

Bilkent University

ANNUAL FACULTY SURVEY


Important Note: The dates on this template are for Annual Faculty Survey to be filled in 2024.

For Publications: 15 December 2023 - 15 December 2024
For Citations: 1 January 2023 – 31 December 2023
For Teaching: 2023 – 2024 Academic Year

Please note the explanations at the top of each section for details.

The Annual Faculty Survey is intended to collect detailed information on a wide range of professional activities. The applicability of some survey items may vary depending upon one's department, faculty, and academic rank. You may “hide” some sections to reduce clutter while working on the form; “unhide” these using the buttons that appear above these instructions when there are hidden sections.

Please complete the online survey before the submission deadline that is indicated above.
 Thank you.
 - Provost Office

Photo in STARS Database	Bilkent ID	
	Name	
	Department or Program	
	Faculty or School	
	Current Academic Rank	
	Highest Degree Earned, School, Year	
	ORCID (Open Researcher and Contributor ID) 	
	Scopus Author ID	
	Please Upload Your Current CV	

The Annual Faculty Survey consists of the following sections. Please note that some parts of section B are automatically completed for you based on teaching and advising information on STARS; if you feel that there is erroneous information here, please contact the Provost Office.

- A. Research Work and Scholarly or Artistic Activities
- B. Teaching, Advising, and Instructional Development
- C. Services Rendered to Bilkent University
- D. Services to the Community and Professional Societies
- E. Self Assessment and Future Goals
- F. Comments
- G. Suggestions Regarding this Form

A. Research Work and Scholarly or Artistic Activities

A.1. Scholarly Publications in 2024

A.1.

- Only report publications with Bilkent University affiliation. If you have multiple affiliations, list all affiliations.
- In sections A.1.a through A.1.h, only report publications that have already been published. For journal articles reported in sections A.1.c and A.1.d, also include forthcoming articles that have been accepted but not yet published, but only if a definite and final acceptance letter can be documented. All other work in progress and articles without a definite acceptance may be reported in A.1.i.
- When reporting publications, write the names of the authors in the order that they appear on the publication.
- If a publication was reported previously in any of previous years' AFS forms and you need to report it again this year because of a change in publication status, please mark the relevant box to indicate this where applicable. If the publication is a reprint or an adapted version of a previous publication please indicate this clearly.
- Upload all relevant documentation: PDF files of your published and accepted articles; for forthcoming journal articles PDF files of definite acceptance letters from the journal indicating final unconditional acceptance; for published books, edited volumes, and chapters in books PDF files of the contents and the cover pages indicating the editors, publisher, place and date of publication, "contributors' notes" section indicating the author's Bilkent University affiliation, the first section of the book (preface or foreword or acknowledgements or introduction); in addition, for edited volumes a note from you explaining the review and selection process and thus clarifying what differentiates this book from conference (or symposium/workshop/lecture/congress) proceedings and the names and affiliations of the authors of the other chapters.

A.1.a. Books, monographs, and textbooks written by the faculty member

Please list only published books that you authored or co-authored. Volumes where you are the editor or co-editor should be reported in A.1.f.

Format: Author(s), Title of the Book, Number of pages, Place of Publication, Publisher, Year.

Example: F. Mann and A.S. Seçkin, The Social Role of the Person of Knowledge, 196 pages, Ann Arbor – MI - USA, University of Michigan Press, 2023.

Files to be Uploaded: Supporting Materials (If the book is available as single pdf, upload as single PDF. Otherwise, include copies of the following pages from the book: Front Cover, Inside Cover, Back Cover, List of Contents, Acknowledgement, Preface, Introduction)

A.1.b. Chapters published in books or monographs (excluding conference proceedings)

Please report chapters you authored or co-authored that were published in books or monographs. If you were one of the editors of the volume, please indicate this clearly; any editorials written for the volume should be reported in section A.1.g.

