

# **TED UNIVERSITY**

## **Department of English Language and Literature**

### **Advisory Board Regulations**

#### **SECTION ONE**

#### **Objective, Scope, Basis, and Definitions**

##### **Objective**

ARTICLE 1- (1) The purpose of this regulation is to establish the advisory board of the Department of English Language and Literature at TED University, to ensure cooperation and communication between public and private sector organizations and other stakeholders, and to define the principles of its operation.

##### **Scope**

ARTICLE 2- (1) This regulation covers the principles related to the activities of the advisory board established to ensure cooperation and communication between public and private sector organizations and other stakeholders with the Department of English Language and Literature at TED University.

##### **Basis**

ARTICLE 3- (1) This regulation is prepared in accordance with paragraph (f) of Article 44 of the Higher Education Law No. 2547 and the Regulation on the Establishment of Advisory Boards in Higher Education Institutions, published in the Official Gazette No. 29851 dated 08.10.2016 by the Council of Higher Education.

##### **Definitions**

ARTICLE 4- (1) Definitions of certain terms used in this regulation:

University: TED University.

Unit: The Department of English Language and Literature.

Advisory Board: The Advisory Board of the Department of English Language and Literature at TED University.

## **SECTION TWO**

### **Bodies, Duties, and Responsibilities**

#### **Department Advisory Board**

ARTICLE 5- (1) The Department Advisory Board aims to enhance the connections between the relevant professional communities and the program/department and to ensure contributions from faculty members, students, and professional practitioners towards the educational goals and course content of the program.

#### **Determination of Board Members**

ARTICLE 6- (1) Boards should consist of 5-10 members, including students, alumni, faculty members (internal and external), representatives from various fields of the professions, and the Head of the Department.

(2) At least one-third of the board members must be non-academics, and the student representative must be elected or determined by elected representatives.

#### **Term of Office for Board Members**

ARTICLE 7- (1) The term of office for members of the advisory board is limited to three years. Members whose term expires may be reappointed.

(2) If the members appointed to represent their institutions leave their positions, their board membership also ends. A new member can be selected at the discretion of the existing board members as and when required.

#### **Duties of the Advisory Board**

ARTICLE 8- (1) The duties of the Advisory Board are as follows:

1. To provide advisory suggestions to the board to enhance connections between the relevant professional communities and the program/department and to ensure contributions from faculty members, students, and professional practitioners in order to achieve the educational goals and course content of the program.
2. To evaluate the opinions and suggestions developed in the board members' respective fields and provide opinions and suggestions regarding the studies to be carried out.
3. To evaluate the demands and suggestions from public and private sector institutions, organizations, professional chambers, and non-governmental organizations.
4. To support practical studies in relevant fields by cooperating with external institutions and organizations.
5. To provide recommendations to the relevant unit managers on updating course curricula and especially on how to implement practice-oriented courses.
6. To coordinate scientific research activities such as projects, seminars, thesis studies, panels, symposiums, workshops, etc., in areas needed by the public and private sectors.
7. To carry out studies on the transfer of experience, to convey the knowledge and experiences of the public and private sectors to students, and increase their motivation.
8. To make advisory decisions in line with national and international developments.
9. To present the decisions taken by the Advisory Board in a report.

### **Operating Procedures and Principles of the Advisory Board**

ARTICLE 9- (1) The unit secretariat is responsible for keeping minutes during meetings and preparing the board's working report.

(2) The Advisory Board meets at least twice a year with a written invitation sent to all members by the unit secretariat at the request of the Head of the Department. The meeting dates are announced in writing by the Board Secretariat.

(3) The Advisory Board meets at least twice a year in the spring and fall semesters with an invitation sent to all members by the Unit Secretariat. The meeting dates are announced in writing by the board secretariat.

(4) However, in certain circumstances, the board may convene extraordinarily at the discretion of the Head of the Department. Board members review the agenda determined by the Board President and send it to them in advance and submit their opinions and suggestions to the Board President in writing

(5) The board will convene with the absolute majority of the total number of members and make decisions by the absolute majority of those present. In case of a tie, the side with the Board President is considered the majority.

## **Provisional Agendas**

ARTICLE 10- (1) The provisional working agendas of the board are determined by the relevant board presidencies. The main agendas are decided by the relevant board.

(2) The temporary agenda, including a report on the previous meeting and developments after the meeting, will be sent in writing to the members by the Board President before the meetings.

(3) The minutes taken during the meeting will be sent to the board members in writing after the meeting.

(4) The vision and mission of the University, the goals of the relevant units, their departments and programs, the course curricula, and the Advisory Board Regulations are sent to the external members of the Advisory Board.

## **SECTION THREE**

### **Enforcement and Execution**

#### **Enforcement**

ARTICLE 11- This regulation was adopted by the decision of the Department of English Language and Literature of TED University on 04.07.2022 and came into force on this date.

#### **Execution**

ARTICLE 12- The Head of the Department of English Language and Literature of TED University executes this regulation.