

TO: Faculty of College of

FROM:, Dean

DATE:

SUBJECT: Document upload to KUFIS

In line with the promotion procedure, please upload the following documents to KUFIS:

- Updated CV,
- Cumulative summary of the annual activities reports,
- Research and teaching statements,
- Reprints or preprints of articles and books,
- A teaching dossier,
- The names of ten to twelve respected external reviewers who can evaluate your academic work.

Please see the "Faculty Handbook" for further details of promotion process.

Please upload your files to KUFIS portal's 'Promotion' application by February 15th 2019.

Please do not forget to 'submit' your files once they are uploaded.

Feel free to contact me if you have any questions or need assistance with the preparation of this submission.

Please contact IT department (it@ku.edu.tr) for any technical issues during uploading.