



**CYPRUS AYDIN UNIVERSITY**  
**FACULTY MEMBER HANDBOOK**

## **INTRODUCTION**

The purpose of the “Faculty Member Handbook” is to define the roles and responsibilities of faculty members serving at Cyprus Aydın University and to specify the principles governing their relations with the University. In this handbook, expectations from faculty members regarding education, research, and service to the University and society are explained in detail.

At Cyprus Aydın University, faculty members may be employed under one of the following categories:

1. Full-time faculty member: A faculty member who devotes their entire working time to activities related to the University, does not engage in paid or unpaid employment outside the University, and has signed a full-time contract with the University.
2. Part-time faculty member: A faculty member who is present at the University for a specified period during the week and performs teaching, practical training, and research activities at the location designated by the department chair and under their supervision, and who has signed a part-time contract with the University.
3. Hourly-paid (Course-hour-based) faculty member: A faculty member appointed by the Rector upon the proposal of the Dean/Director of the School solely for the purpose of teaching the relevant course and/or conducting practical sessions at the University.

## **CHAPTER ONE**

### **DUTIES ASSIGNED TO FACULTY MEMBERS, DEPARTMENT CHAIRS, DEANS, RECTORS, BOARDS, AND THE SENATE UNDER THE RELEVANT LAWS (YÖK AND YÖDAK):**

#### **1. Duties of Faculty Members**

- a) To conduct and supervise education, instruction, and practical studies at the associate, undergraduate, and graduate levels in higher education institutions in accordance with the aims and principles specified in this law, and to manage project preparations and seminars.
- b) To conduct scientific research and publish scholarly works in higher education institutions.

c) In accordance with the schedule to be prepared by the relevant unit administration, to receive students on designated days, assist them in necessary matters, and provide guidance and counseling in line with the aims and fundamental principles of this law.

d) To fulfill duties assigned by the authorized bodies.

e) To perform other duties assigned by this law.

## **2. Duties and Responsibilities of Department/Program Chairs**

a) The department/program is administered by the department/program chair.

b) The department/program chair is responsible for the education, instruction, and research activities of the department/program at all levels, and for ensuring that all activities related to the department/program are carried out regularly and efficiently.

## **3. Duties, Authorities, and Responsibilities of Deans/Directors**

1. To preside over the faculty boards, implement the decisions of the faculty boards, and ensure the orderly functioning and coordination among the units of the faculty.

2. At the end of each academic year and whenever requested, to submit a report to the Rector regarding the general status and functioning of the faculty.

3. To notify the Rectorate of the faculty's budgetary and staffing requirements together with their justifications, and, after obtaining the opinion of the Faculty Administrative Board, to submit proposals concerning the faculty budget to the Rectorate.

4. To perform the duty of general supervision and oversight over the units of the faculty and all personnel at every level.

5. To perform other duties assigned under this law.

The dean is primarily responsible to the Rector for ensuring the rational use and development of the educational capacity of the faculty and its affiliated units; for taking necessary security measures when required; for providing necessary social services to students; for ensuring the orderly conduct of education and instruction, scientific research, and publication activities; and for overseeing, supervising, monitoring, controlling, and obtaining the results of all such activities.

#### **4. Duties of the Faculty Board**

a) Establishment and functioning: The Faculty Board consists of the department chairs of the departments affiliated with the faculty, as well as the directors of any institutes and schools affiliated with the faculty, under the chairmanship of the dean. In addition, it includes three faculty members elected by the professors from among themselves, two faculty members elected by the associate professors from among themselves, and one faculty member elected by the assistant professors from among themselves for a term of three years. The Faculty Board normally convenes at the beginning and at the end of each semester. The dean may convene the Faculty Board whenever deemed necessary.

b) Duties: The Faculty Board is an academic body and performs the following duties:

(1) To determine the principles, plans, and programs related to the faculty's educational and instructional activities, scientific research and publication activities, as well as the academic calendar.

(2) To elect members of the Faculty Administrative Board.

(3) To perform other duties assigned under this law.

