



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Public Personnel Management							
Course Code		YYÖN211		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The course aims to examine in detail the rights, responsibilities, authorities and obligations of public sector personnel in a historical perspective and to evaluate them within the legal framework provided by the Constitution, laws and other institutional regulations.							
Course Content		To behave in accordance with the autonomous and separate principles of administrative law regarding State's acts and operations, To follow the Constitutional and other legal principles regarding the State's administrative organization and State's acts and operations.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Problem Solving					
Name of Lecturer(s)		Ins. Hayri KEMİKSİZOĞLU							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Tayfun Akgüner, Kamu Personel Yönetimi, Der Yayınları.
---	--

Week	Weekly Detailed Course Contents	
1	Theoretical	The subject matter of public personnel management and new developments: a) General concepts about personnel management b) The difference of public personnel management from personnel management c) Public personnel regime in Turkey
2	Theoretical	Personnel recruitment in the public sector: a) The importance of recruitment b) General conditions to be applied in recruitment c) The difference between appointment to civil service and recruitment
3	Theoretical	Public personnel recruitment in foreign countries: a) Public personnel recruitment in Scandinavian countries b) Public personnel recruitment in countries of Anglo-Saxon tradition c) Public personnel recruitment in Anglo-American countries
4	Theoretical	Classification and Career System: a) The career system b) Classification c) The career system and classification in Turkey
5	Theoretical	Payment: a) The importance of payment b) The system of monthly salary c) The payment and salary system in Turkey
6	Theoretical	Promotion: a) Definition and principles b) The features of the system of promotion c) Promotion according to the Law of Civil Servants in Turkey
7	Intermediate Exam	Efficiency Report: a) The importance of the efficiency report and its principles b) The making of the efficiency report c) Efficiency reports in the world and Turkey



8	Theoretical	Rights and Obligations of Civil Servants: a) The rights of the civil servants b) The obligations of the civil servants c) The civil servant unionism
9	Theoretical	Midterm
10	Theoretical	The relations of civil servants with associations and professional organizations: a) The relations of civil servants with associations b) The relations of civil servants with professional organizations c) Associations of civil servants and civil servant unionism
11	Theoretical	Social security system for civil servants and their retirement: a) The retirement system for civil servants b) The conditions for retirement c) Social security in Turkey
12	Theoretical	Discipline and Disciplinary penalties: a) The meaning and scope of discipline b) Disciplinary penalties and their different types c) Rejection to disciplinary penalties and their implementation
13	Theoretical	The education of civil servants: a) The significance of the education of civil servants b) Different types of educational processes c) Measurement and evaluation in civil servant education
14	Theoretical	Organisational psychology and personal relations: a) Organisational requirements and motivation b) The significance and development of human relations c) The effect of personal relations on the organisation
15	Final Exam	Public personnel reform in Turkey: a) The necessity of a public personnel reform in Turkey b) Public personnel reforms in Turkey c) The basic characteristics and the justification of the reforms
16	Final Exam	FINAL

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Individual Work	11	0	1	11
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	
2	
3	
4	
5	
6	

Programme Outcomes (Local Authorities)

1	Theoretical knowledge in the field of public administration and local governments to use in working life and lifelong learning to be conscious.
2	To have the ability to use the functions of local government, public administration to adapt to contemporary approaches
3	Problems encountered in professional practice to identify, analyze and propose solutions to have the ability to bring.
4	Professional legal regulations to be equipped, and keep track of changes, use the.
5	Local and collective needs, expectations, and to have knowledge about efficient service delivery.



6	urkish political life, political orientations, political power, political culture and to have competence in matters of contemporary political ideologies.
7	Understanding of contemporary urbanism, urban planning, urban land management, housing and environmental issues and policies to be competent.
8	Decentralization, local democracy and civil society to gain competence on a case.
9	Having the necessary values in the field of professional ethics; written-verbal communication and correspondence with the field of information-communication technologies and be able to use.
10	Land use plans, zoning laws and regulations to have knowledge of subjects covered.
11	The process of globalization and the country's internal dynamics, to analyze the process of democratization.
12	The Constitution, fundamental rights and freedoms, civil servants, law and public law legislation have sufficient knowledge about professional ethics.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6
P1	3	3	3	3	3	3
P2	2	2	2	2	2	2
P4	4	4	4	4	4	4
P12	2	2	2	2	2	2

