



UNIVERSITY OF
BAKIRÇAY

SCHOOL OF
FOREIGN LANGUAGES



SCHOOL OF FOREIGN LANGUAGES INSTRUCTORS' HANDBOOK

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SCHOOL OF FOREIGN LANGUAGES CAMPUS



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SCHOOL OF FOREIGN LANGUAGES

Abbreviations

SFL	School of Foreign Languages
TAU	Testing and Assessment Unit
PDU	Professional Development Unit
CMDU	Curriculum and Material Development Unit
UIMS	University Information Management System

1. About Us

İzmir Bakırçay University School of Foreign Languages (SFL) started its activities with the establishment of our University with the law numbered 6745 dated 20.08.2016.

The main fields of activity of the School of Foreign Languages are as follows:

- Design and implementation of compulsory and elective foreign language courses and professional English courses in all faculties and schools affiliated with İzmir Bakırçay University,
- Preparation and implementation of Foreign Language exams held throughout the University,
- Programming and implementation of compulsory preparatory class education for students placed in programs where the language of instruction is English,
- Programming and providing optional preparatory class education for students placed in programs where the language of instruction is Turkish,
- Organizing various foreign language courses in cooperation with various public institutions

The foreign language preparatory class offers advanced English education for students enrolled in departments where the language of instruction is English. SFL, which is responsible for the planning, organization and implementation of the preparatory class, aims to help students in departments where the language of instruction is English gain the reading and listening skills, as well as oral and written communication skills necessary to follow educational activities with its teaching staff specialized in foreign language education.

In addition to English preparatory education, SFL conducts courses such as German, French, Spanish, Professional English and Business English offered in various departments throughout the university and contributes to students acquiring the language skills they will need in their academic, social and business lives.

The School of Foreign Languages has an Assessment and Evaluation Unit, Curriculum and Material Development Unit, Professional Development Unit, Extra-Curricular Activities Unit, Modern Languages Unit, School Unit Quality Commission and Student Support Unit, and these units coordinate activities related to their fields of activity.

Mission, Vision and Values

MISSION

The mission of the School of Foreign Languages is to provide students with technology-supported, student-centered foreign language education that adheres to CEFR standards, enabling them to effectively use the foreign language in academic, social, and professional settings.

VISION

Our vision is to be an institution that provides foreign language education in international standards, supported by a strong institutional culture and expertise.

VALUES

In alignment with the core values of İzmir Bakırçay University, the fundamental values of the School of Foreign Languages are as follows:

Human-Centered Approach: The School of Foreign Languages provides high-quality, student-centered foreign language education through a development-oriented educational philosophy.

Justice and Merit: The School adopts a fair management style by working with qualified personnel in human resources management and upholding a universal approach that opposes all forms of discrimination.

Commitment to Ethical Standards: The School operates based on universally developed scientific, academic, and professional ethical values.

Transparency: The School embraces the principle of transparency in its management approach, founded on the responsibilities of information sharing and accountability.

