



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Public Personnel Management							
Course Code		YYÖN211		Couse 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)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Tayfun Akgüner, Kamu Personel Yönetimi, Der Yayınları.
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Week	Weekly Detailed Course Contents	
1	Theoretical	The subject matter of public personnel management and new developments:a) General concepts about personnel managementb) The difference of public personnel management from personnel managementc) Public personnel regime in Turkey
2	Theoretical	Personnel recruitment in the public sector:a) The importance of recruitmentb) General conditions to be applied in recruitmentc) The difference between appointment to civil service and recruitment
3	Theoretical	Public personnel recruitment in foreign countries:a) Public personnel recruitment in Scandinavian countriesb) Public personnel recruitment in countries of Anglo-Saxon traditionc) Public personnel recruitment in Anglo-American countries
4	Theoretical	Classification and Career System:a) The career systemb) Classificationc) The career system and classification in Turkey
5	Theoretical	Payment:a) The importance of paymentb) The system of monthly salaryc) The payment and salary system in Turkey
6	Theoretical	Promotion:a) Definition and principlesb) The features of the system of promotionc) Promotion according to the Law of Civil Servants in Turkey
7	Theoretical	Efficiency Report:a) The importance of the efficiency report and its principlesb) The making of the efficiency reportc) 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 servantsc) The civil servant unionism
9	Theoretical	Public personnel reform in Turkey:a) The necessity of a public personnel reform in Turkeyb) Public personnel reforms in Turkeyc) The basic characteristics and the justification of the reforms
10	Theoretical	The relations of civil servants with associations and professional organizations:a) The relations of civil servants with associationsb) The relations of civil servants with professional organizationsc) 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 servantsb) The conditions for retirementc) Social security in Turkey
12	Theoretical	Discipline and Disciplinary penalties:a) The meaning and scope of disciplineb) 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 servantsb) Different types of educational processes c) Measurement and evaluation in civil servant education
14	Theoretical	Organisational psychology and personal relations:a) Organisational requirements and motivationb) The significance and development of human relationsc) The effect of personal relations on the organisation



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	Has fundamental, current, and applied knowledge in their field; analyzes this knowledge and uses it to solve professional problems.
2	Possesses knowledge of occupational health and safety, environmental awareness, sustainability, and quality management processes, and integrates them into practice.
3	Follows current developments and innovative practices in their field and effectively applies the acquired knowledge in professional practices.
4	Effectively uses information technologies (software, data analysis, digital tools) relevant to their field.
5	Independently analyzes and evaluates professional problems and issues with an analytical and critical approach; develops and implements solutions.
6	Expresses and presents knowledge and skills clearly and understandably through written, oral, and digital communication tools.
7	Actively contributes to teamwork and assumes responsibility to solve unforeseen and complex problems encountered in field-related applications.
8	Has awareness of career management, lifelong learning, professional development, and personal awareness; sets individual goals in these areas.
9	Utilizes scientific methods in the collection, analysis, application, and dissemination of data related to their field and acts in accordance with social, cultural, and ethical values.
10	Effectively uses a foreign language to follow literature in their field and communicate with national and international colleagues.

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

