

Bilkent University

ANNUAL FACULTY SURVEY

January 1, 2008 - December 31, 2008

The Annual Faculty Survey is intended to gather detailed information on a wide range of activities, the scope and applicability of which may vary depending upon one's department, faculty and academic rank.

Annual Faculty Survey forms can be downloaded from <http://www.provost.bilkent.edu.tr/forms/AFS.htm>. They can be filled in any one of the following ways:

1. In a Word or PDF document.

If you fill a downloaded form: in order to fully highlight the information you provide, please delete the instructions, format and example portions of the sections you fill in. Also delete all sections that are not applicable to your particular case.

2. Handwritten, with the applicable responses written on a separate piece of paper and indicated by its item number.

Please submit the completed form in hardcopy to the Department Chair.

Thank you for your cooperation.

Name	
Department or Program	
Faculty or School	
Current Academic Rank	
Highest Degree Earned, School, Year	

A. RESEARCH, SCHOLARLY AND ARTISTIC ACTIVITIES

1. Scholarly Publications in 2008

BOX A.1.

- i. List only the publications **with Bilkent affiliation**.
- ii. Report both the works that are published and those that have been accepted, as documented by **definite acceptance** letters from editors/publishers.
- iii. While listing the publications, write the names of the authors in the order they appear on the publications.
- iv. Indicate if the publication is/will be a reprint or an adapted version of a previous publication.
- v. **Enclose relevant documentation** (except for conference papers with proceedings):
 - v.1. copies of your published and accepted manuscripts (enclose camera-ready proofs or galley proofs, if at that stage)
 - v.2. for forthcoming journal articles: copies of definite acceptance letters from the editor of the journal, indicating final acceptance, after any revisions have been made.
 - v.3. for forthcoming books, edited volumes, and book chapters:
 - v.3.1. copies of definite acceptance letters from the book publishers, indicating final acceptance, after any revisions have been made; and
 - v.3.2. copyright forms, or final contracts for the book (accepted by the publisher), or copy of the announcement of your book or the book in which your chapter will appear, as seen on a web page from an internet bookstore such as Amazon.com or publisher's web page, or any other recent documentation about the publication status.
 - v.4. for published and forthcoming books, edited volumes, and book chapters:
 - v.4.1. copies of contents and cover pages of the book (or any other information) indicating editor(s), publisher, place and date of publication;
 - v.4.2. information about the review process, editor's requirements, preface and introduction to the book (if available), and information about the publisher; and
 - v.4.3. for an edited book or a book chapter, also provide the names and affiliations of other authors whose chapters appear in that book.

a. Books, textbooks, scholarly monographs written by the faculty member

Format: Author, Co-authors, if applicable, Title of Book, Number of pages, Publisher, Year.

Example: F. Mann, The Social Role of the Person of Knowledge, 196 pp., Lexington, MA: Lexington Books, 2008.

- i) **Published** (attach a copy of the cover and contents pages of each manuscript – see v.4 in box A.1 above)
- ii) **Accepted** (attach a copy of the cover and contents pages of each manuscript as well as a copy of the acceptance letter and other relevant documents – see v.3 and v.4 in box A.1 above)

b. Volumes (books, anthologies, collections, bibliographies) edited by the faculty member (excluding conference proceedings)

Format: First Editor, Second Editor, Title of Edited Book, Number of pages, Publisher, Year.

Example: C.O. Smith, M. Aktan, Current Research in Microbial Ecology, 345 pp., San Francisco: American Association for Microbial Ecology, 2008.

- iii) **Published** (attach a copy of the cover and contents pages of each manuscript – see v.4 in box A.1 above)
- iv) **Accepted** (attach a copy of the cover and contents pages of each manuscript as well as a copy of the acceptance letter and other relevant documents – see v.3 and v.4 in box A.1 above)

c. Articles in refereed journals listed by ISI Citation Indices (SCI, SSCI, A&HCI)

Refer to <http://www.bilkent.edu.tr/~provost/jourlist/journal.htm> to check whether a journal is listed in the Citation Index.

Format: First Author, Second Author, Third Author, etc., "Title of article," Title of Journal, Volume, Pages, Year.