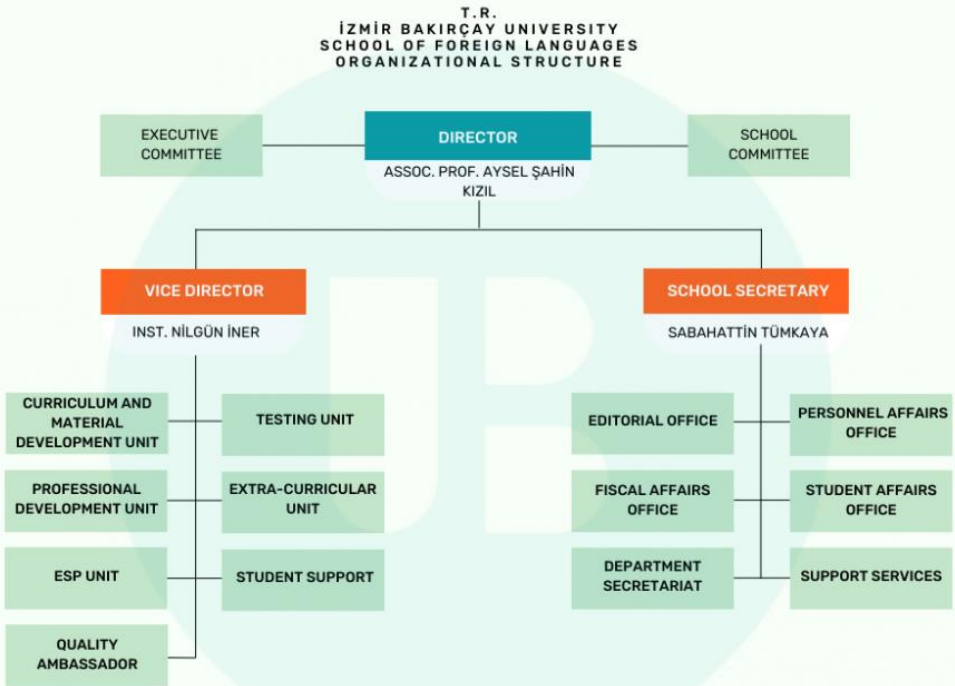
Participatory and Sustainable Institutional Structure: The School adopts a participatory organizational structure that relies on collective wisdom, ensuring that its activities can continue and develop independently of individual presence.

Educational Philosophy

At İzmir Bakırçay University we, as School of Foreign Languages, believe that an effective curriculum is possible only when both structure and flexibility are combined. Continuity and consistent levels of quality across different classes and a sustained process of evaluation and development are ensured through structure in curriculum. Considering that one-size-fits-all teaching approach does not work anymore, flexibility in curriculum allows teachers to explore their own interests and practices, test them and define their own best 'how'. The structure of our curriculum provides a shared language around tools, context, expectations, and outcomes, whereas flexibility allows teachers to enhance their teaching in their own way. The curriculum itself is flexible as well, and accordingly, sustainability is embedded in our curriculum, which allows us to include emerging content and priorities as circumstances change.

At the heart of our curriculum lies the learner, though. Our first and foremost aim is to enable students to learn; therefore, all the teaching practices should be intended to serve the learning enhancement and student development. Whereas teacher autonomy and flexibility are encouraged, effective implementation is equally important. They should be confident in their subject area and know how to teach according to both educational and student needs and make learning relevant so that students can develop their own understanding. In order to increase student engagement, satisfy their needs, and create more learning opportunities, teachers need to employ numerous strategies. When doing this, the teacher should act as a guide and facilitator. Students should be the active participants of the process of learning, not the teachers. Their priority should be helping students learn how to learn with the intentional teaching of learning strategies. Teachers should also approach students holistically and take into account affective factors in language learning and therefore develop positive attitudes towards English.

Organization Scheme



2. Management and Administrative Units

Duties and Responsibilities of the SFL Director

[Click for the job description of the SFL Director.](#)

Duties and Responsibilities of the SFL Secretary

[Click for the job description of the SFL Secretary.](#)

Duties and Responsibilities of the SFL Vice Director

[Click for the job description of the SFL Vice Director.](#)

Duties and Responsibilities of the SFL Support Services

[Click for the job description of the SFL Support Services.](#)

3. Academic Units/Commissions

Testing and Assessment Unit (TAU)

The Testing and Assessment Unit is responsible for planning and communicating all assessment and evaluation procedures at İzmir Bakırçay University SFL. The unit works in cooperation with the administration, other units and instructors to ensure that all examinations run smoothly and effectively. The TAU works closely with the Curriculum and Material Development Unit to ensure that exams are designed, implemented, graded, and stored in accordance with the program's objectives. It guarantees that processes such as exam preparation, assignment, testing, and evaluation for the exams conducted at the SFL comply with information security standards.

Professional Development Unit (PDU)

İzmir Bakırçay University School of Foreign Languages (SFL) Professional Development Unit (PDU) offers extensive support and professional development for the academic staff. The unit is committed to provide ongoing professional growth opportunities and cultivate a culture of collaboration and knowledge sharing. Creating a space for instructors to learn, grow, and work together, it aims to provide necessary tools and resources for our instructors to refine their teaching skills which in return will have a positive impact on students' language learning experience at İzmir Bakırçay University SFL.

