

DIRECTIVE ON THE NOMINATING COMMITTEE

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DEDAK - Directive on the Nominating Committee

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Grounds, Purpose and Scope

Article 1- (1) This directive has been issued in accordance with the clause (g) of the 1st section of the 12th article of the charter of the "Association for Language Education, Evaluation and Accreditation (DEDAK)" and the 8th article of the DEDAK Operational Regulations. Its purpose is to establish the process of electing the DAK members, vice chairman and program-evaluators, and to ascertain the structure, functions, duties, powers and responsibilities as well as the operational principles of the DEDAK Nomination Committee (ABK) which will be inaugurated.

Definitions and Abbreviations

Article 2 – (1) In this directive, the following terms shall have the meanings defined below:

- a) ABK: DEDAK Committee of Candidate Nomination
- b) DAK: Language Education Accreditation Board
- c) DEDAK: Association for Language Education, Evaluation and Accreditation
- ç) DEDAK General Assembly
- d) TESOL Turkey: English Language Teaching and Professional Development Association
- e) YDYK: Board of Directors of School of Foreign languages
- f) Board of Directors of DEDAK

The Nomination Committee

Article 3 - (1) The DEDAK Nominating Committee carries out pertinent activities for ascertaining the candidates for memberships and vice presidency of the DAK for the new term together with selecting candidates for the new program-evaluators.

Duties, Powers and Responsibilities of the Nominating Committee

Article 4 - (1) Duties, Powers and Responsibilities of the Nominating Committee are as follows:

- a) To determine candidates for membership of DAK for the new term and present them to the Board of Directors,
- b) To determine the new term vice president candidate (s) of DAK and submit it to the Board of Directors,
- c) To determine candidates for vacant DAK memberships and / or vice presidency before the expiry of their term of office and submit these to the Board of Directors
- ç) To ensure that new program-evaluator candidates are identified and submitted for the approval of DAK.
- d) In the event that the Board of Directors does not approve of the nominees and requests a new candidate, to determine new candidate (s) for the new term member and / or vice president and present them to the Board of Directors.

The Structure of the Nominating Committee

Article 5- (1) The Nominating Committee consists of five (5) members and these members are designated as in Article 6 of the DEDAK Operational Regulations:

- a) The previous head of DAK, who will also assume the chair of ABK,
- b) President of DAK,
- c) Vice-president of DAK,
- ç) A member of the Board of Directors who provides communication between DAK and the Board of Directors and is appointed by the Board of Directors.
- d) A DEDAK member elected by the Board of Directors

Operational Principles of the Nominating Committee

Article 6 - (1) Working Principles of the Nomination Committee are as follows:

- a) ABK president is responsible for the proper functioning of the Nominating Committee and any communication between its members.
- b) The member of the Board of Directors at ABK is responsible for ensuring all kinds of communication between the Board of Directors and ABK.
- c) Nomination Committee is responsible to the Board of Directors.

Determination of DAK Members and Vice President Candidates for the New Term

Article 7 - (1) New Term YDYK and TESOL Turkey Representative

- a) At the end of the relevant year, a document is delivered by the Chairman of the Board of DEDAK to the YDYK and TESOL Turkey to notify them about the new term representative candidate (s) who will be replacing the DAK representatives whose term of office will expire.
- b) In this document;
 - 1) DAK Members and their Terms of Office, specified in Article 4.3 of the DEDAK Working Directive, are referred to.
 - 2) Conditions of DAK Membership in Article 4.4 of the DEDAK Working Directive are denoted
 - 3) Expectations from DAK members are detailed as specified in Article 4 of the DEDAK Working Directive,
 - 4) The DAK membership approval process is announced and it is requested to inform DEDAK of the names and background information of the representative candidate (s).
- a) ABK examines the resumés of the representative candidate (s) communicated to DEDAK by YDYK and TESOL Turkey, and submits its opinion on whether the candidates are eligible for DAK membership to the Board of Directors with a reasoned report and by adding a list of preferences, if such a list is deemed appropriate.
- b) The Board examines the status of the candidates in the light of the submitted report and decides on the DAK membership of the candidates:
 - 1) This decision may be in line with the opinions of the ABK, or it can take the form of a review of the candidates' status by the ABK. However, in the event that the opinions resulting from the re-examination by ABK are not approved, the Board of Directors can decide directly.

2) The decision of the Board of Directors regarding a proposed representative candidate may be in the form of accepting the candidate's membership of the DAK, or it may be in the form of rejection of this membership on a just cause. In both cases, the decision will be communicated to relevant party within fifteen (15) days.

3) In case the representative candidate (s) is not accepted for membership of the DAK, the relevant party is asked to propose new representative candidate (s) within one month; the process in items (b) and (c) above is renewed and completed within fifteen (15) days after the new representative candidate (s) is proposed.

