boards and Committees (TIP)	2
O. Coordinator	2
21. EDUCATION	
A. To have taught undergraduate/graduate courses in four different semesters in semester programmes.	1
B. To have taught undergraduate/graduate courses in two different years in annual programmes.	1
TOTAL	

YS = Number of Authors

DS = Number of Consultants

* **The DOI number or final acceptance document (a document indicating the volume and issue of the work to be published) must be scanned on the date of issue.**

** **For the Basic Area of Law**

SCORE TABLE FOR WORKS WITH ONE OR MORE AUTHORS

Number of Authors in the Work	First Author %	2. Author %	3. Author %	4. Author %	5. Author %
Single Author	100				
2 Authors	80	80			
3 Authors	75	60	50		
4 Authors	70	60	50	40	
5 Authors	60	50	40	30	20
6 and above	In the same way as FiveWriter				

EXPLANATIONS

1-Publication must be in indexed journals related to the candidate's field of application;

- a. Printed,
- b. Electronically published
- c. It should be a research article, review, "short communication=brief communication", case report, technical note, letter to the editor, letter to the editor, congress abstract/full text, book review, which has received DOI for publication and whose full text has been published electronically.

2- Main Author ;

- a. Name in a single-authored article
- b. The first ranked author among the authors of the article
- c. The author and supervisor(s) of the thesis in the publication produced from graduate theses (it must be documented that it is a thesis publication).
- d. If the author order is alphabetical, the primary author is determined according to the declaration signed by all authors (Appendix 4).

3-Corresponding Author;

- a- The senior author, who usually provides intellectual input and designs and approves the protocols to be followed in the study
- b- If the responsible author is not the first name, this author is given an additional score of 10% of the total score of the work.

4-Book/Book Section;

- a. The book must be related to the field of basic science/art to which the candidate applies.
- b. Encyclopaedia chapters/articles are considered as book chapters.
- c. Points can only be awarded for authorship/translation of two chapters in the same book.
- d. If the author of the book chapter is the same person as the editor, points can be obtained from only one chapter author in addition to the editorial points.
- e. The "Sense Ranking of Academic Publishers" classification in the year the book was published is valid.

5-Atif

- a. The maximum score under this heading is 20 points.
- a. References to the candidate's own publications and reciprocal citations are not taken into consideration.
- b. The citation score is calculated as specified in the table.
- c. The candidate must document the citations scored
- d. Each publication receives one citation score regardless of the number of times it is cited in the place of publication.
- d. For assistant professorship; citations to all publications of the candidate are evaluated. For associate professorship; all publications of the candidate, citations made after the date of obtaining the doctorate degree and specialisation degree in medicine, dentistry, pharmacy and veterinary medicine are evaluated. For professorship; citations made to all publications of the candidate after the date of receiving the title of associate professor are evaluated.

6-Managed and Completed Graduate Thesis

In case there is more than one supervisor, "main author points" are shared.

7-Projects

Projects are considered "completed" only in the presence of an acceptance letter stating that they have been

successfully completed.

8-Patent

Patents that have been registered by international or national patent institutions; that have a research report stating that the invention is new and contains an inventive step; that have been implemented in industry or commercialised are accepted. The patent score is divided by the number of idea right holders.

9-Impact Factor (IF) (Impact Factor);

For articles published in journals within the scope of SCIE, SSCI, AHCI and ESCI, the effect of "Impact Factor" on the score is as follows;

$$\text{Net Score} = \text{Score indicated in the table} + (2 \times \text{Impact factor})$$

The Impact factor of the specified journal on the date of publication of the article is taken as the basis for scoring.

