**PROCEDURES AND PRINCIPLES REGARDING EMPLOYMENT**

**OF FOREIGN ACADEMIC STAFF**

**General Requirements for Employment of Foreign Academic Staff**

1. While making an offer to Council of Higher Education to employ foreign academic staff

by higher education institutions; it is decided to comply with the decisions taken at the Executive Board meeting dated October 1, 2009 and September 17, 2014 regarding those who will not be offered employment in the status of foreign academic staff.

1. In case of being offered to be employed at another university; those who work as foreign academic staff at one university are preferably supposed to wait for the expiry of the contract period, otherwise, a proposal is supposed to be made with a letter from the university, where they work, which will allow the relevant person to leave within the contract period.
2. While reviewing the documents of those to be employed as foreign academic staff and making a proposal to our Board, it was decided that;
3. the foreign academic staff’s gross monthly salary will be determined by comparing it with other foreign academic staff in terms of research, publication, performance, and so on, by specifying the title to be employed.
4. if the last academic title received while being employed at a higher education institution in Turkey, the foreign academic staff will meet the criteria for the relevant title to be promoted to a faculty member and to be appointed a position at the university to be employed.
5. at the end of the contract term of the foreign academic staff, the unit where he/she works will evaluate his/her status in terms of annual academic performance and notify the rector.

**Special Conditions for Employment of Foreign Academic Staff**

**Employment in the Foreign Language Preparatory Classes**

The minimum requirements for the employment of foreign academic staff in the foreign language preparatory classes of higher education institutions are as follows:

1. Of those, **who will be employed for foreign language teaching in the English preparatory classes and whose native language is English**, to have at least a bachelor’s degree in of the fields including linguistics, language and literature, comparative literature, teaching or educational sciences (pedagogy).

 or to have at least one of the following conditions provided that they have at least a bachelor’s degree:

1. must have at least two years of work experience in the teaching of the relevant language in an accredited internationally recognized language center,
2. must have a certificate of DELTA, CELTA or TESOL[[1]](#footnote-1).
3. Of those, **who will be employed for foreign language teaching in the English preparatory classes and whose native language is not English**, the native language is not English; to have at least a bachelor’s degree in English Language, English Literature, English Teaching and must meet at least one of the following conditions:
4. must have at least two years of work experience in teaching the language concerned, in a center of internationally recognized accredited language teaching.
5. must have a certificate of DELTA, CELTA or TESOL[[2]](#footnote-2).
6. Of those, who will be employed for the teaching of foreign languages other than English must have at least one of the following requirements, provided that they have at least a bachelor’s degree in the relevant language:

a. must have at least two years of work experience in the field of language teaching which will be taught

b. must have at least one year of work experience as an academic staff.

**Employment in Associate Degree Programs**

Foreign academic staff to be employed in the associate degree programs of higher education institutions must have at least one of the following conditions:

1. must have academic experience in an institution recognized by the Council of Higher Education for at least two years.
2. must have a master’s degree in the relevant field of the program that the employee wants to be employed.

**Employment in Undergraduate and Graduate Programs**

1. Foreign faculty members to be employed to teach at undergraduate and graduate level in higher education institutions must meet at least one of the following conditions, provided that they have a doctorate degree and have proven their proficiency in the language of instruction of the program they will teach:
2. must certify that he/she has worked as an academician for at least one year in one of the institutions of higher education recognized by the Council of Higher Education.
3. must at least one published book in his/her field, or at least five articles published in peer-reviewed journals in the last five years.
4. In specialized units, where Turkish citizen academics with a master’s degree with a thesis can be employed, foreign academic staff must also have at least a master’s degree.

**Employment for Both Teaching and Research**

In order to employ foreign faculty members to give lectures in in higher education institutions, as well as to take part in projects and to benefit from research activities, the candidate must meet at least one of the following conditions:

1. must have a master’s or doctorate degree from one of the top 1,000 universities in any of the world’s university rankings [Times Higher Education (THE); World University Rankings, QS World University Rankings or Academic Ranking of World Universities (ARWU)], or must have worked at these universities as an academic and researcher for at least a year.
2. must have published at least ten articles in indexed journals that are accepted as credible by the authorized boards of the universities where they will be employed.
3. must have participated in at least one ongoing or successfully completed scientific research project as a coordinator, executor or researcher that contributes to science and industry.

Foreign academic staff who will be employed within this scope can bring up to three doctoral students to be employed as researchers, provided that their expenses are covered from the project revenues they will make and that the contribution they provide is presented in a concrete way by the relevant university.

In addition, foreign academic staff, who can be assigned in projects and research as well as giving lectures within this scope, can also be employed for a short term provided that the period is not less than two months.

Foreign academic staff to be assigned in projects and research activities as well as giving lectures in higher education institutions can be offered higher wages compared to the academic staff who will only give lectures, provided that they document they are successful in international terms and capable of contributing to the international visibility of the university.

**Employment in the Fine Arts**

Those to be employed as foreign academic staff in conservatory, Fine Arts, Faculty of Art and Design must have at least a Bachelor's degree in the related field and must meet at least one of the following conditions:

1. must have academic or corporate work experience in the related art field for at least two years,
2. must have carried out at least three original art activities, events, projects, designs and similar activities in the last three years in relation to its field.

**Miscellaneous**

1. The above conditions are not required for visiting academicians and foreign academics who will be employed free of charge within the scope of international agreement, bilateral agreements between institutions and exchange programs. The employment of employees in this context is subject to the provisions of the legislation in effect.
2. The above conditions are valid for foreign academic staff who will be offered to be employed for new positions as of January 20, 2020, and foreign academicians who are currently working in higher education institutions may be given additional time for a maximum of six months from the expiry date of their contract in order to meet the above conditions. The contracts of those who do not meet the requirements will not be extended at the end of the additional periods.
1. Amended by the Decision of the Executive Committee for Higher Education dated 17.02.2021 [↑](#footnote-ref-1)
2. Amended by the Decision of the Executive Committee for Higher Education dated 17.02.2021 [↑](#footnote-ref-2)