

***SCHOOL OF FOREIGN LANGUAGES***  
***INSTRUCTORS' HANDBOOK***

## **I. MISSION**

Our mission is to provide graduate and undergraduate students with the highest standard of foreign language education by creating an environment in which critical thinking, creativity and leadership qualities are encouraged so that these students are able to use two foreign languages effectively in academic, social and professional environments.

## **II. VISION**

Our vision is to continuously develop the university as a respected institution of higher education by providing its students with world-class educational opportunities and research facilities. It further aims at being one of the leading universities in terms of using educational technologies to promote learning.

## **III. VALUES**

The School of Foreign Languages has a set of core values that determine the practices of our teaching staff and administration. These values include:

Social Responsibility

Commitment to Quality Academic Integrity Academic Freedom

Transparency

Commitment to ethical values

Team awareness and participation

Showing respect

Effective communication

Awareness of responsibility

Information Management Leadership

#### **IV. ADMINISTRATIVE and ACADEMIC UNITS and RESPONSIBILITIES**

##### **➤ Director of the Department**




Assoc. Prof. Aysel Şahin Kızıl is the director of School of Foreign Languages.

##### **➤ Vice- directors**

We have two vice- directors. Zübeyir Savaş is in charge of administrative issues and all the courses offered out of prep program while Ferdiye Güner Atak takes care of administrative issues and the prep program with its all dimensions.

##### **➤ Testing and Material Development Unit**

Ayça Berna Böcü guides the unit with the help of our instructors. Each instructor will have exam preparation duties throughout the year. They are supposed to check the exam designation chart. Test writers are in charge of:

-  preparing mid-term exams and pop-quizzes for the students in the related groups,
-  preparing and developing a valid Placement Exam when deemed necessary,
-  preparing and developing a valid Achievement Test when deemed necessary,

Instructors work collaboratively for Material Development Unit. Our school will be more than happy if you are willing to share any kind of materials you have prepared with the others. That will certainly motivate both our colleagues and students as you will be contributing to effective teaching environment.

#### **V. INSTRUCTORS' RESPONSIBILITIES**

##### **➤ Laws Pertaining to Instructors**

Turkish 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)

Foreign instructors are bound by the following laws:

Law No. 2547 Article 34 (The Higher Education Law)

Law no. 2914 Article 16 (Higher Education Personnel Law)

