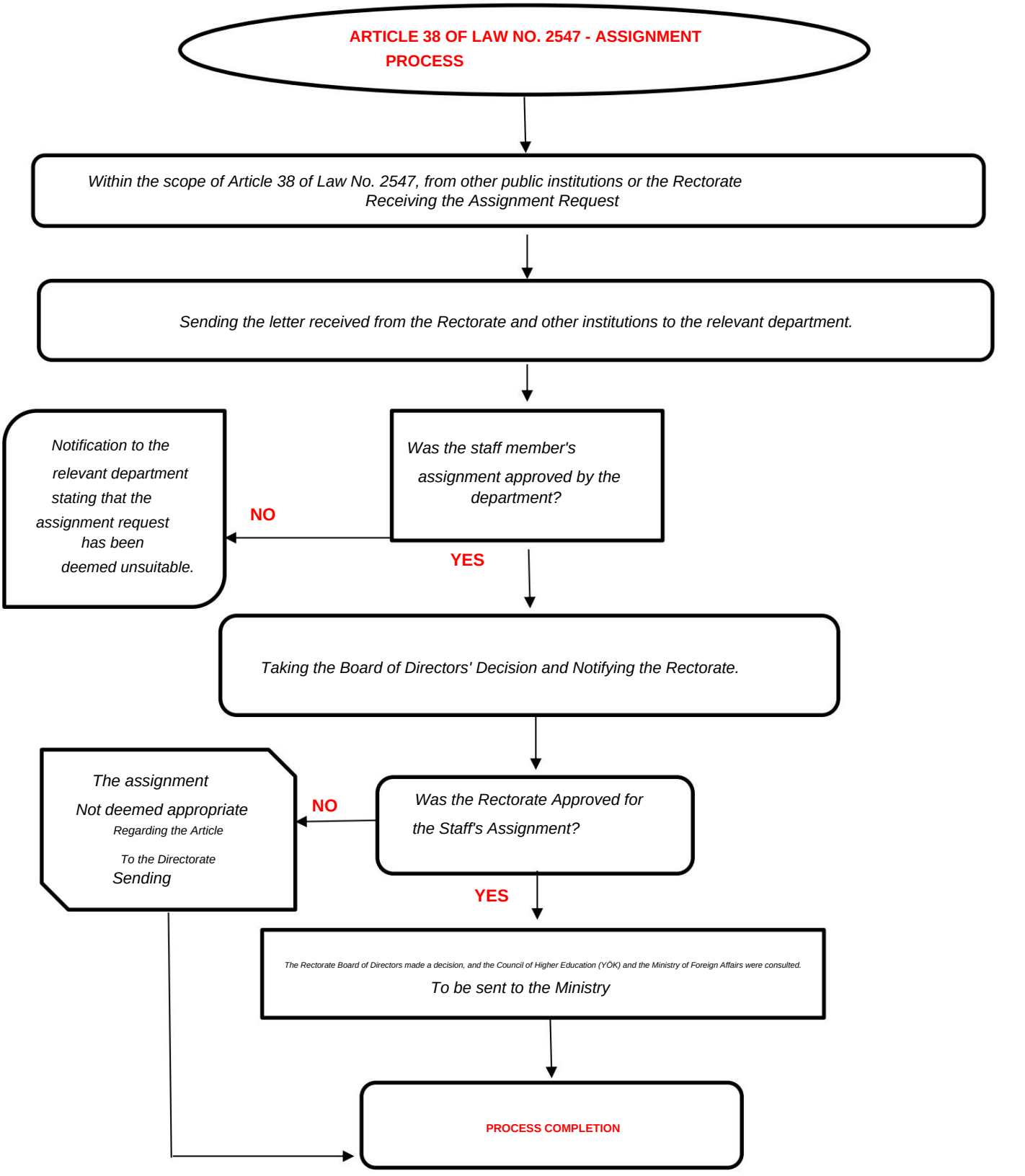
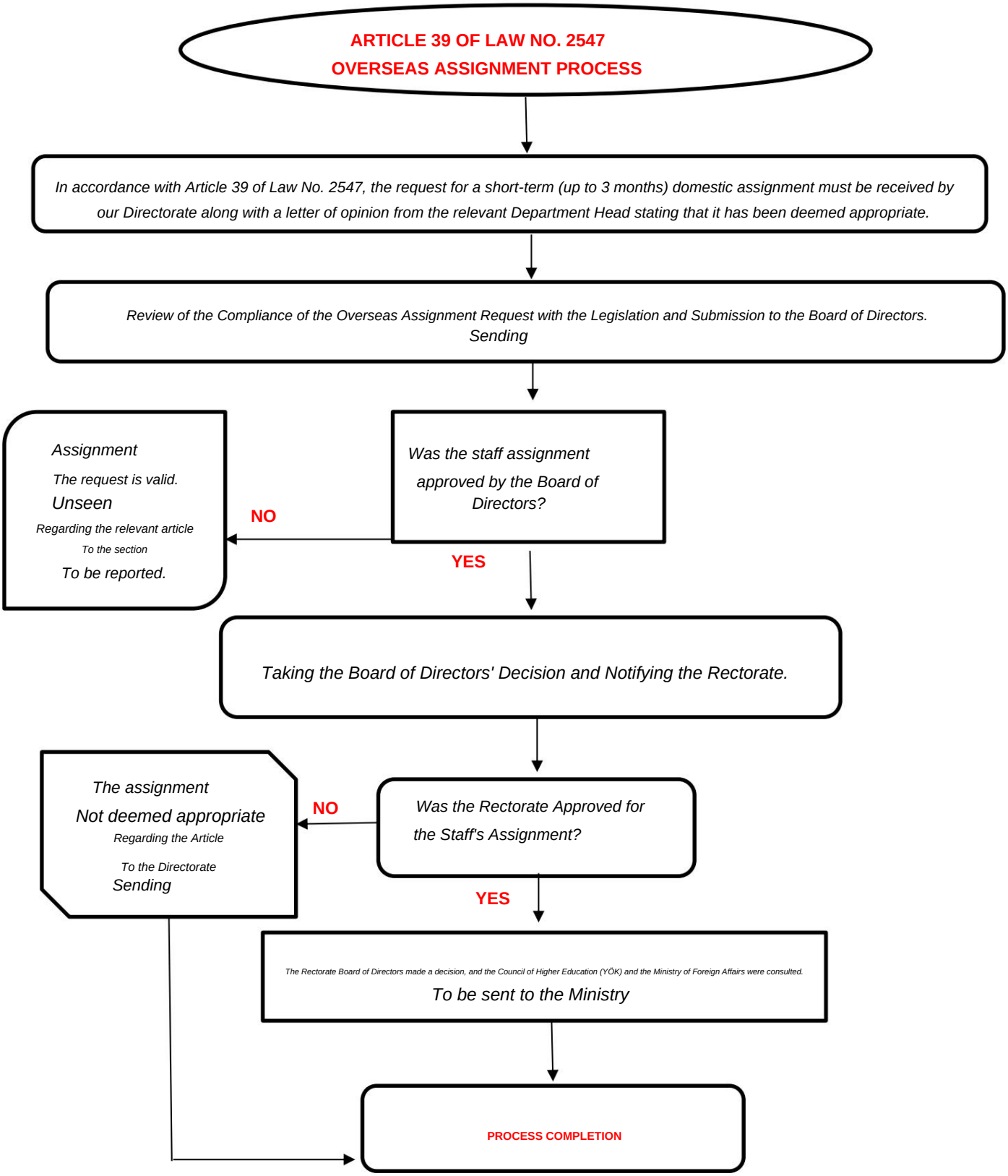
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 001 **Transaction Name:** Assignment Procedures under Article 38 of Law No. 2547



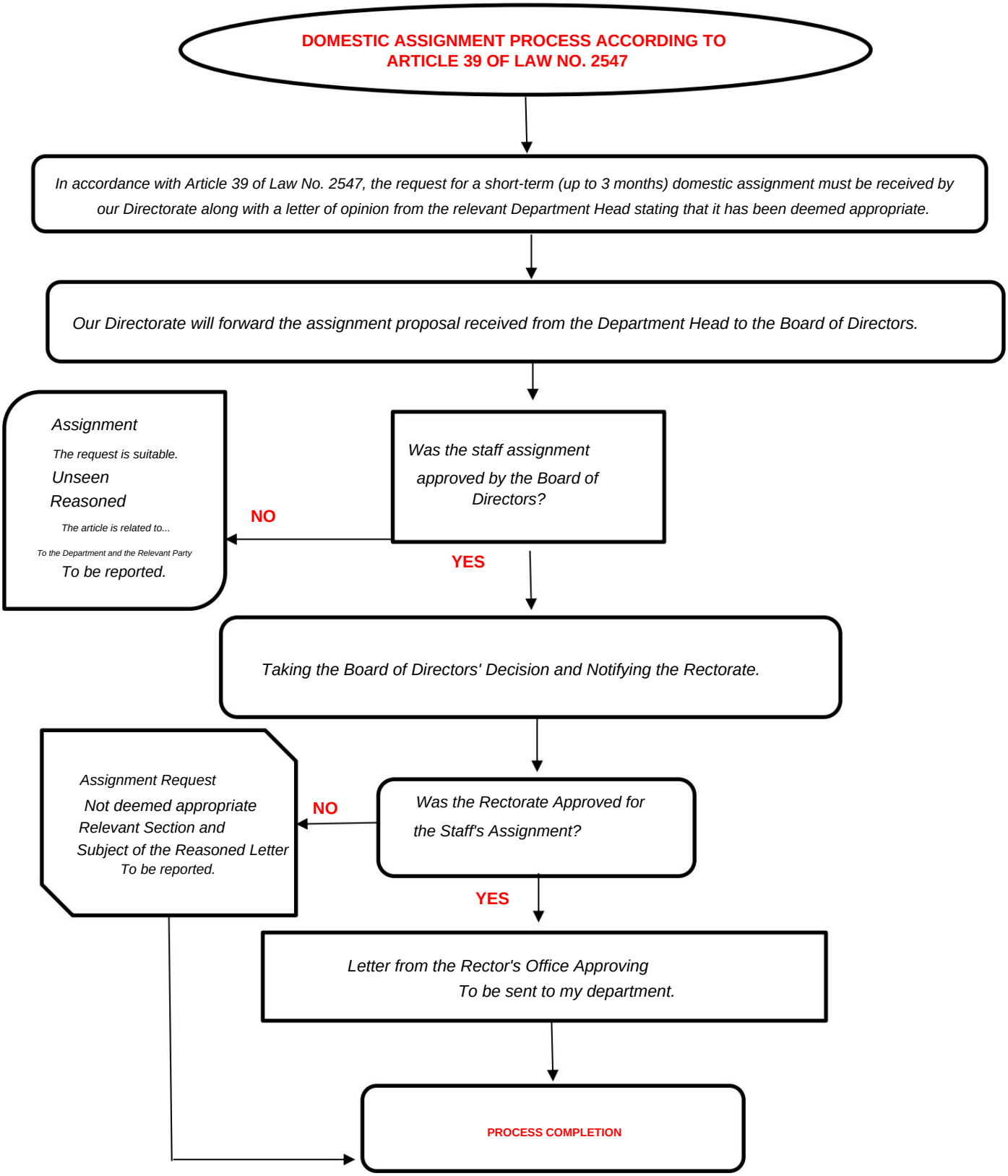
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 002 **Transaction Name:** Article 39 of Law No. 2547 - Overseas Assignment Procedures



