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Dean	Faculty Secretary	Officer
Documents are sent to the dean electronically.		
After being reviewed by the Dean, it is forwarded to the Faculty Secretary.	Documents sent by the Dean are reviewed by the faculty secretary and forwarded to the units for relevant correspondence and procedures.	
Aşama 3		The relevant correspondence and necessary procedures are carried out and forwarded to the faculty secretary.
After it is signed by the Dean, it is distributed to the relevant units.	After being reviewed by the faculty secretary, it is initialed and submitted to the dean for signature.	
Aşama 5		

1.24. Faculty Secretary Workflow Process		
Dean	Faculty Secretary	Officer
Documents are sent to the Dean electronically. After being reviewed by the Dean, it is forwarded to the Faculty Secretary.	Documents sent by the Dean are reviewed by the faculty secretary and forwarded to the units for relevant correspondence and procedures.	
Aṣama 3 Aṣama 2		The relevant correspondence and necessary procedures are carried out and forwarded to the faculty secretary.
After it is signed by the Dean, it is distributed to the relevant units.	After being reviewed by the faculty secretary, it is initialed and submitted to the dean for signature.	
Aṣama 5		

1.25.1. Assignment Process According to	to Article 35 of Law No. 2547-1			
Relevant Personnel or Department	Department Head	Deanery	Faculty Board of Directors	University Board of Directors
In accordance with the relevant articles of law, the petition and its annexes are attached to the academic duty document and submitted to the department head.				
Aşama L				
Aşama 2	The Department Head submits it to the Dean's Office for approval.			
		The assignment is referred to the faculty board for discussion.	The appointment is discussed in the faculty board of directors and submitted to the university board of directors for approval.	
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				It is decided by the University Board of Directors and a proposal is made to the Council of Higher Education.
				The relevant units are informed in line with the decision from YÖK.

.25.2. Assignment Process According	to Article 35 of Law No. 2547-2		
Deanery	Faculty Board of Directors	University Board of Directors	Officer
			The University Board of Directors sends the incoming information and documents to the relevant person, department and relevant units.
			The salary unit prepares the personnel transfer notification.
			The salary unit prepares a personnel transfer notification. The relevant units are informed about the departure from duty.

Relevant Personnel or Department	Department Head	Deanery	Faculty Board of Directors	University Board of Directors
In accordance with the relevant articles of law, the petition and its annexes are attached to the academic duty document and submitted to the department head				
	The Department Head submits it to the Dean's Office for approval.		Long-term and assignment-based daily wages are discussed in the faculty board of directors and submitted to the university board of directors for approval.	
		If it is a short-term assignment or a daily wage without travel allowance, the relevant units are informed with the approval of the department head and the approval of the faculty dean.		It is discussed and decided by the university board of directors.
			For short-term assignments and those on a daily basis with travel allowance, the relevant units are informed with the approval of the department head, the decision of the faculty board of directors and the approval of the rector's office.	
On return, she prepares a travel allowance and daily wage payroll and sends it to the Strategy Development Department.				