Format: First Author, Second Author, "Title of chapter" in Title of book, Editors, Pages, Place of Publication, Publisher, Year.

Example: P. Bayar, "Historical Development of the Soviet Theory of Self-Regulation" in The Development of Self-Regulation Through Private Speech, (Edited by Gail Aiving). pp. 51-77, New York: John Wiley & Sons, 2015.

Files to be Uploaded: Final published version of the chapter. Supporting Materials (If the book is available as single pdf, upload as single PDF. Otherwise, include copies of the following pages from the book: Front Cover, Inside Cover, Back Cover, List of Contents, List of Contributors, Acknowledgement, Preface, Introduction)

A.1.c. Articles in refereed journals indexed by Web of Science (SCIE, SSCI, AHCI, ESCI) and/or Scopus

Report refereed journal articles in journals that are indexed by Web of Science and/or Scopus. Refereed journal articles in journals that are not indexed by Web of Science or Scopus should be reported in section A.1.d.

To check if a journal is indexed by Web of Science, please visit the Master Journal List (<https://mjl.clarivate.com/home>) and search for the journal name. Check that the "Web of Science Coverage" for the journal includes "Core Collection" (i.e., SCIE, SSCI, AHCI, or ESCI).

To check if a journal is indexed by Scopus, please visit Scopus Sources (<https://www.scopus.com/sources.uri>) and search for the journal name (after switching the filter field to "Title"). If the journal can be found and is assigned a numeric CiteScore (i.e., CiteScore not listed as N/A), then it is indexed by Scopus.

Please provide the information for each article by filling out all the relevant fields in the order that they are presented in the form below.

Only report articles that have been:

1. Fully published in an issue (DOI, volume number, page numbers etc. all available)
 2. Early access published with DOI (DOI exists but volume number, page numbers etc. not yet available)
 3. Accepted but not yet published (a final and definitive acceptance letter can be documented)
- Please first indicate the status of the article by checking the appropriate option.

All other work, including forthcoming articles and those that are in review or in progress may be reported in section A.1.i.

If an article was previously reported in last year's AFS form (because the article status was "early access" or "accepted but not yet published"), you must indicate this by checking the "Yes" option for "Was this article reported in any of previous years' AFS forms."

As a matter of convenience, some fields in section A.1.c can be automatically filled out using a valid DOI number. For this use the button labelled "Search article via DOI." This is an optional functionality and any field filled out via DOI search must be thoroughly checked for accuracy.

To submit more than one article, enter all the information for the first one, save A.1.c by clicking on the "Save A.1.c" button, then proceed with the next article and repeat.

Files to be Uploaded: PDF of the article (if the article is published), PDF of the accepted manuscript and acceptance letter (if the article is accepted but not yet published).

A.1.d. Articles in refereed journals not indexed by Web of Science or Scopus (i.e., not listed in A.1.c)

Please provide the information for each article by filling out all the relevant fields in the order that they are presented below. To submit more than one article, enter all the information for the first one, save A.1.d by clicking on the "Save A.1.d" button, then proceed with the next article and repeat.

Files to be Uploaded: PDF of the article (if the article is published), PDF of the accepted manuscript and acceptance letter (if the article is accepted but not yet published).

A.1.e. Articles published in conference proceedings, other conference papers, and conference presentations

Please list conference articles and conference presentations.

For conference articles that are published in proceedings:

Format: First Author, Second Author, etc., "Title of Conference Paper" in the proceedings of the (conference name), Pages, City, Country, Date of conference.

Example: O. Aksu, M. Cardoza, "Distribution of Sequential Computations," in the Proceedings of the Second International Symposium On Computer and Information Sciences, 226-239, Istanbul, Turkey, 19-21 October 2015.

For conference presentations (oral or poster) without published proceedings:

Format: First presenter, etc., "Title of Presentation," conference name, City, Country, Date of conference.

