

— ISTANBUL —  
**OKAN UNIVERSITY**  
**FACULTY HANDBOOK**





— ISTANBUL —  
**OKAN UNIVERSITY**



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## **Disclaimer**

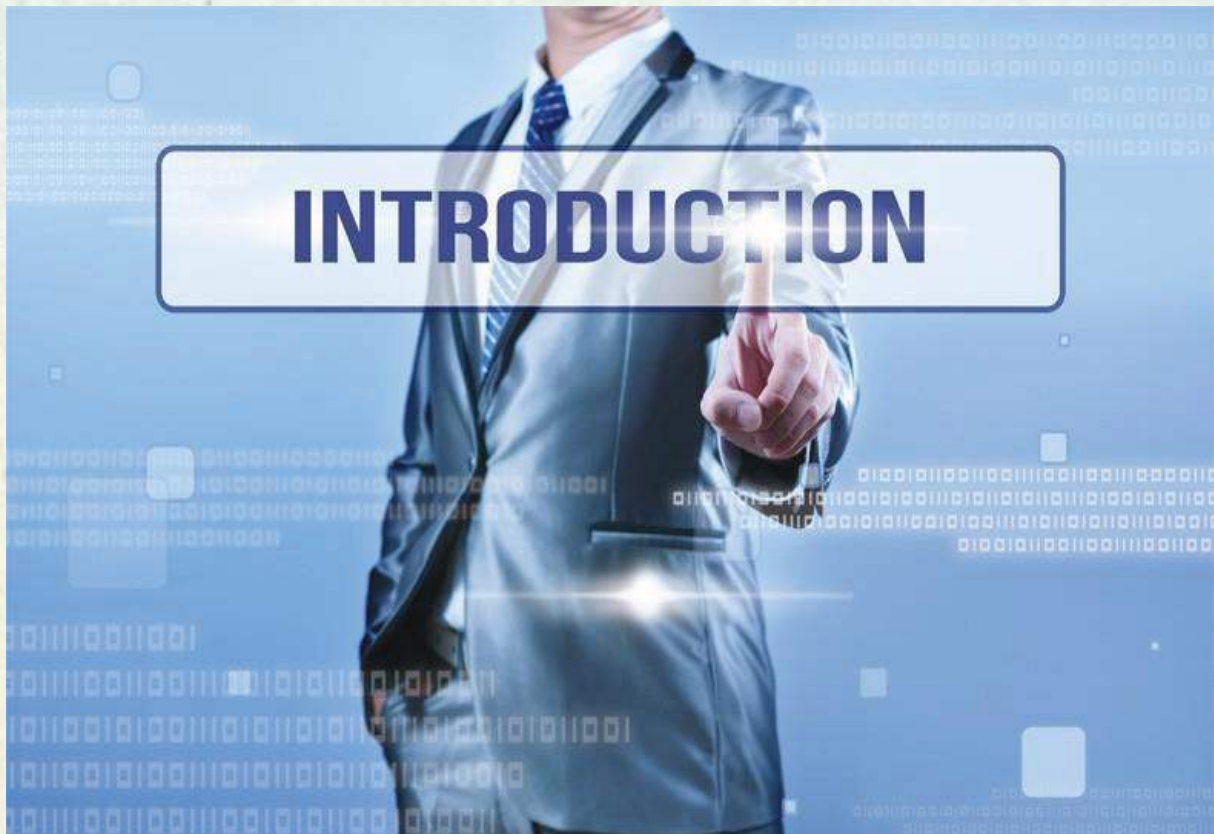
Nothing in this Faculty Handbook constitutes a contract, express or implied. Okan University, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policies in this manual at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Faculty Handbook shall apply to existing as well as future employees.



## **Section 1. Introduction**

The purpose of this “Faculty Handbook” is to describe the roles, expectations and obligations of faculty, and standards of performance.

In addition to describing the academic responsibilities of faculty, this handbook explains the procedures and criteria utilized in annual reviews, renewals and promotions, procedures for addressing violations, filing a grievance for faculty, and policies on external activities related to research, teaching, and conflict of interest. Equally important, this handbook will be a guide to identify ways for faculty development, support and recognition of outstanding performance.



## **Section 2. Responsibility and Authority of Faculty in Matters of Academic Governance**

### **2.1. Academic Freedom Policy**

Academic freedom is the freedom to engage in research, scholarship, or other creative work in order to expand knowledge, to publish research findings, to teach and to learn in an atmosphere of unfettered free inquiry and exposition. It is that freedom to be judged as scholar, teacher, or student, when such judgment is necessary, on the basis of legitimate intellectual and professional criteria, not personal beliefs, political views, religious or other individual preferences, except as these may demonstrably affect intellectual and professional achievement. Academic freedom is essential in institutions of higher education if they are to make their proper contribution to the common good. The common good depends upon the free search for truth and its free exposition. It is that which justifies academic freedom, not the interest of the individual faculty member or even the interest of a particular university. The right of faculty members to academic freedom is of fundamental importance to an academic institution. That right shall be protected at OKAN University.

The University faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When the faculty member speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educator, he or she should remember that the public may judge the profession and institution by his or her utterances. Hence the faculty member should be at all times accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not speaking for the institution.

Procedures for arriving at professional, personnel, and academic decisions affecting faculty members shall assure fair consideration of the substance of the decision. Procedures of each decision-making body in OKAN University that are consistent with this policy statement needs to be uniform. What is required of such procedures is that they be basically fair. Academic freedom may be violated if it can be shown that unfair procedures have contributed significantly to a substantial professional, personnel, or academic decision adverse to the person complaining.



This policy applies to all faculty members of OKAN University.

Faculty members are invited to participate in the development of the total educational programs offered by OKAN University. Faculty members have the responsibility to participate in administering and implementing policy, especially as it pertains to academic affairs. Faculty members are encouraged to involve in matters of academic governance and to join professional organizations that complement their area of specialization at OKAN University. They are encouraged to attend seminars that enhance their professional performance, to subscribe to trade magazines, to update their course outlines as employer demands dictate or as new texts come on the market which allows for a better, more complete delivery system to the students. Faculty is encouraged to exercise their academic freedom in the selection of texts, classroom presentations, and course content. Faculty members participate in the design of programs and program structure. Faculty members are also encouraged to achieve third-party certifications.

