

## ACADEMIC RIGHTS AND RESPONSIBILITIES OF THE FACULTY

Academic responsibilities of faculty consist of teaching, scholarly research and service. A full-time faculty member has a workload of 40 hours per week. The current Academic Promotion and Appointment Criteria approved by the Senate of Gazi University includes all three services, including training, research and administrative duties. Faculty members are expected to improve their teaching effectiveness at all levels.

1. Faculty is assigned by the Council of Higher Education (YÖK). The course load is determined by the appropriate Academic Board and approved by the Dean.
2. Faculty is responsible for determining that the content of their classes is appropriate to each course, as officially described in the catalogue, and achieves the coverage indicated by that description.
3. Faculty is responsible for confining classroom discussion to subjects related to the topics of concern in the course.
4. Faculty is responsible for holding the classes at the times and places scheduled for them by the related Education Coordinators. Reported course times and locations may only be changed by the relevant Education Coordinator when necessary.
5. Faculty is responsible for maintaining an environment appropriate to academic endeavor in the classroom and respects the dignity of the students as individuals.
6. Faculty are obliged to explain the lessons given to them by the Academic Board. In addition, each faculty member is required to enter a small group of courses determined by the Dean.
7. Everyone who has started to work in the Gazi University Faculty of Medicine as an academic member is obliged to take the 'Training of the Trainers course' and the all the trainings of the small group courses which are considered necessary.
8. The number of small group courses that each faculty member should enter throughout the year is determined by the Dean in line with the programs and needs of the relevant boards. Participation in small group lectures is determined by asking the faculty members about their preferences, but final arrangement and appointments are made by the Dean.
9. In the first three years of Gazi University Faculty of Medicine, students success are evaluated with theoretical (multiple choice test) and practical (laboratory test, oral and/or written) exams including committee and final/makeup exams. Practical, oral and

theoretical examinations are held in the 4th and 5th years of education. The exams for the small groups are in OSCE format. Faculty members are obliged to prepare the questions required for these exams and to take part in the exams as supervisors/practitioners if they are assigned.

10. The rules and responsibilities that faculty members should obey during the exams are determined by Gazi University Faculty of Medicine Pre-Graduate Education Examination Guidelines.
11. Faculty members are obliged to comply with the program determined by the Education Coordinators of the related years during the first three years of classes and examinations.
12. The correctness of the questions prepared for the exams is the responsibility of the faculty member. However, if there is a material error, the relevant coordinator can correct the question.
13. Faculty members are obliged to report that they have no lessons or examination duties within the period of any leave, if any, they have obligation to determine the persons who will perform these duties and report that to the Dean.
14. Faculty who teach elective courses are obliged to comply with their program approved by the Elective Lecture Committee and to administer the examinations of their courses. The exam dates for these courses are determined in the Academic Calendar approved by the Gazi University Senate, and the faculty member can not make any changes to these dates except for the information of the Dean. Faculty members are required to enter the results of the exams to the system and to finalize all the grades until the final date determined.
15. Academic Advising is an integral part of the teaching. The teaching members are appointed by the Dean as academic advisors to a certain number of students. Academic advising begins with the first year and continues until the end of the medical training period of the student. Academic members are expected to schedule regular interviews every week for counseling students about their academic and social development. Interviewing hours should be flexible in terms of being suitable for students.
16. Faculty members are responsible for knowing academic rules and regulations, and university and college requirements and procedures and for passing these information to the students.
17. The Advisory Forms organized to follow the social and academic development of the students are delivered to the faculty member in the first class and are expected to fill the

relevant sections every year. The forms are delivered to the Dean at the end of the student's medical school education. Other responsibilities of the Academic Advisor are described in detail in these forms.

18. Faculty has the responsibility to work in committees assigned by the Dean and the President.
19. All faculty members are expected to be present and take part in the academic commencement, unless excused officially. It is compulsory to attend the ceremony with the proper academic ceremony costume stated by the Dean.