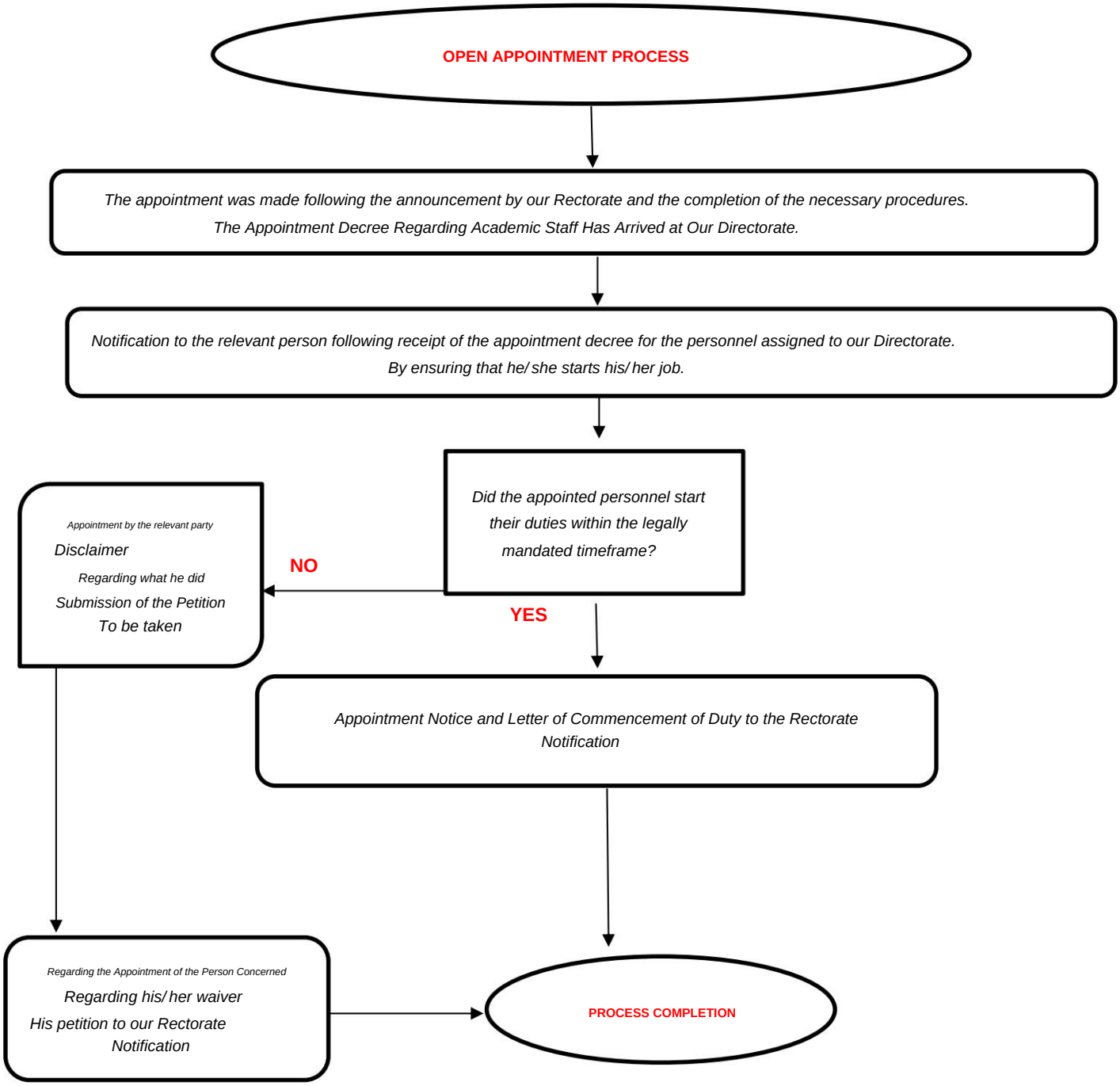
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 003 **Transaction Name:** Domestic Assignment Procedures under Article 39 of Law No. 2547



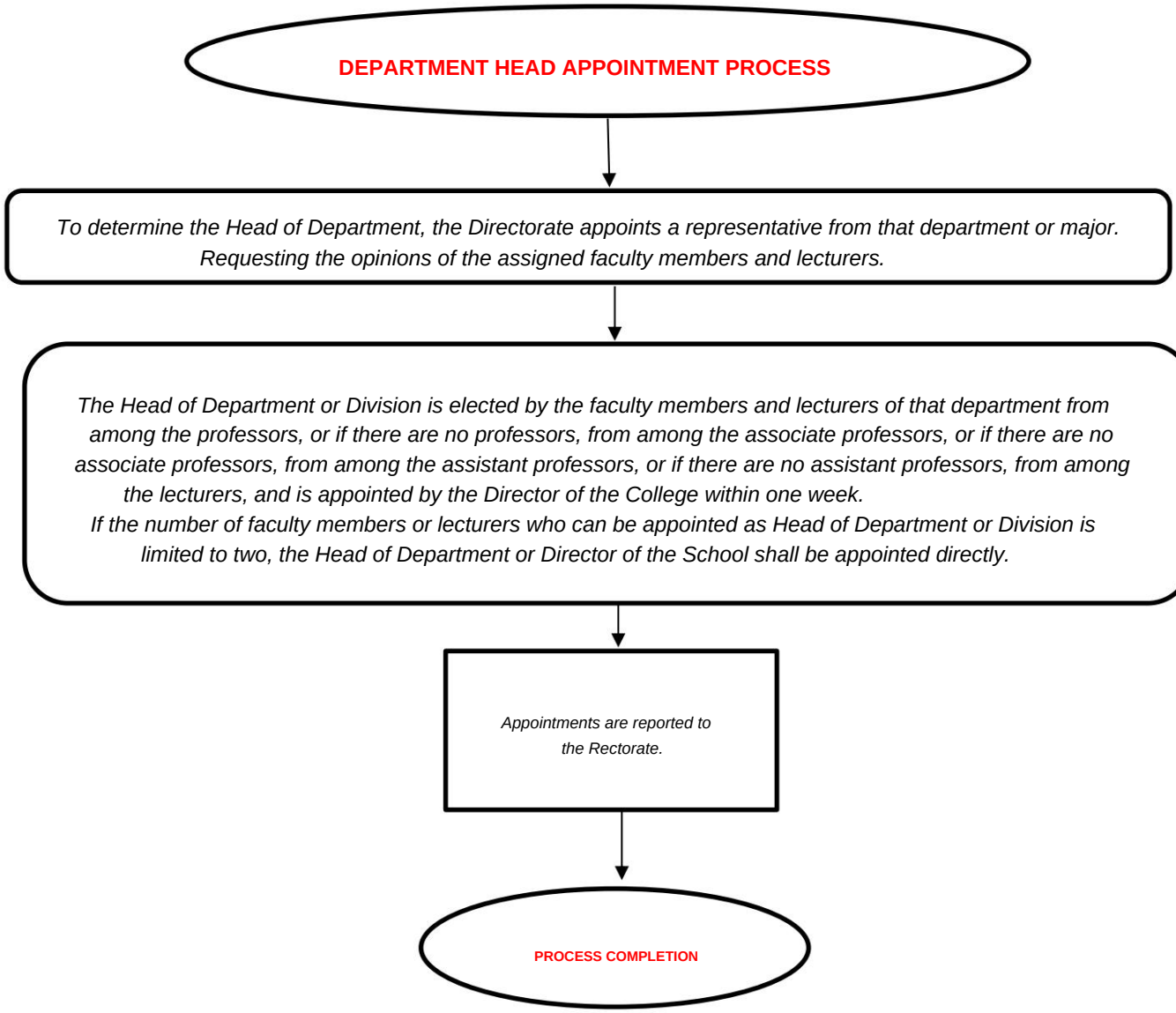
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 004 **Process Name:** Open Recruitment Procedures