The institution's policy for ensuring academic freedom is communicated to the faculty in the Faculty Handbook and, thereafter, in department and faculty meetings. Faculty members, along with their advisory board members, internship sites, employers and other members of the community, provide feedback regarding the current needs of the community, job opportunities and training required for success in the workplace. This information is brought to Department Head and Faculty/Staff meetings for discussion and implementation. Administration is responsible for assuring that the curriculum meet these needs and work within the guidelines of the university programs and accreditation regulations, while still allowing academic freedom for instructors.

The board of directors meets quarterly and is responsible for the general policy determinations of the University. The Chairman of the Board is also the university's Rector. The Rector and Vice-Chancellor oversee the educational, financial, admissions, placement, and administrative functions of the University.

The board of directors and the administration, faculty, and staff of the University are found on pages 15, and 16 of the catalog. For practical purposes, academic and program committees, composed of faculty members, are formed to take charge of academic related policies and issues. Each academic and program committee invites all the faculty members in its academic field to participate in meetings and discussions pertaining to academic issues. At a minimum, issues and discussions include development of the educational program of the institution; course related issues; systematic evaluation and revision of the program curriculum; assessment of student learning outcomes; and planning for institutional effectiveness.

In general it is the course instructor's responsibility and authority to select his/her course materials and instructional tools and other teaching resources, assess his/her students' learning outcomes, make systematic evaluation of the program curriculum and provide suggestions to his/her.

The authority of responsible for the Academics at Okan University and per department along with their qualifications are listed in below:

## **2.2. Duties and Responsibilities of Faculty**

1. The institution's policy for ensuring academic freedom is communicated to the faculty in their Faculty Handbook and, thereafter, in department and faculty meetings. Upon hiring, the faculty member is asked to read the regulations with its updated version being posted online on OKAN web site, to get familiar with faculty authority, academic freedom, responsibilities, and other information related to their teaching at OKAN University. Faculty members are to follow the policies outlined in the related regulations.
2. Faculty members are to be aware of the University mission and educational philosophy, and objectives of each program and carry out their duties accordingly.
3. Each faculty member should make an effort to attend faculty meetings and faculty Inservice Training Workshop each semester, committee/subcommittee meetings if elected as a member.
4. Each faculty member is responsible for contributing to the effort of developing academic program in his/her field of expertise, maintaining curriculum, making assessments of teaching and student course success.
5. Each faculty member shall maintain up-to-date knowledge in his/her teaching subjects and search for proper textbook(s) and references accordingly to make recommendations via Dean's Office to the Office of Academic Affairs.
6. Faculty members are responsible for providing/submitting the following records for his/her classes to the related faculty Secretariat at the end of the semester:
  - I. A copy each of the mid-term exam and the final exam questionnaires,
  - II. At least one sample each of the students' exam papers (answers) to the mid-term and final exams (higher score papers preferred),
  - III. Samples of the students' homework and/or projects (preferred),
  - IV. Signed semester grade report: OKAN University provides a convenient online tool to faculty members for maintaining student grades, including the grades for homework assignments, projects, labs, other assignments, quizzes/tests, midterm exams and final exams. Even the faculty member maintains the complete course grades online for his/her class, it's still need for him/her to submit a signed hardcopy course grade report.

A standard grade report template can be printed from the Okan Bilgi Sistemi (OBS). The official grade report for each class should include at least the following information: course number and title, for which year and semester, instructor's name, a list of the students' names, their OKAN ID numbers, each student's grades for all assessment items (homework, quizzes/tests, extra credit, projects, participation, presentation, mid-term and final exams, etc.), and for each student a normalized score (in range 0-100) and a final grade (AA, BA, BB, CB, CC, DC,DD,FF, E, B,Y, M,K).

7. Faculty members must comply with the Rights and Privacy Act, i.e., cannot leave graded homework/exams in a visible location or post grades in a manner which identifies individual students.
8. For the requirement on lecture time corresponding to course credit are managed and organized for each semester.
9. Administering exams: Each instructor must administer the exams he/she gives to his/her students and remain in the classroom throughout the exam period. If deemed proper and due to emergency, the instructor may designate administrative staff to proctor the exams.

- 10.** Faculty members must also comply with the Security Policy of OKAN University.  
The policy of Security Policy is stated in each faculty's job contracts.

*“While using Okan University computers and information technology resources; I accept and undertake that idea, opinion and statements I put forward, files that I upload to internet are under my responsibility, Okan University will not be responsible for the activities I do, I will not keep and share any software and document which will have the university go on trial with individual or foundations, Okan University will not be responsible for the information, email and messages I sent to the wrong address, I will not send emails and messages which are menacing, racist, illegal, immoral, against the laws of the Republic of Turkey ,international treaties and other countries that I am citizen, Internet access logs of the users are saved in accordance with the law no.5651 and users acting against the laws are personally responsible in person.”*

### **Section 3. Program Planning, Development and Evaluation**

In order to meet the needs of the employment community, Okan University, one of the youngest and the most dynamic universities of Turkey, was founded by Okan Culture, Education, and Sports Foundation in 1999 and began its academic life in 2003-2004. Since the 2006-2007 academic year, the rapidly growing university has been located in its modern Tuzla campus.

True to its motto, “The University Closest to Business Life,” Okan University effectively combines theory and practice by employing an academic staff who are experts in their own fields, adopting a contemporary approach to education, and focusing upon practice-oriented studies which prepare the students for business life, starting from students’ very first year of study. Indeed, the university, which had the pleasure of presenting its first graduates with their diplomas in 2006-2007, has fulfilled the promise of its motto, as all members of its first graduating class of graduates have found employment.

Okan University aims to build a bridge between the academic and the business world. To this end, the university enables students to work at firms as part of its Preparing for Business Life Program, starting from their freshman year. This program not only helps students to become familiar with business life and improve their knowledge and skills by putting theory into practice, but serves to motivate the students as well. Students who have successfully completed the Preparing for Business Life Program are presented with a participation certificate as well as other work experience certifications added to their diplomas when they graduate.

