



ZİDEK

*Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs
Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği*

DIRECTIVE ON THE NOMINATING COMMITTEE

2011

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Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği

Gazi Mahallesi Özata Sokak No:21/5

Yenimahalle-ANKARA/TÜRKİYE

Phone: +90 (312) 419 04 99 Fax: +90 (312) 419 04 98

E-mail: info@zidek.org.tr

Web page: <http://www.zidek.org.tr/en>

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Directive on the Nominating Committee

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ZİDEK

Directive on the Nominating Committee

ARTICLE 1 Grounds, Purpose and Scope

This directive has been prepared as per Article 6 of the Operational Regulation of the Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs (ZİDEK). It aims to define the structure, membership, duties, powers and responsibilities, as well as the operational procedures of the ZİDEK Nominating Committee (ABK), which will assist in the election of ZAK's members, its vice chair, program evaluators and student evaluators.

ARTICLE 2 Definitions and Abbreviations

In this directive, the following terms and abbreviations will have the following meanings:

- 1) **ZİDEK** shall stand for the Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs,
- 2) **ABK** shall stand for ZİDEK's Nominating Committee
- 3) **General Assembly** shall stand for ZİDEK's General Assembly,
- 4) **Executive Board** shall stand for ZİDEK's Executive Board,
- 5) **ZAK** shall stand for the Agricultural Engineering Programs Accreditation Board, which carries out the necessary processes for the evaluation and accreditation of Agricultural, Forestry and Aquacultural Engineering Educational programs for ZİDEK
- 6) **ZMO** shall stand for the Chamber of Agricultural Engineers

ARTICLE 3 The Nominating Committee

ZİDEK's Nominating Committee has the duty to nominate new-term candidates for membership and vice chairman position of ZAK, as well as candidates to serve as new program evaluators or student evaluators.

ARTICLE 4 Duties, Powers and Responsibilities of the Nominating Committee

- 1) Nominate candidate(s) for ZAK membership for each new-term and submit suggestions to the Executive Board,
- 2) Nominate candidate(s) for ZAK vice chairman position for each new-term and submit suggestions to the Executive Board,
- 3) Nominate candidates for ZAK membership and/or vice chairman position, that becomes vacant before the expiration of the term and submit suggestions to the Executive Board,
- 4) Ensure that new program evaluator candidates are identified and submit to ZAK for approval,
- 5) Ensure that new student evaluator candidates are identified and submitted to ZAK for approval.
- 6) Subject to the request of the Executive Board, nominate new candidate(s) for ZAK membership and/or vice chairman position for each new term and submit suggestions to the Executive Board.

ARTICLE 5 Structure of the Nominating Committee

The Nominating Committee has four (4) members. These members are defined as follows in Article 6 of the ZİDEK Operational Regulation

- (1) ZAK's former chair, who also acts as ABK's chair
- (2) ZAK's chair
- (3) ZAK's vice-chair
- (4) the member of the Executive Board who has the task of establishing coordination between ZAK and the Executive Board.

ARTICLE 6 Operational Principles of the Nominating Committee

- a) ABK's chair is responsible for the activities of the Nominating Committee and all communication with its members.
- b) The member of the Executive Board serving on ABK is responsible for providing all the communication between the Executive Board and the ABK.
- c) The Nominating Committee is responsible towards and reports to the Executive Board.

ARTICLE 7 Nominating ZAK Members and Secretary General Candidates

7.1. ZMO, YZMB and KalDer Representatives

- 1) The Chair of ZİDEK's Executive Board issues a letter to ZMO (Chamber of Agricultural Engineers), TZYMB (Union of Agricultural Engineers) and KalDer (Turkish Society for Quality) no later than by the end of March, asking them to propose new membership candidate(s) to replace their ZAK representatives whose term will expire by the end of that year.
- 2) This letter will,
 - (1) describe ZAK membership and terms in office as defined in Article 4.2 of the ZİDEK Operational Regulation,
 - (2) specify ZAK membership requirements as defined in Article 4.3 of the ZİDEK Operational Regulation,
 - (3) list the expected tasks from ZAK members as defined in various articles of the ZİDEK Operational Regulation,
 - (4) explain the ZAK membership approval process, as defined in paragraphs 4.4 (c) and (d) following this article, and
 - (5) ask for the names and background information of the candidate(s) to represent the institution to be communicated to ZİDEK no later than by the end of April of that year.
- 3) ABK will examine the background information on the representative candidate(s) as provided to ZİDEK by ZMO, TZYMB and KalDer and issue a report on the candidates' eligibility for ZAK membership, listing the candidates in the order of preference, if necessary. This report shall be submitted to the Executive Board no later than by the end of May of that year.
- 4) The Executive Board will assess the candidates in light of the submitted report and decide on their approval for ZAK membership.
 - (1) This decision may concur with the views of ABK, or the Executive Board may ask ABK to re-examine the information on the candidates. If the Executive Board does not approve of ABK's revised opinions, then the Executive Board will make the final decision.
 - (2) The Executive Board may decide to accept the proposed representative candidate for

ZAK membership, or to reject the candidate on justified grounds. In both cases, the organization will be notified within fifteen (15) days.

- (3) If the Executive Board rejects the representative candidate(s), the relevant organization is asked to propose new representative candidate(s) within one month and the process outlined in (b) and (c) above is renewed and completed within 15 days of nomination of new representative candidate(s).