#### **5. Duties of the Faculty Administrative Board**

a) Establishment and functioning: The Faculty Administrative Board consists of three professors, two associate professors, and one assistant professor elected by the Faculty Board for a term of three years, under the chairmanship of the dean. The Faculty Administrative Board convenes upon the call of the dean. When deemed necessary, the Faculty Administrative Board may establish temporary working groups and educational coordination units and regulate their duties.

b) Duties: The Faculty Administrative Board is a body that assists the dean in administrative activities and performs the following duties:

(1) To assist the dean in implementing the principles determined by the decisions of the Faculty Board.

(2) To ensure the implementation of the faculty's educational and instructional plans, programs, and academic calendar.

(3) To prepare the faculty's investment plan, program, and draft budget.

- (4) To make decisions on all matters concerning faculty administration brought forward by the dean.
- (5) To decide on matters related to student admission, course equivalency and transfers, student dismissal, as well as procedures concerning education, instruction, and examinations.
- (6) To perform other duties assigned under this law.

## **6. Duties, Authorities, and Responsibilities of the Rector**

- (1) To preside over university boards, implement the decisions of higher education supervisory bodies, examine and decide upon the recommendations of university boards, and ensure the orderly functioning among the institutions affiliated with the university.
- (2) At the end of each academic year and whenever necessary, to provide the Interuniversity Board with information regarding the university's educational and instructional activities, scientific research, and publication activities.
- (3) After obtaining the opinions and recommendations of affiliated units, the University Administrative Board, and the Senate, to prepare the university's investment programs, budget, and staffing requirements and submit them to the Council of Higher Education.
- (4) When deemed necessary, to change the duties or duty stations of faculty members and other personnel working in the institutions and units constituting the university, or to assign them new duties.
- (5) To perform the duty of general supervision and oversight over the units of the university and all personnel at every level.
- (6) To perform other duties assigned under this law.

The Rector is primarily authorized and responsible for ensuring the rational use and development of the educational capacity of the university and its affiliated units; for providing necessary social services to students; for taking security measures when required; for planning and conducting educational and instructional activities, scientific research, and publication activities in line with the principles, objectives, and targets of the national development plan; for ensuring scientific and administrative supervision and oversight; for delegating these responsibilities to subordinate units; and for monitoring, controlling, and obtaining the results of these activities.

### **Establishment, Functioning, and Duties of the Senate**

a) Establishment and functioning: The Senate consists of the vice-rectors, deans, one faculty member elected by the faculty boards from each faculty for a term of three years, and the directors of institutes and schools affiliated with the Rectorate, under the chairmanship of the Rector. The Senate convenes at least twice a year, at the beginning and at the end of each academic year. The Rector may convene the Senate whenever deemed necessary.

b) Duties: The Senate is the academic body of the university and performs the following duties:

- (1) To make decisions regarding the principles governing the University's educational and instructional activities, scientific research, and publication activities.
- (2) To prepare draft laws and regulations concerning the University as a whole or to provide opinions on such drafts.
- (3) To prepare regulations concerning the University or its units, which shall enter into force upon the approval of the Rector and the Chair of the Board of Trustees.
- (4) To examine and decide upon the University's annual educational and instructional program and academic calendar.
- (5) To confer honorary academic titles not dependent on an examination and to decide upon the recommendations of the faculty boards on this matter.
- (6) To examine and decide upon objections to the decisions of faculty boards and the boards of institutes and schools affiliated with the Rectorate.
- (7) To elect members of the University Administrative Board.
- (8) To perform other duties assigned under this law.

### **Establishment, Functioning, and Duties of the University Administrative Board**

a. Establishment and functioning: The University Administrative Board consists of the deans and three professors elected by the Senate for a term of four years in a manner that represents different academic units and fields affiliated with the University, under the chairmanship of the Rector. The Rector may convene the Administrative Board whenever deemed necessary. Vice-rectors may attend meetings of the Administrative Board without voting rights.

b. Duties: The University Administrative Board is a body that assists the Rector in administrative activities and performs the following duties:

- (1) To assist the Rector in the implementation of the decisions of higher education supervisory bodies and the Senate, in line with the established plans and programs.
- (2) To ensure the implementation of activity plans and programs; to examine the draft investment program and budget proposal by taking into consideration the recommendations of the units affiliated with the University, and to submit them to the Rectorate together with its own recommendations.
- (3) To make decisions on matters concerning university administration brought forward by the Rector.
- (4) To examine objections to the decisions of the administrative boards of faculties, institutes, and schools and to reach a final decision.
- (5) To perform other duties assigned under this law.

