



NEAR EAST UNIVERSITY

- Ataturk Faculty of Education
- Faculty of Open and Distance Education
 - Institute of Educational Sciences
 - Distance Learning Center

STAFF HANDBOOK

2016-2017

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1. MISSION AND ORGANISATION

1.1 The Mission Statement and vision

Ataturk Faculty of Education of NEU is committed to produce qualified, dynamic, creative and high calibre teachers equipped with contemporary knowledge and responsibility. As in the past, we are devoted to raising such teachers today and in the future, we feel proud of our commitment. Our devoted faculty members and employees are focused on offering you the best service. The missions of the Faculty of Open and Distance Education are as follows: Keeping up to date regarding technology; Questioning; Researching; Productive and Problem solving; Keeping course content up to date; Following up on global developments; Developing a sense of social responsibility; Internalising democracy; Respectful to ethical values; Secular; Keeping world standards; Facilitating high level of reliability and validity; Proving an environment that provides highest standards for effective communication; Creative; Able to self-criticize; Fostering meta cognitive thinking; Developing new projects; Reformative; Open to new research fields; Providing and organising seminars and conferences; and facilitating various other scientific events relative to the field of distance education. The mission of Institute of Educational Sciences is to ensure a collaboration between academic world and society within the framework of university institute activities, to conduct research services, to contribute to improvements in contemporary science and technologies, to contribute to social life and management, and to have a effective role on national and international education and research projects (<https://neu.edu.tr/academic>).

1.2 Medium of Instruction and Communication

The medium of communication is **Turkish and English** and it accompanies **ALL** activities both inside and outside the classroom.

1.3 Decision-Making

The faculties and institute support their missions by a decision making procedure that has the following main aims:

- to involve students and staff in the decision-making process
- to consult all the relevant parties prior to a decision being taken
- to take decisions which are in line with the mission statement and views of the committees and university's rules and regulations.

1.4 Job Descriptions

In addition to teaching their courses effectively, the academic staff has other duties and responsibilities, such as being committee members, social events, invigilation, attending the meetings. The job descriptions for all members are informed in faculty meetings.

The academic staff (lecturers and instructors) are:

- to provide quality tuition to develop students' academic skills, language competence and breadth of knowledge;
- to publish at least one research article in a journal included in the Social Sciences Citation Index (SSCI) per academic year;
- to undertake specific job-related duties as required to contribute to the development of faculties, institute and the University as a whole;
- to design and develop high quality courses and materials;
- to take responsibility for the fair and consistent assessment of student;
- to ensure professional standards at all times;
- to collaborate with colleagues and contribute to a positive team dynamic;
- to collaborate with faculty members and colleagues to meet and support aims;
- to contribute to the development of high quality tuition throughout the University;
- to teach up to 12 to 15 hours a week, and providing additional tutorial support as required.

1.6 Organisation of Courses

The courses are in line with the requirements of the Higher Education Council (YÖK) of Turkey as well as the Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK) of the Turkish Republic of Northern Cyprus. Each course aims at giving the students a complete set of skills in the relevant field of study to enable them to become expert in the field. Detailed description for each course can be found on the UZEM website.

1.7 University Website

Detailed information about operations is provided in university website.

1.8 List of Abbreviations

NEU – Near East University

YÖK – Yüksek Öğretim Kurulu (Higher Education Council)

YÖDAK – Yüksek Öğretim Planlama, Denetleme, Akreditasyon ve Koordinasyon Kurulu
(Higher Education Planning, Inspection, Accreditation and Coordination Council)

2. PRIORITIES

The priorities of faculties and institute are for effective teaching and learning as well as staff development. There are specific procedures followed in order to promote these key concepts.

2.1 Effective Teaching and Working Practice

The faculties and institute demonstrate a caring attitude to the quality of learning. Not only the students but also the instructors are provided with an effective teaching and learning environment.

All instructors are expected and encouraged to contribute to the betterment of the faculties and institute, communicate with their students, colleagues and the chairperson effectively, challenge their students and maximize their time with them. All instructors in the faculties and institute are also expected to:

- teach effectively
- work for the betterment of the department
- display positive attitude towards the staff and students
- carry out the academic duties effectively.

Continuous professional development is a must in the faculties and institute. The instructors are always given support to seek out professional development opportunities both in and out of the university.

Good performance is recognized and when poor performance is identified, the instructor is assisted to foster improvement. In order to promote this, the following principles and practices are followed.

2.1.1 Positive attitude and behaviour

In order to create and sustain an effective teaching and learning environment, all instructors are required to be positive and constructive with their students and colleagues. Every instructor should be aware of the team spirit and should work to promote it within the principles. These include respecting others and tolerating clashing views as well.

2.1.2 Class visits

At the beginning of each term the Dean and Vice Deans, Director visit each class, introduces himself and observes the class in action for 20 minutes. After each class visit, they hold a meeting with the instructor(s) to talk about the class in general and also about individual students.

Fostering teaching and learning effectiveness is the ultimate aim. Following the initial introductory visits, further class visits are paid by Vice Chair(s) as one way to reach this aim. Through these class visits, the ethics committee administrators have the opportunity to analyse the teaching and learning environment better, identify the strengths and weaknesses of the instructors and students, and thereby help both parties reach their full potential.

Having had a pre-conference, the Vice Chair(s) pay their class visits to specific classes twice a term. These class visits are followed by a post-conference, which enables the observer to have in-depth conversations with the instructors. Good practice is recognized and praised while support is given to the instructors who are in need of assistance.

