**ASSOCIATE PROFESSOR APPOINTMENT AND RECRUITMENT PROCESS**

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| **Workflow Steps** | **Responsible** |
| Scientific Jury Appointment LettersCollection of Scientific Jury ReportsAppointment DecisionDetermination of the Scientific JuryAcceptance of Candidate ApplicationsAcademic AnnouncementRequesting Personnel | Related Unit ManagerHuman Resources DirectorateHuman Resources DirectorateRector Human Resources DirectorateHuman Resources DirectorateUniversity Board of Directors and Board of Trustees Decision |
| YÖKSİS RegistrationSSI EntryEmployment ContractEmployment Document RequestJob OfferRecruitment Approval FormPreparation of Appointment Notification Letter and Appointment Decree | Human Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources Directorate |
| OHS TrainingPeriodic Physical ExaminationOrientationPersonnel ID Card DeliveryEmployment Announcement(All University)Informing the Relevant Units | Human Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateWorkplace PhysicianOHS Expert  |