Okan University has cooperation protocols with business institutions such as the Foreign Economic Relations Board of Turkey, Turkish - Eurasian Business Council, Information and Communication Technologies Authority, The Turkish Contractors Association, Association of Turkish Travel Agencies, International Transporters'Association, Turkish Tourism Investors Association, Turkish Airlines, Sabiha Gökçen International Airport, Turkish Red Crescent, Festo Ind. Bus. Inc., Tuzla Municipality, as well as academic institutions such as Beijing University, Murray State University and Anadolu University.





Featuring the finest in contemporary architecture, Tuzla Campus has all the features a modern university should have. Tuzla Campus is equipped with everything necessary to ensure that students are able to receive the most effective education possible. Our facilities include modern classrooms, computer and technical labs, a library, conference halls, a fitness center, a swimming pool, gymnasiums, cafeterias, and restaurants.

Another advantage of Okan University's Tuzla Campus is its close proximity to Sabiha Gökçen Airport and the F1 Race Track. The campus also features a Social Center, opened in 2008, which houses a mini cinema, sauna, cafeteria, cocktail hall, shopping center, and student club rooms. What is more, the Sports Center, which includes a 400-person capacity gymnasium, a swimming pool, tennis, basketball, and volleyball courts as well as a soccer field, was designed so that students might spend their free time in the best way possible.

Okan University has dormitories for both male and female students. The dormitory facilities include study rooms, a dining hall, a cafeteria, a cleaning service, a laundry, a security team which is on duty day and night to ensure students' safety throughout the dormitory premises, an infirmary with a doctor on hand 7/24, and wireless and cable internet.

## Section 4. Professional Development at Okan University

Professional growth may be accomplished through a combination of the following: membership and participation in educational associations, Professional organizations, continuance of education, concurrent related business experience, educational research, and awareness of current practices and standards.

The standards for employment of academic staff and appointment of the staff with an academic title are mentioned in the **Directive for Academic Personnel (Akademik Personel Yönergesi)** of OKAN University.

The standards for hours of course workload are also mentioned in the **Directive for Academic Course Workload (Akademik Personel Ders Yükleri Yönergesi)** of OKAN University.

The following are examples of activities with supporting documentation:

Attendance at workshop or seminar – with certification of attendance

Classes – with transcript or registration information

Classroom observations – with a written summary or report

Visit to business and industry (not a student field trip) – with a written summary or report/evidence from organization.

Membership and participation in professional organizations - with membership card and certification of attendance.

Affiliation with professional societies is highly encouraged.

Participation in educational opportunities offered by professional organizations – with certificate of attendance

Professional writing/production – with copy of publication or production

Attendance at trade shows – with certification of attendance

Concurrent related business experience – with business card and resume

Research – with copy of research activity/publication





Either the program Chair, the Dean of Faculty, or the group lead will conduct a review of the faculty PD records around the end of the year. In addition to attending the on-campus faculty in-service training workshops, each faculty member is required to conduct at least one other professional development activity each year.

In-service training for the improvement of instruction and curriculum is conducted by outside speakers approximately two times per year. A wide variety of topics are addressed. The program for the past few years attests to this variety:

- Effective Teaching Strategies
- Tools for Creating an Active and Engaging Classroom
- Best Practices Faculty Training
- SWOT Analysis for Strategic Planning

The support for academic research is explained in Directive for Scientific Research Support (Bilimsel Arařtırmaları Destek Yönergesi) and Directive for Scientific Publication Incentives (Bilimsel Yayınları Teřvik Yönergesi) of OKAN University.

**Technical skills:** Proper skills in the appropriate field(s) are essential for teaching courses and conducting research. It is desirable for an instructor to have in-depth knowledge in a major area, and be able to play the role of student advisor by having a broad knowledge in other minor areas. The development and improvement is a continual process.

**Teaching skills:** An instructor's teaching skills are vital to students' learning of a subject matter. The skills include, but not limited to, organization of presentation materials, understanding the audience, communication skills which require English language proficiency and presentation skills, and classroom management skills, etc. Instructors are encouraged to utilize teaching aids to assist students' learning in the classrooms. The improvements are self-improvement. The development and improvement of teaching skills is a continual process.

**Administrative Skills:** Instructors and university administrators shall work closely to offer quality programs and services to our students. Instructors are encouraged to get familiar with administrative functions and participate in academic affairs and student advising. A faculty member may be involved in joint research projects with the community, other institutions, or the industry. Administrative skills can be acquired through formal or informal training.

## Section 5. Code of Ethics

### 5.1. Code of Ethics

Okan University accept an obligation to conduct themselves in a manner that creates a positive learning environment compatible with the University's policies and philosophies as an institution of higher education.

Conduct that is determined to be a misuse of academic freedom, where the actions or behaviors of a member or members of the University community impair the opportunities of others to teach or learn, are unethical or illegal, or disrupt the orderly functions of the University, will be deemed misconduct and will be subject to appropriate disciplinary action as prescribed in the Faculty Handbook.

Faculties are expected to conduct themselves with honesty, integrity, and the highest ethical standards. These ethical standards include:

- A commitment to providing world-class service to our students and each other
- Embracing and supporting our diversity and demonstrating respect for all
- Abiding by and complying with the laws, regulations, and rules that govern the University in all areas