2.1.3 Academic Staff Appraisals

To ensure the quality of teaching and learning, every instructor is monitored in their teaching, teaching related and non-teaching related duties, attitude and behaviour. Details of how this procedure is followed can be found in the following sections on staff development.

All staff has the right to an appraisal interview at the end of each academic year. This is an opportunity for both staff and administrators to review performance and potential and to identify training and career planning needs.

2.1.4 Outstanding Performance

Academic staff are continuously encouraged to improve themselves in their effort for reaching their full potential. Evaluation of outstanding performance is part of the course evaluation procedures, where students evaluate the courses as well as instructors for a specific semester.

2.1.5 Support and Guidance

The instructors who need assistance are given support and guidance through in-depth conversations, feedback on practice and individual meetings. Occasionally, peer observations are arranged for such instructors in addition to the class visits. They are also given the opportunity to observe a senior academic staff member and have him/her serve as their mentor. This process is overseen and involves the lecturer who needs assistance consulting with their assigned mentor when they need help. These may include formal/informal meetings, class visits and individual feedback sessions.

2.1.6 Problem-solving approach to poor performance

Regardless of teaching or non-teaching related duties, attitude or behaviour, when poor performance is identified, support and guidance are provided. If the action plan is unsuccessful, the NEU Disciplinary Code and Procedures are observed (See the NEU Disciplinary Code and Procedures available at

https://neu.edu.tr/wp-content/uploads/2015/10/ydu_genel_ogrenci_disiplin_yonetmeligi.pdf).

2.2 Advisorship

Advisorship includes registering students to the courses, keeping track of students' progress and planning their graduation. They are also responsible for making sure that students are registered for the correct courses and that they are informed about these courses. This is usually done during the registration period indicated on the academic calendar and includes the following steps:

1. In order to access the Online Registration System of the University, advisors are given individual usernames and passwords. Using these codes, the advisors should access the student's records from the online system and check that these match with their own records of student's progress.
2. The first step of registration is carried out by the students by selecting the courses they would like to take for that particular semester. Then, these selections appear on the advisor's screen as courses to be approved.
3. Advisors check the results obtained by students in the previous semesters from the online registration programme and approve the course selections for the course/courses that they have failed first (if they are offered).
4. Advisors check the courses that the students are supposed to take for that semester and make sure that in cases where there are prerequisite courses, the students have passed those. If there are prerequisites that the students have not taken, then they are registered for those courses.

5. While approving the courses to be given to the students, the advisors should also check the weekly timetable for courses provided. This procedure will ensure that the students will not have any clashes. If the students are regular (have not failed from any of their courses up to that semester), then there are no clashes on their timetables.
6. Advisors should be extra careful about approving course registrations for courses that may clash. Clashes on the weekly timetable should be avoided where possible. If the advisors decide that the students should take courses that clash, then the clashing hours should not be more than one weekly class hour for each of the courses taken. Otherwise, the students risks failing from attendance. In such cases, where students are registered for courses that clash, they must be especially notified about their possibility of missing classes. In addition, course instructors should also be informed by the students' advisor.
7. If the student requests to take more than the required number of courses in one semester, then the students' Grade Point Average (GPA) needs to be taken into consideration by the advisor. If the GPA is below 3.00, the student cannot take any extra courses. In addition, if the student fails to meet the set Cumulative Grade Point Average (CGPA) for each semester (these criteria are set by the University and details can be found in the Student Handbook), he/she will receive an "Academic Incompetence Warning." This warning means that if the student does not meet the minimum CGPA criteria again for the following semester, he/she will not be able to continue his/her education at the university. Students who receive a warning can only register for courses up to 60% of the required credits for the new term. In addition to their new courses and the courses that they have previously taken and received FF, FD, or U , these students will need to repeat previous courses from which they have got DC or DD in order to increase their CGPAs. It is the advisors' responsibility to inform the students regarding such requirements/warning statuses.
8. If there are courses which students have selected but are not appropriate for them to enrol, then the advisor denies this selection.
9. Once the selected courses are approved, students can see the courses they have registered on their student accounts. Lecturers can also see students in their class lists. If courses are not approved by the advisor, then students will not appear in the class list and will not be able to take any grades for that course.
10. The advisors should inform the students that they are not allowed to attend a course for which they are not registered. If they do, their grades cannot be entered into the online system and they will need to take the course again in the following semester that it is offered.

11. At the end of each semester, the advisors enter the final grades of their students for each of the courses that they are registered to in the files that they keep. These are meant to be references for the advisors to help students monitor their progress.
12. Advisors are responsible for any problems/issues related to students' registration at any point in time.

Advisors also help students when selecting their elective courses in throughout their academic lives. The electives offered in each term may differ depending on the availability of instructors and course content. The list of courses offered in a specific semester is provided to the advisors at the beginning of the semester by the department.

In addition to academic advising, it is the advisors' responsibility to assist their students with other issues that may be non-academic (e.g. health issues or family problems they may have). Detailed information is provided in Einstein system.

2.3 Staff development

It is essential for the academic staff to have a desire to develop themselves continuously. They are encouraged to be receptive to recent developments in the field of education and apply that knowledge to their classes. Center of Excellence and DESAM provide opportunity for staff development.

2.3.1 Levels of Staff Development

Staff development is observed at Micro and Macro levels.

