Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

Process No.	17	
Process Name	Academic Staff Term Extension	ACADEMIC STAFF TERM EXTENSION
	Process	START YOUR PROCESS
Those Responsible for the	Process: Lecturer, Department Head,	Ţ
	School Principal, Rectorate	V
Process Organization	Department Head, School Principal, School	Academic Staff Whose Term of Office Is Nearing End
Relationship	Secretary, Board of Directors, Rector	To the Department Head with Petition and Activity Report
Purpose of the Process	Re-extension of the term of office of the faculty	Apply
	member whose term of office has expired	
Limits of the Process	Higher Education Law No. 2547	The Head of Department Examines the Status of the Relevant
Process Steps	Academic staff whose term of office is about to expire	Faculty Member and Sends His Opinion to the School Directorate.
	applies to the department head with a petition and	Sends
	activity report.	
	The department head examines the situation of the	<u> </u>
	relevant faculty member and sends his	Term Extension School Administration
	opinion to the school directorate.	It will be discussed in the Board
	Term of Office Extension School Administration	
	It is discussed in the Board.	★
	If the decision is negative, no term extension is made; if it	No
	is positive, the decision to extend the term of office is	Is it positive?
	submitted to the Rectorate for approval.	not extend
	If the Rectorate gives approval, the term of office is extended; if	
	the approval is not given, the term of office is not extended.	⊥ Yes
		It is submitted to the Rectorate for approval along with the Board of Directors'
		Decision, Activity Report and Information Form.
		Na
		No
		Is it positive? Mission tim
		not extend
		Yes
		↓
		Term of Office of Relevant Personnel is Extended
Performance	Instructor, Rectorate	
Indicators		*
		END OF PROCESS