### ➤ Responsibilities

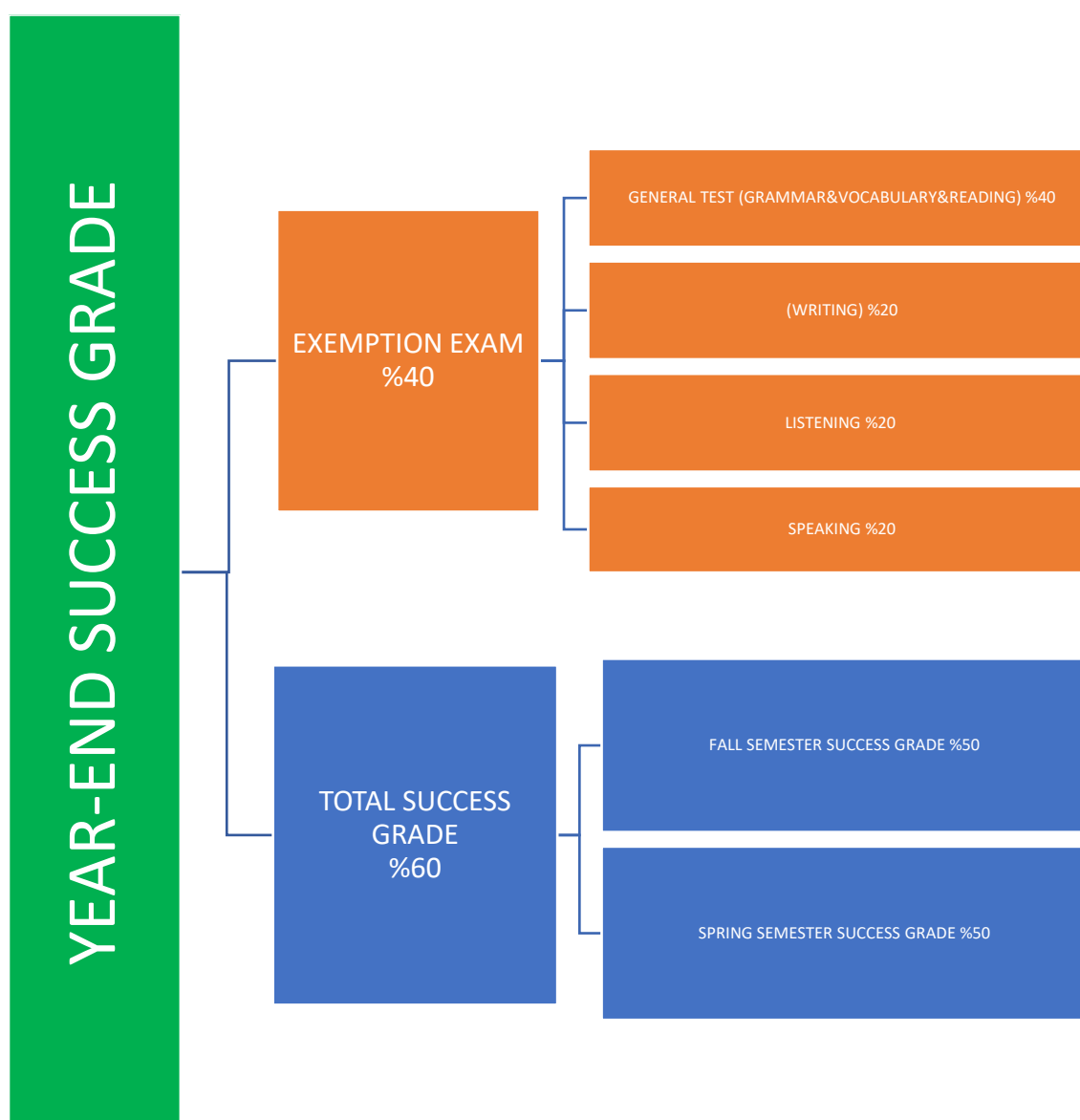
1. Planning, preparing and delivering effective lessons, taking into account the students' needs and following the relevant SFL curriculum.
2. Ensuring that learning objectives specified in the SFL curriculum are met.
3. Starting and finishing classes on time.
4. Providing formative assessment and giving oral and written feedback to students systematically.
5. Tracking students' achievement.
6. Providing individual support to students during in-class and office hours.
7. Providing individual support to students as required both in the classroom and setting appropriate homework regularly.
8. Contributing to the students' personal development by the promotion of effective study habits and the creation of a positive learning environment.
9. Liaising effectively with other instructors to ensure maximum effectiveness of course delivery.
10. Reporting any instances of inappropriate student behavior promptly to the Academic Coordinator/Vice- Director.
11. Marking exam papers in accordance with the established deadlines and guidelines.
12. Attending periodic meetings and in-service training activities (INSET).
13. Providing feedback regarding teaching and the course materials to Academic Coordinator/ Vice- director.
14. Proctoring university examinations as required.
15. Proofreading tests and supplementary materials as required.
16. Contacting Academic Coordinators/ Vice- Director promptly to give notice of absence.
17. Maintaining professional standards in both appearance and behavior at all times.
18. Adopting a teaching methodology that is in line with the university's educational policy, especially the use and integration of technology.
19. Contributing to the positive working environment in the department.

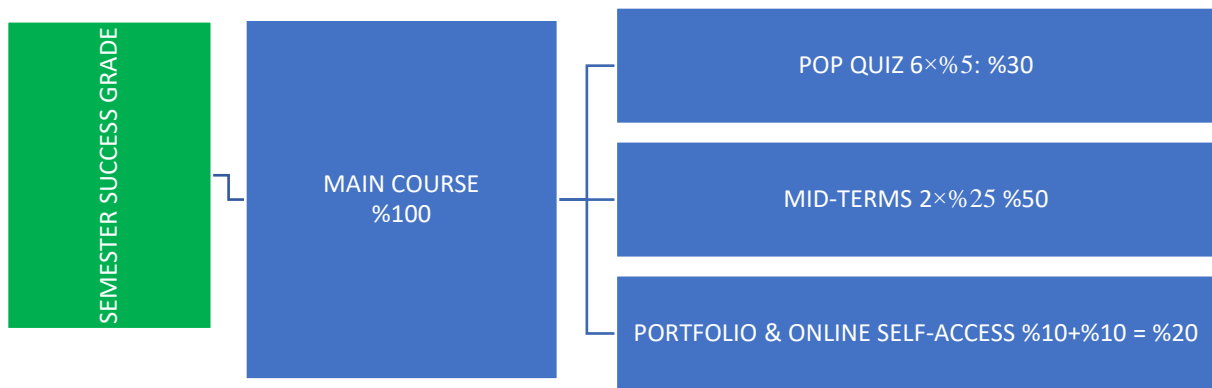
## ENGLISH PREPARATORY CLASS PROGRAMME

### ➤ Courses

Main Course and Writing lessons are covered in our program. Main course lessons are handled in an integrated way throughout the year. Writing lessons starts in the 5<sup>th</sup> week for elementary classes and in the 2<sup>nd</sup> week in pre- intermediate classes.

