

Welcome
to
UTAA

PROFESSIONAL REQUIREMENTS

- ▶ Responsibility
- ▶ Punctuality
- ▶ Respect
- ▶ Honesty
- ▶ Kindness
- ▶ Participation
- ▶ Collaboration & Cooperation



TÜRK HAVA KURUMU ÜNİVERSİTESİ
HAVACILIK VE UZAY BİLİMLERİ

DUTIES AND RESPONSIBILITIES OF INSTRUCTORS

ACADEMIC RESPONSIBILITIES 1

Professional attitude:

- Professional behaviors
- Dress code
- Regularly checking all outlook emails
- Believing in the program

Routine:

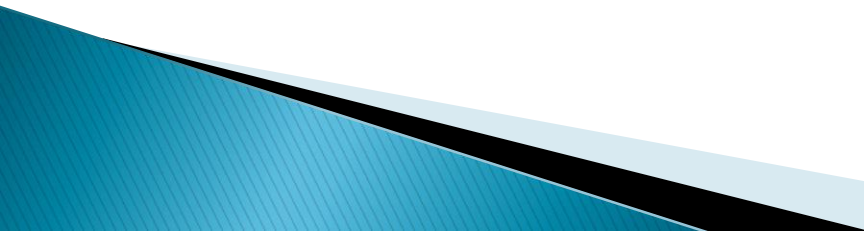
- Teaching at least 20 hours per week
- Attending meetings on a weekly basis,
- Participating in CPD activities
- Giving feedback on the program, exams and students' profiles
- Sharing academic problems with class partners first, then with administration
- Providing students with the required course materials on time.
- Inputting the absenteeism daily into OIBS.
- Inputting the scores into OIBS.
- Substituting for absent teachers and preparing for the class appropriately as requested

ACADEMIC RESPONSIBILITIES 2

Classroom rules:

- Starting and finishing the lessons on time,
- Never being late for classes,
- Going to classes with documents
- Taking attendance at the beginning of each class and recording daily attendance after classes.(Students have to attend 90% of the classes)
- Not leaving attendance files in classroom.

Encouraging students:

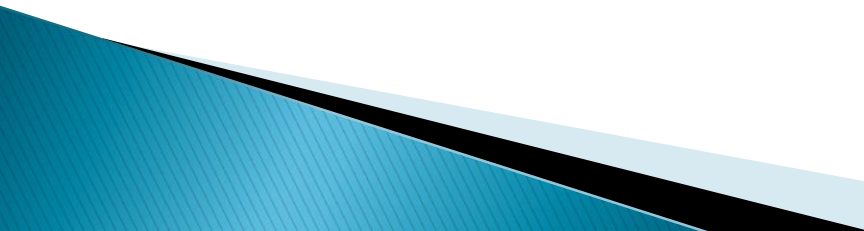
- Maintain regular office hours
 - Being prepared
 - Following the weekly program regularly
 - Using the target language in class
 - Reporting improper behavior of students (by keeping progress log regularly)
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ACADEMIC RESPONSIBILITIES 3

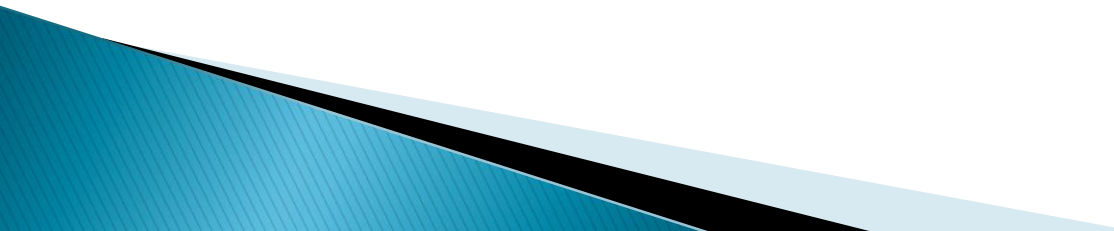
Exams:

- Applying all exam procedures effectively
- Never leaving the class during the examination period
- Grading the exam papers at the appointed time
- Invigilating exams for all university departments when required

CPD:

- Producing supportive materials sharing them
 - Participating in presentations, seminars, conferences, workshops, etc. as arranged for professional development
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ADMINISTRATIVE RESPONSIBILITIES-1

- ▶ Having a respectful relationship
 - ▶ Adhering to working hours (08:30-17:00).
 - ▶ Informing the coordinator of his/her absence and the reason(s).
 - ▶ Dressing and behaving professionally.
 - ▶ Safekeeping all course materials and the equipment provided by the university.
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just in case 😊

- ▶ No classroom concerts and parties.
- ▶ Exaggerated gamification may go beyond your teaching purpose.
- ▶ Contingency plans.
- ▶ No late comers
- ▶ Designated office hours
- ▶ Please, do not spend time with your students in Teachers' Office and do not disturb others while you are talking on the phone and with your colleagues.
- ▶ Please, lock your belongings before leaving the Office.
- ▶ Be in the classes during the class hours.
- ▶ Do not ask your students for copying your materials and taking paper for writing classes because they are not allowed to access duplication room.
- ▶ Please do not use the duplication room for personal copies.
- ▶ Please, clean the board and warn the students to clean the classroom before leaving.
- ▶ Please do not smoke in non-smoking area, in front of the Offices at Sütçü Kemal İshani and warn your students on this issue.
- ▶ Do not park your car in front of the Offices at Sütçü Kemal İshani or on its parking lot at the top of the building, and warn your students on this issue.

WORKING HOURS



- ▶ 8:30-17:00 (Mon-Frid)
- ▶ half-day off
- ▶ classes begin at 9.00 sharp (always be in class on time)

Oops, no.



Yes!



Oops, no.



Yes!



DRESS CODE REQUIREMENTS

- ▶ appearance clean, neat & tidy
- ▶ smart casual or business casual
- ▶ obscene or offensive clothing not tolerated



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MAKES
THE DREAM WORK !**