**ASSOCIATE PROFESSOR APPOINTMENT AND RECRUITMENT PROCESS**

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| **Workflow Steps** | **Responsible** |
| Scientific Jury Appointment Letters  Collection of Scientific Jury Reports  Appointment Decision  Determination of the Scientific Jury  Acceptance of Candidate Applications  Academic Announcement  Requesting Personnel | Related Unit Manager  Human Resources Directorate  Human Resources Directorate  Rector  Human Resources Directorate  Human Resources Directorate  University Board of Directors and Board of Trustees Decision |
| YÖKSİS Registration  SSI Entry  Employment Contract  Employment Document Request  Job Offer  Recruitment Approval Form  Preparation of Appointment Notification Letter and Appointment Decree | Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate |
| OHS Training  Periodic Physical Examination  Orientation  Personnel ID Card Delivery  Employment Announcement  (All University)  Informing the Relevant Units | Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Workplace Physician  OHS Expert |