Macro level: Support to instructors at macro level consists of:

- PhD opportunities
- Workshops
- Conferences
- Seminars

Micro level:

- Organising and/or attending workshops, discussions, presentations
- Reflecting on teaching
- Pre-post conferences before and after class visits
- Senior staff members mentoring new instructors
- Peer observations
- Observations of senior academic staff members' classes

- Feedback
- Appraisals

Funding for international conferences and scientific publications are offered to academic staff members through the University's Centre of Excellence. A total of 700 Euros is available for academic staff to apply for each conference they would like to attend as presenters. There is no limit for the number of applications per year. However, the decisions regarding approval of funding are strictly based on the applicants' previous academic performance and publications. Applicants whose abstracts are accepted by the conference organizers should apply to the Centre of Excellence directly via e-mail. A copy of the accepted abstract, the conference programme and the receipt of the payment made for the conference fee should be attached to a cover letter when such an application is submitted. Further information regarding this procedure can be found on the Centre of Excellence's website:
(<https://neu.edu.tr/academic/research-centers/center-of-excellence/>)

Records of all conference participations are kept in the staff files of the academic personnel and are reviewed annually during appraisal meetings and performance assessment meetings.

3. UNITS AND COMMITTEES

As indicated in the organisational structure, there are units and committees. Each of these units deal with different aspects of teaching and learning as well as staff development in order to ensure that quality educational services are provided.

4. PROCEDURES

4.1 Preparation of Course Outlines

Each instructor is responsible for designing their course outlines for the courses they teach during the semester. Einstein system provides opportunity to form outline.

4.2 Examinations

There are two official exam periods in each semester, dates for which are indicated on the academic calendar as well as on individual course outlines. Examinations are held in accordance with a published timetable.

It is the instructors' responsibility to review the list of registered students and identify the number of classrooms and invigilators they will require for each of their courses. They are then expected to inform the Chairperson about these and any other requirements.

The format of the exams may differ from course to course but the majority of the courses require students to answer essay type questions rather than multiple choice questions. An instructor may ask for a take-home exam (in such exams questions are given to students to be completed at home), an open book exam (students are asked to use their course books and/or notebooks to answer the questions as well as their own comments), or require a project, a presentation or a portfolio. Besides these exams, each course may have different requirements such as reports, assignments, presentations, projects, essays, etc., by which students will be evaluated. These decisions are made by individual instructors and are indicated on the course outlines, which are then approved.

When sitting for the exams, students must bring their University ID cards with them to the examination room. For the final exams, students are also required to bring their final exam entrance slips showing that they have fully paid their tuition fees. These are checked by the University's security. Students are not able to sit for their final exams if they do not have their exam entrance slips and their University ID cards.

The mid-term exam results are generally announced within a week time. Instructors are responsible for showing students their exam papers a week after the exam period in class. These should include feedback regarding language as well as content. Instructors should also announce the results on their personal websites. These announcements should be made using students' numbers rather than their names for ethical reasons. Finally, instructors should also send their midterm and final exam results.

4.2.1 Discipline Committee

The faculties and institute operate a zero tolerance policy in relation to cheating in examinations. Unauthorised material includes any notes/documents on students and non-permitted equipment/devices (e.g. a mobile phone and/or a tablet). At the beginning of each exam, students must be asked to put all of their notes, bags and mobile equipment (including mobile phones) on the instructor's desk.

If invigilators spot students with unauthorised material in their possessions, including any information on a part of their bodies or on clothing, it will automatically be assumed that cheating has taken place. The invigilator should wait for the student to finish and submit his/her paper. If a student is caught cheating, his/her paper will be signed by the invigilating instructor at the end of the exam, indicating that the student has been caught cheating and the course instructor is to be informed immediately after the end of the exam. The student is also informed of the situation immediately after the end of the exam in order to prevent any confrontation that may disturb other students. The student receives "0" (zero) for that

particular exam and this is incorporated in his/her final grade. There is no make-up exam for a student who gets zero from an exam because of cheating. It is possible that the case is also taken to the Discipline Committee, where the disciplinary procedures explained in the Code of Discipline for Students (can be accessed on: <https://neu.edu.tr/administration/regulations/general-student-discipline-regulations/>) will be followed.

4.3 Evaluation of the Learning Environment

The priority is to establish and maintain an orderly and effective learning environment, and to establish good rapport with students.

4.4 Resources and Facilities

The University Bookstore offers the opportunity to purchase new textbooks. It is the responsibility of the lecturer to provide the bookstore with the titles of books needed for a course. These are then listed on the University Bookstore's website and can be purchased by the students. Please see the section on *Materials and Exam Coordination Unit* for procedures on how to order coursebooks.

Information about physical resources (books and materials) is available online at <http://library.neu.edu.tr>. Instructors may connect to the EBSCO Academic Search, and eBook databases via the Near East University Library. The EBSCO Academic Search is accessible online and provides the full text of articles from more than 7,790 academic journals. EBSCO Academic Search also includes the full text of some 2,644 journals, 705 book reviews, 194 trade publications and 187 newspapers. The other resources such as IEEE Explore, ISI Web of Science, Ovid-LWW TA, Science Direct, Ulakbim Turkish Databases are also accessible online at <http://library.neu.edu.tr>. In order to access these resources, academic staff should contact the library (Ext: 534) and receive their online access codes (username and password). With these codes, staff can access the library resources off-campus as well.

4.5 Induction

A series of seminars for the new colleagues are provided. The aim is to assist the new staff to get familiar with the academic environment and inform them about the procedures to be followed concerning the teaching and learning processes. The induction takes place at the beginning of each semester in the first meeting of the faculties and institute.

4.6 Communications

The faculties and institute are committed to maintaining effective communication among colleagues. Therefore, the staff is regularly informed about any events, updates or notifications through their NEU e-mail addresses. Minutes of each departmental meeting are also sent to the academic staff via e-mail.

