

## SECRETARY GENERAL

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## WORKFLOW FOR APPOINTING CONTRACTED INTERNATIONAL ACADEMIC STAFF

The international academic staff submits a dossier to the Dean/Director with a petition, which includes the following: Curriculum Vitae, Scientific publications, Foreign Academic Staff Information and Identity Form, Detailed identification information, Copies of diplomas and certified translations, Passport photocopy, Information Form, Visa Request Form, Number of Q1 level publications from the last three years as specified in the Regulation Governing Academic Incentive Allowance, Number of citations to their publications from the last three years, H-Index value, and 2 passport-sized photos taken within the last 6

months.

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

Cancelled

Is it

appropriate?

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The application is reviewed and reported by the Unit Education Commission.

The Dean/Director sends the appointment proposal dossier, along with their written opinion, to the

Directorate of Personnel Affairs.

It is discussed in the Unit Administrative Board.

The dossier containing the international academic staff's works and other information and documents (such as Visa Request Form, Information Form, commission and board decisions, Information and Identity Form, diploma samples and their certified translations, etc.) is sent to the Commission for Employment of International Academic Staff for review.

The commission reviews the dossier and submits its report to the Directorate of Personnel Affairs.

Is it

appropriate?

Cancelled

Affairs submits its decision regarding the appointment of the international academic staff to the Rector with a cover letter.

The Directorate of Personnel

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

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

Cancelled

Is it

appropriate?

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

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.

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

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