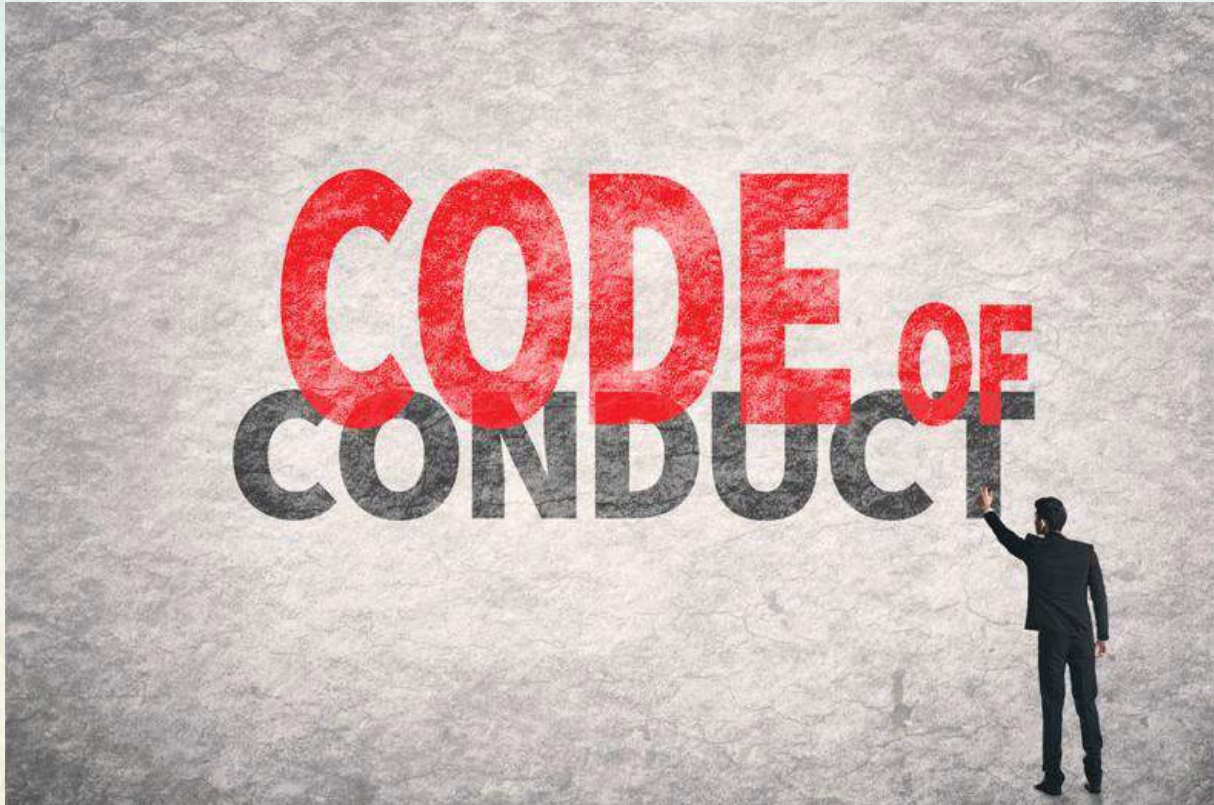
### 5.2. Copyright Laws

Users must adhere to applicable intellectual property law and the terms and conditions of all software licensing agreements and/or copyright laws as specified by the vendor or licensor.

Explicitly:

- Unauthorized use of University trademarks or logos and other protected trademarks and logos is prohibited.

- Infringement upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs, electronic information (including plagiarism and unauthorized use or reproduction), or in any other way is prohibited.
- Unauthorized storing, copying, or use of audio files, images, graphics, computer software, data sets, bibliographic records, and other protected property is prohibited except as permitted by law.



### **5.3. Professional Conduct – Faculty**

Faculty members are required to observe this Code in their relationships with students, staff, and other faculty members. The Code provides guidance for professional conduct in carrying out faculty responsibilities consistent with the ethical obligations of the teaching profession and the fulfillment of the University’s Mission. The Code of Conduct is applicable to all faculty members.

Academic freedom provides an atmosphere in which the instructor has considerable latitude in course preparation and classroom presentations. Each instructor should assume personal responsibility for maintaining a professional attitude in relations with the students and other members of the University community.

Derogatory comments about another instructor do not contribute to maintaining a professional attitude.

## **5.4. Professional Conduct – Student**

Okan University, commits itself to ensure a high standard in academic ethics, to create an environment which fosters critical thinking and learning, to protect the integrity and rights of the institution and its members. Within this perspective, all students enrolled at Okan University, are expected to adhere to the rules and regulations set by the University. Students who do not respect all codes and policies are subject to consequences defined in code of conduct.

### **A. STUDENTS' RIGHTS**

1. Students have the right to expect that their personal privacy is respected, student's private information, including grades and evaluation results, should not be made public or told to any other person, unless a written authorization is submitted.
2. Students have the right to expect to be treated equally and without discrimination; and to have equal access to university facilities.
3. Confidentiality rules apply to all information regarding to Student's health, psychological counseling and academic achievement files.
4. Students have the right to have access to a transparent grievance and hearing processes.
5. Students have the right to have access to the syllabus presenting the achievement and evaluation criteria of each course at the beginning of each study semester.
6. Students can express their thoughts and ideas freely as long as they are expressed in appropriate discussion manners.

### **B. OFFENSES**

The following acts are considered as unacceptable and subject to punishment.

#### **A. ACADEMIC DISHONESTY AND SANCTIONS**

Academic Dishonesty includes and is not limited to, providing inaccurate information or forging documents, cheating, plagiarism, multiple submissions of assignments.

#### **Providing Inaccurate Information or Forging**

1. Supplying false or missing information to the University
2. Changing and modifying dates or results
3. Forging university personnel's signature

#### **Cheating**

1. Copying from another student or another unauthorized source during exams. Unauthorized source includes, but not limited to notes, electronic equipment, manuals and all other material not permitted by the instructor.
2. Submitting an assignment prepared by another person as one's own
3. Having another person take the exam

#### **Plagiarism**

1. Presenting the work of another as one's own (not citing a source).
2. Using ideas from any source without providing proper citation of the source. Improper citation consists of excluding a source or misrepresenting a source.

3. Copying or presenting material word for word from any source without using quotation marks and the proper citation of the source.
4. Copying and/or altering a few words from a source, to avoid exact quotation, without providing the proper citation of the source.
5. Rewording (paraphrasing) an idea found in a source without providing the proper citation of the source.

### **Consequences of breaching Academic Ethics**

Students can;

- be asked to repeat the assignment;
- be given a failing grade,
- receive a warning
- receive a condemnation
- receive a temporary expulsion
- receive a one semester expulsion
- receive a two semester expulsion
- receive a permanent expulsion punishment.

