



**INTERNATIONAL
BALKAN
UNIVERSITY**

EXCELLENCE FOR THE FUTURE!

**RULEBOOK ON CRITERIA FOR
PROMOTION AND APPOINTMENT TO
ACADEMIC POSITIONS**

It was deemed appropriate with Decision No. 200.08/2024 made during the International Balkan University Senate session on 28.12.2023, and numbered 19.

I. PREAMBLE

This rulebook has been prepared based on Article 94, paragraph 1, alien 21 from the Law on Higher Education.

II. PURPOSE

Article 1. The purpose of this Rulebook is to ensure an accurate evaluation of the academic levels of candidates applying for academic positions at the faculties and high (vocational) schools of the International Balkan University, to enhance the academic standards of faculty members, and to assess their performance, to increase the quality and quantity of academic activities and scientific publications at both national and international levels for the benefit of society and humanity, and to provide high standards of knowledge transfer to students.

This Rulebook regulates the special conditions and procedure for selection in teaching-scientific, scientific, teaching-professional, and associate positions and demonstrators at the International Balkan University (hereinafter IBU).

III. SCOPE

Article 2. The Rulebook on Criteria for Promotion and Appointment to Academic Positions at International Balkan University covers the criteria required by International Balkan University and the provisions of the Law on Higher Education and Law on Scientific and Research Activity and related regulations.

IV. GENERAL DESCRIPTION AND PROVISIONS

Article 3. Higher education activity can be performed only by a person selected in a teaching-scientific, teaching-professional, teaching, or associate title for the time he/she was elected.

A person selected in a teaching-scientific, teaching-professional, or associate title can perform higher education activities at a faculty or high vocational school.

A person elected to a teaching position can perform higher education activities only at a higher vocational school. As an exception to paragraph 1 of this article, a person elected to a scientific

title by the provisions of the Law on Scientific Research Activity may perform higher education activities of second and third-cycle studies by the Law on Higher Education according to the equivalence of the titles determined by the Law for higher education.

Article 4. At the faculties, scientific institutes, and high vocational schools, the persons who are selected for the teaching-scientific positions are:

- a. Assistant Professor, Associate Professor, and Full Professor.
- b. At the faculties, persons in scientific positions can also be chosen Research Associate, Senior Research Associate, and Scientific Adviser.
- c. At the scientific institutes, the persons who carry out higher education activities of second and third-cycle studies are selected for teaching-scientific positions: Assistant Professor, Associate Professor and Full Professor.
- d. At the scientific institutes, the persons who carry out scientific research activities are selected in scientific titles: Scientific Associate, Senior Scientific Associate, and Scientific Advisor.
- e. At the high vocational school, the titles are Lecturer, Senior Lecturer, and Professor.

Article 5. At the faculties, persons can be elected to the titles of Assistant Professor and Associate Professor, according to the conditions and in the procedure determined by this Rulebook.

- a. At the faculties in the field of philological sciences, that is, at the faculties and scientific institutes where language is taught, teaching and professional titles are Lecturer and Senior Lecturer.
- b. In faculties, the title of “Assistant” corresponds to the associate position.
- c. At the faculties, people can also be chosen for the associate title - Research Assistant.
- d. At scientific institutes and centers, people can also be selected for the associate title of assistant.

Article 6. At the high vocational schools, persons can be elected to the titles of Lecturer, Senior Lecturer, and Professor, according to the conditions and in the procedure determined by this Rulebook.

- a. At the high vocational schools in the field of medical sciences, that is, at the high vocational school where medical sciences and practical courses are taught, teaching and

professional titles are: Lecturer, Senior Lecturer, and Professor.