4.7 Academic Calendar

Academic Calendar states the commence of the new semester, the registration week, add-drop and withdrawals' deadlines, the midterm and final examination weeks, any national holidays, winter-break and summer holidays. This is available online at <https://neu.edu.tr/academic-calendar/>.

4.8 Forms

There are a number of official forms that are used to uphold data and provide services for students, academic staff and administration.

5. CODE OF PROFESSIONAL PRACTICE

5.1 Monitoring Student Attendance

Students have to attend 70% of classes for each course. This means 12 hours of absence for a course. It is necessary for the instructors to keep a record of the student's attendance. Instructors should let the students know if their absence is getting close to 12 hours. If any student is absent for more than 12 hours in any particular course, this results in an NA (Never Attended) grade. A student with an NA grade does not have the right to take the final exam, make -up exams, re-sit exams or graduation make-up exams for that particular course. Moreover, the student is required to register for that course in the next term that the course is offered.

Attendance sheets are kept by the instructors in their class files. Instructors take the full responsibility for the security of the attendance sheets and the class files of their courses. These documents are by all means confidential.

Students need to sign the attendance sheets that are presented to them at each hour of the course. Instructors are responsible for keeping track of these signatures throughout the term and inform students of their attendance levels. For some courses, these attendance records may be incorporated into students' final grades in the form of marks for attendance and/or

participation. Instructors may also put these lists of attendance on their personal websites so that the students can easily keep track of their attendance.

Medical notes may be accepted by individual instructors for the courses that they are teaching. In such cases, students need to write a petition concerning the reason for their absences and hand it in to the AAs together with their medical report. Other written proof of the reason for absenteeism on the part of the students may be considered. In such cases, the written document together with the petition is evaluated. If the reason for the absence is approved, the instructor accepts the document for non-attendance and students are not marked as absent for the specified dates.

Students are expected to be on time for all of their class hours, including the morning classes, which start at 09.00. Five minutes of lateness is allowed only for accurate excuses. Otherwise instructors have the right to mark the late-comers absent. If students are late for the class without any accurate excuse, they need to wait for the break time to join the next class hour. It is the responsibility of the instructors to inform their students about these regulatory procedures at the beginning of the term.

Students are expected to come to the class prepared for their courses. They are also supposed to bring the course materials and the assignments to the class with them. Instructors have the right not to accept students to the classroom if they do not have their materials or assignments with them. In such cases, students may be marked absent. In order to avoid any misunderstandings, students should be informed about this policy at the beginning of the term.

Instructors must resist the requests of students on marking them present when they are in fact absent. The attendance sheet is a legal document and should be archived just like any other assessment document, such as exam papers. Thus, no change can be applied to the attendance records once they are recorded.

5.2 Record-keeping

5.2.1 Class Files

For every course that an instructor teaches, he/she should keep a class file. Instructors are supposed to keep records of the work that is done throughout the course by the students and put these records into the class files. These usually include the mid-term exams, quizzes and final exams as they are formal documents of the course. If there are other materials that are assessed, such as projects, term papers, reflective essays or portfolios, they should also be archived by the instructor of the course. Attendance sheets should also be kept in class files as

they are confidential and may be part of the assessment process. It is necessary that these are kept accurately as they are important parts of the assessment process. All exams are kept by the lecturers for two years and then they are put in the archive room for another year.

5.2.2 Computerised Record Keeping

The Online Registration System of the University provides lists of courses offered in the Department, course instructors, students enrolled in specific courses for specific semesters as well as students' past grades, grade point averages for each semester, cumulative averages, and letter grades for all the courses they have taken. This system is also used to register students at the beginning of the semester and to enter their letter grades at the end of the semester by the instructors. In order to use this system, instructors should contact the Innovation Centre of the university (extension: 339) to obtain a username and a password. They should also be identified as student "advisors" in order to be able to enter letter grades into the system.

5.3 Time Keeping

It is important that all instructors start and finish their classes on time. Classes can only be rescheduled with the permission of the Chairperson of the Department. Classrooms allotted/allocated for courses and posted on the door of each classroom can only be changed with the permission of the Chairperson of the Department. All instructors have to be present in their offices for their indicated office hours.

It is imperative that all instructors meet the deadlines given for any specific task for quality to be achieved. Failure to meet the deadlines may result in Disciplinary procedures to be followed.

5.4 Absenteeism from Work

It is imperative that any member of academic staff informs regarding any urgent absenteeism. AAs should be informed by phone (0392 6802000 –Extension: 110) by 8:30 at the latest on the day of absence. Staff should provide information about the reason for absence, together with expected length of absence, details of work to be covered, and other commitments, e.g. meetings, training courses, etc. This also applies on days when there are office hours or project work.

5.4.1. Absence due to Illness

Instructors are requested to bring in or send a sick note within three days of illness. The University requires a medical report from a state hospital or the University Hospital covering all

days of absence. In exceptional circumstances, a medical report from a private hospital may be acceptable at the discretion. This should be approved by the university hospital with a stamp.

5.4.2 Approved absences (unpaid leave requests, institutional commitments, etc.)

All arrangements for approved absences, such as unpaid leaves or absences due to conference attendances or institutional commitments, should be supported by written documentation. There can be no informal arrangements made. Instructors must submit a written request as far in advance as possible mentioning the start and end dates for the absence as well as explaining the reason(s) for the absence.

5.4.3 Legal Leave

All legal leaves are given according to the Labour Legislation.

