

Süleyman Demirel University Faculty of Medicine — Unit Job Descriptions (English)

Dean (Dekan)

Süleyman Demirel University Faculty of Medicine Deanship — Dean — Duty, Authority and Responsibilities Publication Date (Yayın Tarihi): 05/01/2020

Duty: Dean **Place of Duty:** Faculty of Medicine **Reporting Authority:** Rector

Scope of Duty To carry out the work and procedures necessary to ensure that education and training services are conducted at the highest level at Süleyman Demirel University Faculty of Medicine, which is under his/her administration; to ensure the administrative and educational management of the faculty; and to maintain its discipline.

Basis of Duty Article 16 of Higher Education Law No. 2547; Article 8 of the Regulation on Academic Organization at Universities (Official Gazette Date: 18.02.1982, Official Gazette Number: 17609).

Appointment The Dean, who represents the faculty and its units, is selected for a three-year term by the Higher Education Council (YÖK) from among three professors proposed by the Rector — whether from within or outside the university — and is appointed through the ordinary procedure. A Dean whose term has ended may be reappointed.

Duties and Powers 1. To chair the faculty boards and implement the decisions of the faculty boards. 2. To ensure that the faculty's units work in cooperation and harmony. 3. To ensure that information prepared regarding the faculty's general operations and current status is communicated to the relevant units. 4. To report the faculty's budget and staffing needs, together with justification, to the Rector's Office. 5. To submit the proposal regarding the faculty budget to the Rector's Office after obtaining the opinion of the Faculty Administrative Board. 6. To report the faculty's staffing needs to the Rector's Office. 7. To provide social services for students. 8. To carry out the work necessary to conduct and develop the faculty's scientific research and publication activities. 9. To maintain general oversight and supervision of the faculty's units and personnel at every level, and to ensure discipline. 10. To regulate the faculty's relations with other units, organizations, and senior management, and to carry out representational duties. 11. To ensure that the necessary security measures are established at the faculty. 12. To perform other duties assigned by law and regulations.

Responsibilities Is responsible to the Rector's Office for the oversight and supervision, follow-up and control, and the obtaining of results, of all activities.

Vice Dean (Dekan Yardımcısı)

Süleyman Demirel University Faculty of Medicine Deanship — Vice Dean — Duty, Authority and Responsibilities Publication Date (Yayın Tarihi): 05/01/2020 (Document accessed via shortlink; underlying file: dekan-yardimcisi-gorev-tanimi-12012024.pdf)

Duty: Vice Dean **Place of Duty:** Faculty of Medicine **Reporting Authority:** Dean

Scope of Duty To carry out the duties and procedures necessary to ensure that the education and training services provided at Süleyman Demirel University Faculty of Medicine are conducted at the highest level, and to assist the Dean in the academic administration and supervision of the faculty.

Basis of Duty Article 16 of Higher Education Law No. 2547; Article 8 of the Regulation on Academic Organization at Universities (Official Gazette Date: 18.02.1982, Official Gazette Number: 17609).

Appointment To assist him/her in his/her work, the Dean selects up to two people from among the faculty's salaried faculty members to serve as Vice Deans. Vice Deans are appointed by the Dean for a maximum term of three years. The Dean may change his/her assistants when he/she deems it necessary. When the Dean's term of office ends, the term of office of his/her assistants also ends.

Duties and Powers 1. To act as the Dean's deputy when the Dean is not present at his/her post. 2. To ensure the implementation of the decisions of the faculty board and coordinators. 3. To ensure coordination among the academic units of our faculty. 4. To protect and preserve documents, items, tools and equipment related to his/her duties. 5. To hold discussions with academic units regarding tools, equipment and materials to be acquired or procured for the faculty, and to obtain their opinions and suggestions. 6. To establish commissions on academic matters within his/her area of responsibility, to follow up commission work, and to ensure it is concluded within the specified period. 7. To handle all matters relating to scholarships and internships. 8. To hold discussions with academic units in determining

the needs of academic units' study rooms, classrooms, and laboratories. 9. To report to the Dean, at the end of each academic year and upon request, on the faculty's academic work and functioning. 10. To supervise the course assignments made by the departments. 11. To hear, on behalf of the Dean, and resolve student problems that could not be resolved by the Department Chairmanships. 12. To review, supervise, monitor and control all activities to be organized by student clubs and students. 13. To organize the elections of class representatives and the faculty representative, and to chair the meetings to be held with these representatives. 14. To ensure the organization of adaptation/orientation activities for new students. 15. To conduct student disciplinary investigation files and to chair the commissions to be established for these investigations. 16. To carry out all work and follow-up related to horizontal transfer, vertical transfer, double major, minor, and the admission of foreign national students, and to ensure the arrangement of programs. 17. To ensure the planning and execution of the department's ERASMUS and Farabi programs. 18. To ensure the organization of the Faculty website and its continuous monitoring. 19. To organize activities such as conferences, panels, meetings, symposia, seminars, dinners, trips, and technical visits to be organized by the faculty. 20. To organize the work related to the White Coat Ceremony, March 14 Medicine Day, and the Graduation Ceremony. 21. To ensure the healthy conduct of statistics and database work. 22. To review and supervise requests for book exhibitions, stands, and posters and similar items to be displayed at the faculty. 23. To check and supervise supplementary course forms when deemed necessary. 24. To carry out and conduct the faculty's accreditation work. 25. To attend, on behalf of the Dean, the elections of the Chair of the Department, the Professor Representative, the Associate Professor Representative, and the Assistant Professor Representative. 26. To ensure the preparation and supervision of annual academic activity reports, strategic plans, compliance action plans, and audit reports. 27. To provide recommendations to the Faculty Secretary regarding occupational health and safety matters in the work environment. 28. To perform other duties assigned by law and regulations. 29. To perform other work and procedures assigned by the process to which he/she is affiliated and by senior management.

