İSTANBUL
OKAN ÜNİVERSİTESİ

HUMAN RESOURCES POLICY

Istanbul Okan University regards its human resources as an integral part of its institutional quality assurance system and is committed to establishing and maintaining a qualified, merit-based workforce that upholds ethical values and whose continuous development is supported in line with its strategic objectives. Human resources processes are managed and monitored holistically across planning, recruitment and placement, development, performance evaluation, and satisfaction monitoring, and are enhanced through continuous improvement.

Policy Core Actions;

- Plan academic and administrative staffing needs in qualitative and quantitative terms in line with the strategic plan and organizational structure to ensure institutional sustainability.
- Ensure fair human resources management by applying merit, equality, and transparency in recruitment and placement.
- Clearly define and keep employees' duties, authorities, and responsibilities up to date to ensure effective institutional operations.
- Implement systematic orientation programs for newly appointed academic and administrative staff to facilitate their integration into the institution.
- Regularly assess employees' training needs and plan and deliver in-service training, training-of-trainers, and professional development programs to develop competencies.
- Conduct performance evaluations objectively, measurably, and on the basis of feedback to monitor and improve employee performance.
- Manage career development, promotion, and changes of title fairly and transparently in accordance with legislation to support employee development.
- Monitor employee satisfaction through regular surveys and feedback mechanisms and implement improvements based on the findings.
- Provide safe and ergonomic workplaces within the scope of occupational health and safety to safeguard employee well-being.
- Integrate personal data protection, ethical principles, gender equality, equal opportunity, and an anti-discrimination approach into all human resources processes and ensure their continuity.
- Provide accessible and inclusive working environments that accommodate the needs of employees with disabilities and ensure equal participation.
- Operate effective reporting and evaluation mechanisms against workplace bullying and unethical conduct to strengthen the institution's ethical framework.
- Regularly review human resources processes and ensure continuous improvement within the Plan–Do–Check–Act (PDCA) cycle.