## Section 6. Course and Classroom Management

### 6.1. Absence from Class

An instructor absent from class due to an emergency must report the absence to the responsible administrative staff as soon as possible. The online tool, the “Messages” function in the OKAN OBS or e-mail system, allows the instructor to send online messages to his/her students as well as the responsible administrative staff. If the instructor is unable to make a call or access the OKAN OBS or e-mail, he/she informs the Vice Dean or administrative staff in time. In all cases of absence from the class, the missing lecture hours must be made up.

### 6.2. Attendance and Tardiness Policy for the Students

Students must attend all class meetings with the exception of an emergency or illness – proof is required. Students are not allowed to miss more than 30% of the total class hours of the theoretical courses and not allowed to miss more than 20% of the total class hours of the practical courses under any circumstances. (See. Regulation for Associate and Undergraduate Degree Education (Önlisans Lisans Yönetmeliği) Students failing this requirement must be withdrawn from the course. In this case, the instructor should submit the student's name, along with a grade assignment of "VF" for non-attendance, to the Registrar.

Each instructor is required to maintain his/her class attendance records each week. An online management tool is designed for the instructor to record students’ attendance records in the online system in each class meeting (OBS). When a student is absent due to accident or illness, physical record of proof must be submitted by the student to the instructor and the administration office in a period of validity.

**Tardiness Policy:** Students are permitted to arrive to the class in the first 15 minutes after the scheduled start of the course; extension of tardiness time is in instructor’s discretion.



### **6.3. Course Content Formulation and Course Objectives**

Faculty members have the academic freedom to design and formulate his/her course contents. However, the University remains responsible, through its organizational structure, for the academically sound formulation of curriculum and course content.

### **6.5. Course Curriculum per Program Course Syllabus and New Courses**

The syllabus is developed by the instructors who teach that particular course, the Department Head for that program or group of programs, in consultation with the Vice-Chancellor of Education. When developing the course syllabus, the instructor will adhere to the course descriptions, published in the University catalog, unless there are changes approved by the Academic Committee. All syllabi will adhere to the format defined in the school's course syllabus template, which follows the recommendations provided by ACICS (and according Bologna accreditation). It is the instructor's responsibility to populate the course syllabus with proper instructions, information, and guidelines for the students to follow and achieve the intended learning objectives when delivering his/her lectures in a course. The instructor uses the online tool provided by the institution to update his/her course syllabus before each semester starts. The syllabus includes, but not limited to, the following items:

- a. year/semester (extracted from the course offering database)
- b. course number and complete title of the course (extracted from the course database)
- c. prerequisite information (extracted from the course database)
- d. course description (extracted from the school catalog)
- e. credit hours/units (extracted from the course database)
- f. contact hours (extracted from the course database)
- g. class meeting day and time (extracted from the course offering database)
- h. instructor's name (extracted from the course offering database)
- i. instructor's e-mail (extracted from the faculty database)
- j. course objectives
- k. instruction methods
- l. teaching strategies
- m. grading policy
- n. textbook list – each book's book title, ISBN, author, publisher, permission to use older edition or not
- o. reference/suggested reading materials – each item's title, ISBN, author, publisher
- p. notes
- q. weekly activities- each week's objectives, instructive coverage and activities, assignments, others (quiz, test, exam, etc.)
- r. Other Information section – fixed information on academic integrity, attendance policy, general policy on assignments, a note on makeup, use of learning resources in assignments, guidance and direction to the students, and resources.

The students will have access to the course syllabi posted online.

Development of new courses may be initiated by any faculty member and reviewed by the responsible Academic Committee for approval. The institution must follow the rules set by YÖK to report substantiate curriculum changes.

## **6.6. Examinations - General Rules**

Examinations and rules are conducted by following articles of Regulations of The Associate's And Bachelor's Education, Training And Examinations Fifth Chapter

### **Exams and Evaluation**

#### **Article33.**

(1) Every course's instructor or tutor announces the exams , homework, practice, and other studies' within the semester grades at the beginning of the semester on the written and electronic context. To assess a student's final grade that particular course's level of achievement, semester/during the semester exam and average grade of his or her studies are needed. In clinical practices, relevant evaluation report from the clinic and duration condition are taken into consideration. Achievement grade of semester/during semester exams cannot be less than 40% and more than 70%. Relevant instructor can assess homework,lab and similar course relevant studies and short term exams as one whole exam. Midterm and final exams are the exams that are conducted according to the academic calendar and are conducted during the exam period. Project, clinical practices and lab classes have final exams with the permission of the board management.

(2) Make up exam is given to the students who fail from the midterm and final exams. Students who do not meet the conditions of taking the makeup exam cannot take the exam. The grade taken from the midterm exam determines the average grade instead of midterm and final exams.

(3) Students who fail lab, practice, atelier, project, clinical practices and dissertation cannot take the makeup exam.

(4) Students can take makeup exams on the given period of time in order to raise their average grade if they please. Students who do not take the exam even though they have applied for the exam receive FF.

(5) Students can only take the makeup exam of the relevant semester's courses.

(6) Additional exams and single courses do not have makeup exams.

(7) In compulsory cases exams can take place on Saturdays and Sundays.

(8) In education with distant training method, effect of general assessment and evaluation without invigilator is defined by a board management in terms of not crossing over 20%.

(9) Exam papers are kept for 5 years within the relevant faculty deanery/college/vocational college/conservatory management, at the end of the 5<sup>th</sup> year the documents are terminated.

### **Exam Essentials**

#### **Article 34.**

(1) Midterm/Final exam dates and places are determined by relevant board management with the proposal of head of department and it is announced at most a week before the exam dates.

(2) Students are supposed to have their students ID cards, required documents and necessary equipments with them at the exam place.

(3) In order to attend to Midterm/Final exams students need;

(a) To register to the relevant course

(b) To take part in 70% of theoretical courses



(c) In applied courses students need to attend to 80% of the practices

(d) To meet the conditions of the course if there is any.