10-Multicentre and/or Multinational Studies;

a-Studies conducted in four or more centres are considered as multicentre and multinational studies.

b-In multi-centre studies, works published in journals with an Impact Factor (IF) of 5 and above are evaluated.

c-In different multi-centre / different multi-disciplinary studies (article authorship, book / book chapter authorship or book / book chapter translation, joint scientific studies and citations such as awards and patents), the score specified in the table is accepted separately for each centre / discipline and divided as in the sample calculations below. Different centres / different disciplines are different faculties, different departments of different universities or different faculties of the same university.

d-Different branches of science within the same department are not different centres/different disciplines.

e- The department of the first author in the study is accepted as the main centre / discipline, and the points deserved by the authors working in the main centre / discipline are calculated as in the sample calculation below.

f-Disciplines other than the department of the first author are considered as secondary centres/disciplines. In the calculation of the points deserved by the authors working in the secondary centre / discipline, the score of the first author of the study is taken as the basis and this score is divided equally among the authors working in each secondary centre / discipline. g-If there is only one author in the secondary centre / discipline, this author receives 80% of the score received by the first author of the study.

h- For international collaborative publications, the candidate receives the same score as the first author.

Sample Calculation in Multi-centre Studies

EXAMPLE:1

1. A. AHCI, SCI Expanded, SCI and SSCI indexed article indexed in Web of Science;

A centre (Main centre / discipline) : 15 points

First name in centre A: $15 \times 80\% = 12$ points

Second name in centre A: $15 \times 40\% = 6$ points

Centre B (Secondary centre/discipline) : 12 points [Points awarded to the first author of the study]

Each of the authors : $(12 \times 80\%) \div 3 = 3.2$ points

Centre C (secondary centre/discipline) : 12 points [Points awarded to the first author of the study]

Each of the authors : $(12 \times 80\%) \div 3 = 3.2$ points

*If there is only one author in the secondary centre(s), $9 \times 80\% = 7.2$ points (80% of the points received by the first author of the study)

*Impact Factor (IF) is added to the scores indicated in the table (**see explanations, item 9**).

ANNEX 2. MINIMUM CONDITIONS

1. BASIC EDUCATIONAL SCIENCES AND TEACHER TRAINING AREA MINIMUM CONDITIONS

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A total of 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A, 1B and 1C A minimum of 10 points is compulsory under 1A.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
30 points within the scope of 1A, 1B and 1C A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	40
TOTAL	80
<p>Those who apply directly to the associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.</p> <p>In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.</p>	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
40 points within the scope of 1A, 1B and 1C A total of 40 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	80
Total within the scope of other activities	80
TOTAL	160

INTERNATIONAL FIELD INDEXES IN THE BASIC FIELD OF EDUCATIONAL SCIENCES AND TEACHER TRAINING:

1. ISI Master Journal List - Thomson Reuters Web of knowledge (aka ISI Web of Knowledge) Database
2. Australian Education Index

[http:// www.acer.edu.au/library/ catalogues/aei.html](http://www.acer.edu.au/library/catalogues/aei.html)

3. British Education Index

<http://www.leeds.ac.uk/bei/bei.htm>

4. Journals Indexed in Eric

<http://www.eric.ed.gov>

5. Education Index (EI)

<http://www.hwwilson.com/>

2 SCIENCE MATHEMATICS BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A minimum of 5 points within the scope of 1A, 1B and 1C and a total of 1, 2 or 3 points within the scope of 1, 2 or 3 A minimum of 10 points is compulsory under 1A.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
30 points within the scope of 1A, 1B and 1C A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	40
TOTAL	80
<p>Those who apply directly to the associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.</p> <p>In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.</p>	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
50 points within the scope of 1A, 1B and 1C A total of 50 points provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	80
Total within the scope of other activities	80
TOTAL	160

3. ENGINEERING BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A minimum of 5 points within the scope of 1A, 1B and 1C and a total of 1, 2 or 3 points within the scope of 1, 2 or 3 A minimum of 10 points is compulsory under 1A.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
30 points within the scope of 1A, 1B and 1C A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	40
TOTAL	80
<p>Those who apply directly for associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.</p> <p>In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.</p>	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
50 points within the scope of 1A, 1B and 1C A total of 50 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	80
Total within the scope of other activities	80
TOTAL	160