(2) Other New Term DAK Members

a) ABK initiates an investigation to determine the new term member candidate (s) of DAK in order to replace the academic staff members of DAK whose terms end at the end of the relevant year. ABK must complete this investigation within 30 days at the latest following the termination date of the academic staff members.

b) In this study of ABK;

1) DAK members and their terms of office as stated in article 4.3 of the DEDAK Working Regulation,

2) DAK Membership Conditions as stated in Article 4.4 of the DEDAK Working Regulation,

3) Expectations from DAK members as specified in various articles of the DEDAK Working Regulation,

4) The experienced evaluators in the DEDAK evaluator pool and their performance evaluations produced by the team and institutions in the previous years, and

5) The continuity in the DAK membership structure, the distribution of experience and the representation balance of different fields in language education (assessment-evaluation, program development, foreign language teaching, educational administration, etc.) are taken into consideration as much as possible.

c) ABK submits its DAK membership candidate proposals, collated as a result of its efforts, to the Board of Directors with a reasoned report to which a list of preferences may be added if necessary.

ç) The Board of Directors examines the status of the candidates in light of the submitted report and decides on the candidates' membership of the DAK.

1) This decision can be in line with the opinion of the ABK, or it can be in the form of the ABK reviewing the status of the candidates or finding new candidates. However, in case the opinions arising from the re-examination by ABK or the new candidates proposed are not accepted, the Board of Directors can make a direct decision.

2) The decision of DAK membership is notified to the relevant persons within fifteen (15) days, and a written statement is requested from them declaring that they can work as a member of the DAK and that they can assume the chair of a team for at least one institutional visit each year.

(3) Vice President of the New Term

- a) ABK initiates an investigation to determine a new term vice president candidate (s) to replace the vice president who will become the head of the DAK at the end of the relevant year.
- b) In this investigation of ABK,
 - 1) Arrangements regarding the term of office of the DAK members and the vice chairman as stated in Article 4.3 of the DEDAK Working Regulation,
 - 2) Conditions specified for DAK members and vice chairman in Article 4.4 of the DEDAK Working Regulation,
 - 3) Expectations from DAK members as stipulated in various articles of the DEDAK Working Regulation,
 - 4) Inter-team performance evaluations of the DAK members while they were leading or co-leading a team(s) in the past and evaluation(s) by the institutions, and
 - 5) The experiences of the DAK members, qualifications and quantities are taken into consideration.
 - 6) ABK submits its DAK membership candidate proposal(s), collated as a result of its efforts, to the Board of Directors as a reasoned report to which a list of preferences may be added if necessary.
 - 7) The Board of Directors examines the status of the candidate (s) in the light of the submitted report and concludes the candidate's vice-chairmanship of the DAK.
 - 8) This decision may be in line with the opinion of the ABK, or in the form of a review of the candidate (s) by the ABK or the finding of new candidates. However, in case the opinions arising from the review by ABK or the new candidate (s) proposed are not accepted, the Board of Directors can make a direct decision.
 - 9) The decision about the vice presidency of the DAK is communicated to the relevant person within fifteen (15) days and a written statement is requested from him/her affirming that there are no grounds to prevent his/her serving as the vice president of the DAK.

Withdrawal from DAK Membership

Article 8- (1) According to Article 4.8 of the DEDAK Working Regulation, ABK performs the following activities for the vacant DAK membership and / or vice-chairmanship before the expiry of the term of office

- a) In case of their representatives leaving, YDYK and TESOL Turkey notify DEDAK of their new representative candidate proposal(s) within thirty (30) days. New representatives are determined in accordance with clause 7.1.
- b) In the event that the membership of the DAK and / or the vice-chairmanship, other than the representative of the YDYK and TESOL Turkey, becomes vacant before the term of office expires, if the remaining period includes the next year, a new member to serve from the beginning of that year shall be determined in accordance with Article 7.2, and new Vice-President in accordance with Article 7.3.

Determination of New Program-evaluator Candidates

Article 9 - (1) Determination of New Program-evaluator Candidates takes place as follows:

- a) ABK initiates an investigation at the beginning of each evaluation period to determine new candidates to join the DEDAK evaluator pool.
- b) In this investigation, if necessary, some of the members of DAK are also included, and depending on the need, the contributions of non-DAK members and experienced evaluators may be requested.
- c) The need for a new evaluator is determined by ABK, taking into account the statements of intent made by the institutions in each evaluation period and the estimates for the evaluator applications for the next evaluation period.
- d) While ascertaining the new DEDAK program-evaluator candidates,
 - 1) The need for evaluators determined at that time for various fields and
 - 2) The program-evaluator candidates and the expectations foreseen for the structure of the evaluator pool in article 6.1 of the DEDAK Working Regulation are taken into consideration.

Amendment to the Directive

Article 10 - (1) Amendment proposals on this Directive may be submitted to the Board of Directors by the Nomination Committee or by a committee to be appointed by the Board of Directors. Suggestions prepared are put on the agenda of the first meeting of the Board of Directors and are resolved.

Enforcement

Article 11 - (1) This Directive takes effect on the date it is approved by the Board of Directors.