**RULES AND PRINCIPLES FOR EMPLOYING INTERNATIONAL ACADEMIC STAFF**

**General Principles for Employing International Academic Staff**

1. When higher education institutions propose to employ international academic staff to the Council of Higher Education, they must comply with the decisions taken at the Executive Board meetings on 01.10.2009 and 17.09.2014 regarding those who should not be proposed for employment as international academic staff.
2. If international academic staff currently employed at one university are proposed for employment at another university, it is preferable to wait until the end of their contract period. Otherwise, the proposal should be accompanied by a letter from the current university agreeing to the individual's departure within the contract period.
3. When reviewing the documents of those to be employed as international academic staff and making a proposal to our Council, the following must be followed:
	1. The gross monthly salary should be specified along with the title under which they will be employed, and it should be determined by comparing it with other international academic staff in terms of research, publications, and performance.
	2. If the last academic title was obtained while employed at a higher education institution in Türkiye, the individual must meet the promotion and appointment criteria for the relevant title at the university where they will be employed.
	3. At the end of the contract period, the unit where the individual is employed must evaluate their annual academic performance and report it to the rectorate.

# Special Criteria for Employing International Academic Staff in Foreign Language Preparatory Classes

# Employment in Foreign Language Preparatory Classes

The minimum requirements for employing international academic staff in foreign language preparatory classes at higher education institutions are as follows:

1. For those whose native language is English and who will be employed for teaching English in preparatory classes, they must have at least a bachelor's degree in one of the following fields: linguistics, language and literature, comparative literature, language education, or educational sciences (pedagogy). Alternatively, if they have at least a bachelor's degree, they must meet at least one of the following conditions:
	1. To have at least two years of work experience in teaching the relevant language at an internationally recognized accredited language teaching center.
	2. To have a DELTA or CELTA certificate.
2. For those whose native language is not English and who will be employed for teaching English in preparatory classes, they must have at least a bachelor's degree in one of the following fields: English Language, English Literature, or English Language Teaching, and must meet at least one of the following conditions:
	1. To have at least two years of work experience in teaching the relevant language at an internationally recognized accredited language teaching center.
	2. To have a DELTA or CELTA certificate.
3. For those who will be employed for teaching foreign languages other than English, they must have at least a bachelor's degree in the relevant language and meet at least one of the following conditions:
	1. To have at least two years of work experience in teaching the relevant language.
	2. To have at least one year of academic-level work experience.

# Employment in Associate Degree Programs

International academic staff to be employed in associate degree programs at higher education institutions must have at least a bachelor's degree and meet at least one of the following conditions:

1. To have at least two years of academic work experience at a higher education institution recognized by the Council of Higher Education.
2. To have a master's degree in the relevant field of the program they are to be employed in.

# Employment in Undergraduate and Graduate Programs

1. International academic staff to be employed for teaching at undergraduate and graduate levels at higher education institutions must have a doctorate degree and prove their proficiency in the medium of instruction of the program they will teach. Additionally, they must meet at least one of the following conditions:
	1. To provide documentation of having worked for at least one year as an academic staff member at a higher education institution recognized by the Council of Higher Education.
	2. To have at least one published book in their field or at least five articles published in peer-reviewed journals in the last five years.
2. In specialized units where Turkish citizen academic staff with a master's degree can be employed at the undergraduate level, international academic staff must also have at least a master's degree.

# Employment for Teaching and Research Purposes

For the employment of international academic staff in higher education institutions, with duties involving teaching and also participating in projects and research activities, the candidate must meet at least one of the following conditions:

* 1. To have a master's or doctorate degree from a university ranked in the top 1000 in any of the world university rankings [Times Higher Education (THE); World University Rankings, QS World University Rankings, or Academic Ranking of World Universities (ARWU)], or have worked as an academician or researcher at these universities for at least one year.
	2. To have published at least ten articles in indexed journals considered reputable by the employing university's authorized boards.
	3. To have served as a coordinator, executive investigator, or researcher in at least one ongoing or successfully completed scientific research project that contributes to science and industry.

International academic staff employed within this scope may bring up to three doctoral students with them to be employed as research assistants, provided that their expenses are covered by the income generated from their projects and that their contribution to the university is clearly demonstrated.

Additionally, academic staff who will be employed for teaching and research can be hired for short-term periods of not less than two months.

International academic staff employed for teaching and research purposes in higher education institutions may be offered higher salaries compared to those employed solely for teaching, provided that they have documented international achievements and can contribute to the university's international visibility.

# Employment in Fine Arts

For international academic staff to be employed in conservatories, faculties of fine arts, and faculties of arts and design, they must have at least a bachelor's degree in the relevant field and meet at least one of the following conditions:

1. To have at least two years of academic or institutional work experience in the relevant art field.
2. To have completed at least three original artistic activities, events, projects, designs, etc., related to their field in the last three years.

# Other Provisions

1. The above conditions do not apply to international academic staff employed free of charge under the scope of visiting faculty members, international agreements, inter-institutional bilateral agreements, and exchange programs. The employment of staff under these categories will be conducted according to the current legislation in effect.
2. The above conditions apply to international academic staff proposed for new employment as of January 20, 2020. For international academic staff currently working at higher education institutions and deemed beneficial to continue their duties, an additional period of six months, up to a maximum of two times, may be granted after the end date of their contracts to meet the above conditions. If the conditions are not met by the end of these additional periods, their contracts will not be renewed.