Example: I.W. Jones, L. Corwin, "Correlation in Power Residue Generated Random Numbers," Journal of Computational Physics, vol. 12, no. 6, 373-382, 2008.

- i) **Published** (attach copies of each of the manuscripts – see v.1 in box A.1 above)
- ii) **Accepted** (attach copies of each of the manuscripts and the acceptance letters - see v.1 and v.2 in box A.1 above)

d. Articles in refereed journals not listed by ISI Citation Indices (not in SCI, SSCI, A&HCI)

Use same format as above.

- i) **Published** (attach copies of each of the manuscripts – see v.1 in box A.1 above)
- ii) **Accepted** (attach copies of each of the manuscripts and the acceptance letters - see v.1. and v.2 in box A.1 above)

e. Chapters in books or monographs excluding conference proceedings

Format: First Author, Second Author, "Title of chapter" in Title of book, Editors, Pages, Publisher, Year.

Example: P. Bayar, "Historical Development of the Soviet Theory of Self-Regulation" in The Development of Self-Regulation Through Private Speech, (Edited by Gail Aiving). pp. 51-77, New York: John Wiley & Sons, 2008.

- i) **Published** (attach copies of each of the manuscripts – see v.4. in box A.1 above)
- ii) **Accepted** (attach copies of each of the manuscripts and the acceptance letters - see v.3 and v.4 in box A.1 above)

f. Book reviews, theater reviews, editorials

Format: First Author, etc., "Title of book reviewed," Author(s) of book reviewed, Place, publisher, date, and total number of pages of the book reviewed, Title of Journal, Volume, Pages, Year.

Example: A. Tasar, "International Migration," by T. Mayer, Oxford: Oxford University Press, 390 pp., 2000, International Interactions, Vol. 28, 355-357, 2008

g. Reprints or Translations of Previous or Concurrent Publications

Indicate reprints or translations of previously or concurrently published articles. These can be exact reprints, adaptations or translations which are now being republished in a book, volume, or a journal.

Use the same format as a.-e. above.

h. Conference papers with proceedings (Do not enclose copies of these papers)

List the papers that were presented at conferences and published in the proceedings.

Format: First Author, Second Author, etc., "Title of Conference Paper" in the proceedings of the (conference name), Pages, City, Country, Date of conference.

Example: O. Aksu, M. Cardoza, "Distribution of Sequential Computations," in the Proceedings of the Second International Symposium On Computer and Information Sciences, 226-239, Istanbul, Turkey, 19-21 October 2008.

2. Scholarly Work in Progress (e.g. submitted, under revision)

List work that is ongoing or has been submitted. Indicate the title of the work, author(s), intended journal or publisher and date of submission, if applicable.

3. Citations Received in 2007 to Previously Published Papers

Attach printed citation index report. Obtain this report from ISI's Web of Science (See instructions at <http://www.provost.bilkent.edu.tr/forms/AFS.htm>.)

Note that some of your 2007 citations may appear in the 2008 index reports.

Enclose documentation for citations in publications other than citation index journals.

Highlight or underline your own citations on the printed report.

a. Citations to your scholarly work (papers, chapters, books, etc.) by others

i) **Number of citations in citation index journals** : ____

ii) **Number of citations in other publications** : ____

b. Number of self citations: _____

4. Artistic Exhibits, Competitions, Prizes

BOX A.4.

- i. List only the artistic works **with Bilkent affiliation**.
- ii. Report both the works that were exhibited and those that have been firmly scheduled, as documented by **definite commitment** letters from the organizers.
- iii. **Enclose relevant documentation**, such as:
 - Photocopies from exhibit brochures, announcements, gallery publications, catalogues, reviews, websites, CD covers, or any other information about the work itself.
 - Documentation and/or information concerning the organization and setting of the event: the site the work was shown; the organizer, curator, jury, and sponsor; other artists who exhibited at that site recently; the participation and selection process; any other information indicating the reputation of the art gallery/curator/organization, etc.
 - If you won a prize in a competition, enclose the letter about the result of that competition and the prize you won. Also attach information about the organization, the jury, and the selection/refereeing process.

