Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

Process	18	
Number	Academic Staff Recruitment Process	START ACADEMIC STAFF RECRUITMENT PROCESS
Process Name Those Res	sponsible for the Process School Secretary, Directorate, Personnel	•
	Department, Applicants	Hood of Department Academic Staff Needs a Higher Education
Process Organization	Directorate, School Secretariat, Personnel Department,	Head of Department Academic Staff Needs a Higher Education Notifies the Directorate in Writing
Relationship	Rectorate	∀
Purpose of the Process	Meeting Academic Personnel Needs	The Directorate Notifies the Rectorate of the School's Academic Personnel
Limits of the Process	It starts with the Department Head informing the Directorate	Needs with a Covering Letter
	of the need for academic staff with a cover letter. It ends	★
	with the Rectorate's Appointment of Academic Staff and the	Requests of the Units are in the hands of the University Board of Directors
	Relevant Person's Commencement.	After discussion, necessary permissions are obtained from YÖK for those
Process Steps	Department Head Academic Staff Need	who are suitable.
riocess steps	Informs the Directorate with a Cover Letter.	+
	Academic Staff of the Directorate School	Academic Staff Via Rectorate YÖK and Website
		Announces the Receivables and Features of the Advertisement
	Informs the Rectorate of his/her need with a cover letter.	₩
	Requests of Units University Management Appropriate of the discussion in the Read	Pazar Vocational School Forms Exam Commissions and Applications
	Appropriate after discussion in the Board	Accepts
	Necessary permissions are obtained from YÖK for these.	₩
	Via Rectorate YÖK and Website	Pazar Vocational School receives the documents of the applicants
	Academic Personnel Receivables and Announcement	and examines whether it complies with the conditions specified in the announcement.
	Announces Its Features.	- -
	Creates Sunday Vocational School Exam Commissions.	No Application Retu
	Candidates apply to Pazar Vocational School.	Is it suitable?
	Candidates who apply to Sunday Vocational School	Yes
	receives the documents and submits the documents specified in the announcement.	<u> </u>
	examines whether it complies with the conditions.	Candidates are sent to the examination commission for preliminary evaluation
	Candidates who meet the announcement conditions	and applications are examined by the examination commission.
	to the examination commission for evaluation	,
	is sent.	Is it suitable? Application Return
	The conditions specified in the examination commission announcement	It is done
	It examines the applications of the candidates accordingly.	Yes
	Applications accepted by the examination commission and	
	Candidates who will take the entrance exam are on the website	Candidates whose applications are accepted by the examination commission and who
	is announced.	will take the entrance exam are announced on the website.
	Examination Commission in Law/Regulation	
	Examinations in line with the specified principles	Principles Specified in the Examination Commission Law/Regulation
	It does.	Takes Exams Accordingly
	List of Exam Successors Review	<u> </u>
	It is sent to the Personnel Department for	List of Exam Successors Staff for Review
	Notification to Personnel Appointed as Directors	Sent to the Department Head
	After finishing, write the introductory text	<u> </u>
	Academic Personnel Vocational School	After Notifying the Personnel Appointed by the Directorate
	He starts his duty in the relevant unit.	Writes the introductory text
Performance	Instructor, Rectorate	V
Indicators		Academic Personnel in the Relevant Unit of the Vocational School
		He Begins His Mission
		END OF PROCESS