### ➤ Assessment Procedures





➤ **Grading Policy**

The instructor who administered the exam grades students' papers. Grading of productive skills is supposed to be carried out with the help of related criteria. Writing exam papers are double checked.

➤ **Student Attendance Policy**

Students are supposed to attend 85 % percent of the lessons.


➤ **Extra- Curricular Activities**

It will be appreciated if volunteer instructors do regular activities out of the classroom such as speaking club, movie club, drama or literature clubs.

## VI. PROFESSIONAL BEHAVIOUR

In order to deliver a high quality of education to our students, our academic staff must be motivated and dedicated to our mission, vision, and aims. Regardless of their level of experience, instructors should be open to professional development and improvement in the field. Our foremost expectation is to collaborate and work for the improvement of our educational programs. Commitment to the institution and willingness to abide by the rules;

- ✚ Belief in the quality of education and doing whatever is needed to promote it;
- ✚ Placing importance on professional development in accordance with the needs and interests of the institution;
- ✚ Having a sense of professional responsibility;

 Showing respect for colleagues and students and having a good rapport with them

➤ **Absenteeism from Work**

Instructors are reminded that all leave and absenteeism must be approved by the administration, under all circumstances. Even if they do not have any teaching responsibilities scheduled, instructors are required to obtain official permission before traveling outside the city. Instructors should contact the Director or the Vice- Directors if they have any questions regarding leave or the process of obtaining permission. Instructors take their leaves in accordance with the provisions of Civil Servants Law No. 657 and Regulations of the Council of Higher Education Law No. 2547. According to the law, there are various forms of leave, as stated below.

➤ **Annual Leave**

All the instructors, as civil servants, who have been employed for at least one year are entitled to annual leave. Within their first ten years of employment, instructors are entitled to 20 days of annual leave. After ten years of employment (including the tenth year), the annual leave period increases to 30 days. All annual leave permissions must be approved by the SFL director prior to the leave period. Annual leave must be taken within the current year or the following year; otherwise, unused annual leave days will expire. For instance, annual leave for 2017 cannot be taken in 2019. Annual leave cannot be taken on academic calendar days.

➤ **Excused Leave**

The instructors can also take excused leave. A female instructor is given paid maternity leave for a total period of 16 weeks (eight weeks before delivery and eight weeks after the birth). In case of a multiple pregnancy, an extra two-week period is added. A male instructor can take a ten-day leave if his spouse has given birth to a child. Following the end of the maternity leave, instructors are entitled to breastfeeding leave. Within the first six months of giving birth, instructors are allowed three hours of leave per day for the purpose of breastfeeding and childcare. Following the first six months, breastfeeding leave is reduced to 1.5 hours per day over the next six months. Instructors can also take a seven-day leave if himself/herself or his/her child gets married, or upon the death of his/her father, mother, spouse, child, brother, or sister.

➤ **Sick Leave**

Instructors who are absent from school because of illness must inform the vice- directors and submit a doctor's note. Besides, they must prepare a compensation program and hand it to the related vice- director. For any long-term sick leave situations (more than 3 days), the director of the school does the necessary regulations. In this case, instructors are charged as the substitute instructor.

➤ **Academic Conference Leave**

Instructors can take leave to attend congresses, conferences, seminars, and similar events for purposes of academic and professional development. Requests to attend academic conferences must also be approved by the SFL Director. International conferences and events exceeding seven days in length must be approved by the Rector. Instructors should seek approval for leave and travel permission for such events at least one month in advance. Besides, they must prepare a compensation program and cover the lessons afterwards.

## **VII. DISCIPLINARY ISSUES**

Instructors are expected to act in accordance with the principles of Law 2547 and Law 657 while performing the duties and responsibilities as determined by the SFL. Behavior against the law and requiring disciplinary action, its accurate description, and penalties to be imposed in that case are specified by the Council of Higher Education (YÖK) law, and enforcement of its principles is applied accordingly. In case of any inconvenience, instructors have the right to make written complaints to the authorities about the people involved or the case in general.