

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities of the Academic Personnel Branch Directorate;

- To obtain norm staff authorization from the Council of Higher Education (YÖK) for academic positions and carry out open or transfer appointments,
- To report staff status every three months to the Presidency of Strategy and Budget and the Ministry of Family and Social Services,
- To process domestic and international assignments of academic staff pursuant to Law No. 2547,
- To carry out adjustment procedures for academic staff who have completed higher education,
- To process transactions for academic staff separating due to transfer, resignation, retirement, or other reasons,
- To carry out position cancellation, creation (ihdas), and amendment procedures,
- To process extensions of term of office,
- To manage vacancy announcements for academic staff,
- To monitor administrative duties of academic staff,
- To carry out course assignment procedures,
- To process temporary assignments (pursuant to Article 13/b-4 of Law No. 2547),
- To carry out grade/step promotion procedures,
- To conduct service evaluation procedures,
- To process unpaid leave procedures,
- To record personnel file data in the relevant information systems.