List artistic works, competitions, prizes, etc., characterizing each listing by the type of visual art (e.g. sculpture, painting, installation, graphic design, film, audiovisual production, performance art) or prize won in a competition. (**attach relevant documents – see iii. in Box A.4 above**)

Format: Type of exhibit, number of artists (solo, 2-person, group, etc.), title, starting and ending dates, site, sponsoring institution/person/foundation (if applicable), curator (if applicable), city, country.

Example: Graphic design, Solo, “Studies in Space and Shape,” Sept. 2008, XYZ Exhibition Hall, ABC Foundation, Koln, Germany.

5. Artistic Performances, Competitions, Prizes

BOX A.5.

- i. List only the performances **with Bilkent affiliation**.
- ii. Report both the works that were performed and those that have been firmly scheduled, as documented by **definite commitment** letters from the organizers.
- iii. **Enclose relevant documentation**, such as:
 - Photocopies from brochures, announcements, programmes, catalogues, reviews, websites, CD covers, or any other information about the work itself.
 - Documentation and/or information concerning the organization and setting of the event: the site the work was performed; the organizer or sponsor; other artists who performed at that site recently; the participation and selection process; any other information indicating the reputation of the organization/concert hall, etc.
 - If you won a prize in a competition, enclose the letter about the result of that competition and the prize you won. Also attach information about the organization, the jury, and the selection/refereeing process.

List artistic performances, competitions, prizes, etc., characterizing each listing by the type of performance (e.g., concert, recital, poetry reading, dramatic role) or prize won in a competition. (**attach relevant documents – see iii. in Box A.5 above**)

Format: Type of performance, title (if applicable), date(s), site, where and by whom reviewed (if applicable), city, country.

Example: Piano recital, March 30, 2008, XYZ Symphony Hall, Berlin, Germany.

6. Published or aired reviews/critiques of artistic exhibits or performances

List your work or performance which was reviewed by respectable art, music, or theatre critics and appeared in art-related media or journals. Please attach the review and provide information about the art critic and the source.

Format: “Title” of review, reviewer, reviewed work, source, date.

Example: “What Happened to Space?” H. Kroeber, critique of “Studies in Space and Shape” exhibit, Contemporary Arts, 21.05. 2008

7. Patents

List patents received in your name.

Format: “Title,” country which issued the patent, patent number, date, co-owners of patent, if any.

Example: “Non-reciprocal Wave-Translating Device,” U.S.A., US Patent No. 3-452304, June, 2008.

8. Seminars, Workshops and Lectures

List the seminars, workshops and lectures given at other universities, companies, or organizations.

Format: "Seminar/Lecture Title," date, place.

9. Presentations Given at Conferences

List presentations given at conferences (which were not published).

Format: First presenter, etc., "Title of Presentation," conference name, city, country, date of conference.

10. Services to the Field (Academic or Arts)

List the editorial and reviewing services you rendered to your academic or arts community and any offices held in scholarly and professional societies.

a. Editorships and Editorial Boards of Scholarly Journals

List the services you rendered in an editorial capacity (e.g. editor, associate editor, managing editor, etc.) of a scholarly or professional journal. Also include memberships and services as Editorial Reviewer on Editorial Boards.

Format: Date of appointment or election, date of termination (if applicable), editorial title, name of journal, publication sponsor.

Example: March 2008 - , Associate Editor, Computer Graphics, IEEE.

b. Refereeing for Scholarly and Professional Journals

List the scholarly or professional journals for which you served as a referee.

Format: Date, Name of journal.

c. Offices Held in Scholarly and Professional Societies

List any offices held in scholarly and professional societies.

Format: Name of organization or society, title held, start date of appointment or election, expiration date (if in progress, indicate).

d. Refereeing for Arts Events and Competitions

List the services you rendered to the arts community in a refereeing and selection capacity (e.g. curator, juror for a competition, etc.).

Format: Date of appointment or election, date of termination (if applicable), title, name of event/competition, sponsor/organizer.

Example: March – June 2008, Jury member for the International Youth Competition for Graphic Design, XYZ organization.

11. Sponsored Research

List any research activities sponsored by a body other than the University.

Format: "Title of project," sponsoring agency or company, your duty, period, total amount of grant.

Example: "Conducting a Consumer Survey on Car Problems," Marshal Motors Co., Principal Investigator, December 2004 - August 2008, US\$10,000.

