

DOKUZ EYLUL UNIVERSITY
FACULTY OF BUSINESS ADMINISTRATION
AWARDING PROCEDURES AND PRINCIPLES

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and Scope

Article 1- (1) These procedures and principles have been prepared in order to regulate the procedures and principles in the evaluation and rewarding of the achievements, services and contributions of the academic staff working at Dokuz Eylül University Faculty of Business Administration in their work and activities.

Underlying

Article 2- (1) These procedures and principles have been prepared on the basis of Article 17 of the Higher Education Law No. 2547.

Definitions

Article 3- (1) In these procedures and principles, the following concepts define;

- a) Academic Staff: Academic staff working at Dokuz Eylül University Faculty of Business Administration,
- b) Dean: Dean of Dokuz Eylül University Faculty of Business Administration,
- c) Faculty: Dokuz Eylül University Faculty of Business Administration,
- d) Award: The document or plaque given to the academic staff in return for their achievements, contributions and services,
- e) Award Commission: The award commission consisting of the members of the faculty board
- f) Procedures and principles: Dokuz Eylül University Faculty of Business Administration Refers to the procedures and principles of awarding.

CHAPTER TWO

Types of Awards, General Rules for Evaluation and Awarding

Types of Awards

Article 4- (1) The awards to be given within the scope of these procedures and principles are as follows:

- a) Education and Training Award
- b) Academic Performance Award

General Rules for Evaluation and Awarding

Article 5- (1) The main issues to be applied in the awards are as follows:

- a) Awards are given to academic staff at Dokuz Eylül University Faculty of Business Administration.
- b) Awards are given by decision of the Award Commission and with the approval of the Dean.

Article 6 – (1) In applications for the Educational Award, it is obligatory to fill out the form in Annex – 1. Applications are made to the department chairs at the end of each academic year by August 31 at the latest. The instructor of the course can make the application in person or can be nominated by the head of the department, the head of the department or the faculty members of our faculty.

(2) No application is required for the Academic Performance Award. Candidates are determined by the Dean's Office by taking into account the AVESIS / DAPSIS data regarding the scientific, academic and project studies carried out by the faculty members of the Faculty of Business Administration in the previous academic year (September 1 – August 31). Supporting documents may be requested from the determined candidates when deemed necessary.

(3) Following the determination of the candidates, the Dean calls the award commission to a meeting in September.

Composition and duties of the Award Commission

Article 7 - (1) The members of the faculty board are the natural members of the award committee. The dean chairs the awards commission. The Commission shall meet by absolute majority. Decisions are taken by an absolute majority of the participants in the meeting. In the event of a tie in the vote, the Dean's vote is given precedence.

(2) The duties of the Commission shall be as follows:

- a) To fill out the jury evaluation form in annex -2 for each of the candidates applying for the education and training award and to determine the highest scoring candidate by combining the individual jury evaluation forms (annex -2)
- b) To determine the highest scoring candidate(s) by using the Annex-3 jury evaluation form of the instructors who are candidates for the Academic Performance Award, c) To determine and decide on the persons who will receive the award according to the criteria specified in these procedural principles.

(3) A member of the Commission cannot attend the meeting if the instructor has applied for the education and training award. The Dean of the Faculty cannot be nominated for the education award and cannot be nominated.

CHAPTER THREE

Issues to be Applied in the Awarding and Awarding Processes

The period to be considered in awarding

Article 8- (1) Awards are given to the academic staff with the highest score in the Faculty in the following year, based on the previous academic year. In the case of more than one academic staff member with the same score, an award is given to each of the academic staff with the highest score.

Education and Training Award

Article 9- (1) Academic staff of the faculty are given an Education Award for the undergraduate courses they provide. The awarding of prizes is based on the scoring method in Appendix 2. Article 9- (1) Academic staff of the faculty are given an Education Award for the undergraduate courses they provide. The awarding of prizes is based on the scoring method in Appendix 2.