V. CRITERIA FOR PROMOTION AND APPOINTMENT TO ACADEMIC POSITIONS

Article 7. General Conditions

The general conditions required for promotion and appointment to academic positions at International Balkan University are as follows:

- a.** The candidate must have the score specified in the International Balkan University Criteria for Promotion and Appointment to Academic Positions. International Balkan University has established separate appointment and promotion criteria for each faculty and vocational school. Therefore, applicants must prepare their application files based on the minimum score and other relevant requirements set by the faculty/ vocational school they are applying.
- b.** The candidate must know the English language. If the candidate meets at least one of the following conditions: he has a certificate of knowledge of a foreign language of at least level B1 according to the European Language Framework of the Council of Europe or another international certificate with an equivalent level; 2. has completed a first, second or third cycle of higher education in English; 3. has obtained a higher education diploma in English; 4. Possesses a certificate or certificate of knowledge of a foreign language issued by a relevant competent institution. IBU reserves the right to administer an English proficiency test to candidates if necessary.
- c.** For articles published/accepted in internationally indexed journals, the full text of the article, along with the cover of the journal indicating the journal's index status and quartile ranking (QS) for the publication year, or a printout of the relevant index page, should be scanned and included in the application file. Quartiles for the publication year of the journal should be used. If quartile information for the year in which the journal was published is not available, quartiles announced in the Web of Science (WoS) OR Google Scholar database for the latest year are considered.
- d.** For articles published/accepted in national peer-reviewed journals, the full text of the articles, the external cover of the journal, the list of referees, or the page indicating that the journal is peer-reviewed should be scanned and provided in the application.
- e.** For the books/book chapters in international or national based, the external cover of the

books/book chapters, the list of content, and the information page which shows the date, and place of the printed books/book chapters should be scanned and provided in the application.

- f. In addition to articles, books, or book chapters for other printed or digital publications, as well as for conference papers and poster presentations, it is necessary to provide the cover page with information about the publishers, and the full-text file.
- g. In the calculation of scores, if the total obtained from each main activity type results in a fractional score, the total score is rounded up to the nearest whole number.

Article 8. Categories of Academic, Professional, and Artistic Activities with a Scoring System for Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Full Professor Positions

The scoring system for professionals who want to be appointed to the position of Assistant Professor, Associate Professor, and Full Professor is as follows.

SCORING SYSTEM		
CATEGORIES	Unit Point	Max. Point
A. TEACHING		
1. Courses		
Per the course given in the BA	1	15
Per the course given in the MA	1,2	
Per the course given in the PhD	1,5	
2. Contribution to the Improvement of Education		
Per course given in LLC; Maintenance of field teaching; Conducting exercises (laboratory, clinical, classroom, or preparation of a seminar paper); Maintenance of mentoring teaching for health clinical practice; Preparation of a new subject (lectures)	0,5	12
3. Thesis Mentorship		
Mentor of a diploma project, Mentor of specialist work, Mentor and educator of health education	0,2	12
Mentor of a Master thesis	1	
Mentor of PhD Thesis	1,5	
B. PUBLICATIONS		
Book		
Scientific book	6*coefficient	30
Monograph	4*coefficient	
Textbook/Coursebook	3*coefficient	
Popular book	2*coefficient	

Book Editor		
Scientific book	3*coefficient	9
Monograph	2*coefficient	
Textbook/Coursebook	1*coefficient	
Book Chapter^{1,2}		
Scientific book	3*coefficient	15
Monograph	2*coefficient	
Textbook/Coursebook	1*coefficient	
Scientific Papers		
A scientific/scholarly paper published in a Category A journal	5	No limit
A scientific/scholarly paper published in a Category B journal	3	
A scientific/scholarly paper published in a Category C journal	2	
A scientific/scholarly paper published in other journals (unindexed journals)	1	
Journal Editor		
A scientific/scholarly paper published in a Category A journal	4	10
A scientific/scholarly paper published in a Category B journal	2	
A scientific/scholarly paper published in a Category C journal	1	
A scientific/scholarly paper published in other journals (unindexed journals)	0,5	
Other Publications		
A review, Letter to the Editor, Technical Note and Case Report/Study in Health Sciences, book introduction and exhibition review in arts and design published in a journal indexed by WOS and Scopus	4	10
A review, Letter to the Editor, Technical Note and Case Report/Study in Health Sciences, book introduction and exhibition review in arts and design published in an international journal indexed international journals other than Web of Science and Scopus	2	
A review, Letter to the Editor, Technical Note and Case Report/Study in Health Sciences, book introduction and exhibition review in arts and design published in other journals (national and international unindexed journals)	1	
Articles in scientific encyclopedias	2	
Articles in popular magazines and research websites	0,5	
A Scientific report published by a scientific/scholarly organization	2	
Translations of capital works in areas determined by the National Council for Higher Education and Scientific Research	1	
Published Conference paper in a proceedings book	1	
Author of patient brochure (association approved), in the field of medical sciences and healthcare	2	
Citations		
Citation in a journal indexed by WOS and Scopus	1	6
Citation in an international journal indexed international journals other than Web of Science and Scopus	0,5	
Citation in other journals (national and international unindexed journals)	0,2	