5.4.3.1 Maternity Leave

Female staff members have the right to maternity leave for 56 days before the expected date of the delivery. If there is more than one child expected, two more weeks are added to this period both before and after the expected delivery date. The starting date for this permission is to be based on a doctor's report considering the expected date of delivery. Photocopies of the report should then be given to faculties and institute and the Personnel Department of the University at the beginning of the leave and the original is kept by the mother.

Following normal delivery, female staff members are also given 56 days. Before being discharged from the hospital, copies of the Birth Report should be obtained. After the birth, copies of this report should be submitted to the Personnel Department of the university. Expecting female staff members may waive their right for maternity leave until two weeks prior to the expected date of delivery, provided that they have an approved doctor's report explaining that they are fit for work. In this case, the days that were waived before birth can be added to the time of maternity leave following delivery.

In addition to the maternity leave, the mother may be granted up to 6 months unpaid leave starting from the termination of maternity leave following the procedures for leave of absence above.

5.4.3.2 Leave for Fathers

A father is granted three days leave after the birth of his child.

5.4.3.3. Feeding Leave

According to the Labour Legislation, full-time (8 hours a day) working mothers are entitled to have 1.5 hours of feeding leave per day for one year. However, as the daily working hours for academic staff is dependent on their semesterly timetables, this may not be applied. If this leave is requested by the female staff, arrangements must be made with the Chairperson of the Department at the beginning of each semester accordingly. Procedures explained in the earlier sections should be followed for requests of official leave.

5.4.3.4 Honeymoon Leave

Three days leave is granted to the staff member who is getting married, including the wedding day. These days should be used immediately following the wedding. The Department should be informed about this leave request in writing well in advance.

5.4.3.5 Marriage of Offspring

Two days leave is granted for the marriage of a staff member's child.

5.4.3.6 Compassionate Leave

In the case of death of a family member (child, spouse, father, mother, brother or sister) three days leave is granted. As noted above, other compassionate leave may be granted at the discretion of the Chairperson of the Department. This may entail the Department asking the staff member to make up for the time at a later/earlier date. All requests for such leaves need to be made in writing and records are kept by the Department.

5.4.3.7 Annual Paid Leave

All academic staff members are officially entitled to one month paid leave. Any further paid leave is at the discretion of the Chairperson of the Department.

5.4.3.8 Unpaid Leave of Absence

Apart from the right granted to the female staff members to take unpaid leave following their maternity leave, staff can apply for an unpaid leave of absence for the duration of maximum one academic year if they have academic commitments (e.g. completion of PhD dissertation). This request must be made officially in writing and should be renewed every year in cases where the leave is required for more than one year. Approval of this request is at the discretion of the Chairperson of the Department. At the end of this leave, the staff member should provide the department with the required documentation (e.g. completion certificates, diplomas, etc.).

5.4.4 Cover for Absenteeism

Instructors who do not have a sick note should make up for their absenteeism. Instructors who have a sick note for their absenteeism should also arrange make-up hours for their

teaching/office hours. Absenteeism which takes place on a non-teaching day is made up at a later day through Department cover or other school activities. Such duties are documented by the Department via a letter, which is kept in the staff member's file.

5.5 Meetings

Throughout the semester, there may be several meetings to be held regarding various issues. Participation in all institutional meetings is compulsory, and staff members are expected to be present at these meetings on time. Non-attendance at a meeting is only possible for a serious/emergency matter. In such cases, prior notice should be given by informing the Chairperson with the reason for the absence.

There is a specific time allocated every week for departmental meetings. This is indicated on the time-tables of individual instructors as such and no teaching time is allocated for those hours. If staff fails to attend these meetings, they will be asked to report to the Chairperson. The purpose of these meetings is to inform staff of recent developments, future plans or to discuss issues related to the teaching and learning context. The staff members are encouraged to contact the Chairperson of the Department before each departmental meeting regarding any issues that they would like to be raised during the meeting and these are then added to the agenda and are opened to discussion. The duration of each meeting varies based on the issues on the agenda.

5.6 Timetables

The teaching timetable normally operates with contact hours between 09:00 and 17:00. Depending on the requirements of specific courses and levels, the timetable schedule may be subject to modification. The teaching hours for postgraduate courses are usually between 14:00 and 20:00.

Instructors' timetables are prepared by the Chairperson, who also allocates courses and hours to each instructor. There will normally be only one instructor for each class. Each instructor is also allocated one working day as a "non-teaching research day." Instructors are also required to indicate four office hours per week, which will be added to their weekly timetables and will be displayed on their office doors. If necessary, additional days will be agreed upon during the term. In addition to the four weekly office hours, instructors will be asked to carry out job-related duties, such as attending standardization sessions and invigilating. These are not indicated on the displayed timetables.

5.7 Invigilation and Marking of Exams

During the examination periods, which take place two times in each semester (mid-term and final exams), all instructors are required to prepare the exam questions for their own courses, invigilate exams (their own and when necessary another instructor's), and mark the exam papers for their own courses. Teaching timetables and office hours will be suspended during examination periods.

If there is team-teaching or the course is coordinated, then instructors will be required to attend standardisation meetings for reliable assessment of the students' work. These meetings are usually organised by the course coordinators and the results of the final marking are also discussed in a team meeting.

5.8 Responsibility for the Building

All members of staff are responsible for looking after buildings, facilities and equipment.

If all staff are firm in dealing with misbehaviour, this will greatly help to establish a calm and orderly atmosphere within the Department. If anyone acting suspiciously in/around the buildings is spotted, the security guards should be informed immediately. This can be done 24-hours a day by dialling "0" (zero) on an internal phone or by dialling the university's phone number (0392 6802000) and then dialling "0" (zero) on an external phone.