Curriculum and Material Development Unit (CMDU)

The Curriculum and Material Development Unit is responsible for determining the level objectives, preparing the syllabi and informing the instructors and students about them. The unit also prepares supplementary materials to support the textbook content in line with the needs of instructors and students.

Extra-Curricular Activities Unit

The Extra-Curricular Activities Unit plans and organizes various extra -curricular activities for students throughout the year. Our team is committed to providing comprehensive opportunities for our students to express themselves in social events using the target language according to their abilities and interests.

Modern Languages Unit

The Modern Languages unit is responsible for planning and organizing the teaching and assessment materials for the classes offered in the faculties.

SFL Quality Commission

SFL Quality Commission is responsible for collecting the necessary documents for the accreditation process. In addition, the minutes of the meetings held within the institution are kept by the unit. The preparation of handbooks and their updating at certain intervals are carried out in order to ensure the continuity of quality standards. The collection and filing of evidence by the SFL Quality Commission is also important in terms of transparency of the processes. While making the necessary updates for annual audits supports the continuity of quality assurance processes, carrying out all these activities in coordination with the relevant units contributes to increasing cooperation and efficiency.

4. Instructors' Responsibilities

- Planning, preparing, and effectively implementing courses in accordance with the school curriculum.
- Ensuring the complete fulfillment of the educational objectives outlined in the Foreign Languages School curriculum.
- Participating in the evaluation and grading of all courses and exams conducted by the school in accordance with the timeframes and principles set by the Foreign Languages School.
- Providing information and documentation requested by the School Director regarding the courses and activities for which they are responsible.
- Collaborating with other academic staff to ensure the most effective delivery courses.
- Guiding and advising students during designated office and tutorial hours.
- Promoting the use of the target language during classes and encouraging its use outside of class.
- Fulfilling assigned duties in committees/units established for academic and administrative matters within the school.
- Attend regular committee/unit meetings and participating in in-service training activities.
- Proctoring exams across the university when necessary.
- Promptly inform the relevant Vice Director if a course cannot be conducted for any reason.
- Submitting a reasoned request to the school administration for any changes to the course schedule.
- Organizing extracurricular university activities and/or contribute to organized events.
- Carrying out other tasks assigned by the Director.
- Performing additional duties as specified in the relevant legislation.

5. Self-Access Centers

İzmir Bakırçay University SFL has two self-access centers which aim to support student autonomy. While the center on the first floor provides digital learning and practicing opportunities with 20 desktop computers, 10 headphones and a smart board, the center on the ground floor serves as a study room with various printed workbooks, dictionaries, and graded readers to help students develop the four language skills (reading, writing, listening, and speaking), grammar, and vocabulary. In this study room, in addition to learning support materials, there is a seating arrangement that allows students to study, do homework and play games such as chess.

On the first floor, students can find resources and applications aligned with the course objectives, and practice English via online learning management systems. Additionally, the students who score below the course expectations at the end of the semester are provided with self-study materials which are uploaded in the computers as well as the Microsoft TEAMS folders by the instructors.

Both centers are open from 8.30 to 17.00.

6. Issues Regarding Academic Staff

Working Hours

The weekly course hours of instructors during active teaching and learning periods are determined by the SFL Directorate according to the academic year's course program. At the beginning of each semester, instructors are notified via SFL emailing system and the University Information Management System (UIMS) of their teaching hours and the departments in which they will be assigned. In addition to weekly courses, teaching staff may be assigned tasks by the SFL Directorate outside of their teaching hours when necessary.

It is essential for academic staff to adhere to their class start and end times. Therefore, all academic staff must start and end their classes on time. Academic staff who start the first class late or leave the classroom during the class for any reasons must promptly inform the Vice Directors.

