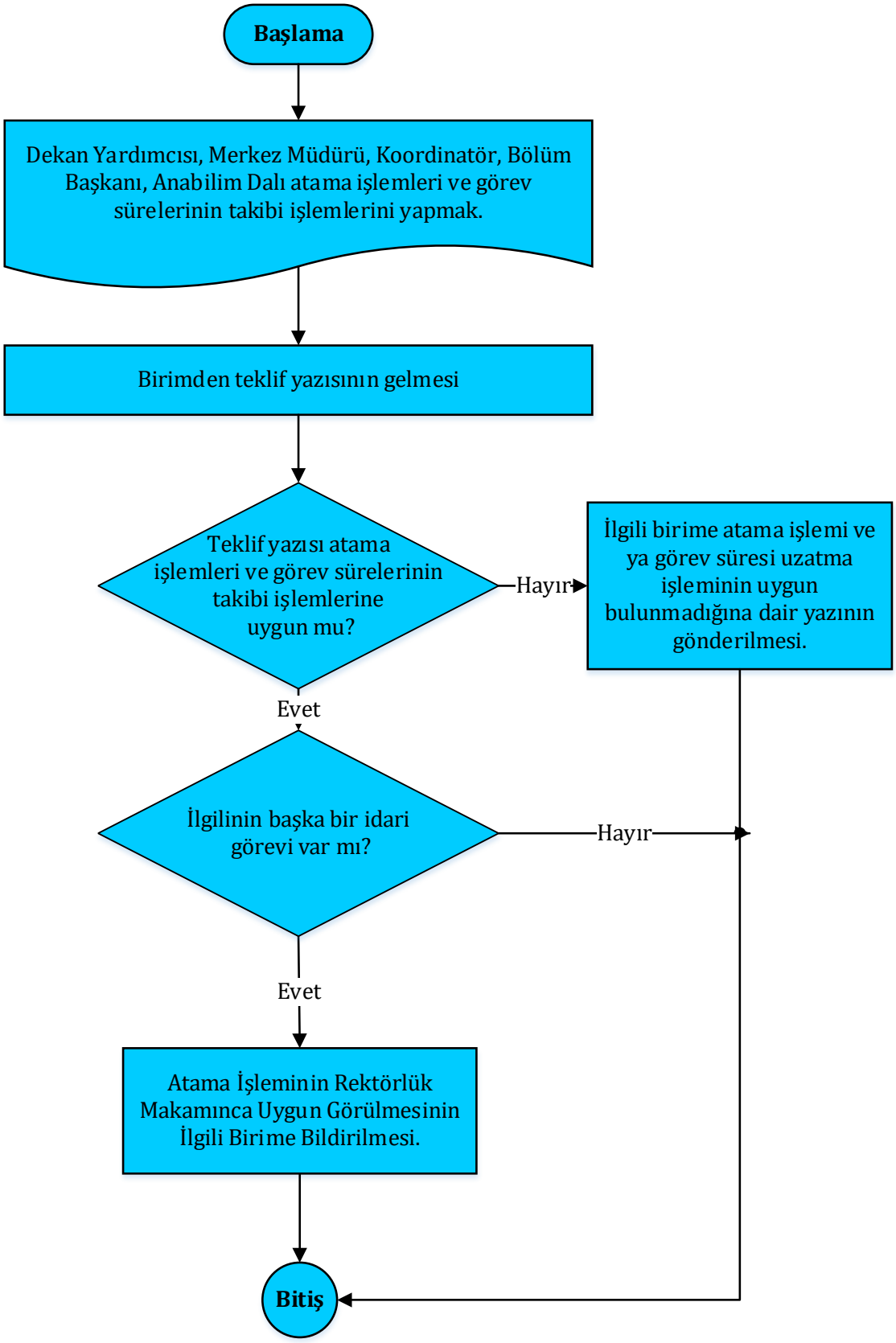AKADEMİK PERSONELİN İDARİ GÖREVLERE ATANMASI VE TAKİBİ İŞLEMLERİ İŞ AKIŞI