

SECRETARY GENERAL

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WORKFLOW OF THE EXTENSION OF CONTRACT TERMS OF INTERNATIONAL ACADEMIC STAFF

An international academic staff member whose term ends at the end of the year must submit the following documents to the Dean/Director at least 3-4 months before the end of their term, along with a formal petition: the International Academic Staff Information and Identity Form, a copy of their passport, the number of Q1 level publications in the past three years as specified by the Regulation Governing Academic Incentive, the number of citations for these publications in the past three years, and their H-index value.

The Dean/Director obtains the written opinions of the Department Chair regarding the extension.

Cancelled

It is discussed in the Unit Administrative Board.

Is it appropriate?

The commission reviews the dossier and submits its report to the Rector.

The dossier containing the international academic staff's works and other information and documents is sent to the Commission for Employment of International Academic Staff for review.

The Dean/Director sends the appointment proposal dossier, along with their written opinion, to the Directorate of Personnel Affairs.

The request for employing international academic staff is discussed at the University

Administrative Board.

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Is it

appropriate?

Cancelled

The request for employing international academic staff is entered electronically into the Council of Higher Education Information System along with the University Administrative Board's Decision, and the application documents are sent via KEP (Registered Electronic Mail)...

Cancelled

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The academic unit official obtains a work permit from the Ministry of Labor.

The "TIP Contract" sent by YÖK
will be signed between the
University Rector and the
international academic staff
member who has been granted a
work permit.

If the request is approved, the international academic staff member's preliminary permit number from YÖKSİS will be communicated to the academic unit..

The international academic staff member commencess their duties in the relevant department.