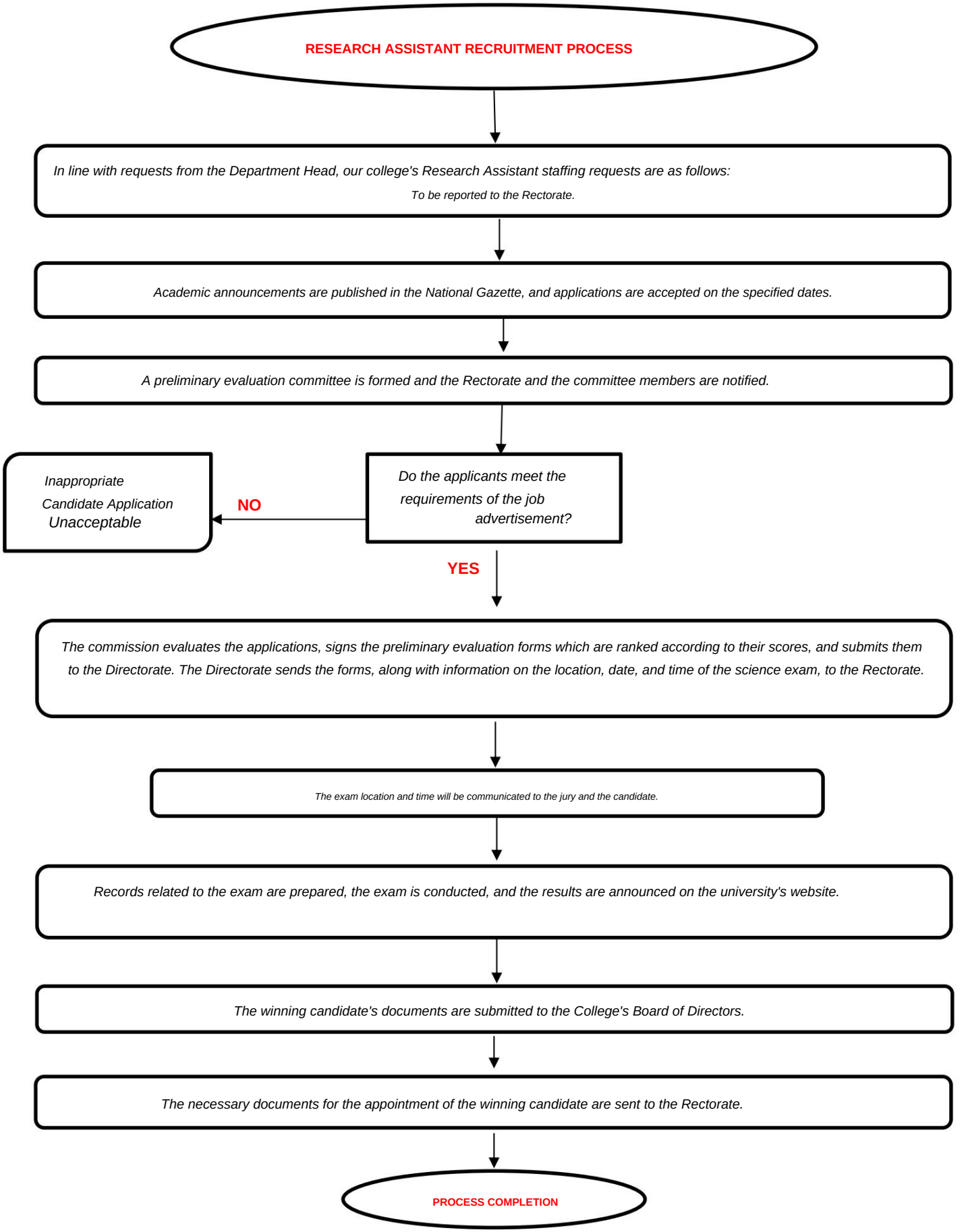
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 005 **Process Name:** Department Head Appointment Procedures



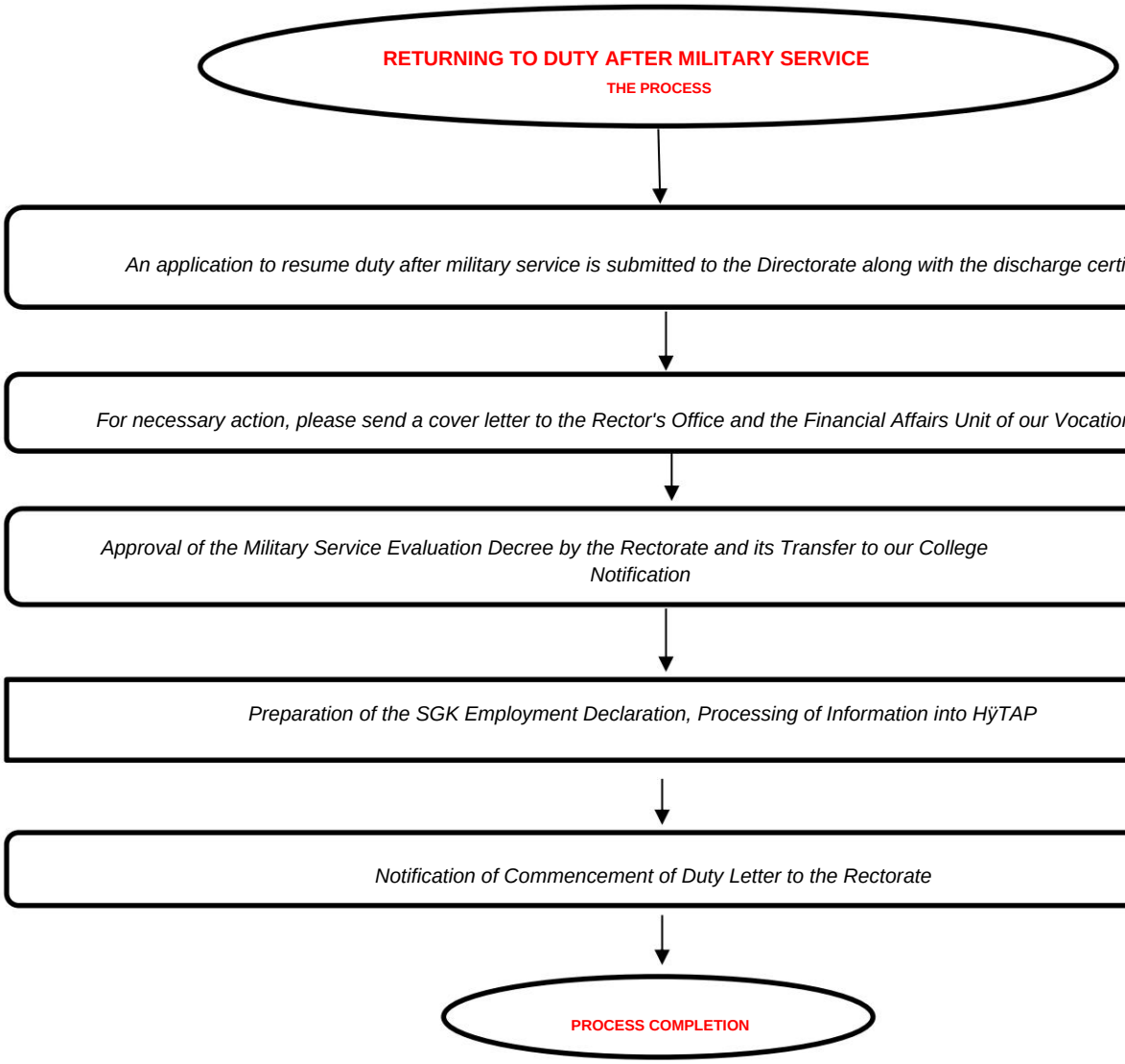
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 006 **Job Title:** Research Assistant Procurement Process



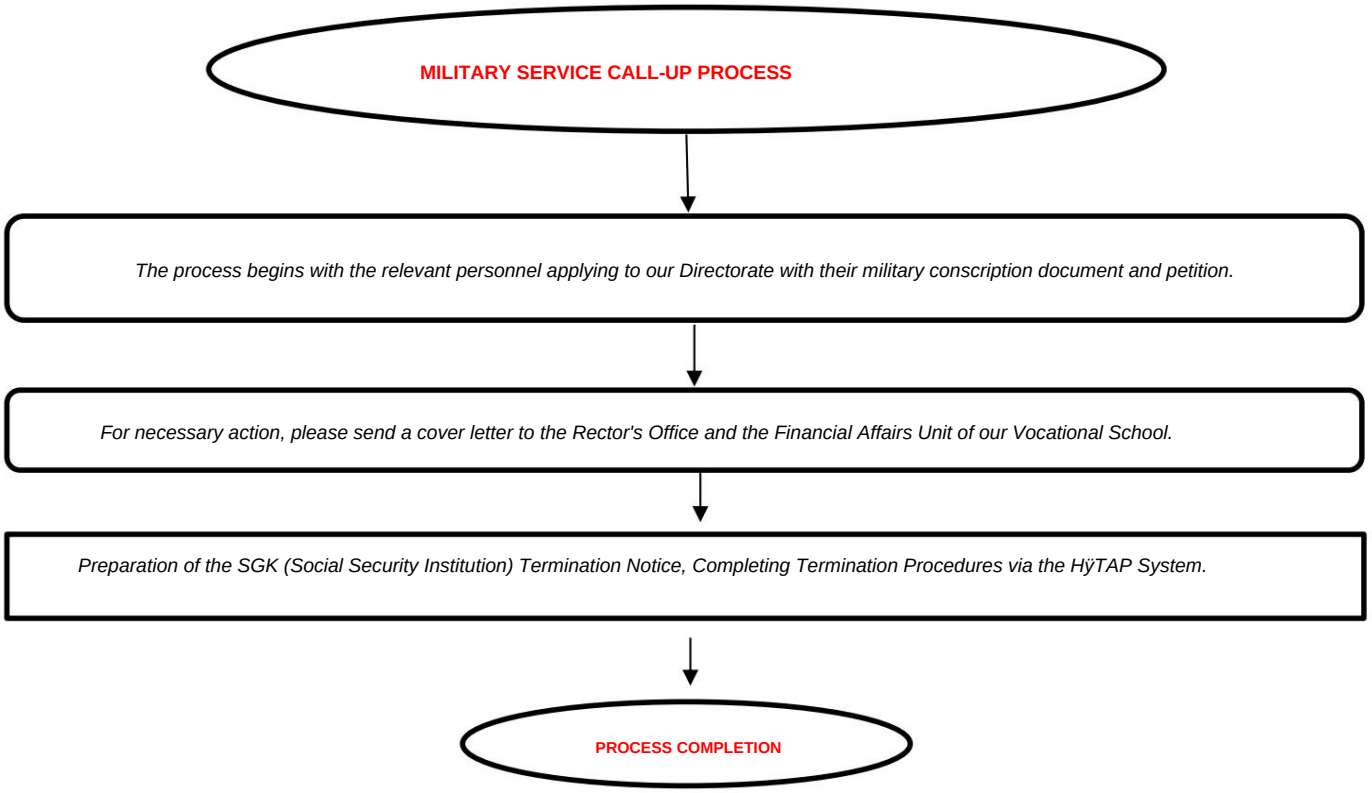
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 007 **Transaction Name:** Return from Military Service Onboarding Process



