

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	17
Process Name	Academic Staff Term Extension Process
Those Responsible for the Process	Lecturer, Department Head, School Principal, Rectorate
Process Organization Relationship	Department Head, School Principal, School Secretary, Board of Directors, Rector
Purpose of the Process	Re-extension of the term of office of the faculty member whose term of office has expired
Limits of the Process	Higher Education Law No. 2547
Process Steps	<ul style="list-style-type: none"> • Academic staff whose term of office is about to expire applies to the department head with a petition and activity report. • The department head examines the situation of the relevant faculty member and sends his opinion to the school directorate. • Term of Office Extension School Administration It is discussed in the Board. • If the decision is negative, no term extension is made; if it is positive, the decision to extend the term of office is submitted to the Rectorate for approval. • If the Rectorate gives approval, the term of office is extended; if the approval is not given, the term of office is not extended.
Performance Indicators	Instructor, Rectorate

