

## **Teaching Awards Instruction Letter (IHR-S470-04)**

### **Instruction Letter No.**

IHR-S470-04V09

### **Effective date**

16.10.2002

### **Update date**

01.04.2024

### **Relevant Unit / Owner**

HR / Human Resources Director

### **Approved by**

BT / Board of Trustees

**Aim:** The aim of this instruction letter is to determine the eligibility criteria, rules and selection stages of the awards in order to honor academics working at Sabancı University, to reward academics who make a difference in education and training, and to support young academics.

### **Scope**

This instruction letter covers all SU academic staff and teaching assistants.

### **Principle**

Sabancı University aims to provide education at the highest standards and in accordance with our academic philosophy. For this purpose, the university encourages academic staff and teaching assistants to work effectively and efficiently and rewards outstanding success in teaching.

### **Definitions / Abbreviations**

**SU:** Sabancı University

**CIAD:** Center for Individual Academic and Development

**SFTL:** Student Feedback on Teaching & Learning

**AL102:** Academic Literacies

**SPS101 Dis. :** Humanity & Society I – Discussion

**SPS102 Dis. :** Humanity & Society II – Discussion

**TLL 101** : Turkish Language&Literature I

**TLL 102** : Turkish Language&Literature II

## **Award Categories**

Sabancı University awards for outstanding achievement in education and training activities are given under the following subheadings:

### **A. Award for Contribution to First Year University Courses**

#### **A.1. Contribution Award to First Year University Courses 1 (Small class courses)**

All SU faculty members and instructors may be eligible for the award, provided that they have taught at least one of the TLL 101, TLL 102, AL 102 or SPS 101Discussion and SPS 102Discussion courses for freshmen in the last academic year at SU.

#### **A.2. Contribution Award to First Year University Courses 2 (Amphitheater courses)**

All SU faculty members and instructors may be eligible for the award, provided that they have taught at least one of the University Courses other than TLL 101, TLL 102, AL 102 or SPS 101Discussion and SPS 102Discussion courses for freshmen in the last academic year at SU.

\* Award winners are selected from among the announced candidates by the votes of first-year students.

### **B. This Year's Alumni Award**

All SU faculty members and instructors may be eligible for the award, provided that they are currently working at SU and have taught at least one (1) course at the undergraduate level in the last two years. Faculty members and instructors who teach only first-year University Courses and Foundation Development Year courses are excluded from this scope.

\* The winner of the award is selected from among the announced candidates by the votes of senior students. Fourth-year students with a fall semester GPA of at least 2.00 can participate in the election.

### **C. Foundations Development Year Instructor Award**

All SL lecturers are eligible for the award, provided that they taught the Foundations Development Year English course in the last academic year.

\* The winner of the award is selected from among the announced candidates by the votes of Foundations Development Year students.

### **D. First Year Teaching Assistant Award**

All Teaching Assistants who were assigned to at least one of the First Year University Courses at SU in the last academic year are eligible for the award.

\* The winner of the award is selected from among the announced candidates by the votes of first-year students.

### **E. Teaching Assistant Award**

All Teaching Assistants who have been assigned to at least one course other than First Year University Courses in the last academic year at SU are eligible for the award.

\* By the end of May each year, students, faculty, or any other stakeholder may nominate a teaching assistant with a reference letter stating their reasons for nomination. Documents supporting the candidacy must be attached to the letter. Relevant rules are included in the attached forms.

\* The Board of Deans reaches a decision at the end of the academic year by collecting other necessary information and documents.

#### **F. SFTL (Student Feedback on Teaching & Learning Award):**

This award is given according to the results of the student course evaluation system involving the courses coded 2\*\*, 3\*\* and 4\*\* for the relevant academic year carried out by CIAD.

\* The Board of Deans reaches a decision at the end of the academic year.

#### **G. Distinguished Award :**

In the above-mentioned award categories, all SU faculty members and faculty members who rank first for the second consecutive year or in the top three for the third consecutive year are recognized with a distinguished award.

Academics who receive the 1<sup>st</sup> Distinguished Award are removed from the category in which they were among the top 3 in the relevant evaluation year, and the category rankings are arranged accordingly.

Academics who receive the 2<sup>nd</sup> Distinguished Award are not included in the award system in the next year following the year in which they received the award.

#### **Common Rules:**

1. At the end of each academic year, Human Resources announces potential candidate faculty members and instructors to the relevant class students.
2. The award is given once a year to the first, second and third place winners.
3. Award amounts vary depending on the 1st, 2nd and 3rd place winners, and the amount is determined/updated every year by the Human Resources Department.
4. While students are voting;  
If they vote for 1 person, 6 points will be awarded;  
if they vote for 2 people, 1st choice will be given 4 points; 2nd choice will be 2 points;  
if they vote for 3 people, 1st choice will be given 3 points, 2nd choice will be 2 points, 3rd choice will be 1 point.
5. The election is organized by Human Resources, and the results become valid after being discussed and approved by the Board of Deans.
6. Certificates and cash awards are presented at the New Year ceremony held at the beginning of the next academic year. Awardees are expected to attend this ceremony to receive their awards.

#### **H. Faculty-Based Teaching Awards**

Faculties can determine various teaching award categories and criteria internally, submit them to the President's approval, and give awards after the President's approval.

#### **Related Procedures**

[Teaching Awards Procedure \(PHR-S470-0401\)](#)

**Related Forms** **TA form**

**Related Form Links**