Citation in scientific books, monographs, master's and doctoral theses	0,2	
Google Scholar H-index	Score*0,5	
C. RESEARCH		
Scientific Research Projects		
Manager in a Scientific Project	10*coefficient	No Limit
Researcher in a Scientific Project	4*coefficient	
Adviser in a Scientific Project	1*coefficient	
Community Projects		
Manager in a Community Project	2	5
Researcher in a Community Project	1	
Adviser in a Community Project	0,3	
Applied Study in Health Sciences		
Manager in a clinical or scientific-applied study in the field of medical sciences and health	2	10
Participant in a clinical or scientific-applied study in the field of medical sciences and health	1	
Introducing a new accredited laboratory methods in an appropriate area	3	
Introducing a new clinical practice in the relevant area (diagnostic and therapeutic procedures)	3	
Introduction of new laboratory/clinical or public health method in the field of medical sciences and health	3	
Patent and Trademarks		
Patenting a model or an idea	2	5
Licensed model or industrial design	2	
D. PROFESSIONAL AND ARTISTIC ACTIVITIES		
Conferences and Seminars		
Plenary lecture at a scientific/professional meeting	1	10
Held a lecture, seminar, talk by invitation at a university	0,5	
Oral presentation in a scientific/professional meeting with an abstract	1	
Poster presentation in a scientific/professional meeting with an abstract	0,5	
Organizing Committee Membership in International Scientific Meetings Organized by an International Organization	1	
Professional/Artistic Activity		
Professional activity in Category A	3	14
Professional activity in Category B	2	
Professional activity in Category C	1	
Professional activity in Category D	0,5	
Awards		
Science and/or Art Award by International Scientific Organizations	3	6
Science and/or Art Award by National Scientific Organizations	2	

Explanation, Notes, and Categories

Renewal of a contract in the same title without any promotion

Renewal of a contract in the same title without any promotion for 2 years needs %60 percent of the necessary conditions, for 1 extra year, one needs to complete %80 of the necessary conditions.

Number of Authors/Contributors

In single-author publications, the author receives the full score, in two-author publications each author receives 60% of the score, in three-author publications each author receives 40% of the score, and in publications with four or more authors, each author receives 30% of the score.

Categories of Publishers

The coefficient for each category is as follows: A=2; B=1,6; C=1, D=0.8; E=0.5

Category A: International Famous University Publishers like Oxford University Press, Cambridge University Press

Category B: International Publishers like Routledge, Palgrave

Category C: Other International Publishers

Category D: National, Regional Publishers

Category E: Local Publishers

The categories of the academic journals

A scientific paper is a paper with original scientific results published in a scientific journal that has an impact factor for the year in which the paper is published, in which the published papers are subject to peer review.

Category A Indexes: ISI Web of Science SCI, SSCI, AHCI, ESCI, ESCI Expanded, Scopus

Category B Indexes: Area Indexes like Cambridge Scientific Abstracts (CSA), GALE Cengage Academic OneFile, Index Copernicus, ERIC, Index Islamicus, Australian Education Index

Category C: Other Indexes like Ulakbim, Directory of Open Access Journals (DOAJ)

Cat

Unindexed Journals: The journals that are not indexed by any accepted indexing institution.

The categories of the Research & Projects

A scientific research project is a project with original scientific results.