Academic Performance Award

Article 10- (1) The scientific academic studies (number of articles and reviews in journals scanned in the ISI Citation Index (SCI, SCI-E, SSCI and A&HCI) database) that the academic staff of our faculty have done in the previous academic year (01 September – 31 August), the citations they have received (all articles published in the last 6 years before the relevant year in the journals scanned in the ISI Citation Index (SCI, SCI-E, SSCI and A&HCI) database) and In

exchange for the total number of citations to the reviews in the last 5 years and the number of citations for the last five years appearing in the Googlescholar database) and scientific project studies (supported by the National R&D and Innovation Support Programs, started in the relevant year, BAP, TÜBİTAK, STB, KOSGEB, SSB, TÜSEB, TENMAK, and Other Ministry projects), an academic performance award is given for each of the titles of Professor, Associate Professor and Doctor of Philosophy. The awarding of prizes is based on the scoring method in Appendix 3.

CHAPTER FOUR

Miscellaneous and Final Provisions Cases

Cases where there is no provision

Article 11 (1) In cases where there is no provision in these procedures and principles, the decisions of the Faculty Board shall be applied.

Enforcement

Article 12- (1) These procedures and principles enter into force on the date of their acceptance by the Faculty Board.

Article 13- (1) These procedures and principles are carried out by the Dean of the Faculty.

APPENDICES

1. EDUCATION – TEACHING AWARD APPLICATION FORM
2. EDUCATION – TEACHING AWARD JURY EVALUATION FORM
3. ACADEMIC PERFORMANCE AWARD SCORING FORM

Application form

Course you are nominated for award:

Academic year:

Period:

Number of students:

Letter of Intent

Please explain your reason for nominating this course for this award. (xxx words) Bölüm 1: Eğitim / öğretim hizmeti

WEIGHT: 40%

(1) Please provide information about your teaching/training service in this course and indicate how this service has improved students' learning experience. (xxx words)

Part 2: Innovative learning methods.

WEIGHT: 30%

Please describe how you use the following innovative learning methods to ensure effective education.

	Innovative learning methods	Explanation of how it is used in the course you are nominated
New for the course	Adding web support materials to a traditional course	
	Integrating emerging tools and technologies into an ongoing course	
	Developing a new case or term project specific to a current course	
	Using a new assessment method in a current course	
	Include student development activities in a current course (e.g. independent study, one-on-one mentoring, collaborative scientific research)	
	Making joint case study or project with local industry in a given course	
New for the faculty	Opening a previously unserved course	
	Opening a new interdisciplinary course	
	Open a course designed to meet the specific needs of the industry	
New for general	Using a teaching method that has never been used before	

education services		
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Chapter 3: Contribution to DEU IF Strategic Plan

WEIGHT: 30%

Please indicate how the course you have nominated contributes to the purpose of "Improving the Quality of Education and Training" in the Faculty Strategic Plan and how it contributes to the realization of the relevant objectives:

Purpose	Goal	Contribution of the course you have nominated
Improving the Quality of Education and Training	Promoting Internationalization in Education and Training	
	Continuous Improvement and Development of Education and Training Programs	
	Supporting Education-Oriented Professional Development of Faculty Members	
	Development of Education and Training Infrastructure	
	Developing Students' Motivation for Learning	

Supporting Documentation

Course content

Student course evaluation survey results

Documentation on how innovative learning methods are used (introductory information about the methods used, photographs, video recordings, etc.)

statistical data

Research result

Jury Evaluation Form

Nominated course:

Academic year:

Period:

Number of students:

Part 1: Education / training service WEIGHT: 40%

Grade point average of the students in the course:

Measurement: Class average

WEIGHT: 30%

Student evaluation results of the course:

Measurement: Scale average

WEIGHT: 10%

Part 2: Innovative learning methods.

WEIGHT: 30%

Please rate on a scale of 1 = very low, 7 = very high, the extent to which innovative learning methods are adopted to ensure effective instruction in the nominated course.