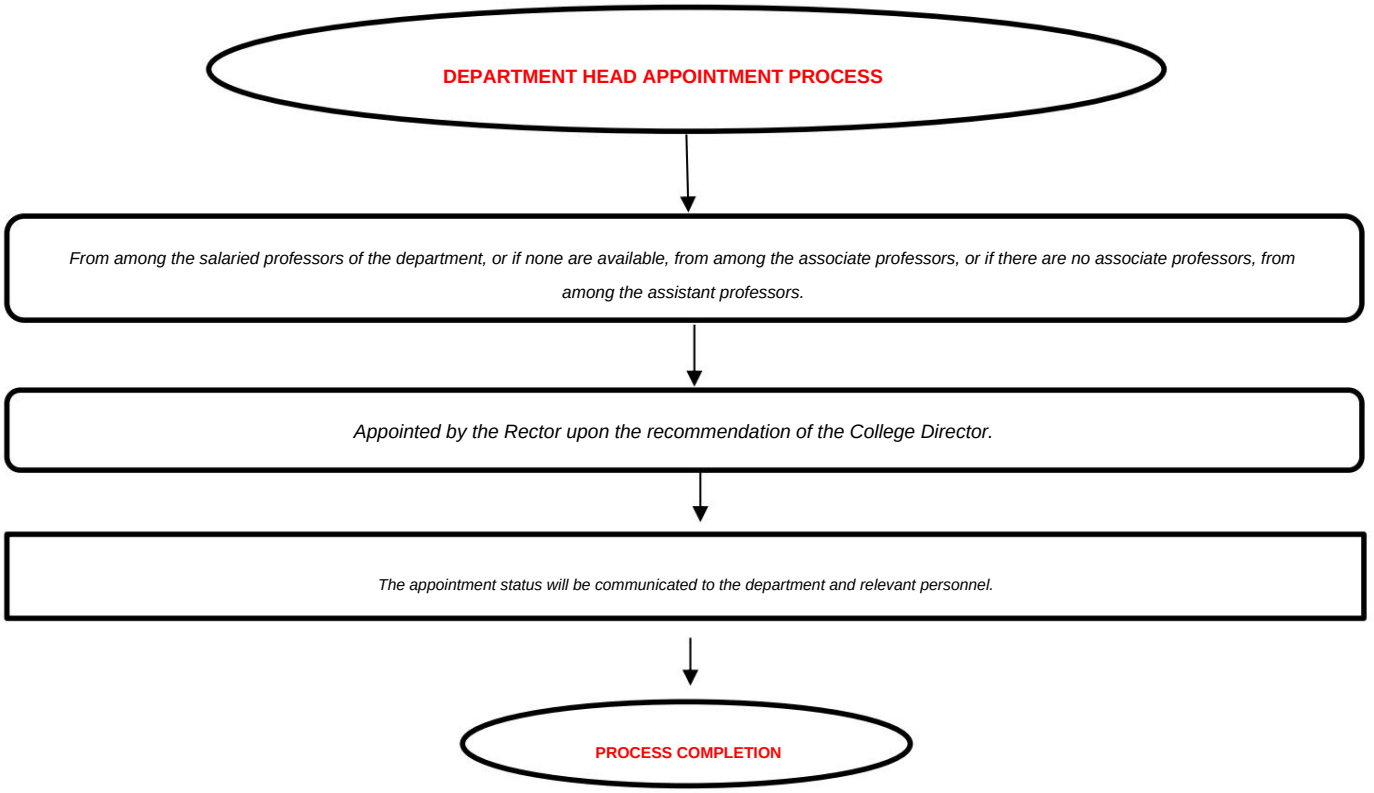
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 008 **Transaction Name:** Military Service Deployment Procedures The process



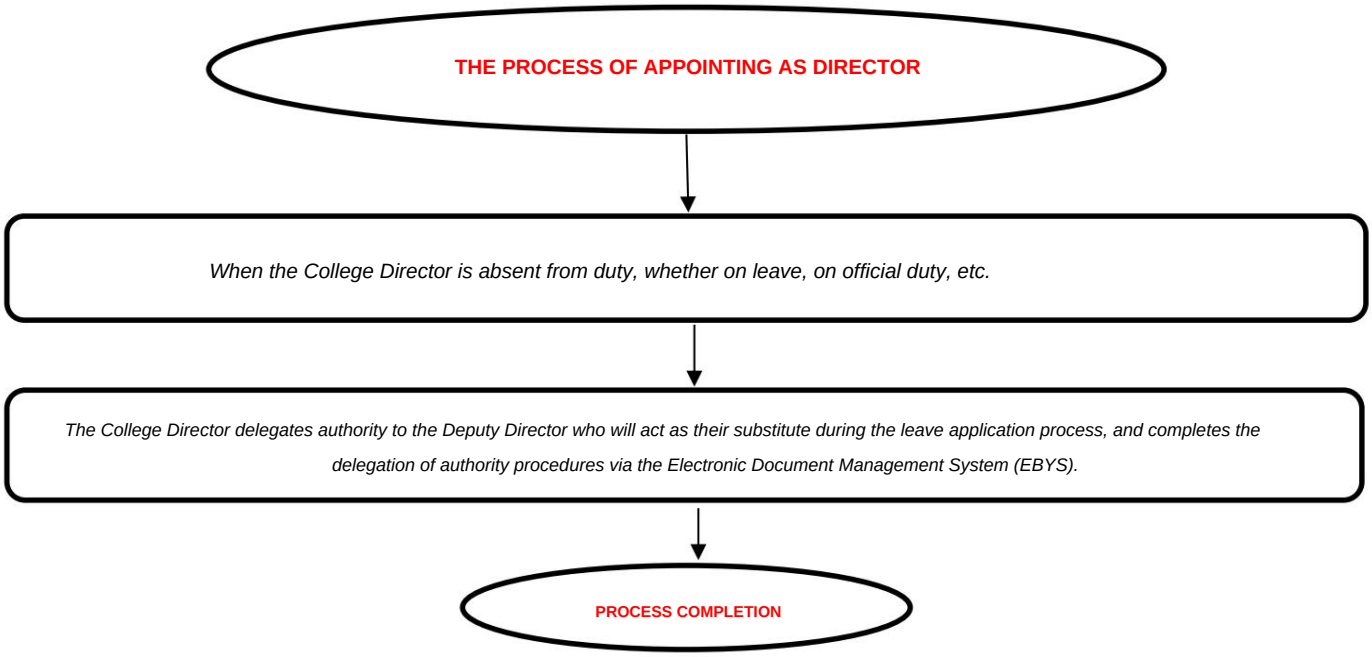
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 009 **Process Name:** Department Head Appointment Process



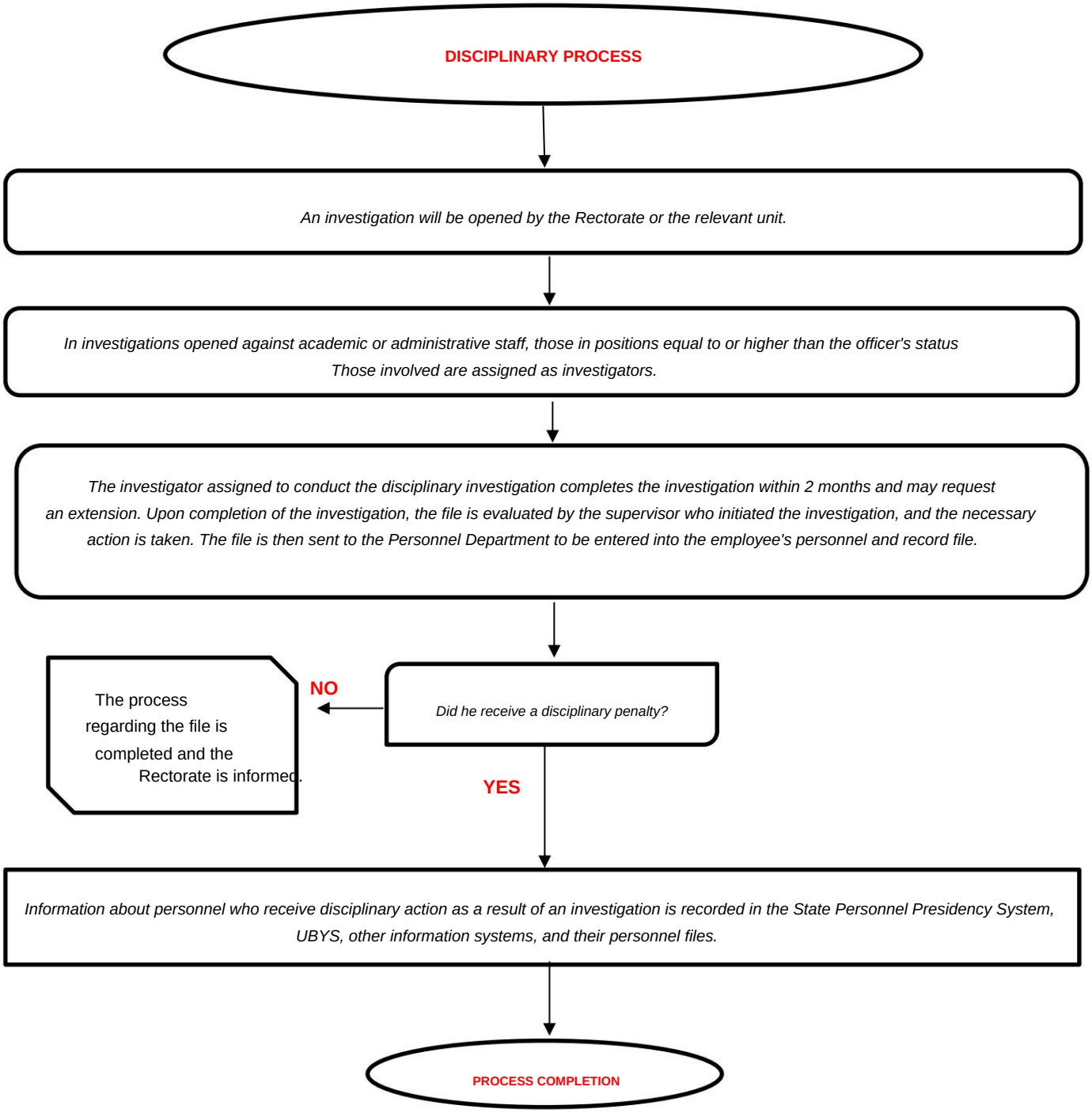
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 010 **Transaction Name:** Acting as Director The process



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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 011 **Procedure Name:** Disciplinary Procedures



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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 012 **Process Name:** Associate Professorship Examination Jury Assignment Procedures

ASSOCIATE PROFESSORSHIP EXAMINATION JURY ASSIGNMENT

THE PROCESS

Assignment Letters of Faculty Members Appointed by the Rectorate to Associate Professorship Examination Juries To be sent to our Directorate

The teaching staff assigned to the Associate Professorship Examination Juries will receive their assignment letters against signature. Delivery

With the Professor's Justification
In writing together
Whether you will participate or not
Notification to our College

WILL NOT PARTICIPATE

Faculty Member
The reasoned
petition he submitted
to our college
Notification to the Rectorate or the relevant institution.