12. Professional Awards and Honors

List the academic honors and prizes; appointments to national and international academic boards, councils, or panels, academic degrees and other awards that are comparable indices of professional accomplishments that you received.

Format: Name of award or honor, awarding agency/organization/foundation, date, basis for the award.

Example: Science Award in Physics, TÜBITAK, 2008, scientific publications.

13. Graduate Student Supervision

List the graduate students whom you supervised during the period and their research topics.

Format: Name of student, degree, "Title of thesis," period of supervision, (expected) graduation date.

Example: Mark Kohlman, M.S., "Design and Implementation of Multi-purpose MCIS Machines," September 2005 - June 2008, expected graduation 2008.

14. Other Activities

List any other research, scholarly and artistic activities not described elsewhere in this section.

Please be informed of a new procedure in annual faculty evaluation regarding teaching and service. See "2.2.2 Evaluation of Teaching and Service Performance" under www.bilkent.edu.tr/~provost/FacultyHandbook/ for details on how information provided in sections B and C are used in evaluations.

B. TEACHING/ ADVISING/ INSTRUCTIONAL DEVELOPMENT ACTIVITIES

1. Course(s) Taught

*The online syllabi for courses you have taught in 2008 provide valuable information about your teaching activities. Please verify that this information is accurate and complete. Add any information you might want to convey that is **not** covered in the on-line course syllabus for each course.*

Additional information not covered in the online syllabus

List the applicable items separately for each and every course taught in 2008.

- a) Course Code, Course Name
- b) If you taught this course for the first time, indicate "new preparation".
- c) If you introduced/produced significantly NEW material for a course previously given.
 - c. i) Assessments: (e.g. open-book exam, research paper, quiz, case study, Internet research, project, oral presentation)
 - c. ii) Instructional material: (e.g. new textbook selected, exercise sheets, lab guides, articles)
- d) Arrangements made or activities organized to enhance the course. (e.g. video showings, guest speakers, trips)
- e) OPTIONAL: Provide a brief description of the rationale for your course design. Explain how each reading, assignment, exam, activity, etc. contributes to student learning and how each component of the course helps develop student skills and abilities (such as: computer utilization, writing, oral communication, reading, creativity/design, teamwork, critical/analytical abilities, research, and application/practice)

2. Student Contact Hours

Indicate the number of hours per week spent in class

3. Undergraduate Student Industrial Training or Senior/Term Project Supervision

List the students whom you supervised in 2008 and their project topics.

Format: Name of the student(s), project type (Industrial/Senior/Term/other), "Topic/Name of project", status (i.e. completed or in progress), date of completion (expected date if in progress).

4. Undergraduate Student Advising

Indicate the number of students of whom you were the academic advisor during 2008.

Format: Total number of students, number of students grouped by year (e.g. 1st year - 15, 2nd year - 20), brief explanation of activities carried out.

5. Students' Accomplishments

List awards, honors, publications, exhibits, performances and other noteworthy accomplishments of students you personally guided and supervised.

6. Other Activities

List any other teaching, advising and instructional development activities not described elsewhere in this section.

C. SERVICES FOR THE DEPARTMENT/ FACULTY/ SCHOOL/ UNIVERSITY

1. Committees/Work Groups Involved

Indicate the names of committees/work groups, responsibilities and activities undertaken, and whether completed or in progress.

Format: Name of the committee/group, duration (indicate if in progress), responsibilities and activities, brief explanation.

2. Other Duties Assigned by the University or Activities Carried Out for the University

List the duties/activities and whether completed or in progress.

Format: Name of duty/activity, duration (indicate if in progress), responsibilities and activities, brief explanation.

D. SERVICES FOR THE COMMUNITY/SOCIETY

List any service rendered and whether completed or in progress.

E. SELF-ASSESSMENT AND FUTURE GOALS

1. Evaluate your performance and achievements in the past year vis a vis your own goals.
2. Describe your goals pertaining to your work and your contributions to your department and the university in the next two years.

F. COMMENTS

Indicate any comments, criticisms, suggestions, etc. concerning your department, faculty/school and university.

Suggestions for Improvements to This Form

Describe any changes to this form which you feel would improve its evaluative sensitivity and effectiveness.