

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process	18
Number	Academic Staff Recruitment Process
Process Name Those Responsible for the Process	School Secretary, Directorate, Personnel Department, Applicants
Process Organization Relationship	Directorate, School Secretariat, Personnel Department, Rectorate
Purpose of the Process	Meeting Academic Personnel Needs
Limits of the Process	It starts with the Department Head informing the Directorate of the need for academic staff with a cover letter. It ends with the Rectorate's Appointment of Academic Staff and the Relevant Person's Commencement.
Process Steps	<ul style="list-style-type: none"> • Department Head Academic Staff Need Informs the Directorate with a Cover Letter. • Academic Staff of the Directorate School Informs the Rectorate of his/her need with a cover letter. • Requests of Units University Management Appropriate after discussion in the Board Necessary permissions are obtained from YÖK for these. • Via Rectorate YÖK and Website Academic Personnel Receivables and Announcement Announces Its Features. • Creates Sunday Vocational School Exam Commissions. • Candidates apply to Pazar Vocational School. • Candidates who apply to Sunday Vocational School receives the documents and submits the documents specified in the announcement. examines whether it complies with the conditions. • Candidates who meet the announcement conditions to the examination commission for evaluation is sent. • The conditions specified in the examination commission announcement It examines the applications of the candidates accordingly. • Applications accepted by the examination commission and Candidates who will take the entrance exam are on the website is announced. • Examination Commission in Law/Regulation Examinations in line with the specified principles It does. • List of Exam Successors Review It is sent to the Personnel Department for • Notification to Personnel Appointed as Directors After finishing, write the introductory text • Academic Personnel Vocational School He starts his duty in the relevant unit.
Performance Indicators	Instructor, Rectorate