PARTICIPANTS

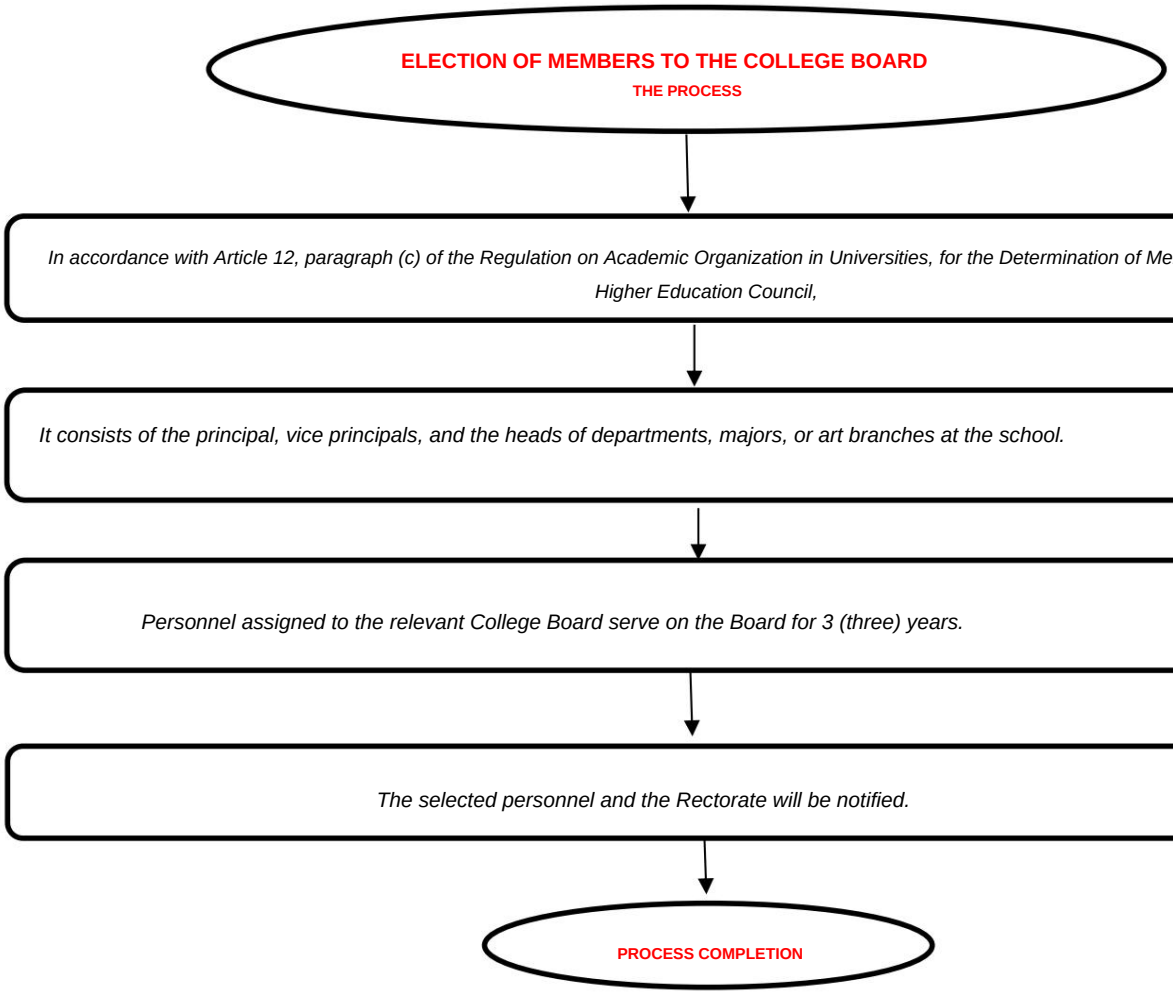
The faculty member must submit the assignment request form and the assignment approval request form, which they will obtain from the Personnel Information System, to the dean's office.

The faculty members are considered to be on duty after their appointment approval letters are sent to the Rectorate. Data Entry for Dates

PROCESS COMPLETION

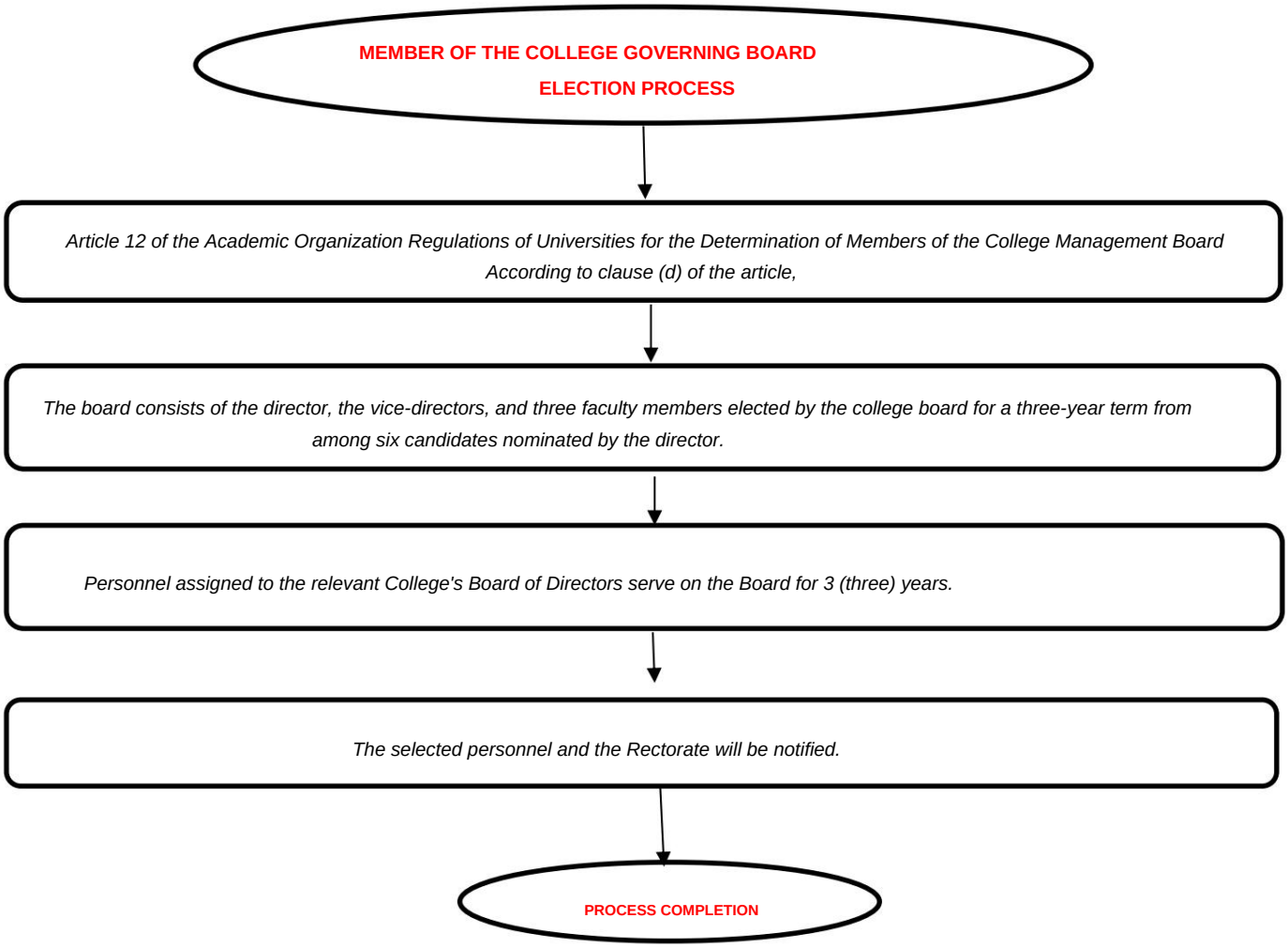
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 013 **Process Name:** Election of Members to the College Board



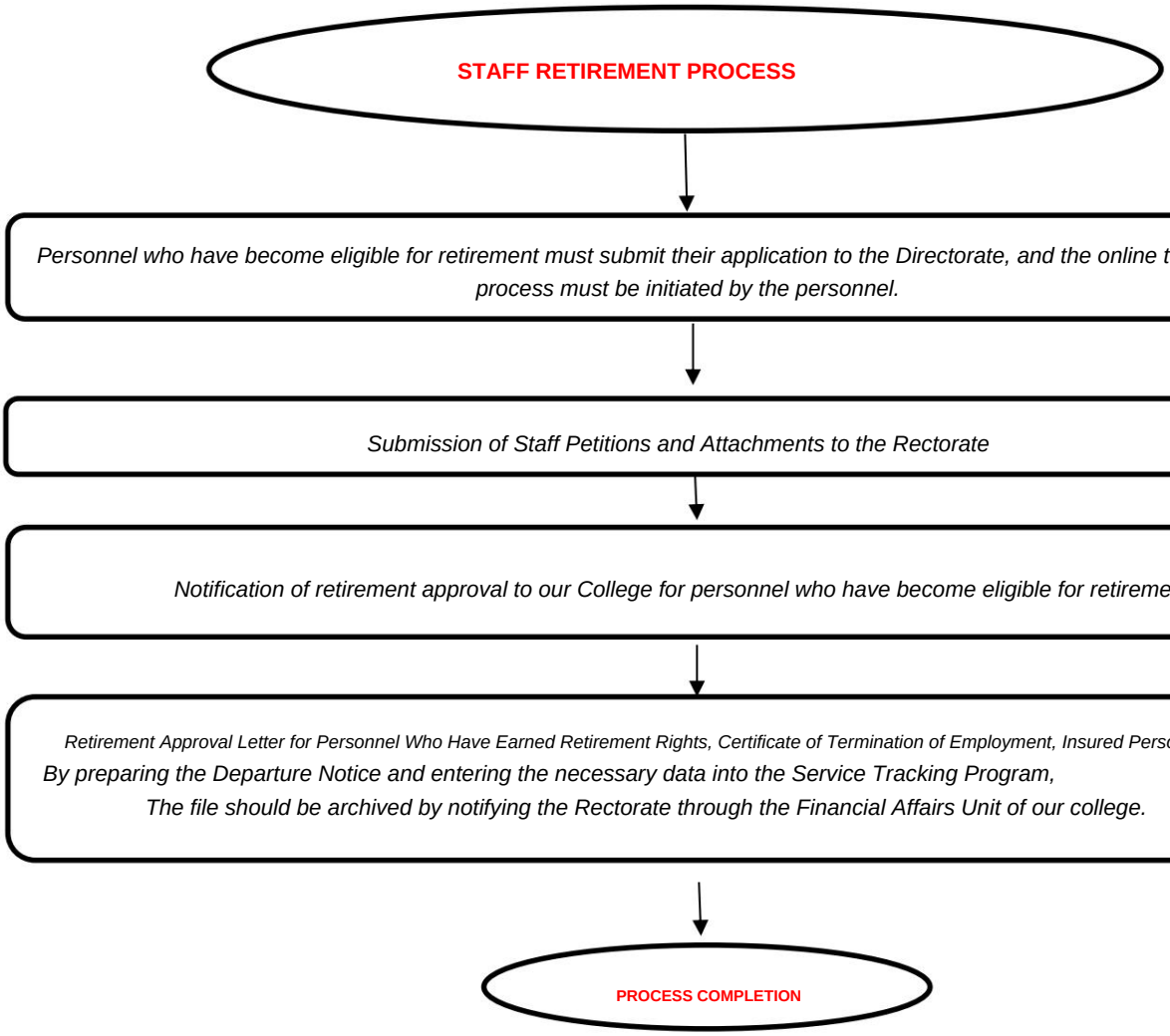
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 014 **Transaction Name:** College Administration Election of Board Members