Example: O. Aksu, M. Cardoza, "Distribution of Sequential Computations," The Second International Symposium On Computer and Information Sciences, Istanbul, Turkey, 19-21 October 2015.

Files to be Uploaded: PDF of Published Conference Paper (if the paper is published)

A.1.f. Books, anthologies, collections, bibliographies, or other volumes edited by the faculty member (excluding conference proceedings)

Please list only published volumes for which you have served as editor or co-editor. If you have written an introduction or an editorial for the volume, report it here. If you have also contributed as an author or co-author of a chapter, please report that in section A.1.b.

Format: First Editor, Second Editor, Title of Edited Book, Number of pages, Place of Publication, Publisher, Year.

Example: C.O. Smith, M. Aktan, Current Research in Microbial Ecology, 345 pp., San Francisco: American Association for Microbial Ecology, 2015.

Files to be Uploaded: Front Cover, Contents Pages, Additional Explanatory Note (optional)

A.1.g. Reviews of books of others, reviews of artistic works of others, editorials

Report reviews that were authored or co-authored by you on the scholarly or artistic work of others.

Format: Authors of the review, "Title of the review," Title of Journal where the review appeared, Volume, No, Pages, Year. Information on the reviewed work such as "Title of book reviewed," Author(s) of book/work reviewed, Place, publisher, date, and total number of pages of the book reviewed.

Example: A. Tasar, "Yet Another Treatise on Migration," International Interactions, Vol. 28, No.8, 355-357, 2021. "International Migration," by T. Mayer, Oxford: Oxford University Press, 390 pp., 2000.

Files to be Uploaded: Final published version

A.1.g. Reprints or translations of previous publications

Indicate reprints or translations of your previously or concurrently published work. These can be exact reprints, adaptations, or translations which are now being republished in a book, volume, or a journal.

Use the same format as above.

A.2. Citations Received in 2023 (i.e. 1 January 2023 – 31 December 2023) to Previously Published Articles

Find the number of citations that your articles have received during the indicated period. Make sure to exclude self-citations.

See instructions at: https://w3.bilkent.edu.tr/web/provost/forms/CitationSearch_AFS.pdf.

Upload your Scopus citation report in PDF form.

Files to be Uploaded: Scopus Citation Report

A.3. Art and Design Work, Artistic Performances, Competitions, Prizes in 2024

i. List only the art works with Bilkent affiliation.

ii. Report both the works that were exhibited/performed and those that have been firmly scheduled, as documented by definite commitment letters from the organizers.

iii. Enclose relevant documentation, such as:

- Photocopies from brochures, announcements, gallery publications, programmes, catalogues, reviews, websites, CD covers, or any other information about the work itself.

- Documentation and/or information concerning the organization and setting of the event: the site the work was exhibited /performed; the organizer, curator, jury, and sponsor; other artists who exhibited /performed at that site recently; the participation and selection process; any other information indicating the reputation of the art gallery/curator/organization/ concert hall, and the like.

- If you won a prize in a competition, enclose the letter about the result of that competition and the prize you won. Also attach information about the organization, the jury, and the selection/refereeing process.

A.3.a. Art and Design Work, Competitions, Prizes

List art works, competitions, prizes, etc., characterizing each listing by the type of visual art (e.g. sculpture, painting, installation, graphic design, film, audiovisual production, performance art) or prize won in a competition. (attach relevant documents – see iii. in Box A.3 above)

Format: Type of exhibit, number of artists (solo, 2-person, group, etc.), title, starting and ending dates, the work was performed, sponsoring institution/person/foundation (if applicable), curator (if applicable), city, country.

Example: Graphic design, Solo, “Studies in Space and Shape,” Sept. 2015, XYZ Exhibition Hall, ABC Foundation, Koln, Germany.

Files to be Uploaded: Relevant documents

A.3.b. Artistic Performances, Competitions, Prizes

List artistic performances, competitions, prizes, and the like, characterizing each listing by the type of performance (e.g., concert, recital, poetry reading, dramatic role) or prize won in a competition. (attach relevant documents – see iii. in Box A.3 above)

Format: Type of performance, title (if applicable), date(s), the work was performed, where and by whom reviewed (if applicable), city, country.