Rooms are usually locked and the keys are kept. If an instructor uses any of such rooms with equipment, he/she is responsible for keeping the room and the equipment safe.

Staff are required not to smoke within the building as this is against the "Protection Against Harms Caused by Tobacco Products and Its Inspection" Act by the Ministry of Health. The penalty for failing to abide by this law is 10% of the minimum wage.

5.10 Conduct

As professionals in an academic context, all staff members are expected to act in a dignified, respectful and constructive manner. Any member of staff coming to work in a state unfit for carrying out their duties due to the effects of alcohol or drugs, or unsuitably dressed, will be required by the Chairperson of the Department or any member of the administrative team, to leave the University premises immediately. Disciplinary action may be taken.

Under no circumstances may an instructor give private tuition to any student or be involved in any other income-generating activity. Doing so will result in disciplinary action.

Any staff member wishing to publish/translate a book or article is requested to inform the Chairperson in writing of their intention to do so, together with an outline of the content, targeted publisher and the date. The Chairperson may then seek further clarification if the content is considered to be problematic in any way.

Use of any material produced for courses, self-access, tests, training programs and workshops, and official handbooks, without the consent of the Chairperson and the writer, constitutes theft of intellectual property. If anyone wishes to include such material in their publication, or to make use of it in any capacity or forum, permission from the Chairperson and the writer is required and acknowledgments should be made accordingly.

Staff may not use institutional time, facilities or resources for personal reasons. If anyone wishes to do so, they are requested to gain permission in writing from the Chairperson, who may or may not grant it.

It is forbidden for staff members to sell and receive money for goods (e.g. books) from students or staff. The selling of material/articles/books published by staff is to be conducted through officially recognised channels, such as bookshops and university-approved stands. Failure to abide by these guidelines constitutes professional misconduct, and will result in the University taking appropriate, immediate disciplinary action.

Any staff member wishing to work as an examiner for another testing body is requested to first receive approval from the Chairperson.

Any instructor disclosing confidential information entrusted to them in the course of their duties, e.g. circulating test papers, revealing test results before being authorized (this includes giving any indication to a student of his/her success/failure) will be subject to disciplinary action.

An instructor losing school property loaned to them in order that they carry out their duties, e.g. laptops, textbooks, CD players, etc., will be required to pay the current market cost of the lost item.

5.11 Complaints

Any issues/concerns/complaints can be raised in written form. Depending on the nature of the complaint, the Chairperson can direct the issue to one of the Units within dealt or can develop an approach to deal with the issue in the best possible way. In dealing with any complaints, the University's administrative regulations and procedures are followed.

5.12 Disciplinary Procedures

When staff fail to maintain the expected standards of performance according to the laws and regulations defined on the Universities website (<https://neu.edu.tr/administration/regulations/regulations-for-departmental-academic-organization-and-operations/>), they are condemned to the problem solving approaches registered on the site in question.

The period for improvement following a discipline discussion is approximately two months. This period is only given according to the importance of the situation or fault discussed. If a time period is given and finalized, and the staff member does not change or improve, it will be concluded that learning has not taken place. Therefore, the Chairperson will apply disciplinary penalties according to the Code of Conduct of the Near East University (see <https://neu.edu.tr/rektorluk-ve-idari-personel/yonetmelikler/?lang=tr>).

Disciplinary action may lead to immediate dismissal in the following situations: **a)** if problem-solving does not achieve the desired results, namely an improvement in performance **b)** the conduct of the staff member is either prejudicial to the interests or constitutes gross professional misconduct. Examples of such conduct include disclosing confidential information, failing to maintain procedures and standards required by the assessment system, involvement in political or disruptive activity, giving private tuition to Near East University students, being in an unfit state for work due to alcohol or drugs, using property and premises for personal purposes without obtaining prior permission, failing to respect the specified procedures with regard to publications and intellectual property, engaging in the exchange of goods for money on school premises, exploiting students by seeing them as a market for financial gain and failure to follow absenteeism procedures. The penalties are as stated below.

5.12.1 Disciplinary Penalties

The Code of Conduct and disciplinary procedures to be followed when the code is broken can be found online at <https://neu.edu.tr/rektorluk-ve-idari-personel/yonetmelikler/?lang=tr>.

ARTICLE 4. Disciplinary penalties are as follows:

- a) Warning:** A written warning stating that the individual should be more careful in his/her role and behaviour.
- b) Condemnation:** A written warning stating that the individual's role and behaviour is inappropriate.
- c) Dismissal from an Administrative Post:** Dismissal from administrative posts including the Rector's Office, the Faculty Deanship, the Director of Graduate Schools, the Departmental Chairperson, the Head of an Arts Faculty, Head of a Science Faculty.

- d) Salary Reduction:** A reduction between 1/10 and 1/8 of the gross monthly pay.
- e) To be Considered “Retired” from the Post:** the individual is considered to be dismissed from the post voluntarily.
- f) Termination of employment at the Near East University:** This sort of penalty entails never to be hired again by any unit of the Near East University.