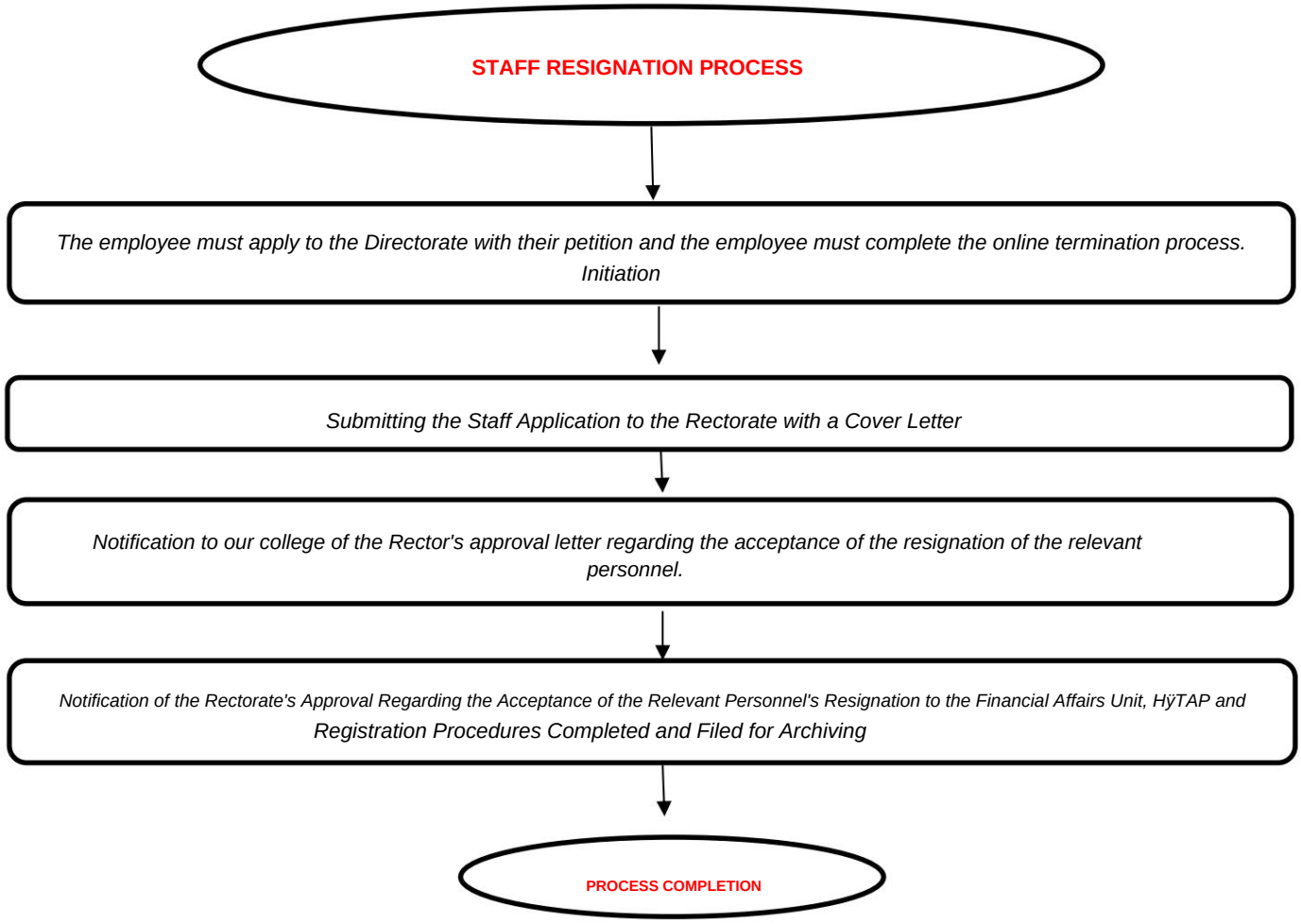
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 015 **Transaction Name:** Personnel Retirement Procedures



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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 016 **Transaction Name:** Employee Resignation Procedures



Machine Translated by Google

	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 017 **Transaction Name:** Transfer Assignment (Other) (To institutions) Transactions

TRANSFER APPOINTMENT (TO OTHER INSTITUTIONS) PROCESS

Requests for Internal or External Transfer of Personnel Working in Our College Following its discovery, a letter requesting approval from the Rectorate is received.

Has it been approved by our Consent Department?

NO

Consent is not deemed appropriate. the text To be sent to our Rectorate

YES

The Directorate's letter confirming that the consent has been approved is sent to the Rectorate.

Receiving the Decree from the Rectorate Regarding the Transfer Appointment and the Personnel's Online Termination of Employment Completion of the process and notification of the date of departure from duty to the Rectorate.

The appointment decree regarding the personnel who requested transfer should be sent to our college. Following notification to the relevant party, completion of salary transfer procedures and online termination process, approval by the relevant units, and the submission of the insured employee's termination notice from the service tracking program are required. Completing the registration procedures and submitting the resignation letter to the Rectorate.

PROCESS COMPLETION

Machine Translated by Google

	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 018 **Process Name:** Doctor/Lecturer Term Extension Process

TERM OF OFFICE FOR DOCTORAL FACULTY MEMBERS EXTENSION PROCESS

The Head of Department of the Faculty Member whose term of office is about to end will be notified by our Directorate with an official letter regarding the extension of their term.

The relevant staff member submits a petition to the Department Head regarding the extension of their strike. The Department Head then forwards the faculty member's petition for extension of their term, along with their scientific publications [along with the opinions of the Department/ Division Head], to our Directorate with a Department Board decision.

Sending Scientific Publication Files to the Preliminary Evaluation Jury Members Determined by the Board of Directors of Our College

Preliminary Evaluation Jury Report Opinion: Suitable
Really?

NO

Section
To the Presidency/Rectorate
Reappointment
Regarding the fact that it will not be done
The article is accompanied by the jury reports.
Sending

YES

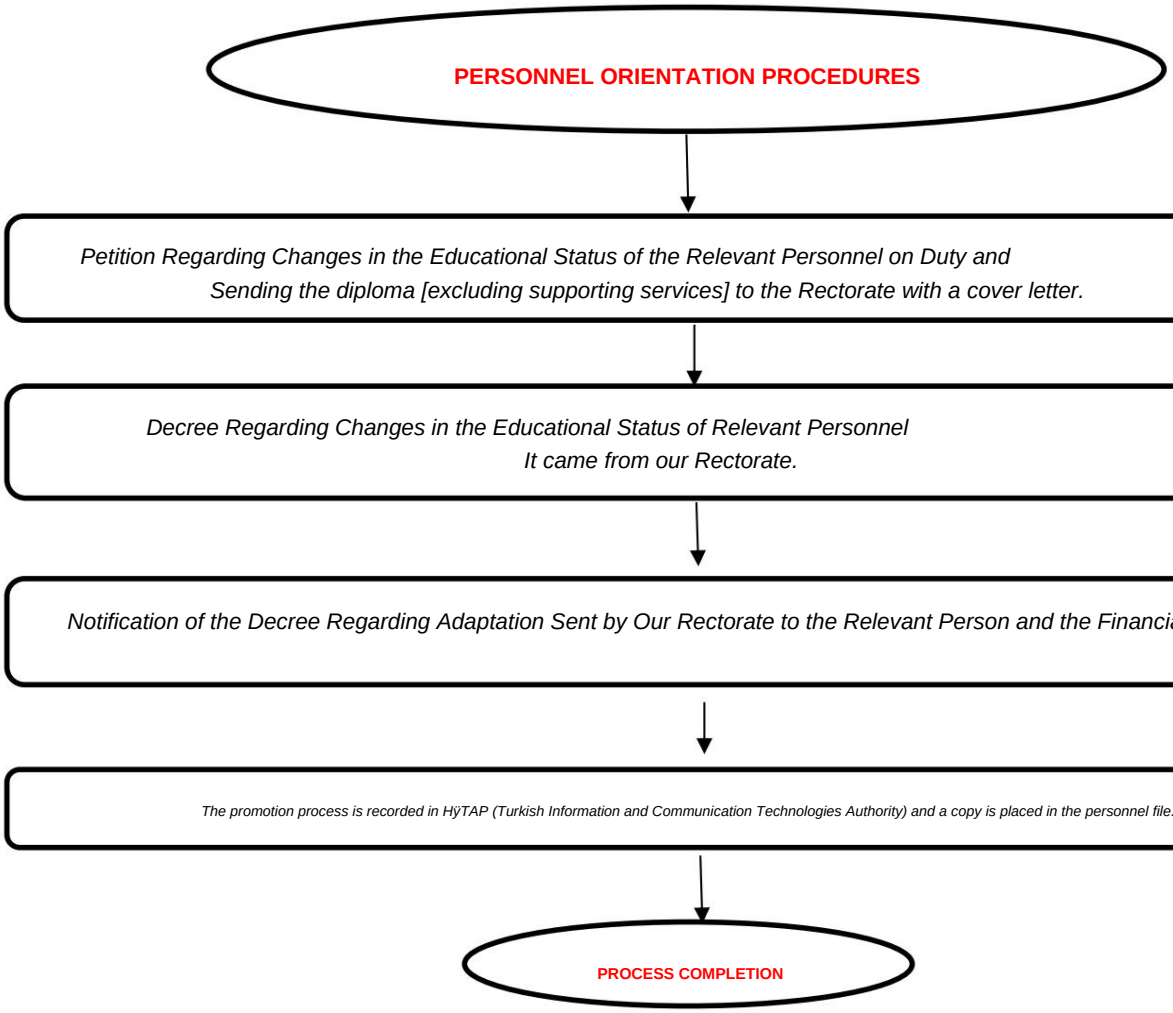
The College Board of Directors must make a decision to extend the term of office and send it to the Rectorate.

