

PERSONNEL AFFAIRS

- To be familiar with the legislation concerning academic and administrative personnel and to follow any amendments.
- To monitor the procedures and processes concerning the appointment of contracted foreign academic staff.
- To monitor the personal rights and records of academic and administrative personnel, including appointments, terms of office, promotion dates, and matters such as birth, marriage, death, transfer, promotion, resignation, military service, retirement and asset declarations, and to share them with the Accrual Unit.
- To monitor the leave, assignment and reporting procedures of academic and administrative personnel and personnel employed under Article 4/D.
- To send, on a monthly basis, written notifications to the relevant units concerning the leave, reports and assigned duty days of academic personnel teaching in other units of the University, and to notify the Accrual Unit.
- To prepare and send the assignment letters of academic personnel assigned to other units to the relevant units.
- To monitor the submission to the Personnel Department of the Assignment Result Report prepared by academic personnel following their international (Erasmus+) assignment.
- To protect all information and documents belonging to the Directorate or individuals, to prevent access by unauthorized persons, and not to disclose any information or documents without the approval of the Directorate.
- To maintain the personnel files of academic and administrative staff and to ensure their up-to-date status and confidentiality with the utmost care and diligence.
- To archive documents in compliance with the Standard File Plan with Retention Periods applicable to Higher Education Supreme Institutions and Higher Education Institutions.
- To prepare the internal and external correspondence of the School in compliance with the “Regulation on the Procedures and Principles to be Applied in Official Correspondence” and the “Kütahya Dumlupınar University Directive on Signatory Authorities,” to prepare documents for signature, and to ensure their delivery to the relevant parties
- To monitor and conclude the correspondence related to the unit in the Electronic Document Management System (EBYS).
- To inform senior management of the work and procedures carried out and to provide reasoned explanations for those not carried out.
- To perform any other duties and procedures assigned by senior management.

- To comply with the principles of promptness, confidentiality and accuracy in the course of work.
- To endeavor to work in coordination and harmony with other units in order to enhance efficiency and performance.
- To perform any duties deemed appropriate by the Directorate in accordance with the applicable legislation and the instructions of the superior.
- To exercise the utmost care and diligence to ensure the confidentiality of information related to the Directorate.
- To perform other duties assigned by the Director, the Deputy Director and the School Secretary.