## **CHAPTER TWO**

### **Administrative and Academic Responsibilities and Duties of KIU Faculty Members**

#### **2.1 Procedures to Be Completed Before the Beginning of the Academic Term**

- a) In KIUS, by clicking on <My Account> from the options <Home> <My Account> <Logout> located at the top right of the page, faculty members must upload their Turkish CV and English CV to the relevant sections under <Personal Information> on the page that opens.
- b) Ensuring that all information in YÖKSİS, EBS, and KIUS is up to date and exercising due diligence in maintaining the accuracy of this information.

#### **2.2 Procedures to Be Performed Regarding the Course(s) the Faculty Member Is Responsible for Teaching**

- a) Before the beginning of the academic term, completing or updating the course descriptions and course content form in EBS (<https://ebs.csu.edu.tr/>) in full.
- b) Writing measurable course learning outcomes and relating them to program competencies.
- c) Summarizing, in the first class session, the information specified in the EBS course description for the students.

- d) For each class session, recording attendance through a signed attendance sheet and entering the attendance weekly into the <Attendance> section under <Academic Information System> <Course Management System> in KIUS, by selecting the relevant course.
- e) Completing all procedures in the menus of KIUS (<https://kiusm.cau.edu.tr/>) using their own username and password (such as courses, course schedule, grade entry, etc.) in a timely manner.
- f) Ensuring that the course is delivered in accordance with the course description and content specified in EBS.
- g) Specifying the primary and supplementary resources related to the course within the course description and content in EBS.
- h) Conducting the quiz(es) specified in the course description, at least one midterm examination, and a final examination, evaluating the examinations on time, and announcing the results in a timely manner.
- i) Preparing examination questions in a manner consistent with the course learning outcomes.
- j) Following and taking into consideration the announcements made in KIUS and EBS.
- k) Preparing the answer key for examination questions and assigning scores accordingly.
- l) Entering and announcing the examination results in KIUS within a maximum of five days following the examination date.
- m) Being familiar with the Cyprus Aydın University Associate and Undergraduate Education, Instruction, and Examination Regulations.
- n) Submitting all documents related to the course(s) taught (course design, examination papers, answer keys, attendance sheets, etc.) at the end of the term to the Faculty Secretariat in YÖK format, against signature.
- o) Announcing office hours to students at the beginning of the term and adhering to the specified hours.
- p) Performing other duties assigned.
- r) Carrying out all procedures in accordance with the dates specified in the academic calendar without delay.

### **2.3 Academic Advising**

The duties, authorities, and responsibilities of the academic advisor are as follows:

- a) To provide students with fundamental information about the associate or undergraduate program in which they are enrolled.
- b) To inform students about the importance of reading the relevant regulations and directives and ensuring that they are aware of their responsibilities.
- c) To monitor the course registration process of the students under their advisorship and to inform them about the requirements necessary for graduation from their registered program, as well as about the compulsory and elective courses within the program.
- d) To monitor the academic status and progress of the students under their advisorship, and to provide them with information and guidance.
- e) To ensure that the course registration renewal and course selection processes comply with the relevant regulations.
- f) To provide guidance to students on academic matters such as adaptation procedures, course equivalency, and course exemptions.
- g) To verify whether students who are required to repeat courses have registered for the relevant courses.
- h) To check whether the courses selected by the student comply with the relevant regulations and to provide registration approval through the Academic Information System (ABIS) before the beginning of the term; in cases where approval should not be granted, to warn the student and ensure that the necessary changes are made.
- i) To inform students about the scholarship and internship opportunities provided by the University.
- j) To direct students to the Student Health Center for health-related matters and, when necessary, to the Psychological Counseling and Guidance Center.
- k) To direct students who wish to obtain information about exchange programs to the exchange programs coordinator of the relevant unit.