Innovative learning methods	Measure of adoption in the nominated course							Weight
	1	2	3	4	5	6	7	
Adding web support materials to a traditional course	1	2	3	4	5	6	7	
Integrating emerging tools and technologies into an ongoing course	1	2	3	4	5	6	7	
Developing a new case or term project specific to the current course	1	2	3	4	5	6	7	
Using a new assessment method in a current course	1	2	3	4	5	6	7	
Include student development activities in a current course (e.g. independent study, one-on-one	1	2	3	4	5	6	7	

mentoring, collaborative scientific research)								
Making a joint case study or a project with local industry in a current course	1	2	3	4	5	6	7	
Opening a previously unopened course	1	2	3	4	5	6	7	
Opening a new interdisciplinary course	1	2	3	4	5	6	7	
Open a course designed to meet the specific needs of the industry	1	2	3	4	5	6	7	
Using a teaching method that has never been used before	1	2	3	4	5	6	7	

Chapter 3: Contribution to DEU Faculty of Business (FOB) Strategic Plan

WEIGHT: 30%

To what extent has the nominated course contributed to the purpose of “Improving the Quality of Education and Training” in the Faculty Strategic Plan and to the realization of the related objectives? Rate 1 = very low, 7 = very high.

Measurement: Scale average

Purpose	Goal	Contribution of the nominated course						
		Very Low			Very High			
Improving the Quality of Education and Training	Developing Internationalization of Education and Training	1	2	3	4	5	6	7
	Continuous Improvement and Development of Education and Training Programs	1	2	3	4	5	6	7
	Supporting Education-Oriented Professional Development of Faculty Instructors/Lecturers	1	2	3	4	5	6	7
	Development of Education and Training Infrastructure	1	2	3	4	5	6	7
	Developing Students' Motivation for Learning	1	2	3	4	5	6	7

Total Score:

Item	Topic	Explanation	Score	Candidate 1	Candidate 2
1	Scientific publication	Number of articles and reviews in journals scanned in the WOS (SCI, SCIE, SSCI and A&HCI) database in the year before the relevant year First Author receives 100% of the score Second Author gets 80% of the score Up next Authors receive 60% of the score.	Q1 – 100 Q2 – 100 Q3 – 50 Q4 – 25		
2	University and University Cooperation in Scientific Publication	For publications scored in Item 1, additional points are given if one of the authors is from outside the university.	Foreign University – Item 1 score of the publication *0.5 Native University – Item 1 score of the publication * 0.2		
3	University & Business Cooperation in Scientific Publication	For publications scored in Item 1, additional points are given if one of the authors is from the business world.	Foreign Business – Item 1 score of the publication *0.5 Domestic Business – Item 1 score of the publication * 0.2		
4	Contribution to Sustainable Development Goals	The publications scored in Item 1 are related to SDG 5 and SDG 10	Item 1 score of the publication *0,1		
5	Number of Citations	The total number of citations in the last 5 years (the oldest year is the date of 01.09 of the relevant year) to all articles and reviews published in the last 6-year period before the relevant year in the journals scanned in the WOS (SCI, SCIE, SSCI and A&HCI) database	Number of Citations * 1		
6	Citation Recognition	Total number of citations to all publications on Google Scholar in the last 5 years (oldest full year on 01.09 of the relevant year)	Number of Citations * 0,2		
7	Number of Projects	A newly acquired project in the relevant year, supported by the National R&D and Innovation Support Programs	INTERNATIONAL ERASMUS 100 EUROPEAN UNION 100		

			OTHER INTERNATIONAL 100 NATIONAL TUBITAK 90 MINISTRY OF INDUSTRY 75 KOSGEB 75 SSB 75 TÜSEB 70 TENMAK 70 BAP 10		
8	Business World Cooperation in the Project	Giving additional points to the realization of the projects within the scope scored in Article 7 with the cooperation of the business world.	Foreign Business – item 7 score of the project *0.5 Domestic Business World – item 7 score of the project * 0.2		
9	Sustainable Development Goals contribution	Projects falling within the scope scored in Article 7 are related to SDG 5 and SDG 10	Item 1 score of the publication *0.1		
10	Science Award	In the relevant year, the members of the institution received <ul style="list-style-type: none"> • YÖK Outstanding Achievement, • TÜBİTAK Science, Incentive and TWAS Incentive Awards, • TÜBA Academy and TÜBA Outstanding Young Scientist Awards • Other National and International Awards 	YÖK (Outstanding Achievement Awards) – 250 Points TÜBİTAK (Science, Incentive and TWAS Incentive Awards) 150 Points TÜBA (Academy and Outstanding Young Scientists Award Program 100 Points) Other National Award 10 Other International Awards 50		
			TOTAL		