

January 12, 2016

To All SFL Instructors,

You are kindly invited to fill out the ‘Annual Performance Report/Form’ for the **calendar year 2015** for METU awards.

Forms for the DBE instructors will be available in Recep Avcı’s office. Forms for the DML instructors will be available in two different offices for convenience: 1) MM Building Secretary’s Office 2) Physics S Building Secretary’s Office. Please return the forms to the mentioned offices upon filling them out.

The calendar for this procedure is as follows :

- January 18 – February 19, 2016 : Instructors fill out the forms.
- February 22 – March 18, 2016 : Chairpersons assign points for activities marked in the forms.
- March 21 – April 08, 2016 : The SFL Director gives approval.
- April 18 – April 22, 2016 : ‘Teaching Duties’ and ‘Student Evaluation’ values are added to the points in the computer program.
- April 25 – April 29, 2016 : Instructors individually check their own points (total and breakdown) on-line, and in case of doubt, check hard-copy forms for accuracy of points.
- Beginning of May : SFL Executive Board approves award candidates and the Director forwards the list to the Office of the President.

Please pay attention to the following while filling out the forms :

- 1) Fill out the form for the activities **only for the year 2015. (January 1 – December 31, 2015)**
- 2) Consider the calendar year as the **SPRING term of the 2014-2015 Academic Year** and the **FALL term of the 2015-2016 Academic Year.**
- 3) **If you do not have any activities** to report for this particular year, **DO NOT fill out the form.** The columns ‘1. Additional Teaching Duties in SFL’ and ‘2. Student Evaluation’ will automatically be entered by the departments.
- 4) Make sure to specify your activities where requested (names of conferences, years, titles of papers, etc.) in the box under ‘**details**’ on page 5 of the form, and please attach evidence, if possible (copy of certificates, etc.)

Please be informed that your declaration will be considered valid.

Kind Regards,

Özlem Atalay
Director of the School of Foreign Languages

SFL YEARLY PERFORMANCE SCHEME

CODE	ACTIVITY	POINTS
1	PRIMARY DUTIES	
1.1	Teaching load in SFL	
1.1.1	Minimum teaching load required by the Department (DBE:15 hrs/w, DML: 12 hrs/w)	20
1.1.2	Normal teaching load required by the Department (DBE:20 hrs/w, DML: 16 hrs/w)	25
1.1.3	Maximum teaching load required by the Department (DBE:25 hrs/w, DML: 20 hrs/w)	30
1.1.4	Reduced teaching load in the DBE or DML	15-10
1.1.5	Administrative Duty (points to be assigned by the Dept. Chair)	30 - 10
2	STUDENT EVALUATION	
2.1	Top 20%	28 – 21.1
2.2	21% - 40%	21 – 14.1
2.3	41% - 60%	14 – 7.1
2.4	61% - 80%	7 – 0.1
3	DIPLOMAS / DEGREES / CERTIFICATES (valid only for those obtained in the year of performance evaluation)	
3.1	Ph.D.	
3.1.1	ELT related, obtained from Faculty of Education	23
3.1.2	Disciplines other than ELT/Education	18
3.2	M.A. / M.S.	
3.2.1	ELT related, obtained from Faculty of Education	22
3.2.2	Disciplines other than ELT/Education	16
3.3	Certificates in ELT, or related field	
3.3.1	Initial departmental in-service program	10
3.3.2	DELTA	20
3.3.3	CELTA	10
3.3.4	Others short-term courses related to ELT	3
4	COMMITTEE WORK	
4.1	Member, representing SFL on permanent committees / centers set up by the Office of the President	
4.1.1	University Senate, Discipline, Scholarship, Self-Assessment and Strategic Planning, English Interview Exam Committee, GISAM, Center for Continuing Education (SEM), Science and Society	5
4.1.2	Other	5
4.2	Member, representing Department on permanent committees set up by the Office of the Director	
4.2.1	SFL Self-Assessment, SFL Curriculum, SFL Executive Board, SFL Board,	5
4.2.2	Proficiency Exam (test-writer)	25
4.2.3	Other	5
4.3	Member, on permanent or one-term long committees set up by the Office of the Chairperson	
4.3.1	Test-writer for a group in the DBE	25
4.3.2	Member of testing committee in the DML	15
4.3.3	Make-up test-writer for a group or for a specific course	10
4.3.4	Proofreading tests	6
4.3.5	Department self-assessment committee membership	5
4.3.6	Department syllabus / materials unit	18
4.3.7	Department Curriculum Committee	10
4.3.8	Department Teacher Development Unit	20
4.3.9	Elective course testing in DML	20 - 5
4.3.10	Other	5

5	LAB / CENTER / COURSE / PROGRAM DEVELOPMENT	
5.1	Contribution to the establishment of a computer / language lab, center, and the like	19
5.2	Contribution to the development of a new course or program of instruction	15 - 5
5.3	Regular contribution to Academic Writing Center (2 hrs./week)	6
5.4	Other relevant work	3
6	CONTINUOUS PROFESSIONAL DEVELOPMENT	
6.1	In-house workshops / seminars attended (points to be assigned by the Dept. Chair according to the scope of the activity)	10 - 1
7	CONFERENCES	
7.1	Conference convener	
7.1.1	National conference	15
7.1.2	International conference	17
7.2	Work on Conference Organizing Committee	5
7.3	Presenter at a conference (abstract to be shown, when required; not to present the same paper more than once; not to exceed a total of 30 pts.)	
7.3.1	National conference	8
7.3.2	International conference in Turkey	10
7.3.3	International conference abroad	12
7.4	Workshop / Seminar run for colleagues in the Dept. or SFL, announced by the Adm.	6 - 3
8	PUBLICATIONS	
8.1	Textbooks	
8.1.1	Textbook used in the Department Syllabus	20 - 15
8.1.2	Textbook used as supplementary material in the Department Syllabus	10 - 8
8.1.3	Other	4 - 1
8.2	Articles	
8.2.1	National journals (refereed)	8
8.2.1	International journals (refereed)	10
8.3	Papers published in the book of conference proceedings	
8.3.1	National	6
8.3.2	International	8
8.4	Editing / Referee work	
8.4.1	Editing conference proceedings book	8
8.4.2	Editing journals	5
8.4.3	Editing news bulletins of professional organizations	3
8.4.4	Editing a textbook	3
8.5	Brief Research Reports / Letters / Technical Notes / Book reviews	
8.5.1	National journals / News bulletins	4
8.5.2	International journals / News bulletins	5
9	AWARDS	
9.1	Instructor of the Year–Mustafa Parlar Foundation, TESOL Teacher of the Year Award, etc. (valid if obtained in the year of performance evaluation, subject to the approval of the SFL Executive Board), excluding METU Performance Award.	9 - 3