4. HEALTH SCIENCES BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A minimum of 5 points within the scope of 1A, 1B and 1C and a total of 1, 2 or 3 points within the scope of 1, 2 or 3 A minimum of 10 points is compulsory under 1A.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
40 points within the scope of 1A, 1B and 1C A total of 40 points published after becoming an Assistant Professor, provided that he/she is the main author* in two of his/her articles. A minimum of 10 points is compulsory under 1A.	50
Total within the scope of other activities	30
TOTAL	80
Those who apply directly for associate professorship after obtaining a PhD or specialisation in medicine, dentistry, veterinary medicine and pharmacy must meet the points prescribed for Assistant Professor in addition to 80 points.	
In applications for promotion to associate professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of doctorate or specialisation.	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
50 points within the scope of 1A, 1B and 1C A total of 50 points, provided that he/she is the lead author* in two of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	90
Total within the scope of other activities	70
TOTAL	160

INTERNATIONAL FIELD INDEXES IN THE BASIC FIELD OF HEALTH SCIENCES:

1. ISI Master Journal List - Thomson Reuters Web of knowledge (aka ISI Web of Knowledge) Database
2. IM : Index Medicus
3. DI Dental Index
4. EI: Engineering Index
5. CMCI: CompuMath Citation Index

5. SOCIAL, ADMINISTRATIVE AND HUMANITIES BASIC FIELD MINIMUM REQUIREMENTS

5.1. Departments of Economics, Marketing, Accounting, Organisation, Finance, Tourism, Public Administration, Political Science, Social Policy, International Relations, European Union

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B A minimum of 10 points is compulsory under 1A.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
15 points within the scope of 1A and 1B A total of 15 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	25
Total within the scope of other activities	35
TOTAL	60
Those who apply directly for associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.	
In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total under 1A, 2A, 2B, 2C, 3A or 3B	30
Total within the scope of other activities	50
TOTAL	120

5.2. Philosophy, Anthropology, Archaeology, History, Art History, Social Psychology, Clinical Psychology, Applied Psychology, Developmental Psychology, Sociology

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B A minimum of 10 points is compulsory under 1A.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
15 points within the scope of 1A and 1B A total of 15 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	20
Total within the scope of other activities	50
TOTAL	70
<p>Those who apply directly to the associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.</p> <p>In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.</p>	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	100
TOTAL	140

5.3. Departments of Linguistics and Applied Linguistics

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B A minimum of 10 points is compulsory under 1A.	15
Total within the scope of other activities	5
TOTAL	20

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
20 points within the scope of 1A and 1B A total of 20 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	30
Total within the scope of other activities	40
TOTAL	70
<p>Those who apply directly to the associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.</p> <p>In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.</p>	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	100
TOTAL	140

6. PHYLOLOGY BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B A minimum of 10 points is compulsory under 1A.	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
10 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor A minimum of 10 points is compulsory under 1A.	15
Total within the scope of other activities	30
TOTAL	60
Those who apply directly for associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.	
In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
20 points within the scope of 1A and 1B A total of 20 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	30
Total within the scope of other activities	90
TOTAL	120

INTERNATIONAL FIELD INDEXES OF PHYLOLOGY BASIC FIELD:

1. ISI Master Journal List - Thomson Reuters Web of Knowledge (aka ISI Web of Knowledge) Database
2. Australian Education Index
<http://www.acer.edu.au/library/catalogues/aei.html>
3. British Education Index
<http://www.leeds.ac.uk/bei/bei.htm>
4. Journals Indexed in Eric
<http://www.eric.ed.gov>
5. Education Index/EI
<http://www.hwwilson.com/>

7. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF ARCHITECTURE

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
15 points within the scope of 1A, 1B and 1C A total of 15 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	20
Total within the scope of other activities	50
TOTAL	70
<p>Those who apply directly to the associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.</p> <p>In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.</p>	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
20 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an associate professor A minimum of 10 points is compulsory under 1A.	30
Total within the scope of other activities	90
TOTAL	120

BASIC FIELD/FIELD INDEXES OF ARCHITECTURE, PLANNING, DESIGN:

- International Construction Database (ICONDA)
- ISI Master Journal List-Thomson Reuters
- Ergonomics Abstracts (EA)
- Geobase
- Sociological Abstracts
- EBSCO Host Art & Architecture Complete