The coefficient for each category is as follows: A=2; B=1,5; C=1, D=0,7

Category A: International Projects (ERC, EU, ERIC, UN, OECD, AHCR, UNESCO)

Category B: Internationally Supported Projects (TİKA, YTB, TUBITAK, Charity Funds, National Endowment for the Arts, The National Endowment for the Humanities, Embassy Funds)

Category C: National Projects Supported by Government Funds (Governmental Research Funds)

Category D: Other Funds (NGO Funded Projects, University PRO Projects, Erasmus Projects)

Category E: Community Projects (A community project is a term applied to any community-based project. This covers a wide variety of different areas within a community or a group of networking entities. Projects can cover almost anything, including the most obvious section of concern to any community, the welfare element. The municipality projects and public campaigns are the main types of community projects)

Categories of Professional and Artistic Activities

The coefficient for each category is as follows: A=2; B=1,5; C=1, D=0,7

Category A

- Participation in a world art event with national representation (world biennials and the most important world art events)
- A monumental work of art of national importance
- Retrospective-monographic exhibition
- A constructed architectural object of national importance
- Participation in a world architectural and urban event with national representation
- Urban solution for a space of national importance
- Development of a program for the prevention of disease(s)
- Curator of an exhibition in the field of arts, architecture, and urbanism

Category B

- Independent public presentation with works of art (abroad by invitation)
- Independent public presentation with works of art (in the country, upon invitation from a national institution)
- A publicly performed or presented architectural work in the field of architecture and urbanism, in a form recognized by the profession.
- Conceptual architectural solution
- Independent public presentation of architectural projects (in the country, according to a call from a national institution)
- Awarded participation in architectural or architectural-urban competition.
- Urban solution for a space of urban significance
- Authorship in an urban project
- Authorship in an urban plan
- Development of a new software package
- Chairman of the law drafting committee
- Chairman of a commission for the codification of a part of a legal area
- Participation in the development of a program for the prevention of disease(s)
- Completed specialization in the field of medical sciences and healthcare.
- Completed sub specialization in the field of medical sciences and healthcare.
- Membership in the International jury-commission

Category C

- Derived elements of furniture, urban equipment, or another object
- Design or development of an information system
- The conceptual design solution for elements of furniture, urban equipment, and other objects
- Published work in a catalog from an international art event.
- Participation in international art symposia (colonies)
- Architectural-urban solution for parterre and ambient units
- Group public presentation of architectural and urban works
- Participation in an architectural or architectural-urban competition
- Independent public presentation of architectural and urban works with publication
- Derived architectural object.
- Authorship in a conceptual architectural project
- Responsible Designer in a basic architectural project
- Participant/collaborator in an urban project
- Participant/collaborator in an urban plan
- Member of the commission for drafting a law
- Chairman of the committee for drafting amendments and additions to law; preparation of a by-law
- Member of a commission for the codification of a part of a legal area

- Participating in a TV Program related to his/her field of expertise.
- Membership in the national jury commission
- Participation in the work of commissions for state competitions

Category D

- Published work in a catalog from a national art event.
- Participation in national art symposia (colonies)
- Participant/collaborator in a conceptual architectural project
- Participant/collaborator in a basic architectural project
- Member of the commission for drafting amendments and additions to the law; preparation of a by-law
- Teaching at institutions of public interest, cultural and informative centers
- Participation in promotional activities of the faculty/institute
- Participating in a Radio Program related to his/her field of expertise.
- Giving an interview or opinion to a newspaper or magazine related to his/her field of specialization.

Article 9. Application and Appointment Score Conditions for Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Full Professor Positions

The score conditions for individuals who will be appointed to the position of Assistant Professor, Associate Professor, and Full Professor are as follows, based on the areas:

Humanities and Social Sciences / Engineering Sciences									
Title	Teaching		Research and Publication		Professional Activities and Application		Minimum points on all bases for 2024	Minimum points on all bases 2025	Minimum points on all bases 2026
	Min. Point	Max. Point	Min. Point	Max. Point	Min. Point	Max. Point			
Assistant Prof.	10	15	25	No Limit	5	8	40	50	55
Associate Prof.	15	20	35	No Limit	10	12	60	70	75
Full Prof.	20	25	40	No Limit	10	12	70	75	80