Entries in UIMS

Instructors teaching at Preparatory Classes are required to enter student grades and attendance records via the online platform <https://ubys.bakircay.edu.tr/> within the timeframes announced by the Testing and Assessment Unit and SFL Directorate. Upon completion of online grade entry, faculty members must submit signed grade sheets and other relevant exam documents to the Testing and Assessment Unit in person and upon receipt of signature. Faculty members teaching at various faculties across the university must also complete their grade entries via <https://ubys.bakircay.edu.tr/> within the dates specified in the academic calendar.

Medical Reports and Leaves of Absence

For medical reports and leaves of absence, instructors are subject to the provisions of the Law No. 657 on Civil Servants and the Law No.2547 on Higher Education. To ensure the continuity of academic and administrative operations, SFL has established the following guidelines for the utilization of leave and sick leave.

Annual Leave of Absence

Academic staff typically take their annual leave during periods when formal instruction is not in session. Other types of leave for academic personnel and administrative staff of higher education institutions are governed by the provisions of Law No. 657 on Civil Servants. (Article 64 of Law No. 2547). Annual leave requests are submitted through the University Information Management System (UBYS: <https://ubys.bakircay.edu.tr/>) and are subject to the approval of the SFL Director.

Sick Leave and Medical Reports

Instructors are required to notify SFL Directory (the Vice Director) promptly upon receiving a medical report. Electronic medical reports, signed with a digital signature, must be uploaded to the University Information Management System (<https://ubys.bakircay.edu.tr/>) within one business day of receipt. Hardcopy medical certificates, bearing a physical signature, must be submitted to the SFL Staff Affairs Office within one business day following the end of the sick leave period. If it is feasible to make up missed classes within the same week, instructors must prepare a make-up schedule and submit it to the SFL Director Office. The instructor must then carry out the make-up classes. For instances where make-up classes cannot be conducted within the same week, the SFL Directory will take the necessary measures. Instructors are subject to a deduction in their additional teaching hour fee for any classes missed due to sick leave that are not made up.

Other Leaves of Absence

In addition to annual leave, instructors may take leave for justifiable reasons. The specific circumstances under which such leave may be granted are outlined in Article 104 of Law No. 657. Instructors may apply for leave to attend scientific events such as congresses, conferences, and seminars organized for the purpose of enhancing their academic and professional development. Such leave is regulated by the provisions of Article 39 of Law No. 2547 on Higher Education. Academic staff demanding to participate in scientific activities outside the institution must complete the Temporary Duty Request Form and submit it to the Director Office of the School of Foreign Languages. Instructors must submit their applications for leave and travel authorization to attend such scientific events at least twenty days in advance and obtain the necessary approvals. Additionally, they are required to prepare a make-up class schedule for any classes missed during the leave period and submit it to the SFL Directory, ensuring that the missed classes are made up.

SFL Announcements

All academic staff are required to regularly monitor announcements issued by the administrative and academic units of the School of Foreign Languages. It is imperative that all staff adhere to the instructions provided in these announcements. All administrative and academic announcements are communicated via the University Information Management System (UIMS) or through emails by the SFL and academic unit heads.

Use of Office Equipment

Instructors are expected to exercise due care in the use of laptops and other office equipment officially given to them. In case of any issues with these devices, instructors should submit a Support Request through the University Information Management System (UIMS) to the Information Technologies Office of the university. For any problems related to equipment used in classrooms or common areas of the SFL, instructors should contact the SFL Support Services Office.

Laws and Regulations Pertaining to Instructors

Instructors are bound by the following laws:

- [Law no. 657 \(Civil Servants' Law\)](#)
- [Law No. 2547 \(The Higher Education Law\)](#)
- [Law no. 2914 \(Higher Education Personnel Law\)](#)
- [Regulation of Academic Incentives \(Decision Number: 2018/11834\)](#)
- [Regulation on the Central Examination and Entrance Examinations for Appointments to Academic Staff Positions Other than Faculty Members](#)
- [Regulation on the Promotion and Appointment to Faculty Member Positions](#)
- [İzmir Bakırçay University Directive on the Promotion and Appointment to Faculty Member Positions](#)
- [İzmir Bakırçay University Directive on Domestic and International Assignments for Academic Staff](#)