- l) To direct students who wish to obtain information about double major, minor programs, and horizontal/vertical transfer opportunities and conditions to the relevant unit administration.
- m) To direct students to the Career Center in order to assist them with individual career planning.

#### **2.4 Duties and Responsibilities of Department/Program Chairs**

- a) The department/program is administered by the department/program chair.
- b) The department/program chair is responsible for ensuring the orderly and efficient conduct of educational, instructional, and research activities at all levels that the department/program is obliged to carry out, as well as all other activities related to the department/program.
- c) To review the procedures that can be carried out within their authority in KIUS (<https://kius.csu.edu.tr/>) by logging in with their username and password, and to inform the students and the faculty members teaching in the department in a timely manner about the tasks they are required to perform, ensuring that these tasks are completed.
- d) To perform all procedures related to the department in KIUS in a timely manner.
- e) To assign academic advisors to all students in the department through KIUS, or to change advisors when necessary.
- f) To examine the results of survey studies conducted at the department/program level and to take necessary measures in accordance with the results.
- g) To determine the objectives that the department/program is required to achieve and to create the necessary conditions to ensure the realization of these objectives.
- h) To complete all procedures related to the department/program in the Education Information System (EBS) (<https://ebs.csu.edu.tr/>) before the beginning of the academic term.
- i) To establish a commission to review program learning outcomes and course descriptions and to ensure that they meet the required standards specified in the outcomes (Turkish–English).
- j) To ensure the review and improvement of all information related to the department/program in EBS (Turkish–English).

- k) To ensure that education and instruction are conducted in an integrated manner so as to meet the program learning outcomes.
- l) In order for the department/program to obtain accreditation, in addition to the procedures mentioned above, to examine and fulfill the other criteria required by the relevant accreditation body.
- m) To establish a commission to carry out the adaptation procedures of students admitted through horizontal transfer, vertical transfer, double major, and minor programs, and to submit the results of the commission's adaptation and exemption procedures to the Dean's Office/Directorate.
- n) In cooperation with the Dean's Office/Directorate, and at least one month before the beginning of the academic term, to propose the courses to be offered and the faculty members who will teach these courses.
- o) To prepare the draft weekly course schedule and submit it to the Dean's Office/Directorate at least one month before the beginning of the academic term.
- p) To submit the courses to be entered into the system, together with the weekly course plans, to the Dean's Office/Directorate for transmission to the Planning Unit.
- q) To perform all duties in accordance with the specified calendar and deadlines.
- r) To conduct activities in cooperation with faculty members to ensure that education and instruction proceed without disruption.
- s) To ensure that courses are conducted on the days, times, and classrooms specified in the programs.
- t) To ensure that all examinations specified in the examination schedule are conducted properly on the specified day, time, and location.
- u) To ensure that examination results are entered into KIUS and announced in a timely manner.
- v) To deal directly with students' academic problems and provide them with appropriate guidance.
- w) To be familiar with the relevant regulations and directives.
- x) To report to the Dean's Office on the department/program's research activities, ongoing project work, and other activities carried out throughout the year.

y) To frequently check all information related to the program in EBS and ensure that it remains continuously up to date and error-free.

z) To perform other duties assigned.

aa) To review and verify the end-of-term portfolio submissions of the academic staff working within the department, including all documents related to the course(s) taught (such as course design, examination papers, answer keys, attendance records, etc.).

### **2.5 Duties, Authorities and Responsibilities of Deans/Directors**

a) To preside over the faculty/school boards, to implement the decisions of the faculty/school boards, and to ensure orderly coordination among the units of the faculty/school.

b) At the end of each academic year and whenever requested, to submit a report to the rector regarding the general condition and functioning of the faculty/school.

c) To carry out the duty of general supervision and oversight over the units of the faculty/school and personnel at all levels.

d) To notify the rectorate of the faculty's staffing and budgetary requirements together with their justifications.

e) To carry out meticulously all procedures related to the faculty/school in the Education Information System (EBS <https://ebs.csu.edu.tr/>) (Turkish–English).

f) To establish a commission to review the program learning outcomes and course descriptions of each department/program and ensure that they meet accreditation requirements (Turkish–English).

g) To ensure that all information of the departments/programs within the faculty/school in EBS (Turkish–English) is reviewed and improved.

h) To take the necessary measures to ensure that education and instruction within the faculty/school are conducted in an integrated manner so as to meet the learning outcomes of the programs.

i) If there are any changes related to courses submitted by departments/programs, to ensure that these are discussed and decided upon in the faculty/school board three months before the beginning of the academic term, and that all related course information to be included in EBS is submitted to the rectorate.

