

Teaching Awards Procedure (PHR-S470-0401)

Procedure No.

PHR-S470-0401V09

Effective date

16.10.2002

Update date

01.04.2024

Relevant Unit / Owner

HR / Human Resources Director

Approved by

BT / Board of Trustees

Related Instruction Letters[Teaching Awards Instruction Letter \(IHR-S470-04\)](#)**Aim**

The aim of this procedure is to lay out the practical steps involved in awarding Teaching Awards.

Scope

This procedure covers Faculty Members, Instructors, and students who have voting rights.

Definitions / Abbreviations

SU : Sabancı University

HR: Human Resources

Implementation Steps	Responsibility	Outputs/Timing
1. At least one month before the end of the academic year, the candidate list is determined and submitted to the President for approval.	Human Resources	Candidate list / 1 month before the end of the academic year
2. Election dates and voting conditions are announced to students via the internal web.	Human Resources	Voting conditions and related announcements
3. The selection process carried out by the students is followed and the results are submitted to the Board of Deans for approval.	Human Resources	Results / Within 1 day after the voting ends
4. In case of a draw, the board meets and determines the awardees.	Human Resources	Board list
5. In line with the election results, the Board of Deans meets and determines the award recipients.	Human Resources	Awardees
6. Results that become valid with the approval of the Board of Deans are announced.	Human Resources	Results / December
7. HR ensures that the relevant payment is made to the awardees in December.	Human Resources	Cash Prizes / December
8. HR ensures that awardees are issued with a certificate for the award on New Year's Day of the following academic year.	Human Resources	Certificates / December

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