Example: Piano recital, March 30, 2015, XYZ Symphony Hall, Berlin, Germany.

Files to be Uploaded: Relevant documents

A.4. Featured appearances or works, and reviews/critiques of works, performances, or books in 2024

List your appearances in media channels (e.g., social media or TV); or your work that has been featured, aired or performed by others; or your work/performance/book reviewed in respectable outlets and appeared in related media or journals. Please provide the relevant information and attach supporting documents.

Example: "Onur Türkmen's Sailing to Byzantium" Yurodny Ensemble, (include the date and location of the concert here) link: <https://www.youtube.com/watch?v=KpzwdWg5YBk> published May 17, 2016
Example: "What Happened to Space?" H. Kroeber, critique of "Studies in Space and Shape" exhibit, Contemporary Arts, 21.05. 2015

A.5. Patents Applied or Granted in 2024

List patents applied or granted in your name.

Format: Name and lastname of inventor(s), Invention name, Applicant, Application date, Application no, Registration date, Document no, Application country

Example: Ergin Atalar, Niyazi Koray Ertan, Soheil Taragnihani,, "A gradient array system for MRI and application on diffusion weighted imaging", Bilkent University, 25/09/2020, US17/059,005, 29.03.2022, US-11287498-B2, US

A.6. Invited Seminars, Workshops, and Lectures in 2024

List the seminars, workshops and lectures given at other universities, companies, or organizations. Please indicate if you have received any monetary support from the organizing institution.

Format: "Seminar/Lecture Title," date, place, monetary support, if any.

A.7. Services to the Field (Academic or Arts) Ongoing or Completed in 2024

A.7.a. Editorships and Editorial Boards of Scholarly Journals

List the services you rendered in an editorial capacity (e.g. editor, associate editor, managing editor, and the like.) of a scholarly or professional journal. Also include memberships and services as Editorial Reviewer on Editorial Boards.

Format: Date of appointment or election, date of termination (if applicable), editorial title, name of journal, publication sponsor.

Example: March 2015 - , Associate Editor, Computer Graphics, IEEE.

A.7.b. Refereeing for Scholarly and Professional Journals

List the scholarly or professional journals for which you served as a referee.

Format: Date, Name of journal.

A.7.c. Offices Held in Scholarly and Professional Societies

List any offices held in scholarly and professional societies.

Format: Name of organization or society, title held, start date of appointment or election, expiration date (if in progress, indicate).

A.7.d. Refereeing for Arts Events and Competitions

List the services you rendered to the arts community in a refereeing and selection capacity (e.g. curator, juror for a competition, etc.).

Format: Date of appointment or election, date of termination (if applicable), title, name of event/competition, sponsor/organizer.

Example: March – June 2015, Jury member for the International Youth Competition for Graphic Design, XYZ organization.

A.8. Sponsored Research

List any research activities sponsored by a body other than the University.

A.8.a. Sponsored Research Ongoing or Completed in 2024

List all the research sponsored by a body other than the University.

Format: "Title of project," sponsoring agency or company, your duty, period, total amount of grant.
Example: "Conducting a Consumer Survey on Car Problems," Marshal Motors Co., Principal Investigator, December 2004 - August 2014, US\$10,000.

A.8.b. External Grant Applications in 2024

List any research funding applications sponsored by a body other than Bilkent University.

Format: "Title of project," sponsoring agency or company, your duty, duration of project, total amount requested, status of grant application (rejected/pending/approved).
Example: "Conducting a Consumer Survey on Car Problems," Marshal Motors Co., Principal Investigator, 3 years, US\$100,000, pending.

A.9. Professional Awards and Honors Received in 2024

List the academic honors and prizes; appointments to national and international academic boards, councils, or panels, academic degrees and other awards that are comparable indices of professional accomplishments that you received.