Performing data entry tasks for the Service Tracking Program and other duties and procedures following the extension of the assignment period.

PROCESS COMPLETION

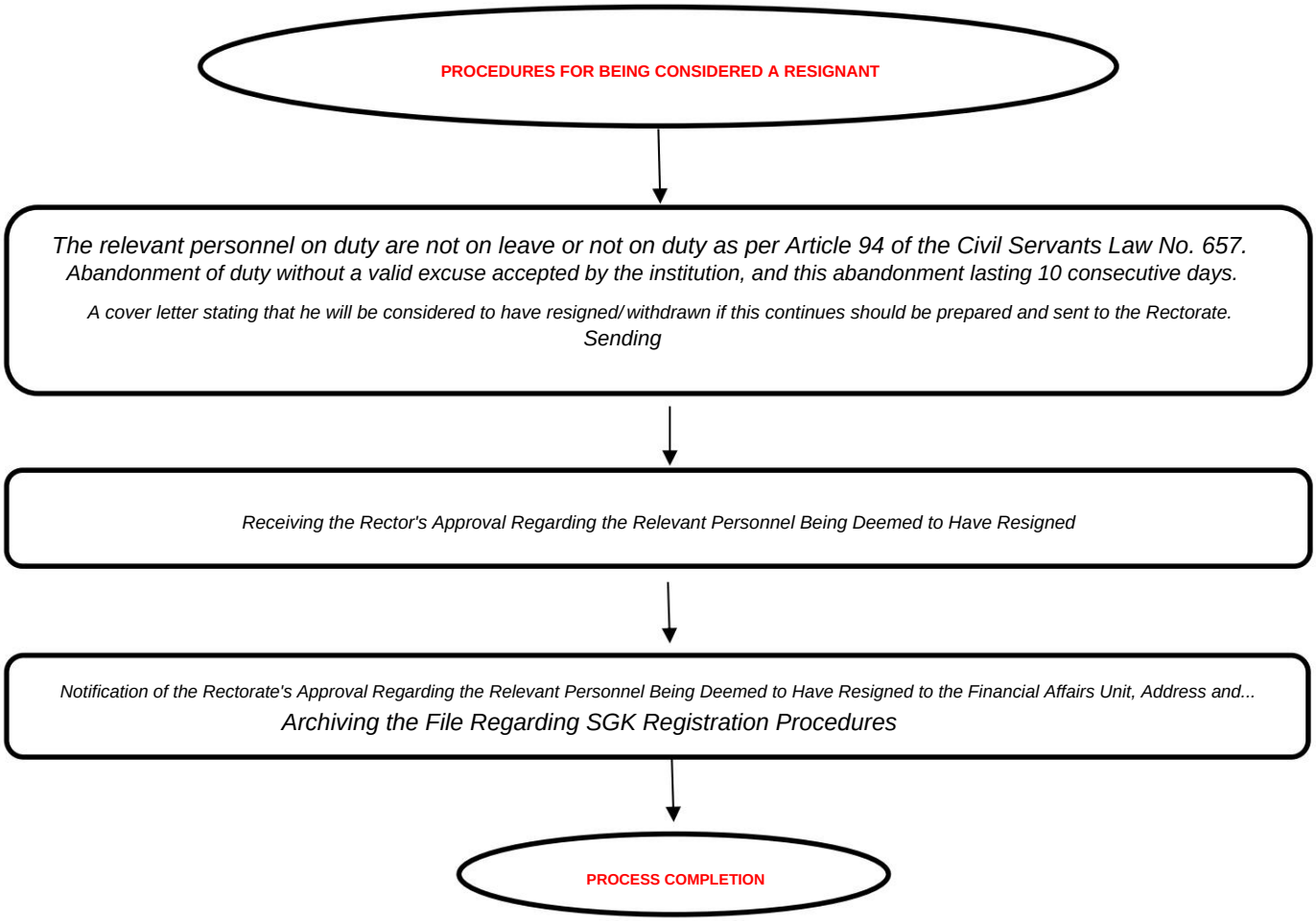
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 019 **Process Name:** Personnel Adaptation Procedures



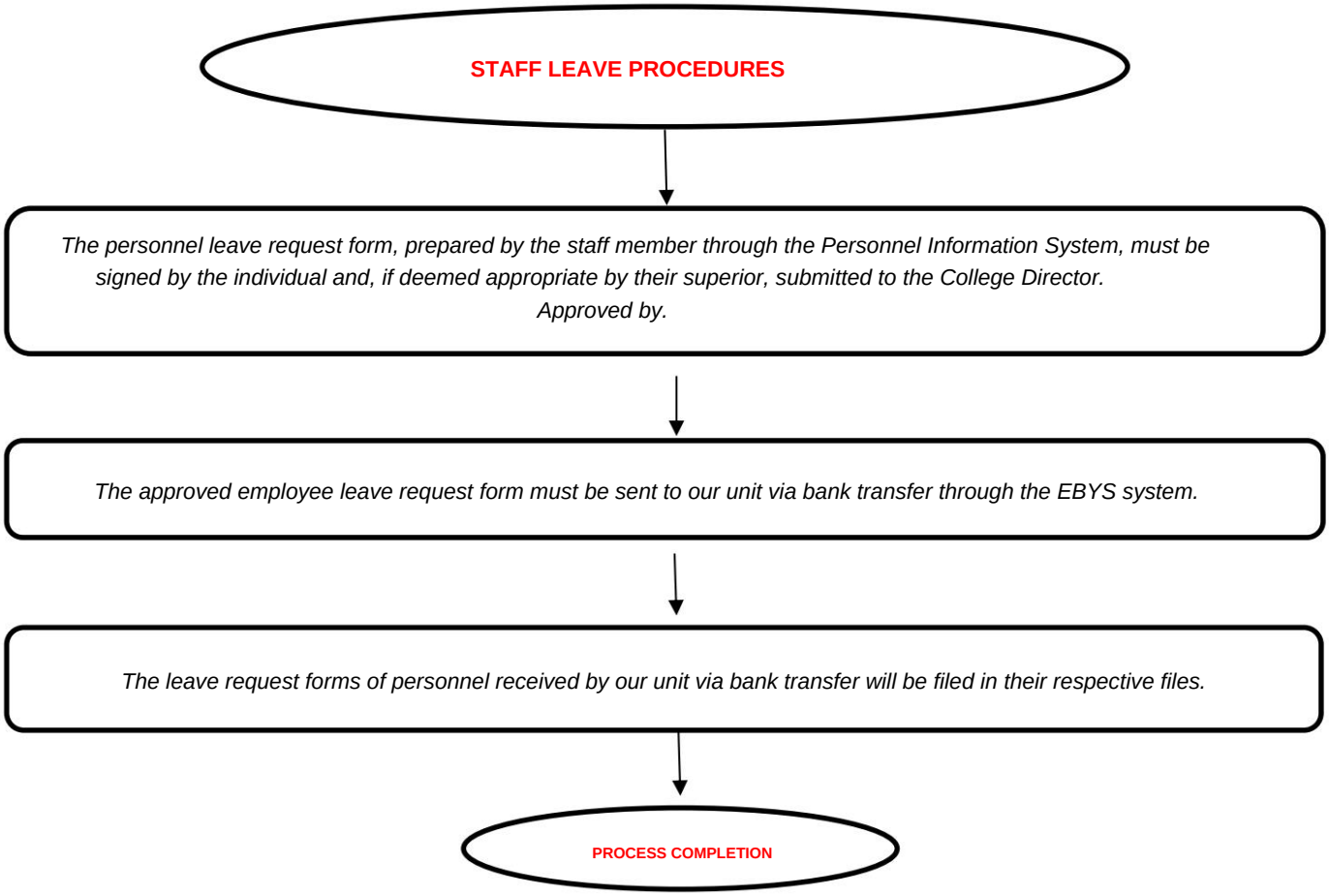
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 020 **Process Name:** Being Deemed to Have Resigned Transactions



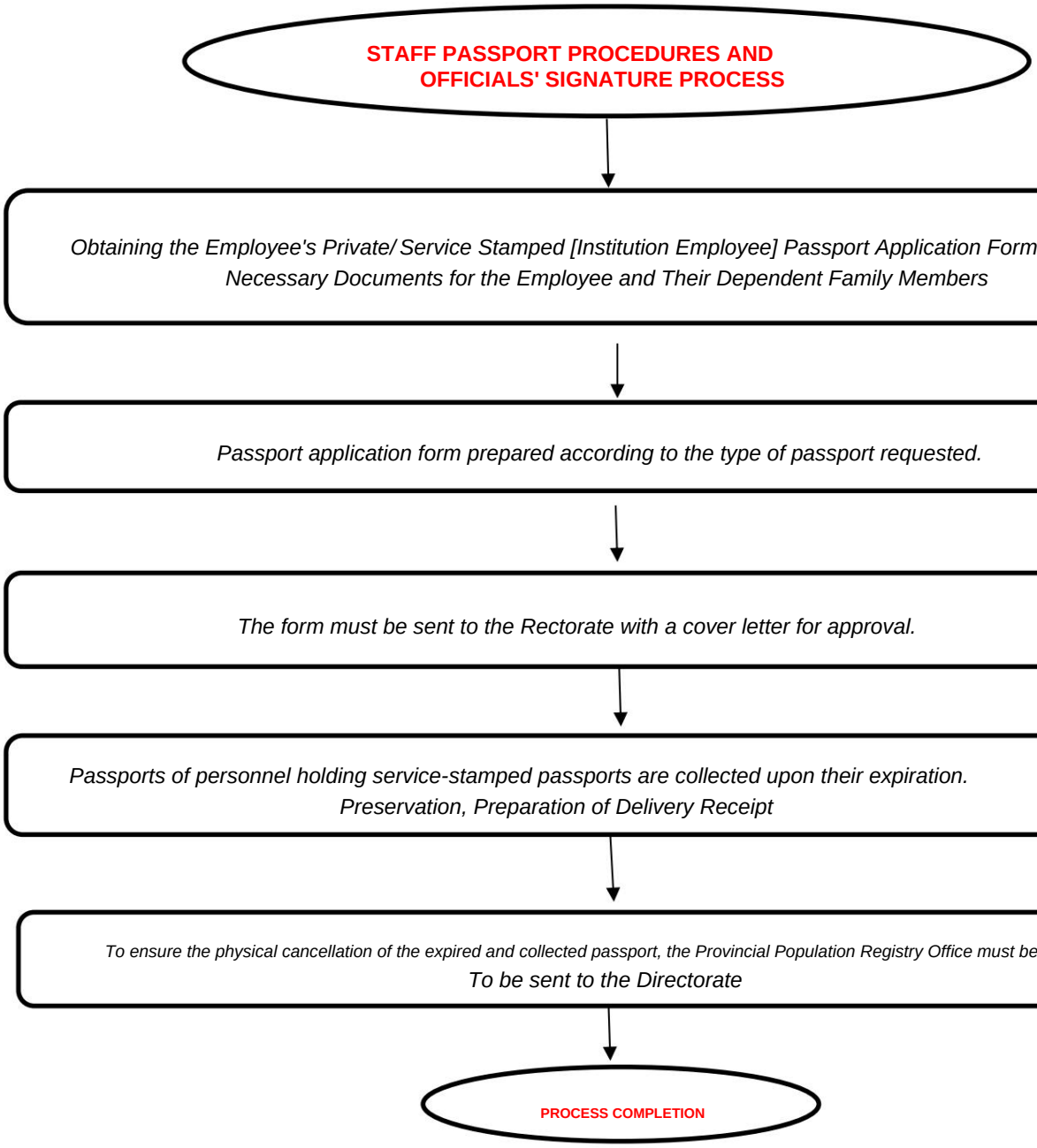
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 021 **Transaction Name:** Employee Leave Procedures