7.2. Other ZAK Members for the New Term

- 1) ABK will initiate the process latest by March of the year to nominate new candidates for each new term ZAK membership to replace the academic and/or industrial representatives whose term expires at the end of that year, no later than by the end of March of that year.
- 2) In this process, the following will be taken into consideration:
 - (1) ZAK membership and terms in office as defined in Article 4.2 of the ZIDEK Operational Regulation,
 - (2) ZAK membership requirements as defined in Article 4.3 of the ZIDEK Operational Regulation,
 - (3) list the expectations from ZAK members as defined in various articles of the ZIDEK Operational Regulation,
 - (4) experienced evaluators list in the ZIDEK evaluator pool and their performance evaluation of the previous years, and
 - (5) continuity and balanced distribution of experience and representation of different agricultural, forestry and aquacultural engineering and related disciplines among ZAK members.
- 3) ABK will submit its recommendations regarding ZAK membership to the Executive Board, in the form of a report specifying the reasons underlying its recommendations, listing the candidates in order of preference, if necessary. This report shall be submitted to the Executive Board no later than the end of May of that year.
- 4) The Executive Board will consider the candidates in light of the submitted report and decide on their ZAK membership.
 - (1) This decision may concur with the views of ABK, or the Executive Board may ask ABK to re-examine the information on the candidates or find new candidates. If the Executive Board does not approve of ABK's revised opinions, then the Executive Board will make the final decision.
 - (2) The decision regarding ZAK membership will be communicated to the relevant persons within fifteen (15) days; the nominees will be asked to provide a written statement to the effect that
 - i) they can indeed act as a ZAK member, and that
 - ii) they can act as team chair at least once a year during an institution visit

7.3. Vice Chair

- 1) ABK will initiate the process to nominate the candidate(s) for ZAK vice chairman position for each new term in order to replace the ZAK vice chair whose term expires by the end of the year, no later than by the end of March of that year.
- 2) In this process, the following will be taken into consideration:
 - (1) ZAK membership, vice-chairmanship and terms in office as defined in Article 4.2 of the ZIDEK Operational Regulation;
 - (2) ZAK membership and vice-chairmanship requirements as defined in Article 4.3 of the

ZİDEK Operational Regulation;

- (3) expectations from ZAK members as defined in various articles of the ZİDEK Operational Regulation,
 - (4) the performance assessment by their team members and by the representatives of the evaluated institutions during the candidate's service as evaluation team chair or co-chair in previous years, and
 - (5) the level of experience among ZAK members.
- 3) ABK will submit its recommendations regarding ZAK vice-chairmanship to the Executive Board, in the form of a report specifying the reasons underlying its recommendations, listing the candidates in order of preference, if necessary. This report shall be submitted to the Executive Board no later than by the end of May of that year.
- 4) The Executive Board will assess the candidate(s) in light of the submitted report and decide on their ZAK vice-chairmanship.
- (1) This decision may concur with the views of ABK, or the Executive Board may ask ABK to re-examine the information on the candidates or find new candidates. If the Executive Board does not approve of ABK's revised opinions, then the Executive Board will make the final decision.
 - (2) The decision regarding the ZAK vice chair position will be communicated to the relevant person within fifteen (15) days; the nominee is asked to provide a written statement to the effect that she/he can act as ZAK vice chair.

ARTICLE 8 Resigning from ZAK Membership

According to Article 4.7 of the ZİDEK Operational Regulation, ABK will initiate a process in the following manner, if the position of a ZAK member or vice chair becomes vacant before the term expires:

- a) In the case of the representatives of ZMO, ZYMB and/or KalDer resigning, the organization will notify ZİDEK of a suggested replacement, no later than within thirty (30) days. The new representative(s) will be determined as specified under Article 7.1.
- b) In the case that the position of a ZAK member and/or vice chair (other than those of the ZMO, TYZMB and KalDer representatives) becomes vacant before the expiration of the term, and if the remaining period also includes the following year, then a new member/vice chair will be determined according to Article 7.2/7.3, to serve starting with the beginning of the following year.

ARTICLE 9 Nominating New Program Evaluators and Student Evaluators

- 1) ABK initiates the process to nominate new candidates to be included in the ZİDEK evaluator pool at the beginning of each evaluation period.
- 2) If necessary, ZAK members, ZİDEK members who are not ZAK members, and experienced evaluators may also be asked to contribute to this process.
- 3) ABK determines the need for new evaluators in light of the institutions' statements of intent for each evaluation period, as well as estimations regarding evaluation requests for the following term.
- 4) The following shall be taken into consideration when nominating new candidates as ZİDEK program evaluators:
 - 1) the need for evaluators in various disciplines, as determined for the relevant term, and
 - 2) the expectations regarding the program evaluator candidates and the structure of the evaluator pool, as per Article 5.2 of the ZİDEK Operational Regulation.
- 5) The following points are taken into account in determining the new candidates for student

evaluators:

- 1) The number of student evaluators to be needed in that evaluation term, and
- 2) The expectations from student evaluator candidates as stated in Article 5.3 of ZİDEK Operational Regulation.

ARTICLE 10 Amendments to the Directive

Any suggestions for amendment to this directive shall be submitted to the Executive Board by the Nominating Committee, or a committee to be appointed by the Executive Board. The suggestions shall be included in the agenda of, and resolved during, the first meeting of the Executive Board to follow.

ARTICLE 11 Enforcement

This directive enters into force as of the date of approval by the Executive Board.