Format: Name of award or honor, awarding agency/organization/foundation, date, basis for the award.

Example: Science Award in Physics, TÜBİTAK, 2015, scientific publications.

A.10. Attendances to International Conferences, Workshops, Artistic Events in 2024

List international conferences, workshops, artistic events that you have personally attended during the AFS period, regardless of whether you had a presentation or paper in the attended conference. Conference publications should be separately reported in section A.1.e.

Format: Conference/event name, City, Country, Date of conference/event.

Example: Annual Meeting of International Society for Magnetic Resonance in Medicine (ISMRM), Toronto, Canada, 3-8 June 2023.

A.11. Other Activities in 2024

List any other research, scholarly and artistic activities not described elsewhere in this section. This may include services in thesis or promotion committees, participation to panels (such as grant review)

A.12. Work in Progress (e.g. in preparation, submitted, under revision)

In a single entry, please list works that are in progress. Indicate the title of the work, author(s), intended journal or publisher and date of submission, if applicable.

B. Teaching, Advising, and Instructional Development

The following will be used by the chairs and the deans/directors in evaluating the teaching performance of faculty members.

B.1. Course(s) Offered in the academic year 2023 – 2024

The courses you offered during the AFS period were extracted from the STARS database.

B.2. New teaching approaches and methods

Describe any new approaches and/or methods of teaching and assessment that you have used in the past year. What evidence do you have that this new approach was successful in enhancing student learning (e.g. results from student feedback, improved quality of student assignments and/or exam performance/improvement in student participation)?

B.3. Educational development activities

List any development activities related to your teaching that you have participated in or undertaken in the past year (e.g. workshops on university teaching and learning, working with colleagues on improvement of teaching - for example, review of a colleague's syllabus and course materials).

B.4. Student Contact Hours

Indicate the number of hours per week spent in class

B.5. Undergraduate Student Industrial Training or Senior/Term Project Supervision

List the students whom you supervised in the academic year 2023-2024 and their project topics.

Format: Name of the student(s), project type (Industrial/Senior/Term/other), "Topic/Name of project", status (i.e. completed or in progress), date of completion (expected date if in progress).

B.6. Undergraduate Student Advising

Total number of students: XX, 1st year: XX, 2nd year: XX, 3rd year: XX, 4th year: XX, Graduated or left school: XX

Brief explanation of activities carried out.

B.7. Graduate Student Supervision

The students you supervised during the AFS period were extracted from the STARS database. Fill/update "Thesis Title", "Period of Supervision", "(Expected) Graduation Semester" fields.

B.8. Students' Accomplishments

List awards, honors, publications, exhibits, performances and other noteworthy accomplishments of students you personally guided and supervised.

B.9. Other Teaching-Related Activities

List any other teaching-related activities you were involved in at the department, faculty, or university-wide level.

C. Services rendered to Bilkent University

C.1. Committees/Work Groups Involved

Indicate the names of committees/work groups, responsibilities and activities undertaken, and whether completed or in progress.

Format: Name of the committee/group, duration (indicate if in progress), responsibilities and activities, brief explanation.

C.2. Other Duties Assigned by the University or Activities Carried Out for the University

List the duties/activities and whether completed or in progress.

Format: Name of duty/activity, duration (indicate if in progress), responsibilities and activities, brief explanation.

D. Services to the Community and Professional Societies

List any service rendered and whether completed or in progress.

E. Self Assessment and Future Goals

E.1. Evaluate your performance and achievements in the past year vis á vis your own goals.

E.2. Describe your goals pertaining to your work and your contributions to your department and the university in the next two years.

F. Comments

Indicate any comments, criticisms, suggestions, etc. concerning your department, faculty/school and university.

G. Suggestions Regarding this Form

Describe any changes to this form which you feel would improve its evaluative sensitivity and effectiveness.