(4) Health-related excuses; All of the students' health problems to rest following reports received regarding further accidents, the documents relating to the death of close and similar reasons, by the board of directors about the academic units, is considered by evaluating whether organized according to administrative procedures.

(a) The students who get sick have to take a record either from a government hospital or from university hospital.

(b) Records taken for psychiatric diseases from private health institutions

In means of suspicion of fake records, these records will be handed to University's Medical Faculty/ Dentistry Faculty to be checked.

### **Conducting Exams**

#### **Article 35.**

(1) A course's midterm and final exams are conducted under the responsibility of that course's instructor except for compulsory cases; in compulsory cases another instructor is assigned by the head of the department. During an exam, students are to be informed about the exam time whether they can use a book or any resources or not. Students who take the exam sign a list which their names are written on and the instructor hands the list out to the authorized staff at the end of the exam. During the exam, the students must obey the warnings of the invigilator. If necessary, the invigilators can change the seats of the students.

(2) Students must have their ID cards with them during the exam. Invigilators are allowed to send off the students whose ID cards are not recognizable, students with no ID cards or students who cannot prove their identity with any other way.

(3) Oral exams and exam instructor made course will be open to students, questions and answers on the oral examination to be identified with a record of dean / director will be delivered.

(4) The necessary support for the disabled students' exams are provided by deanery/college/vocational college/conservatory management.

### **Attitudes that disturb the exam formation**

#### **Article 36.**

(1) Any kind of exam, practice, laboratory, workshop, homework, projects and similar activities, attracting each copy whatever way, plagiarism makes them to have attempted a which turned out to cheat the examination of the documents that help or related to the student, it shall be deemed to have received a zero grade exams or work. All students regardless of distorting the overall layout of the exam during the exam so removed from the exam room, and he considered to have received a zero grade the exam. Concerned about students in specified circumstances, also dated 18/08/2012 and numbered 28 388 Higher Education Institutions Official Gazette Student Disciplinary Regulations apply.

## **Announcement of the exam results**

### **Article 37.**

(1) Midterm/Final and Makeup exam results are announced at most a week after the exam dates.

## **Disapproval of Exam Results**

### **Article 38.**

(1) Students can disapprove the midterm and final exam results within the 7 days of the following exam results' period time due to error of fact. Students cannot disapprove the instructor's announced grades. The disapproval is done by applying to deanery/college/vocational college/conservatory manager. Belated applications for disapprovals are rejected. Disapproval is evaluated by the related instructor within the seven work days of application. The written review result is handed to deanery/college/vocational college/conservatory manager.

(2) In case of the continual disapproval of exam results by the student Dean of the Faculty concerned if it continues the student's appeal / college / vocational school / conservatory director, to examine the examination paper, one sets up a commission consisting of three faculty members about including the instructor. In this case, the Commission investigation since the end of the revocation period at the latest within two weeks and conclude relevant dean of faculty / college / vocational school / conservatory notify the authorities. The second objection is made in the appeal following the date of notification of the results of the first seven business days.

(3) Declared changes to take effect, but not related to the board's approval.

## **6.7. Grade Changes**

Grades should be changed only if there has been an error in computation or transcription by the instructor, if an "incomplete" grade was assigned, or if there was a failure to consider valid student products that were submitted in a timely manner. No other reasons will be considered as a basis for a request for grade change. Under no circumstances may a grade change be permitted after a degree has been awarded.

## 6.8. Grading System

The purpose of this section is to present explicit guidelines for translating student scores (homework, exams, or other assignments) to letter grades. Letter grades represent evaluations of student work, ranging from excellent to failure. Scores earned by the students for instructor assigned tasks should be a measure translatable to this same scale of performance. To implement this translation from scores to letter grades, the instructor must use the method described here:

For student scores normalized to a scale of 0-100 and grade points for computing the grade point average (GPA) are as follows: Symbol Grade Points Symbol Grade Points make the following grade assignments:

### Grade Points

89-100	AA	4.00
78-88	BA	3.50
66-77	BB	3.00
54-65	CB	2.50
43-53	CC	2.00
31-42	DC	1.50
30	DD	1.00
0-29	FF	0.00
non-attendance,	VF	0.00

Final letter grades for the students in the class must be submitted to the registrar (either entered online, submitted in person, or via e-mail) within one week from the final exam date. The hardcopy grade report may be submitted immediately after electronic submission to the Student Affairs/Administration Office.

## 6.9. Incomplete Grade "I"

I grade: It's given to the ones who couldn't complete the essential terms of the course although the exams are passed. If a student takes an E grade at any course, he/she has to get a mark by completing the shortcomings in a month as from the announcement of the semester/year-end grades. The E grades which are not converted to marks in a month as from the date of announcement of make-up grades, indicated in the academic calendar, convert into FF automatically.

## 6.10. Keeping Class Records (Teaching Portfolios)

Complete and accurate class records are the responsibility of the instructor. Okan University uses an online management system for the instructors to maintain class records. Teaching Portfolios and other records are kept in related faculties and schools archive at the end of each semester.

### **6.11. Lecture Time Required**

Each class must meet as scheduled, be started on time, and conducted for the full period described in the semester schedule of classes in order to avoid conflicts with other previously scheduled classes or activities.

Currently, each class conducts one class meeting (for lecture) per week. The length of each class meeting (lecture time) each week should equal credit hours multiplied by 50 minutes.

**Important Notice: Labs or hands-on practice in class:** If an instructor requires his/her students to conduct hands-on practices during the class time, then these practice times must be **doubled** in order to meet the required credit requirement. For example, a 1-hour hands-on practice period during the class time is counted as a 0.5-hour lecture time. Instructors who do not wish to extend their class times must schedule the students' hands-on practice activities outside the lecture time.

### **6.12. Schedule of Classes**

The responsible staff will consult the faculty members for scheduling classes each semester. Normally the following are the major concerns: Each faculty member's choice of class schedule, what courses to offer to the students in various programs, class schedule matching the students' needs, classroom set-up and hardware/software support.

