NIGDE OMER HALISDEMIR UNIVERSITY

# Department Of Fine Arts

| BUSINESS | CODE | DURATION |
|---|---|---|
| Reappointment Process of Instructors and Research Assistances | | 2 hours |

| STAFF | BUSINESS PROCESS | |
|---|---|---|
| | START | |
| Department Secretary | Reappointment Processes of Instructors and Research Assistances except from the other lecturers are done by the end of September. And the procedures of them start at least two mounths before that time. | 2547 Sayılı Kanunun 31-32 ve 33 No'lu Maddelerine İsitinaden |
| Department Secretary | The reappointment form which is filled by the Head of Department's positive view of Instructors and Research Assistances to be re-appointed to the same post and the petitions of the academic staff are examined. | 1 hour |
| Department Secretary | The Head of Department's view and its attachments which are initialled on EBYS are submitted to the Rectorate (Personnel Department) to evaluate as a proposal for being a basis to reappointment process in the work flow. | 30 mins |
| Department Secretary | Is result of the reappointment process positive? → Stating the reason for the judgment of the decision , It is notified to the relevant person → END OF PROCESS | |
| Department Secretary | The approval of reappointment document which is sent by the Rectorate is notified to the relevant academic staff and The Notification /Greeting issued and signed is sent to the Rectorate.. | 30 mins |
| Department Secretary | The documents are filed | |
| | END OF PROCESS | |