Arts and Design / Architecture									
Title	Teaching		Research and Publication		Professional & Artistic Activities and Application		Minimum points on all bases for 2024	Minimum points on all bases 2025	Minimum points on all bases 2026
	Min. Point	Max. Point	Min. Point	Max. Point	Min. Point	Max. Point			
Assistant Prof.	10	15	20	No Limit	10	15	40	50	55
Associate Prof.	15	20	30	No Limit	15	20	60	70	75
Full Prof.	20	25	40	No Limit	20	25	70	75	80

Medical Sciences									
	Teaching		Research and Publication		Professional Activities and Application		Minimum points on all bases for 2024	Minimum points on all bases 2025	Minimum points on all bases 2026
Title	Min. Point	Max. Point	Min. Point	Max. Point	Min. Point	Max. Point			
Assistant Prof.	10	15	20	No Limit	10	12	40	50	55
Associate Prof.	15	20	35	No Limit	10	15	60	70	75
Full Prof.	20	25	40	No Limit	10	20	70	75	80

Vocational School & Language School									
	Teaching		Research and Publication		Professional Activities and Application		Minimum points on all bases for 2024	Minimum points on all bases 2025	Minimum points on all bases 2026
Title	Min. Point	Max. Point	Min. Point	Max. Point	Min. Point	Max. Point			
Lecturer	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	15	15	15
Senior Lecturer	15	No Limit	10	No Limit	10	No Limit	20	20	20

Article 10. Application and Appointment Conditions for Assistant Professor Position

The conditions for individuals who will be appointed to the position of Assistant Professor with a doctoral degree for the first time are as follows, based on the faculties:

- a. has achieved an average success of at least 8.00 (eight) in the studies of the first and second cycle for each cycle separately, i.e. has achieved an average grade of at least 8.00 (eight) in the integrated studies of the first cycle and the second cycle,
- b. has a Doctor of Science degree from the scientific field for which he is selected,
- c. must meet the minimum score requirement to apply for the relevant faculty or vocational school, which is given in Article 8 with requirement all activities categories (A-B-C-D).
- d. to receive a score above the average satisfaction level in assessment surveys conducted by students.

Article 11. Application and Appointment Conditions for the Associate Professor Position

The conditions for individuals who will be appointed to the position of Assistant Professor with a doctoral degree for the first time are as follows, based on the faculties:

- a. has achieved an average success of at least 8.00 (eight) in the studies of the first and second cycle for each cycle separately, i.e. has achieved an average a grade of at least 8.00 (eight) in the integrated studies of the first cycle and the second cycle,
- b. has a Doctor of Science degree from the scientific field for which he is selected,
- c. must meet the minimum score requirement to apply for the relevant faculty or vocational school which is given in Article 8 with requirements for all activities categories (A-B-C-D) in the last five years before the announcement of the selection.

Article 12. Application and Appointment Conditions for Full Professor Position

The conditions for individuals who will be appointed to the position of Assistant Professor with a doctoral degree for the first time are as follows, based on the faculties:

- a. has achieved an average success of at least 8.00 (eight) in the studies of the first and second cycle for each cycle separately, i.e. has achieved an average grade of at least 8.00 (eight) in the integrated studies of the first cycle and the second cycle,
- b. has a Doctor of Science degree from the scientific field for which he is selected,
- c. must meet the minimum score requirement to apply for the relevant faculty or vocational school, which is given in Article 8 with requirement of all activities categories (A-B-C-D) in the last five years before the announcement of the selection.
- d. to have previously been elected to the title of associate professor (min 5 years titled).

Article 13. Promotion Conditions for Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Full Professor Positions

IBU has established the following procedure for individuals employed within its organization who are unable to complete the promotion criteria within 5 years:

- a.** An additional 2-year period is granted to those who have completed 60% of the required appointment score within the initial 5 years. It is expected that the necessary score will be completed during this additional 2-year period.
- b.** For individuals who have completed 80% of the required appointment score within the first 7 years, an extra 1-year extension is provided. However, for those who are unable to achieve the required score within this final additional 1-year period, the contract will not be renewed.

VI. EFFECTIVENESS

Article 14. This Rulebook has come into effect upon its approval during the meeting of the International Balkan University Senate on 28.12.2023 with decision number 200.08/2024.

VII. EXECUTION

Article 15. The President of International Balkan University shall execute this Rulebook.