➤ Leisure Recreation and Tourism Abstracts

➤ Genamics

8. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF LAW

Minimum Requirements for Promotion and Appointment as Assistant Professor

CONDITION	SCORE
A total of at least 5 points within the scope of 1A,B,C and 2A	5
Total within the scope of other activities	10
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

CONDITION	SCORE
10 points within the scope of 1A,B,C and 2A A total of 10 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor.	15
Total within the scope of 7	25
Total within the scope of other activities	35
TOTAL	75
<p>Those who apply directly for associate professorship after obtaining the title of doctor of science must meet the points stipulated for Assistant Professor in addition to 80 points.</p> <p>In applications for promotion to Associate Professor, it is compulsory to have published at least 1 (one) article in Q1, Q2 and Q3 journals after obtaining the title of Doctor of Science.</p>	

Minimum Requirements for Promotion and Appointment to Professorship

CONDITION	SCORE
20 points within the scope of 1A, B, C and 2A (maximum 20% of the total points) To be the main author* in one of the articles published after becoming an associate professor provided that the total	30
Total within the scope of 7	50
Total within the scope of other activities	40
TOTAL	120

Appendix 3

UNIVERSITY OF GUIRNE PROMOTION AND APPOINTMENT APPLICATION FORM

I. PERSONAL INFORMATION

Name Surname	
Date of Birth	
Graduated from university	
His current university, faculty and department	

II. ACADEMIC DEGREES

Doctorate, Specialisation in Medicine, Dentistry, Pharmacy and Veterinary Medicine, Proficiency in Art (University, thesis title and year)
Assistant Professor (Date of appointment and university)
Associate Professor (Date of appointment and university)

III. PUBLICATIONS AND ACADEMIC ACTIVITIES

EVENT	REALISED and PRESENTED
1. INTERNATIONAL ARTICLE	
A. Article published in a journal within the scope of SCIE or SSCI	
B. Article published in an ACHI journal	
C. Article published in a journal within the scope of ESCI or Scopus	
D. Article published in a journal indexed in other international indexes	
E. Letter to the editor, research note, case report, abstract or book review published in journals within the scope of A, B, C and D	
2. NATIONAL ARTICLE	
A. Articles published in journals within the scope of TR index	
B. Articles published in University of Kyrenia Journals	
C. Articles published in other refereed journals	
D. Letter to the editor, research note, case report, abstract or book review published in University of Kyrenia Journals	

E. Letter to the editor, research note, case report, abstract or book review published in other refereed journals	
3. PRESENTATION	
A. Full text / abstract presented at an international scientific meeting and published in CPCI in printed / electronic form	
B. Full text/abstract of a paper presented at other international and national scientific meetings and published in printed/electronic format	
4. ATTRIBUTION	
A. Citation in SCIE, SSCI, ACHI, ESCI and SCOPUS	
B. Citation in the book within the scope of BKCI	
C. Citation in a journal in TR index	
D. Citation in other international or national books or journals	
5. PROJECT	
A. Successfully completed EU framework programme/TUBITAK scientific research project	
To be Coordinator/Executive	
Being a researcher	
Becoming a counsellor	
B. To be an Executor/Researcher/Consultant in a successfully completed international supported scientific research project	
E. To be an executive/researcher/consultant in a successfully completed R&D, P&D based scientific research project with public institutions/private organisations other than universities	
F. Successfully completed projects of universities within the scope of BAP	
To be Coordinator/Executive	
Being a researcher	
Becoming a counsellor	
* Cooperation with other universities in the project	
6. POSTER	
A. Presented at conferences indexed in SCIE, SSCI, ACHI, ESCI and SCOPUS databases	
B. Presented at other international conferences	
C. Presented at national conferences	
7. BOOK (Scientific, Professional and Textbook)	
A. Book authorship within the scope of BKCI	