- j) To ensure that the graduation status of students who have fulfilled the graduation requirements is decided upon by the faculty/school administrative board and communicated to the Directorate of Student Affairs.
- k) To ensure that the adaptation procedures of students admitted through horizontal transfer, vertical transfer, or accepted to double major or minor programs are discussed in the administrative board and that the necessary procedures are carried out.
- l) By logging into KIUS (<https://kiusm.cau.edu.tr/>) with their username and password, to access all menus within the authority of the deanship and ensure that all procedures on the page are carried out in a timely manner.
- m) To follow all announcements made in KIUS and to make announcements to students when necessary.
- n) To review the course lists and weekly course schedules submitted by departments/programs and notify the Planning Unit accordingly.
- o) To ensure that courses within the faculty/school are conducted on the specified day, time, and location in accordance with the program in order to prevent disruptions in education and instruction.
- p) To be familiar with the regulations and directives of KIU.
- q) To conduct academic board meetings at the beginning and end of each academic term and to ensure that all matters are discussed during these meetings and that faculty members work in coordination.
- r) To carry out the necessary supervision and oversight of the academic staff under their authority.
- s) To verify that the end-of-term portfolios and other documents of archival value are complete.
- t) To monitor whether the academic staff under their supervision perform their duties in accordance with the academic calendar.
- u) To report to the rectorate on all research activities, ongoing projects, and other activities carried out during the year within the faculty/school.
- v) To implement the personnel and student disciplinary regulations within the faculty/school and to carry out the necessary procedures.

w) To coordinate the courses planned to be offered in the term according to faculty teaching loads and the number of students.

x) To perform other duties assigned under this law.

y) To receive and review the end-of-term portfolios submitted by the departments in accordance with the YÖK format.

### **3. Procedures to Be Performed by Faculty Members in KIUS and EBS**

The Cyprus Aydın University Student Affairs Automation System (KIUS) <https://kiusm.cau.edu.tr/> and the Education Information System (EBS) <http://ebs.csu.edu.tr> provide services to all faculty members within the framework of previously defined authorizations. In order to benefit effectively from these services and to avoid problems in practice, it is recommended that you act in accordance with the points stated below.

#### **3.1 Procedures of Faculty Members in KIUS**

1. Obtain your “username” and “password” required for access to <https://kiusm.cau.edu.tr/> as well as the “username” and “password” required for your e-mail account, from the Personnel Directorate.
2. Access <https://kiusm.cau.edu.tr/> by using your username and password.
3. On the page that opens, please examine in detail the headings and their subheadings. Within the scope of your authorization, you may use the menus under the headings of faculty member, department chair, or dean/director.











Your photograph, name, surname, and username appear in the upper-left corner of the page, while the “main menu” shown below is located on the left side.

#### **Main Menu**

- [Home](#)
- [Account Settings](#)
- [Academic Information System](#)
- [Education Information System](#)
- [Academic Calendar](#)
- [Surveys & Forms](#)
- [My Login-Logout Information](#)
- [Logout](#)

The <Academic Information System> option enables you to perform the following procedures:



	My Courses: Viewing the courses you teach in the relevant term
	My Course Schedule: Viewing the weekly schedule of the courses you teach
	Lists: Viewing various lists you are authorized to access and obtaining copies of them
	Course Management System: Uploading course-related announcements, lecture notes, and assignment lists, and tracking attendance/absence
	Advising and Student Procedures: Carrying out academic advising and other related procedures within your authority
	Grade Entry: Entering and announcing exam results (grades)
	My Exam Schedule: Viewing the examination schedule of your course(s)
	Course Evaluation Results: Reviewing students' course evaluation results
	Advisor Evaluation Results: Reviewing the evaluation results of the students you advise
	Make-up Examination Procedures: Performing procedures related to make-up examinations

Detailed information regarding the above-mentioned topics can be obtained from the relevant pages. In order to use KIUS effectively, please click on all icons and read their descriptions.