ARTICLE 5. The actual behaviours and conditions that may result in a **Warning** are as follows:

- a)** acting recklessly or disorderly in completing the expected tasks on time, in accomplishing the given tasks according to the institutions rules and regulations, in completing tasks based on the rules and regulations of the institution and the safeguarding, the use and the maintenance of official documents, tools and materials.
- b)** coming to work late, leaving work early and leaving the workplace without any excuse or permission.
- c)** not abiding by the savings measures determined by the institution
- d)** making improper applications or complaints
- e)** not performing or acting in accordance with the title/post
- f)** showing indifference or ignorance to work and colleagues
- g)** violating the dress code
- h)** acting against the co-operation principle of the University
- i)** not acting and behaving in a manner appropriate for a faculty member in terms of their relations with students
- j)** spreading/leaking speeches made and decisions taken within the University’s units to outside sources without any authorisation and without any specific reason. (Applications made to official authorities due to legal reasons are outside the scope of this decision).
- k)** not answering questions asked by administrative units that are authorised by the laws, by-laws and regulations on time and without any reason
- l)** not taking care of the training of staff who report to them

ARTICLE 6. The actual behaviours and conditions that may result in a **Condemnation** are as follows:

- a)** acting improperly in completing the expected tasks on time, in accomplishing the given tasks according to the institutions rules and regulations, in completing tasks based on the rules and regulations of the institution and the safeguarding, the use and the maintenance of official documents, tools and materials.
- b)** acting or being disrespectful towards the person in charge in the course of duty.
- c)** acting against the reputation and trustworthiness of an academic staff member of the Near East University when off-duty.
- d)** using Near East University’s vehicles, equipment and the like for personal issues.

- e) losing a document, equipment and the like that belongs to the Near East University.
- f) maltreating colleagues, staff that report to them, students or the owners of the University.
- g) abusing/harassing colleagues or Chairpersons verbally or by action.
- h) acting out of general moral and ethical rules within the University's premises and writing texts or drawing signs or pictures of such nature.
- i) disturbing the Near East University's peace, poise or working conditions.
- j) underreporting or reporting incorrectly or not reporting at all the conditions and situations that need to be reported to the relevant units within the University.
- k) giving private lessons to the students of their faculty, the graduate school or the department for a fee.
- l) causing situations in favour of or against faculty members/colleagues by spreading/leaking speeches made and decisions taken within the University's units to outside sources, except for legal authorities, without any authorisation and without any specific reason.

ARTICLE 7. The actual behaviours and conditions that may result in a **Dismissal from an Administrative Post** are as follows:

- a) gaining any sort of benefit under any label, that is outside the legislation of the institution, from the institution under his responsibility or any other related enterprise directly or via an intermediary
- b) not applying or abiding by the decisions or orders, which are within the rules and regulations of the University, given by an upper administrator or committee
- c) not taking the necessary precautions to make sure that there are suitable working conditions for productive or peaceful work or not dealing with the behaviours that may disturb the peaceful working environment or supporting, provoking or reinforcing such behaviours
- d) resisting to submit the annual report, which must be submitted at the end of every year according to the legislation, without any reasonable excuse or not doing the inspection required by the legislation
- e) not gathering the committees despite written warnings
- f) negligence in managing the unit under his administration or not carrying out the duties required by the legislation

ARTICLE 8. The actual behaviours and conditions that may result in a **Salary Reduction** are as follows:

- a) deliberately failing to complete the given orders and tasks properly and on time, not completing or fulfilling tasks set by the institution when on duty, not protecting, maintaining or misusing task related official documents, tools or materials
- b) being absent for 3-9 days or (for part-time staff members) being absent for 12-36 hours

without any permission or excuse that is accepted/approved by the institution.

c) using the Near East University's official documents, tools, materials and the like for personal gains.

d) lying or giving false information to administrators/managers.

e) maltreating/abusing or threatening colleagues, staff that report to them, students or the owners of the University.

f) using or helping the University's premises to be used for meetings, ceremonies and similar purposes without any authorization.

g) briefing or spreading information regarding official matters to the press, news agencies or radio and television agencies without authorization (excluding scientific discussion and comments).

h) causing situations in favour of or against faculty members/colleagues by **spreading/leaking** speeches made and decisions taken within the University's units to outside sources, except for legal authorities, without any authorisation and without any specific reason

i) attempting to gain any sort of benefit under any label, that is outside the legislation of the institution, from the institution under his responsibility or any other related enterprise directly or via an intermediary

j) tearing off programmes and the like, modifying, drawing on or dirtying any administrative announcement that is approved by the administration.

k) tampering work related documents in their possession, using or helping others to use such tampered documents.

l) using or helping others to use any premises within the borders of the University or its units without any permission or authorisation.

m) not attending an announced meetings without an appropriate excuse.

n) taking students, workers outside the premises by using force and violence, preventing work, or forcing or encouraging or forcing students to perform such behaviours.

o) discriminating based on one's language, race, sex, political opinion, philosophical belief, religion and sect when on duty.

p) requesting gifts directly or with the help of a third party and accepting gifts to gain benefits even when off duty, requesting/taking loans from the students or the owners of the University.

ARTICLE 9. The actual behaviours and conditions that may result in a **To be Considered "Retired" from the Post** are as follows:

a) being absent for 10 consecutive days or (for part-time staff members) being absent for 12-36 consecutive hours without any permission or excuse that is accepted/approved by the institution

b) Not attending meetings without permission or an excuse consecutively two or three times in a year

ARTICLE 10. The actual behaviours and conditions that may result in a **Termination of Employment** are as follows:

- a)** paid or unpaid, officially or unofficially, working in another institution, taking on extra duties or owning a private business, without any permission from the Near East University's Rectorate.
- b)** preventing or trying to prevent a course, a seminar, a conference, laboratory, graphics work, an exam or academic work from taking place for any reason.
- c)** using someone else's scientific work or any other work without specifying the source as though it is his/her own, plagiarising without stating the borrowed source.
- d)** for full-time staff, not attending work for a total 30 days in a year and for part-time staff not attending work for 80 hours without any permission or an acceptable excuse that is approved by the University.
- e)** harassing their managers, colleagues or students by action.
- f)** behaving in a shameful or embarrassing manner that is not suitable for a faculty member.
- g)** announcing confidential documents without authorization.
- h)** becoming a member of an illegal organization or contributing or taking part in such an organization.
- i)** reinforcing or provoking university students or members to take part in a disciplinary crime that may interrupt the working of the Near East University's units.
- j)** using drugs.
- k)** searching, confiscating others' belongings, deliberately opening others' mail and the like or provoking others to do or take part in such activities when on duty.
- l)** forcing or reinforcing someone or a group to organise a criminal action or take part in such an action or give false testimonies or show false evidence or accept a crime.