B. Authorship of a chapter in a book within the scope of BKCI	
C. Other international/national book authorship	
D. Authorship of chapters in other international/national books	
E. Scientific Book Translation	
F. Translating a chapter in a scientific book	
G. Monograph books in the form of associate professorship thesis, professorship presentation thesis	
I. Gift Book Section	
8. EDITORSHIP	
A. editorship in journals within the scope of SCIE, SSCI, ACHI, ESCI and SCOPUS	
B. Editing a book in BKCI and SCOPUS	
C. editorship in a journal in TR index	
9. PATENT	
A. Registered International patent	
B. Registered National patent	
10. COURAGE	
A. International	
B. National	
11TH ARCHITECTURAL PROJECT AWARD	
A. Degree	
B. Honourable Mention	

12TH CONGRESS/SYMPOSIUM*	
In congresses/symposiums scanned in SCIE, SSCI, ACHI, ESCI and SCOPUS databases	
A. President	
B. Keynote/Plenary Speaker	
C. Chairperson	
D. Member/Secretary	
E. Participation	
Other International and National congresses/symposiums	
F. President	
G. Keynote/Plenary Speaker	
H. Chairperson	
I. Member/secretary	
J. Participation	
* If the congress has a publication scanned in Web of Science or Scopus databases	
13TH WORKSHOP	
International	
A. Arrangement	
B. Participation	
National	
C. Arrangement	
D. Participation	
14. SEMINAR/PANEL/DISCUSSION/COURSE/COMPETITION/COMMUNITY SERVICE PRACTICES	
A. National or international seminar/panel/discussion/course/competition/community service applications	
B. Seminar/panel/discussion/course/competition/community service applications	
15. AWARD	
A. YÖK Awards (Doctoral thesis of the year award or Outstanding Achievement Award)	
B. TÜBİTAK Awards (Science Award or Incentive Award)	
C. TUBA GEBIP award	
D. TÜBA TESEP Award	
E. Scientific and artistic awards from other international organisations	
F. Scientific and artistic awards from other national organisations	
16. GRADUATE THESIS SUPERVISION	
Doctorate, specialisation in medicine, dentistry, pharmacy and veterinary medicine	
A. Completed	
B. Under management	
Master's Degree	
C. Completed	
D. Under management	

17. MEMBERSHIP	
A. Scientific / Professional Organisations	
B. Scientific Committee	
18. JURY MEMBERSHIP	
International	
A. Scientific/Professional Jury Presidency	
B. Scientific/Professional Jury Membership	
National	
C. Chairmanship of Scientific/Professional Jury	
D. Scientific/Professional Jury Membership	
19. REFEREEING	
A. Web of Science or Scopus data refereeing in journals indexed in databases	
B. Refereeing in journals indexed in field indexes	
C. Other Internationally recognised refereeing in journals	
D. Refereeing in journals indexed in Ulakbimde	
20. ADMINISTRATIVE DUTY	
A. Chairman of the Board of Trustees	
B. Member of the Board of Trustees/Rector Deputy	
C. Dean / Institute Director / Chief Physician	
D. University Coordinator (Open, Joint, Elective Courses, BAP, Centre of Excellence)	
E. College/Vocational School/ School Principal	
F. Assistant Dean/ Institute Director Deputy	
G. Deputy Director of College/Vocational School/School	
H. Head of Department/Division	
I. Deputy Head of Department/Division	
J. Head of Research Centre	
K. Coordinator (Medicine)	
L. Coordinator	
21ST EDUCATION	
A. To have taught undergraduate/graduate courses in four different semesters in semester programmes.	
B. To have given undergraduate/graduate courses in two different years in annual programmes.	
TOTAL	

Appendix 4

DECLARATION

(For authors other than the main author)

Open information of the study with alphabetical author order (publication year / title of the study / journal (book) name / volume / number / page / DOI (ISBN/ISSN number)):

.....
.....
.....

I hereby declare that the main author of the above-mentioned study is; that I have not previously made a declaration that I am the main author of this study in any tenure application at the University of Kyrenia or during applications at other institutions, and that I will not do so in the future; I agree that if a duplicate declaration of main authorship is detected, the study in question will be excluded from the evaluation of the University of Kyrenia faculty member promotion and appointment.

Title Name Surname:

Faculty; High School, Vocational School:

History:

Signature: