



**CYPRUS AYDIN UNIVERSITY REGULATION ON THE APPOINTMENT,
PROMOTION,
AND ACADEMIC TITLES OF ACADEMIC STAFF**

Pursuant to Articles 25/2-B and 35/3 of the Higher Education Law of the Turkish Republic of Northern Cyprus, the provisions of the By-Law on Promotion and Appointment to Academic Staff Positions in Higher Education Institutions of the Turkish Republic of Northern Cyprus, and Articles 7/15, 16/6, and 35 of the Establishment Statute of Cyprus Aydın University, the Rectorate of Cyprus Aydın University hereby enacts the following Regulation upon the recommendation of the Senate of Cyprus Aydın University and with the approval of the Chairperson of the Board of Trustees.

CHAPTER I

GENERAL PROVISIONS

1. Short Title

This Regulation shall be cited as the “Cyprus Aydın University Regulation on the Appointment, Promotion, and Academic Titles of Academic Staff.”

2. Interpretation

Unless the context otherwise requires, the terms “Academic Staff,” “Head of Department,” “Associate Professor,” “Graduate,” “Faculty Member,” “Professor,” “Rector,” “Senate,” “Board of Trustees,” “Assistant Professor,” “Lecturer,” “Research Assistant,” and “Academic Personnel” shall bear the meanings assigned to them in the Establishment Statute of Cyprus Aydın University, which constitutes the legal basis of this Regulation.

3. Purpose and Scope

This Regulation sets forth the principles governing the appointment and promotion of Academic Staff at Cyprus Aydın University to the academic titles of Professor, Associate Professor, and Assistant Professor, as well as the appointment requirements for teaching personnel other than faculty members. It also regulates the recognition of academic titles obtained at other universities and the preservation of such titles, and aims to establish the procedures to be followed in these matters.

4. Foreign Language Proficiency

Foreign language proficiency is required for faculty members to be appointed to departments at Cyprus Aydın University where the language of instruction is a foreign language. In accordance with this Regulation, the language proficiency of candidates to be appointed as Professor, Associate Professor, or Assistant Professor shall be assessed based on the documents they submit and/or through a written foreign language examination administered by the



University. Candidates must obtain a minimum score of 80 in the examination conducted by the University.

CHAPTER II

ACADEMIC EVALUATION COMMISSION

5. Academic Evaluation Commission

5.1. The Academic Evaluation Commission (AEC) shall be established to provide an advisory opinion to the Rectorate regarding the assessment of candidates' qualifications in academic appointments and promotions.

5.2. The AEC shall consist of four University Professors appointed for a term of one year and determined by the University Senate. The Vice Rector responsible for Academic Affairs shall serve as an ex officio member and chair of the Commission.

5.3. In the event of a vacancy, a new member shall be appointed through the same procedure to complete the remaining term of the departing member.

5.4. The AEC shall convene with a quorum of more than half of the total number of its members, and decisions shall be adopted by the majority of the total membership.

CHAPTER III

ACADEMIC EVALUATION CRITERIA

6. Academic Evaluation Criteria for Appointment and Promotion

The criteria to be applied in promotions to the ranks of Professor, Associate Professor, and Assistant Professor shall be determined by the "Academic Evaluation Directive" to be issued by the University Senate, taking into consideration the opinions of the Faculty Boards.

CHAPTER IV

APPOINTMENT THROUGH PROMOTION TO PROFESSORSHIP

7. Application Requirements for Professorship

7.1. Candidates applying for appointment to the rank of Professor must meet the following requirements:

- i.** Having worked in the relevant field for at least five years after obtaining the title of Associate Professor, including at least three years of full-time service at a university.
- ii.** Possessing academic works that comply with the Academic Evaluation Criteria specified in the Cyprus Aydin University Academic Evaluation Directive.



8. Procedure for Appointment through Promotion to Professorship

8.1. Candidates who meet the requirements for application to the rank of Professor shall submit an application to the Rectorate with the following documents:

- i.** Curriculum vitae
- ii.** Doctoral degree or proficiency in arts certificate
- iii.** Associate professorship certificate
- iv.** List of publications
- v.** Copies of scientific publications
- vi.** Educational and teaching activities
- vii.** Document certifying compliance with the foreign language proficiency requirement specified in Article 4 of this Regulation
- viii.** Copies of conference and congress papers (if any)
- ix.** List of citations to publications (if any)
- x.** List of research projects conducted (if any)
- xi.** List of supervised graduate theses (if any)
- xii.** Information and documentation regarding applied studies (if any)
- xiii.** Contributions to university administration and society (if any)
- xiv.** Copies of other documents that may be evaluated within the scope of the Academic Evaluation Criteria referred to in Article 6

The above-mentioned documents shall be submitted to the Rectorate in the form of a dossier.

8.2. The Rectorate shall forward a digital copy of the candidate's complete application file to the relevant Dean's Office. The Dean's Office shall submit a report, including its opinion, to the Rectorate. If the appointment is to be made to a vocational school or other school within the University, the Rectorate shall request a report from the relevant Director following a similar procedure. The Dean's Office/Directorate shall communicate its positive or negative opinion to the Rectorate in writing. The Rectorate shall then forward the candidate's file to the Academic Evaluation Commission (AEC) for review, together with the opinion of the relevant Dean's Office/Directorate. If deemed appropriate, the Rectorate may send the candidate's file directly to the AEC for review without applying the procedures specified in this paragraph.

8.3. Following the submission of the files to the AEC by the Rectorate, the AEC shall evaluate the candidate in accordance with the criteria of the Academic Evaluation Directive adopted by the Senate pursuant to Article 6. Taking into account the opinions of the relevant academic units, the AEC shall decide whether the candidate will proceed to scientific evaluation. If the decision is negative, the AEC shall return the file to the Rectorate together with a reasoned



decision. If the decision is positive, the AEC shall submit to the Rectorate a proposal for a jury of seven professors, half of whom shall be from outside the University, for the purpose of evaluating the candidate's academic competence in the relevant field. If there are insufficient professors in the relevant discipline, jury members may be proposed from closely related disciplines. The proposal shall be discussed by the University Administrative Board, and a jury consisting of five principal members and two substitute members shall be appointed. The Rectorate shall send digital copies of the candidate's file to the appointed jury members via electronic mail. In their reports, jury members shall be requested to evaluate the candidate's research qualifications, particularly the quality, originality, international standing, and scientific contribution of the publications produced after obtaining the title of Associate Professor. They shall also provide opinions regarding the candidate's teaching abilities, educational competence, the quality of supervised theses, contributions through laboratory and/or other practical applications, services rendered to society, and administrative qualifications. The jury reports are expected to be submitted to the Rectorate within two months. The Rectorate shall submit the jury reports together with the candidate's file to the University Administrative Board for consideration. For the candidate to be appointed to the rank of Professor through promotion, at least three of the jury reports must be favorable.

8.4. If, pursuant to Article 8(3), the University Administrative Board approves the promotion and appointment of the candidate to the rank of Professor, the Rectorate shall submit the appointment request to the Board of Trustees for approval. The appointment of the candidate as Professor shall be decided by the Board of Trustees.

8.5. The above procedures are expected to be completed within six months following the candidate's application. A candidate whose application has been rejected may reapply for promotion and appointment to the rank of Professor one year after the date of notification.

CHAPTER V

PROMOTION AND APPOINTMENT TO THE POSITION OF ASSOCIATE PROFESSOR

9. Requirements for Application for Associate Professorship

9.1. Candidates applying for promotion and appointment to the position of Associate Professor must meet the following requirements:

- i.** To hold a doctoral degree (PhD) or a proficiency in arts degree.
- ii.** After obtaining the title of "Doctor," to have worked in the relevant field of science for at least three years, including at least two years of full-time employment at a university.
- iii.** To possess academic works that comply with the Academic Evaluation Criteria referred to in the Cyprus Aydın University Academic Evaluation Directive.



10. Procedure for Promotion and Appointment to Associate Professorship

10.1. Candidates who meet the application requirements for associate professorship shall apply to the Rectorate together with the following documents:

- i.** Curriculum vitae
- ii.** Doctoral diploma and a summary of the doctoral dissertation, or a certificate of proficiency in arts
- iii.** List of publications
- iv.** Copies of scientific publications
- v.** A document certifying that the candidate meets the foreign language proficiency requirement specified in Article 4 of this Regulation
- vi.** Documentation of teaching and educational activities
- vii.** File of congress and conference presentations (if any)
- viii.** List of research projects conducted or participated in (if any)
- ix.** List of postgraduate theses supervised (if any)
- x.** Information and documentation regarding applied studies (if any)
- xi.** Contributions to university administration and society (if any)
- xii.** Copies of other documents that may be evaluated within the scope of the Academic Evaluation Criteria mentioned in the Cyprus Aydın University Academic Evaluation Criteria Directive

The documents listed above shall be submitted to the Rectorate in a compiled file.

10.2. The Rectorate sends a digital copy of the candidate's file to ADEK together with the academic unit reports. ADEK evaluates the candidate in terms of the criteria of the Academic Evaluation Directive adopted by the Senate in accordance with Article 6 and decides whether a scientific jury should be appointed for the candidate.

If the decision is negative, ADEK returns the files to the Rectorate together with a justified decision. If the decision is positive, ADEK proposes a scientific jury composed of seven members holding the title of professor in the candidate's field of science, provided that the majority of the members are from outside the university.

The jury proposal of ADEK is discussed by the University Administrative Board, which determines five principal and two substitute members. If there are not enough professors in the relevant field of science, jury members may be selected from closely related fields. In three-member juries, at least two members must be appointed from universities other than Cyprus Aydın University.

11. Associate Professorship Examination

11.1. The Rectorate is responsible for the convening and functioning of the Scientific Jury. The Scientific Jury shall convene within three months following the candidate's application and reach a decision. The jury evaluates the candidate in two stages: evaluation of scholarly works and an oral examination.

- i.** Evaluation of Scholarly Works



Members of the scientific jury examine the works sent to them electronically together with the candidate's application and prepare individual reports by evaluating the relevance of the works to the field of science, their contribution to science, and their originality.

In preparing the reports, priority is given to the works produced after the candidate's doctoral degree or proficiency in arts.

The scientific jury convenes with full membership, elects a chair from among its members, evaluates the previously prepared reports, and decides by majority vote whether the candidate's application is "successful" or "unsuccessful."

If the candidate is found unsuccessful, the decision is communicated verbally to the candidate and reported to the Rectorate together with a detailed record and the prepared reports.

ii. Oral Examination

Candidates who are found successful in the evaluation of scholarly works are invited to the oral examination within three days.

In the oral examination, the candidate's views and knowledge related to the field of science are assessed based on the works submitted by the candidate. Following the evaluation, the jury decides by majority vote whether the candidate is successful or unsuccessful.

The result of the oral examination is communicated verbally to the candidate and reported to the Rectorate with a written record stating the reasons.

11.2. The decisions of the Scientific Jury are final and cannot be appealed.

11.3. The case of the candidate who applies for the associate professorship position and successfully completes all stages of the examination is discussed by the University Administrative Board. In accordance with the decision of the Administrative Board, the Rectorate prepares the appointment approval for associate professorship and submits it to the Board of Trustees for approval. The appointment process is completed upon the approval of the Board of Trustees.

11.4. The procedures mentioned above are expected to be completed within six months following the candidate's application. A candidate whose application is rejected may reapply for associate professorship one year after the date of notification.

CHAPTER VI

APPOINTMENT TO THE POSITION OF ASSISTANT PROFESSOR

12. Requirements for Application for Assistant Professorship

12.1. The following requirements must be met for appointment to the position of Assistant Professor:



- i. To hold a doctoral degree (PhD) or a proficiency in arts degree.
- ii. To have academic works that comply with the Academic Evaluation Criteria referred to in the Cyprus Aydin University Academic Evaluation Directive.

12.2. Application

Candidates who wish to be appointed as Assistant Professors shall apply to the Dean's Office with the following documents:

- i. Curriculum vitae
- ii. Doctoral diploma and a summary of the doctoral dissertation, or a certificate of proficiency in arts
- iii. A document certifying that the candidate meets the foreign language proficiency requirement specified in Article 4 of this Regulation
- iv. List of publications
- v. Copies of scientific publications
- vi. Copies of congress and conference presentations (if any)
- vii. Copies of other documents that may be evaluated within the scope of the Academic Evaluation Criteria mentioned in the Cyprus Aydin University Academic Evaluation Directive

The documents listed above shall be submitted to the relevant Dean's Office in a compiled file.

12.3. The Dean's Office forwards the application and the digital copies of the documents to ADEK. ADEK evaluates the candidate in terms of the criteria of the Academic Evaluation Directive adopted by the Senate in accordance with Article 6 and informs the relevant Dean's Office of its decision on whether a scientific jury should be appointed for the candidate. If the decision is positive, the Dean appoints a jury in the candidate's field of science consisting of three principal professors and one substitute professor, at least one of whom must be from outside the university. If there are no professors available, the jury may consist of associate professors holding associate professor positions. The Dean's Office is responsible for the functioning of the jury. If the head of the department of the unit where the appointment will be made holds the title of professor or associate professor, the head of the department shall be included in the jury. The jury examines the documents submitted with the candidate's application and, when deemed necessary, evaluates a seminar delivered by the candidate. The jury then communicates its written decision of "successful" or "unsuccessful" to the Dean's Office. After the Faculty Administrative Board reviews the jury reports prepared about the candidate, the Dean forwards the candidate's academic status together with the Dean's opinion to the Rectorate.

12.4. If the decision is positive, the Rectorate submits the appointment of the candidate to the position of Assistant Professor to the Board of Trustees for approval. The appointment process is completed upon the approval of the Board of Trustees.

12.5. If the decision is negative, the result is communicated to the candidate by the Rectorate together with its justification.



12.6. If the appointment is to be made to one of the university's schools or vocational schools, the procedures specified in paragraphs (2) and (3) of this article shall be carried out by the director of the school, and the director shall act as the chair of the jury.

12.7. The procedures mentioned above are expected to be completed within six months following the candidate's application.

CHAPTER VII

RECOGNITION AND EQUIVALENCE OF ACADEMIC TITLES

13.1. Titles Obtained from the Republic of Türkiye and the Turkish Republic of Northern Cyprus

Academic titles obtained in the Republic of Türkiye and the Turkish Republic of Northern Cyprus in accordance with the regulations of the Council of Higher Education of the Republic of Türkiye (YÖK) and the Higher Education Planning, Evaluation, Accreditation and Coordination Council of the TRNC (YÖDAK) are also recognized as valid at our University.

Faculty members who have obtained the titles of Professor, Associate Professor, or Assistant Professor at universities in the Republic of Türkiye or the Turkish Republic of Northern Cyprus may be appointed to positions corresponding to their titles at a higher education institution, provided that they have worked for at least two years with that title at a higher education institution. Such appointments may be made without following the procedures specified in Articles 11 and 12 of this Regulation, upon the request of the relevant Dean's Office or Directorate, the recommendation of the Rectorate, and the approval of the Chair of the Board of Trustees.

However, in order for a candidate to be appointed with a title obtained from another higher education institution, the candidate may be required to satisfy the academic evaluation criteria determined within the framework of Article 6 of this Regulation.

13.2. Titles Obtained from Third Countries

For the titles of Professor, Associate Professor, and Assistant Professor obtained from third countries to be recognized as valid at our University, the candidate's academic competence and qualifications must be evaluated by ADEK in accordance with the appointment and promotion criteria of Cyprus Aydın University.

Candidates who are determined to meet the required criteria and who have served for at least two years with the relevant title at a higher education institution in their country may be appointed to a position corresponding to their title without following the procedures specified in Articles 11 and 12 of this Regulation. Such appointments are made upon the request of the relevant Dean's Office or Directorate, the recommendation of the Rectorate, and the approval of the Chair of the Board of Trustees. Titles recognized in this manner shall be reported to YÖDAK by the Rectorate.



CHAPTER VIII

APPOINTMENT OF ACADEMIC STAFF OTHER THAN FACULTY MEMBERS

14. Application Requirements

14.1. The following requirements shall be sought for candidates applying for the positions of Research Assistant and Lecturer:

- i.** To have graduated from a bachelor's degree program related to the field of application with a minimum cumulative GPA of 2.50.
- ii.** To obtain at least 50 points from any central foreign language examination or an equivalent examination recognized as equivalent.
- iii.** For lecturer appointments to departments where the medium of instruction is a foreign language, to obtain at least 85 points from a central language examination in the language of instruction or an equivalent recognized examination.
- iv.** For candidates who do not have a foreign language examination score, to obtain at least 65 points for Turkish-medium programs and 85 points in the language of instruction for foreign-language programs in the central foreign language examination conducted by the university.
- v.** To meet other application requirements determined by the department to which the appointment will be made.

14.2. Announcement

- i.** Vacancies for academic staff positions other than faculty members are announced on the university website. The announcement text specifies the required qualifications, the final application date, the entrance examination date, the oral examination date for lecturer positions in programs conducted in a foreign language, and the examination schedule including the dates when results will be announced and the relevant web addresses. The final application date cannot be set earlier than fifteen days from the date of the announcement.
- ii.** Applications may be submitted in person, by mail, or online if specified in the announcement. Applications that do not reach the designated address within the announced period due to postal delays will not be considered.

14.3. Entrance Examination

- i.** The evaluation process of candidates is carried out by the Faculty Dean's Office or the School Directorate.
- ii.** An Entrance Examination Jury consisting of three principal members and one substitute member proposed by the relevant Dean/Director and approved by the Faculty / School / Vocational School Administrative Board is appointed. One of the principal members must be the head of the relevant department or division; if there is no head of the division, the department chair shall serve in that role. The selected members must be related to the field required by the academic staff position for which the appointment will be made.



iii. The entrance examination is conducted by the examination jury. For lecturer positions that will teach in units whose field is related to foreign languages, the examination is conducted only as an oral exam, designed to measure the candidate's professional expression, knowledge, and presentation ability. For other positions, the exam is conducted only as a written exam, measuring the candidate's knowledge in the field specified in the announcement.

iv. The examination jury ensures that the written and oral examinations are objective, measurable, and auditable. The member appointed as the rapporteur records the questions and answers of the written and oral examinations in official minutes.

v. Candidates who receive a score below 65 in the evaluation are considered unsuccessful in the examination.

vi. The success score of candidates who pass the examination is calculated by taking 30% of the graduation GPA, 30% of the language score, and 40% of the entrance examination score. For lecturer positions in associate degree programs, the success score is calculated by taking 40% of the graduation GPA and 60% of the entrance examination score.

14.4. The Faculty / School / Vocational School Administrative Board reviews the Examination Evaluation Report and decides on the appointment of the successful candidates.

14.5. The decision is submitted to the Rectorate by the Dean/Director.

14.6. The Rector submits the appointment decision of the candidate to the Board of Trustees for approval. The appointment process is completed upon the approval of the Board of Trustees.

CHAPTER IX

FINAL PROVISIONS

15.1. Authority for Implementation

This Regulation shall be implemented by the Rectorate of Cyprus Aydın University.

15.2. Entry into Force

This Regulation shall enter into force on the date it is approved by the Senate of Cyprus Aydın University.