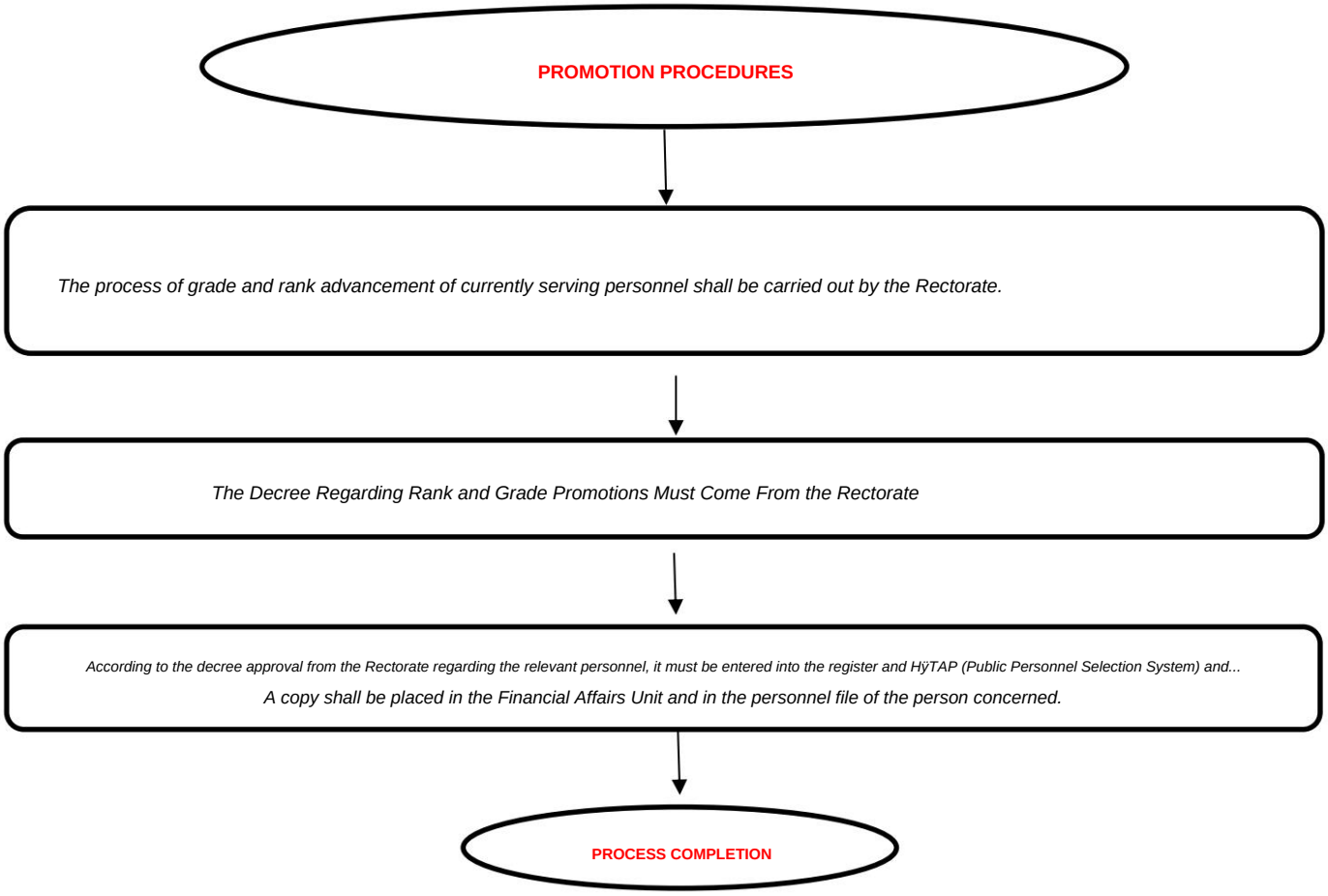
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 022 **Process Name:** Staff Passport Procedures and Authorized Person Signature Process



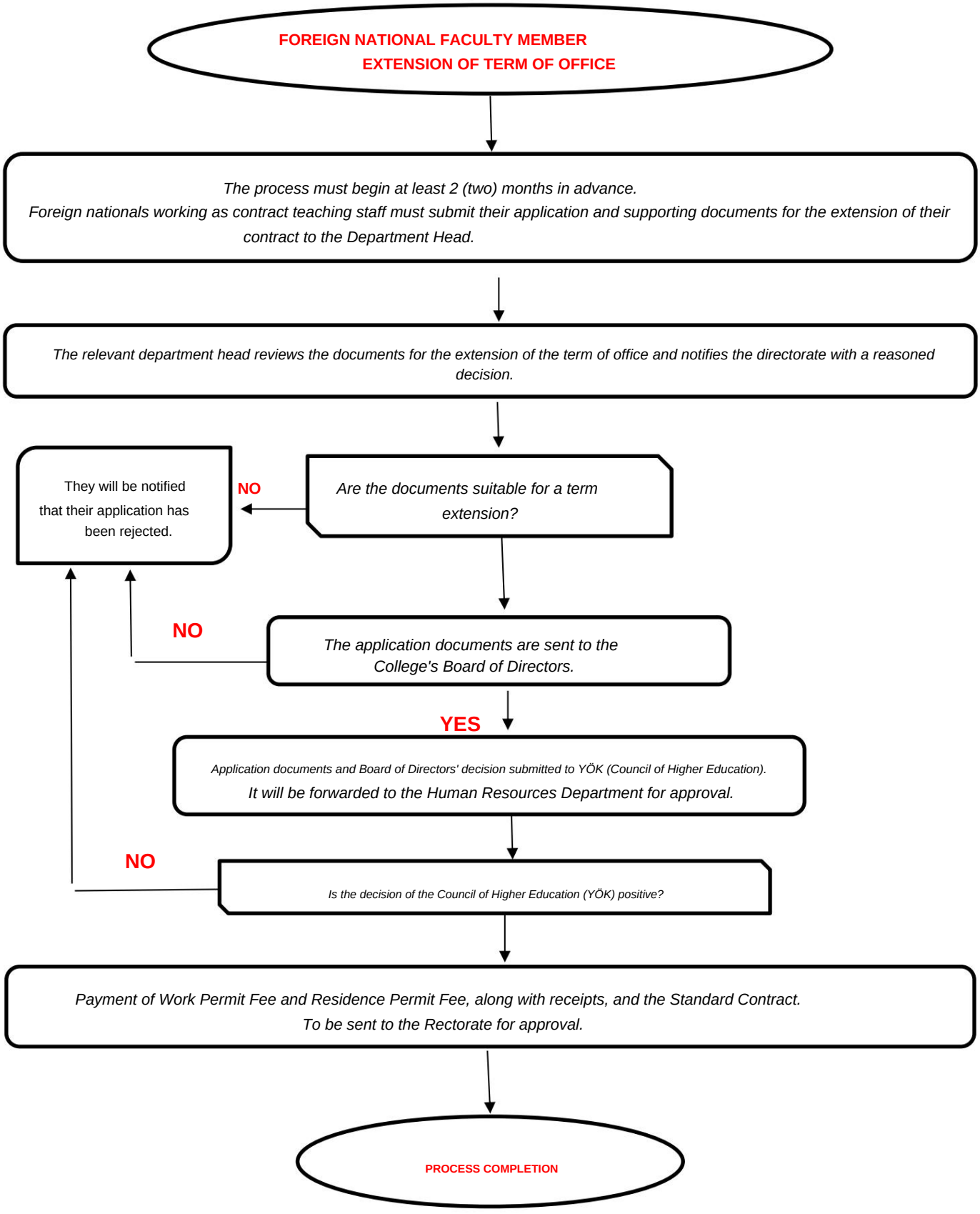
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 023 **Transaction Name:** Promotion Procedures



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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 024 **Process Name:** Term of Employment for Foreign Faculty Members Extension



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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 025 **Process Name:** Employment Procedures for Foreign National Faculty Members

EMPLOYMENT PROCEDURES FOR FOREIGN NATIONAL FACULTY MEMBERS

The process must begin at least 2 (two) months in advance.
Foreign nationals wishing to work at our college as contract teaching staff should apply to the Department Head with the required documents.

The documents are reviewed by the Department Head and reported to the Directorate along with the Department Head's justification report and a letter stating "Approved".

Submission of the results of the necessary investigations by our Directorate to the Board of Directors.

Is it appropriate for the Board of Directors to employ a foreign national?

NO

Suitable for the Department
Regarding its non-existence
Writing

YES

Proposal for Employing Foreign National Faculty Members, if Approved by the Board of Directors
To be done

If, as a result of correspondence between the Rectorate and the Council of Higher Education (YÖK), it is deemed appropriate to employ the individual, the work permit fee and residence permit fee must be paid in order for a work permit to be issued to the individual.
Informing applicants about the requirements and having them sign the standard contract.

The receipts showing that the applicant has paid the work permit fee and residence permit fee, along with the standard contract signed by the applicant, must be sent to the Rectorate for approval.

The approved standard contract, along with the work permit issued in the name of the applicant, must be submitted to our Directorate.
Notification of the Start Date of Duty to the Rectorate Following the Submission of the Notice

PROCESS COMPLETION