



ACADEMIC PERSONNEL STAFF ALLOCATION APPROVAL AND RECRUITMENT WORKFLOW

Workflow Process (Steps)	Responsible Party
<p>Academic personnel needs are determined and submitted to the Rectorate.</p>	Dean's Offices / Directorates
<p>Following evaluation and suitability review, the request is submitted to the Presidency of the Board of Trustees.</p>	Rectorate
<p>Employment approval is granted.</p>	Presidency of the Board of Trustees
<p>In line with the requests, a vacancy announcement is prepared and published..</p>	Department of Personnel Affairs
<p>Applications undergo a preliminary evaluation.</p>	Department of Personnel Affairs
<p>Candidate applications are presented to the respective Faculty Dean's Office / Directorate and the Rectorate.</p>	Faculty Dean's Office / Directorate & Rectorate
<p>Academic interviews are conducted.</p>	Rectorate
<p>The academic interview form of the selected candidate is forwarded to the Department of Personnel Affairs.</p>	Department of Personnel Affairs
<p>The file is submitted to the Presidency of the Board of Trustees for final recruitment approval.</p>	Presidency of the Board of Trustees
<p>Approval by the Presidency of the Board of Trustees.</p>	Department of Personnel Affairs / Rectorate
<p>A job offer is extended to the candidate.</p>	Department of Personnel Affairs
<p>The list of required documents for recruitment is sent to the candidate.</p>	

