



New Faculty Orientation

13 September 2024



Provost

Vice Rector for Academic Affairs



Orhan Aytür

e-mail: aytur@bilkent.edu.tr

phone: 290-1213

office: EA-G16

<https://w3.bilkent.edu.tr/bilkent/provost/>



Provost Office



Associate Provost:

Mustafa Çelebi Pınar

mustafap@bilkent.edu.tr



Associate Provost:

Emine Ülkü Sarıtaş

saritas@ee.bilkent.edu.tr



Assistant Provost:

Tarık Kara

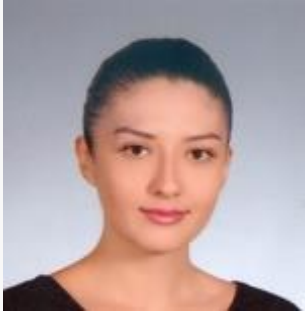
ktarik@bilkent.edu.tr



Provost Office - Staff



Executive Secretary:
Birgöl Bulut



Executive Secretary :
Doğa Sezi Kılıç



Information Specialist:
Aymin Yeşne Savaş Can

Faculty Members

- Hiring, compensation, benefits
- Annual performance evaluations
- Promotions
- Research grants and external activities
- Teaching support
- Sabbatical and unpaid leaves
- Distinguished Teaching Awards
- Academic integrity, ethics, grievances



Administrative

- Academic administrative appointments
- Budgeting (*academic* departments only)
- Graduate student support
- Curriculum development with faculties
- Course offerings
- Research centers



Administrative units

Human Resources Office



Ersun Türköz

ersun.turkoz@bilkent.edu.tr

- Employee records
- Council of Higher Education records (YÖKSİS)
- Private health insurance applications
- Work permits for international faculty



Administrative units

Technology Transfer Office (TTO)



Ebru Başak Aköz

ebru.basak@bilkent.edu.tr

<http://tto.bilkent.edu.tr/>

- External research funding applications
- University-industry collaboration
- Intellectual property rights, entrepreneurship
- Personal Research Fund (KAF) spending



Administrative units

Teaching and Learning Support Center



Armağan Ateşkan
ateskan@bilkent.edu.tr

- Seminars/workshops for faculty and students
- Peer tutoring for students in select courses

Administrative units

International Center



Berna Öncül

berna.oncul@bilkent.edu.tr

<https://w3.bilkent.edu.tr/bilkent/international-center/>

- International Faculty services
- Degree equivalencies

PhD from abroad?

You have to apply for equivalency as soon as possible!



Administrative units

Research, Planning, Coordination Unit (APK)



Sinan Atalar

sinan.atarar@bilkent.edu.tr



Nuray Güvenir

nguyenir@bilkent.edu.tr

- Personal Research Fund (KAF) accounts

Faculty Members

- **Academic-promotion-track faculty**
Assistant Professor, Associate Professor, Professor
- **Teaching-track faculty (full-time and part-time)**
Instructor, Lecturer, Senior Lecturer, Assistant Prof. of Teaching
- **Extension, Research, Visiting, and Adjunct Faculty, Temporary researcher positions**

Provost Office Web Page: [https://w3.bilkent.edu.tr/bilkent/provost/
Faculty Handbook > Academic Positions, Appointments, and Promotions](https://w3.bilkent.edu.tr/bilkent/provost/Faculty%20Handbook%20>%20Academic%20Positions,%20Appointments,%20and%20Promotions)



Teaching



- Use English for all interactions in class
- Foster critical thinking, avoid memorization
- Communicate learning goals clearly
- Promote learning by doing:
 homework, projects, papers, quizzes, etc...
- Communicate limits to collaboration clearly
- Encourage students to participate in class

Teaching



- Avoid inflated grades
- Consider open-book or cheat-sheet exams to avoid memorization
- No multiple choice exams!
- Make-up for missed classes using spare hours or extra hours
- Exams should be graded by instructors
- All courses get anonymously evaluated by students, results put on the web



Research and Creative Work



- Have a plan, work with your chair and dean
- Involve graduate students and colleagues
- Get funding for your research
 - Contact TTO for national and international funding opportunities
- Foster international ties
- Aim for high quality publications and outlets



Research and Creative Work



- Avoid predatory journals and publishers
- Predatory publishers:
 - actively seek out and easily accept manuscripts
 - promise rapid review and publication
- Example predatory journal lists:
 - <https://beallslist.net/>
 - <https://www.openaccessjournal.com/blog/predatory-journals-list/>
 - <https://predatoryjournals.org/>

Research and Creative Work



- Setup and maintain Researcher Profile IDs

ORCID



Scopus®

Clarivate™
Web of Science

Google Scholar

- These platforms:
 - Enhance academic visibility and bolster impact
 - Enable the University to better track the academic output of its faculty members
 - Help the visibility and reputation of the University



Recognition

- Annual Faculty Survey (December)
- Annual evaluation by chair, dean, provost
- Merit bonuses granted annually

Advancement within each rank – five levels

Y1-Y2-Y3-Y4-Y5 ➤ D1-D2-D3-D4-D5 ➤ P1-P2-P3-P4-P5

Provost Office Web Page: <https://w3.bilkent.edu.tr/bilkent/provost/>

Faculty Handbook

> Faculty Compensation, Benefits, and Academic Evaluations

- Distinguished Teaching Awards
 - nomination by deans
 - granted by committee of former recipients, students and alumni



Promotions: academic-promotion-track

Assistant Professor → Associate Professor

0. Degree equivalencies (Take a step on Monday!)

1. Inter-University Board: *Doçentlik*

Requirement of the Council of Higher Education

2. Bilkent University:

Promotions and Appointments Committee

External review letters and internal reports

3. Bilkent University Executive Board:

Reports by national reviewers



Promotions: academic-promotion-track

Associate Professor → Professor

1. Bilkent University:

Promotions and Appointments Committee

External review letters and internal reports

2. Bilkent University Executive Board:

Reports by national reviewers



Please contact us for questions



Orhan Aytür

aytur@bilkent.edu.tr



Mustafa Çelebi Pınar

mustafap@bilkent.edu.tr



Emine Ülkü Sarıtaş

saritas@ee.bilkent.edu.tr



Tarık Kara

ktarik@bilkent.edu.tr

office: EA-G16

phone: 290-1213

<https://w3.bilkent.edu.tr/bilkent/provost/>





Thank you.