5.13 Grievance Procedure

Members of staff who have a grievance in connection with their work should firstly discuss that grievance with their Chairperson. If the matter is not resolved, it is then discussed with institutions rector's office whose decision or decisions shall be final.

In the case of the Chairman reference can be made to the rector's office.

5.14 Staff Files

Each member of academic staff has a personal file kept. In these files, individual staff member's CV, copies of diplomas, copies of certificates, records of conferences attendances (optional),

annual leave request forms, records of absenteeism and records of previous appraisal forms are kept. For foreign staff members, a copy of their passport is also kept in their personal files.

5.15 Renewal of Contracts

Contracts are renewed annually following appraisal meetings with the Chairperson of the Department at the end of each academic year. Exceptions include members of staff expressing their intention to leave their post temporarily or permanently (three months' notice mandatory) or being dismissed on disciplinary grounds. Applications for temporary (unpaid) leave are evaluated on an individual basis.

5.16 Applying for Posts at NEU

Members of staff who are interested in applying for positions within the university must inform the Chairperson of the Department of their wish to do so in advance (three months' notice mandatory). All instructors who wish to apply for positions (teaching or otherwise) outside the institution should alert the Chairperson of the Department in a timely manner so that alternative arrangements can be made.

5.17 References

Reference letters can be provided by the Chairperson of the Department and Institute on request. References are issued on behalf of the Near East University as the employer and sent directly, and confidentially, to the institutions requesting them.

5.18 Security of Staff, Students and the Buildings

Security officers stationed around the campus are responsible for the security of staff and students using the buildings. Visitors are not required to report to any member of staff, administrative or otherwise. In cases of emergency, security officers can be contacted by dialling "0" (zero) from any internal phone line.

5.18.1 Use of the Buildings outside the Normal Working Day

Offices and classrooms are not accessible outside of working hours.

5.18.2 Students Using the Building outside Working Hours

Students do not have access to the classrooms as the buildings are locked after 20:00.

6. STUDENT RELATED ISSUES

6.1 Institutional Ground Rules

The Students are required to abide by the Code of Conduct established by the Near East University (NEU). Within the Department, students have the right to:

- express themselves freely
- expect respect for their individuality
- make complaints and write petitions
- use The Department's and the university's facilities
- receive quality tuition
- be treated fairly

They are also expected to:

- use English at all times
- be on time for every class
- come to class prepared by reading the assigned materials
- refrain from talking on irrelevant matters and contribute to the class discussions
- refrain from using any mobile equipment, especially mobile phones in the classrooms

6.2 The Student Code of Discipline

Students who violate any article in the Student Code of Conduct will be reprimanded or penalised based on the nature of their behaviour in accordance with the disciplinary procedures. Students are required not to:

- endanger the safety and well-being of others
- behave inappropriately

- disrupt activities, teaching and learning
- damage school property

6.3. Expectations of Students and Discipline

Discipline has its basis in sound and consistent classroom management practice. Essential to successful classroom management is the agreement of expected codes of behaviour in the classroom and the Department:

- Students and instructors are expected to keep a professional relationship characterised by courtesy and mutual respect and avoid doing actions that may be disruptive towards such a relation.
- It is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and it is the responsibility of the student to cooperate in that attempt.
- The instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class.
- Students are expected to obey the general rules of conduct within the department and act respectfully towards their instructors and fellow students at all times.
- Students should also be on time, both for their classes and any appointments they may make with any departmental staff. This includes the appointments made during the office hours of the instructors.
- Students are responsible for checking their instructors' websites as well as the Department's website for any information and announcements regularly through Einstein system.
- It is the students' responsibility to check any updates to the course and exam schedules via the University's and/or individual instructors' websites.
- Students are expected to participate in the lessons. Participation includes answering questions posed by the instructor as well as taking part in and contributing to the class discussions.
- It is strictly forbidden to use mobile phones in the classrooms. Students should either turn their phones off when in class. If a mobile rings in the classroom, the instructor has the right to ask the student to leave the room.
- Students should refrain from talking in class unless they are asked to do so by their instructors. The instructors have the authority to ask any student to leave the classroom if they believe that the student(s) is interfering with the other students' learning.

- Students are discouraged from eating in the classroom although individual instructors may have different policies regarding eating and drinking in the classroom. Students should check with their instructors about their policies.
- Students are expected to come to class ready for the course. Students are required to bring the related material to the classroom. In many courses, the instructors require students to read the material before coming to class. Instructors will not accept students to class without their books/ materials.

6.4 Discipline: Decision-Making

The University's regulations with respect to student discipline is followed, which can be found on the University website (https://neu.edu.tr/wp-content/uploads/2015/10/ydu_genel_ogrenci_disiplin_yonetmeligi.pdf).