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**THE COUNCIL OF HIGHER EDUCATION**

**Directorate of Personnel Affairs**

**Number:** 82444403-210.99-E.47959 04.08.2020

**Subject:** Circular (Proposal for Foreign Academic Staff)

TO WHOM IT MAY CONCERN

**Reference:** Our letter dated January 17, 2020 and numbered 4217

**"Procedures and Principles Regarding the Employment of International Academic Staff"** were determined at the meeting of the Executive Board of the Council of Higher Education on January 15, 2020 for the recruitment of higher quality foreign lecturers and it was reported to all higher education institutions with our registered letter.

Accordingly, I kindly request your information and necessary action on the following issues:

1. In accordance with the provisions of the Article 34 of the Law No. 2547, a copy of the “Information Gathering and Identity Form for Foreign Nationals” submitted as attached should be duly completed by Foreign National Inspection and Evaluation Commission and submitted to our directorate as an annex to the proposals to be submitted to our Board for the necessary authorization to be granted to our Board to be employed as a foreign national academic staff,
2. To submit the "Identity Information Form for Foreign Nationals" and the "Information Gathering Form" as an annex to the bids.
3. In accordance with the provisions of the Article 34 of the Law No. 2547, to submit the following documents in the appendix of the proposals to grant the necessary permit to employ foreign national academic staff as contacted for the first time:
* Commission Report prepared by Foreign National Inspection and Evaluation Commission
* Information Gathering and Identity Form for Foreign Nationals,
* A certified copy of the decision of the university board,
* Table showing the Information on the Foreign Academic Staff to be Employed for the First Time, published in the Official Gazette No. 24041 dated May 6, 2000,
* Clear identity card,
* Diploma samples and their approved translations,
* Visa application form,
* 2 passport photos,
* A copy of the passport.
1. In accordance with the provisions of the Article 34 of the Law No. 2547, to submit the following documents to our Directorate, attached to the proposals to be submitted for the extension of the term of office of foreign academic staff who are currently working under contract in higher education institutions:
* Commission Report prepared by the Foreign National Inspection and Evaluation Commission
* Information Gathering and Identity Form for Foreign Nationals,
* A certified copy of the decision of the university board,
* A copy of the passport.
1. In accordance with the provisions of the Article 34 of the Law No. 2547, to submit the following documents to our Directorate, attached to the proposals to be made for the title change of foreign academic staff who are currently employed in the higher education institutions under a contract:
* Commission Report prepared by the Foreign National Inspection and Evaluation Commission
* Information Gathering and Identity Form for Foreign Nationals,
* A certified copy of the decision of the university board,
* Samples of diploma/ title documents and their approved translation.
1. In accordance with the provisions of the unanimous article 34 of the Law No. 2547, to submit the following documents to our Directorate, attached to the proposals to be made for the salary change of foreign academic staff who are currently employed in the higher education institutions under a contract:
* Commission Report prepared by the Foreign National Inspection and Evaluation Commission
* A certified copy of the decision of the university board.

**Prof. Dr. Rahmi ER**

**Deputy-Chairman**

**Appendix:** Information Gathering and Identity Form for Foreign Nationals

**Distribution:** to institutional e-mail of all universities

 to all universities via mail