### **6.13. Library and Learning Resources**

The instructional resources, audiovisual teaching equipment, and instructional materials shall be adequate to serve the needs of the institution's educational program. The effectiveness of the resource center or library is of the utmost importance for institutions. Its collections should be appropriate and adequate to support the educational programs. They should be used by both students and faculty. The resource center or library should be organized with the educational needs of the particular institution in mind. The acquisition of materials should reflect the changing and developing trends of the business world.

The faculty is supported by the Vice-Chancellor in ordering resource materials appropriate for the course curriculum and ensuring that the faculty has appropriate resources and materials to deliver classroom instruction. The Vice-Chancellor is the overall point of contact for assistance regarding instructional resources. The Vice-Chancellor reviews the e-library database subscription annually to ensure that the database has current titles for each academic area. The Faculty also pays for online access to different open source programs access to updated databases. The Faculty, including instructors and staff, also maintain an inventory of instructional resources. Books and periodicals are available. As such, they are easily accessible to the student. The instructors of the various programs encourage periodical and Internet usage. Books and periodicals are organized in bookshelves of the type and quantity for the particular major. The computer labs are networked and have access to the Internet. Faculty members are to inspire their students to learn and to utilize various learning resources in their learning processes— on-campus, online, and community resources.

Faculty members and students can access to online databases by using own university e-mail address and password. For more details, please visit Library and Documentation web page on [www.okan.edu.tr](http://www.okan.edu.tr) .

### **6.14. Use of Community Resources**

One of the purposes of the Board of Directors is to ensure that the University is meeting the intent of its mission statement and that its effectiveness program is addressing the qualities and professionalism that are expected. The University strongly encourages the use of

community resources by the instructors to enhance their teaching. Entrepreneurship and Innovation Platform invites community people as guest lecturers/speakers in Entrepreneurship Course which is given to all students.

All students are given the opportunity and encouragement to participate in and volunteer for community events. Students have also formed campus clubs, most of which are student chapters of local and national professional organizations.

## Section 7. Administrative Notes

### 7.1. Credentials

Faculty members at Okan University must meet certain requirements. These requirements include: academic credential, professional experience, teaching ability, and technical expertise. Minimum standards for faculty selection are:

1. Master's degree in an appropriate field; Ph.D./doctoral degree is preferred. However, courses offered exclusively to the doctoral students must be taught by instructors with terminal degrees.
2. Current or recent activity in the area of the instructor's teaching field,
3. Demonstration of teaching ability, including communication skills,
4. Teaching philosophy and enthusiasm consistent with the University's education philosophy and purposes,
5. Professional development activities and/or membership in a relevant professional society.

### 7.2. Faculty Qualifications

Faculty members should review the information they have written on Okan Webpage on a regular basis and inform Human Resources Department to update as necessary.

### 7.3. Performance

The University is committed to the ongoing professional development of its faculty.

This commitment is evidenced by the variety of programs and activities available to develop and enhance faculty effectiveness including funding for faculty research and scholarship. Regular training and development activities are also offered at the campus and online. These activities provide opportunities for faculty members to enhance and expand their teaching, assessment, and professional skills.

Building on the professional experiences and educational preparation that faculty members bring to the University, participation in these activities enhances their ability to become effective facilitators of student learning and managers of the learning process.



#### **7.4. Faculty Rank, Title and Status**

The basic qualifications and standards established to identify the degree and types of achievement expected in each rank vary among the University's Schools and the various programs within them. The general descriptions are as follows:

**Assistant Professor:** Generally, an assistant professor has been awarded a doctoral or professional degree or equivalent, exhibits commitment to teaching and scholarly or professional work of high caliber, and participates in University affairs at least at the department level

**Associate Professor:** Generally, an associate professor meets the requirements for appointment as an assistant professor, enjoys a national reputation as a scholar or professional, shows a high degree of teaching proficiency and commitment, and demonstrates public, professional, or University service beyond the department

**Professor:** Generally, a professor meets the requirements for appointment as an associate professor, and, in addition, has a distinguished record of accomplishment that leads to an international or, as appropriate, national reputation in his or her field.

**Lecturer:** A Lecturer is a faculty member appointed primarily to provide instruction for a stated term of full-time or part-time service, as specified in the appointment letter. The basic qualifications and standards expected of the lecturer vary among the University's Schools but the title reflects strong teaching ability and a relevant basis of scholarly work or professional expertise and achievement.

#### **7.5. Faculty Recruiting**

The first phase of the faculty selection process is the initial application which involves credential evaluation, interviews, and assessment of instructional aptitude. A faculty applicant must hold an advanced degree from an accredited institution or international equivalent to be considered for faculty of Okan University.

When considering a faculty applicant, academic and professional credentials are evaluated to determine whether the applicant meets the minimum requirements for faculty appointment. Supporting materials, including official transcripts and licenses, are reviewed to assure that the applicant possesses the required qualifications to teach within a particular content area. Content area requirements are established by the Dean for each college or school within the University in light of accreditation standards.

Once the faculty applicant completes the initial application phase he or she becomes a faculty candidate. Faculty candidates complete an extensive knowledge, competency, and skills assessment process. The second phase of the University's faculty selection process addresses the following topics:

- Facilitation of adult learning
- Classroom management skills
- Meeting learning objectives
- Grading and evaluation
- Okan University policies and procedures

After successfully completing selection process, each faculty candidate continues a background check, and submits the University's new hire documentation.

### **7.6. Faculty Salary, Merit Award**

As the university's operational budget relies on student tuition, the Okan University administration determines the faculty pay rates based on the available budget every year. In general, faculty members are paid on a course basis. Currently a simplified pay system is used. Only three factors are used to determine the pay rate: highest degree earned and professional background, course credit (lecture hours per week), and new/current status. Faculty merit award is recommended by the Board of Directors based on one or more of the following categories: extraordinary services to the students and the University, related research work, and outside grant awarded or funds acquired. Faculty members with administrative duties, including the Deans, Program Chairs, and Group Leads, receive additional administrative fees.

### **7.7. Language-Policy Usage**

All programs taught in English must speak only English in the classroom, this includes during the break time in the class area when the instructor communicates with his/her students on either course related subjects or personal issues. Faculty may converse privately with a student in a language other than English in an individual faculty office or place when there is no third party around.

