

BILKENT UNIVERSITY
CHECK LIST FOR THE PROMOTION PROCESS

Candidate

- Discusses the case with the Department Chair [Date:_____]
 - Prepares promotion documents as instructed in the Provost's Office Web site
 - CV as described at the above site,
 - For Associate professorship, provides Approval from YOK,
 - Copies of all publications, except your theses, indicate which publications should be sent to the referees,
 - Include a Candidate's Statement that provides a succinct analysis of the significance of your work. Rather than a summary of each publication, artistic performance, or original design work, a description of the cumulative effect of contributions is preferred.
 - Provides a list of 5 referees who are experts in the field [Please include their biographical information and any relation you may have with them using the template provided]
(Please do not contact them regarding your promotion.)
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Department Chair

- Appoint a sub-committee for initial review that consists of 3 faculty members
[Date:_____],
 - Prepare an analysis of the significance of the Candidate's work,
 - Provide a list of 5 referees who are experts in the Candidate's field. Please do not discuss these with the Candidate or not contact them [Please use the template provided],
 - Prepare a brief paragraph for advertising the position by the Personnel Office in compliance with the Higher Education Council (YOK) requirements.
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Dean

- Select 3 referees from each of the two lists provided and add 3 to 5 names of your choice who are experts in the Candidate's field,
Please do not discuss these with the Candidate [Please use the template provided]
[Date:_____],
 - Sends the request letters and five papers or evidence of other creative work, as appropriate,
 - Prepares an analysis of the significance of the Candidate's work based on all the documents received and make a recommendation,
 - Sends thank you letters to the referees.
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Provost's Office

- Reviews the documentation
 - Promotion and Appointment (P&A) Committee reviews and makes recommendations
 - Results are presented to the Rector
 - Positive recommendations are forwarded to the Rector for consideration by the University Executive Committee and communicated to the Dean
 - Negative decision is communicated to the Dean and the candidate
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University Executive Board

- Selection of referees from universities in Turkey from a list of those recommended by the Dean
 - Request letters are sent, responses received, and the recommendations are discussed by the Board before reaching a final decision.
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Rector's Office

- Notifies the Dean of the Board's decision
- Decision is forwarded to the Chair of the Board of Trustees for Approval
- Candidate is informed
- Approvals are forwarded to the Personnel Office
- Announcement is made in Bilkent News