### **3.2 Procedures of Faculty Members in EBS**

The procedures that faculty members are required to complete in EBS before the beginning of each academic term are explained in detail below:

Faculty members assigned to teach courses within a department/program are obliged to enter the course descriptions and course content, which they will prepare in Turkish and English, into EBS in cooperation with the department/program chair before the beginning of the academic term.

If the course you teach has already been defined in EBS, and you wish to improve the course information, you are required to review it again in cooperation with the department/program chair.

The responsibility for monitoring whether the course descriptions and information specified in EBS are implemented lies entirely with the relevant department/program chair and the dean.

If you wish to view the description of the course you teach under “Department Courses” in KIUS, you can access the course description by clicking on the course code. Similarly, after accessing <http://ebs.csu.edu.tr>, you can click on <Course Plan> in the relevant department/program menu on the left and access your course information through the course plan displayed on the screen.

Ensuring that the competencies specified in the department/program outcomes are acquired by students depends on faculty members acting in accordance with the course descriptions.

Reviewing the matrix established between the contributions of individual courses to the “program learning outcomes” and the “program competencies” is highly important in terms of quality assurance in education and instruction. For this purpose, each department/program should establish a commission and ensure that program competencies, learning outcomes, and the matrix are developed and kept up to date.

It is important for improving the quality of education and instruction that you review, one by one, the evaluations made by students regarding your department/program courses, and, in case of any issues, take the necessary measures by consulting the relevant parties.

The advising services of faculty members assigned as academic advisors are also evaluated by students through KIUS. In order to enhance the quality of advising services, it is highly

important to review these evaluations and determine necessary actions by consulting the relevant stakeholders.

### **3.3 Procedures to Be Performed by Deans/Directors and Department/Program Chairs in EBS**

Course descriptions and information prepared by faculty members teaching the courses of your faculty/school or by department/program chairs are included in EBS. Course descriptions in EBS must be approved by the dean/director or the department/program chair.

Ensuring that the competencies specified in the department/program outcomes are acquired by students depends on faculty members acting in accordance with these course descriptions. Reviewing the matrix established between the contributions of individual courses to the program learning outcomes and the program competencies through a commission to be established for each department/program is highly important in terms of quality assurance in education and instruction.

Reviewing the evaluations made by students regarding the courses of your department/program and the faculty members teaching these courses, and taking necessary measures by consulting the relevant parties in case of any issues, is important for improving the quality of education and instruction.

## **4. Cyprus Aydın University Grading System**

The grading system of our University is based on a relative evaluation system. Examinations conducted during the semester and end-of-semester examinations are evaluated out of 100. The contribution of grades obtained from in-semester academic activities to the final grade is determined by faculties and schools.

### **Calculation of Relative Grades**

a) In courses where the class average is 70 or above, the letter grade corresponding to the students' raw achievement score is determined based on the equivalents provided in the table below, in accordance with the Cyprus Aydın University Associate and Undergraduate Education, Instruction, and Examination Regulations.

b) In courses where the class average is below 70, the letter grade corresponding to the students' raw achievement score is determined based on the equivalents provided in Table-1 below, in accordance with the Cyprus Aydın University Associate and Undergraduate Education,

Instruction, and Examination Regulations, using the new achievement score (NAS) calculated for each student according to the following formula.

$$YBN^* = \frac{1}{2} \cdot \left( \frac{70}{SO^*} + 1 \right) \cdot HBN$$

SO: Class Average

The coefficients of letter grades and their equivalents out of 100 points are presented in the table below:

<b>Score</b>	<b>Semester Course Grade</b>	<b>Coefficient;</b>
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
60-69	DC	1.5
50-59	DD	1.0
40-49	FD	0.5
39 and below	FF	0

Note: In case you experience any issues related to KIUS and EBS, please contact the Planning Unit ([ahmetgungordu@csu.edu.tr](mailto:ahmetgungordu@csu.edu.tr)).