Students may speak only English in the classroom. Students may speak in their native language outside the classroom. We encourage the non-native English speaking students to continue to develop their English (American) language skills wherever possible

### **7.8. Parking**

1. Driving motorized and non-motorized vehicles within the campus is a privilege granted by the University. It is not a natural right possessed by the faculty, staff, students or visitors.
2. Drivers must obey the traffic rules, which are in effect 24 hours a day, and the warnings of the University Security who assist in the enforcement of these rules.
3. In the case of necessity, University Security may stop and search any person and vehicle.
4. Pedestrians have the right of way in the University. Drivers approaching a pedestrian crossing must slow down and come to a complete stop when a pedestrian is approaching or waiting to cross.
5. The speed limit within the campus is 20 km/hr.
6. Vehicle identification stickers are required to provide entry into the campus,
  - i. They are obtained at the beginning of each academic year for a fee.
  - ii. The fee, renewal dates and distribution points are announced in advance.
  - iii. Stickers are only valid for the vehicle license plate of which is written in sticker application form.
  - iv. Stickers cannot be given or transferred to others. This is a serious misconduct calling for the disciplinary action.
  - v. Sticker is stuck from inner side of windshield and the sticker of sold vehicles must be removed.
7. The University is not responsible for theft incidents taking place in the parking lots.



8. Vehicles are not allowed to park under any circumstances on pavements on pedestrian walkways.
9. It is forbidden to honk the horn, form convoys, drive recklessly and overtake other vehicles dangerously.
10. Visitor vehicles entering the campus should obtain a visitor card from the main gate, put it in front of the windshield in a visible way and return it on leaving.
11. A vehicle left at an unauthorized place may be towed by the Security.
12. Vehicles of drivers without a driving license will be made to leave the campus. The driver will be reported to the traffic police.

## **7.9. Smoking**

Okan University is committed to providing a healthy, smoke-free environment for students, faculty, staff, and visitors on the campus by reducing health risks associated with tobacco smoke and minimizing discomfort and inconvenience to non-smokers. Smoking on campus will only be permitted in open air and in designated areas. Smoking is completely prohibited indoors and in university vehicles.

## **7.22. Teaching Assignment**

The Dean of Okan University shall ensure that all courses are offered by faculty in full command of their disciplines, having academic credentials and experiences beyond the level of the program offered; that graduate degree or professional experience requirements of faculty are appropriate to the level and nature of degree offerings at Okan University.

As a matter of policy, persons instructing graduate level courses must hold a doctoral degree or have extensive experience in the area covered by the course work. Graduate study beyond the master's degree may qualify toward this experience. Scholarly publications in the field are also part of this professional stature.

## Section 8. Attachments

### 8.1. Academic Grievance Procedures

Okan University's Academic Grievance procedure aims to help academic staff and students find solutions to complaints on academic matters.

#### 8.1.1. Student Grievances

Students are expected to start the grievance process within two weeks of an action or decision by an academic staff that would negatively affect the student's academic performance or career.

Students are expected to first discuss the issue directly with the related academic staff. If that proves to be ineffective, a petition to the student's Dean can be written within a week of initial discussion with the related faculty member including the incident, the suggested solution and the faculty member's response. The Dean may choose to discuss the incident with the student and the related faculty member(s) one by one or as a group. A decision should be shared in written form with both parties within four weeks.

The student has a right to object to the Dean's decision within one week by bringing the matter to the attention of the Vice President for Academic Affairs. The Vice President is expected to make a decision in written format within four weeks.

In case the related faculty member is also the student's Dean, the student can write a petition directly to the Vice President for Academic Affairs after initial discussion with the Dean.



### **8.1.2. Faculty Member Grievances**

A faculty member who feels disfavored by the administration should immediately write a petition.

A faculty member who believes he/she has been adversely affected by decisions on academic programs should write a petition to the related Dean or Director.

If the complaint is about the Office of the Dean or Director, the petition should be directed to the Vice President for Academic Affairs. If the complaint is about the Office of the Vice President for Academic affairs, then the petition should be directed to the President.

The petition should explain the incident in detail, should provide evidence and all related documents in support should be shared. The petition should also describe any prior attempts made towards solving the issue, if any.

The Office receiving the petition is expected to produce a written report to both parties within thirty days.

The faculty member may object to the decision by bringing the matter to a higher Office. The decision of the President is deemed final.

### **8.2. Sexual Harassment and Assault**

Okan University is committed to creating and maintaining a work environment free of all forms of harassment such as based on an individual's age, color, disability, national or ethnic origin, race, religion, gender identity, genetic information or domestic status.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, dissemination of sexually offensive or suggestive written, recorded or electronically transmitted messages, and other verbal or physical conduct of a sexual nature when:

submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity.

submission to or rejection of such conduct is used as a basis for an employment-related, educational or other decision affecting an individual.

such conduct substantially interferes with an individual's work, educational performance or equal access to the university's resources and opportunities.

such conduct creates an intimidating, hostile or abusive work or educational environment.

Any employee engaging in any type of harassment in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## **Faculty Acknowledgment Form**

*I hereby acknowledge that I have received and reviewed a copy of Okan University's Faculty Manual. I have been advised that I must read the Faculty Manual and abide by its terms as a condition of continued employment and have agreed to do so. I further understand that nothing in this Faculty Manual constitutes a contract, express or implied and that Okan University, in its sole discretion, may modify, alter, delete, suspend or discontinue any part or parts of the policies in this manual at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Faculty Manual shall apply to existing as well as future employees. Policies or procedures in this manual may change with approval of the appropriate university officer. I also understand that I cannot rely on or otherwise interpret a statement or promise by a supervisor, manager or department head as constituting a change in policy, nor will any such statement or promise constitute an agreement between the university and an employee. I understand that the official copy of the Faculty Manual is found on the intranet at [www.Okan.edu.tr](http://www.Okan.edu.tr) and that it is my responsibility to review the most current version of any policy on that website.*

EMPLOYEE NAME

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EMPLOYEE SIGNATURE

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DATE





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