Responsibilities Is responsible to his/her immediate superiors for the performance of the services he/she is obliged to carry out within the scope of his/her duty.

Head of Department (Bölüm Başkanı)

Süleyman Demirel University Faculty of Medicine Deanship — Head of Department — Duty, Authority and Responsibilities Publication Date (Yayın Tarihi): 05/01/2020

Duty: Head of Department **Place of Duty:** Faculty of Medicine **Affiliated Unit and Unit Manager:** Dean Regarding hospital operations and functioning: Chief Physician.

Scope of Duty To carry out the work and procedures necessary to ensure that education and training services provided in the department he/she manages at Süleyman Demirel University Faculty of Medicine are conducted at the highest level, to ensure the administrative management of the department, and to maintain its discipline.

Basis of Duty The matters specified in Article 21 of Higher Education Law No. 2547.

Appointment In departments with more than one Department of Basic Medical Sciences (Ana Bilim Dalı), the Head of Department is appointed by the Dean within the faculty within one week, taking into account the written opinions to be submitted within 15 days by the chairs of the Departments of Basic Medical Sciences making up that department, from among the salaried professors of the department, or — if none are available — associate professors, or — if no associate professors are available — Assistant Professors. The Dean reports the appointments to the Rector's Office.

Duties and Powers 1. To chair the department boards and ensure that the Faculty's mission and vision are realized. 2. To notify the Deanship, in writing and verbally, of the department's needs. 3. To ensure that all correspondence between the Faculty Deanship and his/her own department is conducted properly. 4. To ensure coordination among the Departments of Basic Medical Sciences (Anabilim Dalı) affiliated with the department. 5. To notify the Deanship in writing of the department's opinion regarding the extension of the terms of faculty members affiliated with the department. 6. To ensure that education and training within the department continue in an orderly manner. 7. To attend Faculty Board meetings to represent the department. 8. To monitor and supervise the performance of faculty members serving in the department. 9. To ensure that supplementary course and examination fee schedules are prepared in a timely manner. 10. To closely follow the education- and training-related problems of the department's students, and to hold meetings when necessary. 11. To identify the department's problems and requests related to education and training and communicate them to the Deanship. 12. To ensure that the necessary occupational safety measures relating to laboratories are taken. 13. To conduct the department's evaluation and quality development work, and to submit reports to the Deanship. 14. To ensure coordination among faculty members in the department, in line with the objective of ensuring that education, training, and scientific research are carried out efficiently and effectively. 15. To provide the information relating to the

department required for the Faculty Academic General Assembly. 16. To ensure that student-faculty relations in the department are conducted regularly and properly in line with the objectives of education and training. 17. To hold meetings with advisors so that course registrations can be conducted in an orderly manner. 18. To submit to the Dean, at the end of each academic year, the report on the department's education, training, and research activities of the previous year, and the work plan for the coming year. 19. To ensure that the department's classrooms, lecture halls, study rooms, workshops, laboratories, and course tools and equipment are protected and used efficiently, effectively, in an orderly manner, and cleanly. 20. To encourage the department's students to organize cultural, social, and scientific activities and to assist them in this regard. 21. To ensure that the department's education, training, and research at every level, and all activities related to the department, are carried out in an orderly and efficient manner, and that resources are used effectively. 22. To issue the necessary warnings regarding the implementation of occupational health and safety matters in the work environment. 23. To perform other work and procedures assigned by the process to which he/she is affiliated and by senior management.

Responsibilities Is responsible to the Dean for the performance of the services he/she is obliged to carry out within the scope of his/her duty. Is responsible to the Chief Physician regarding hospital operations and functioning.

Chair of the Department [of Basic Medical Sciences] (Anabilim Dalı Başkanı)

Süleyman Demirel University Faculty of Medicine Deanship — Chair of the Department of Basic Medical Sciences — Duty, Authority and Responsibilities Publication Date (Yayın Tarihi): 05/01/2020

Duty: Chair of the Department of Basic Medical Sciences (Anabilim Dalı Başkanı) **Place of Duty:** Faculty of Medicine **Affiliated Unit and Unit Manager:** Head of Department / Vice Dean / Dean Regarding hospital operations and functioning: Chief Physician.

Duty Definition In accordance with the objectives and principles determined by senior faculty management and the Department Chairmanship; in line with the Faculty's vision and mission, is responsible — after the Dean, the Vice Dean, and the Head of Department — for the performance, planning, direction, coordination, and supervision of activities aimed at carrying out, in accordance with the principles of effectiveness and efficiency, all activities necessary to realize education and training.

Appointment The Chair of the Department of Basic Medical Sciences is elected, from among the professors of that department (or, in their absence, associate professors, or, in the absence of associate professors, Assistant Professors, or, in the absence of Assistant Professors, lecturers), by the faculty members and lecturers serving in that department, and is appointed by the Dean within one week. If the number of faculty members or lecturers eligible to be appointed as Chair of the Department of Basic Medical Sciences is at most two, the Chair is appointed directly by the Dean. Appointments are reported to the Rector's Office.

Duties and Powers 1. In addition to the matters specified in Article 21 of Law No. 2547, to fully and properly perform the duties, powers and responsibilities of the Chair of the Department of Basic Medical Sciences. 2. To chair the boards of the Department of Basic Medical Sciences, and to ensure the implementation of the decisions taken by the boards. 3. To prepare the course distribution of the Department of Basic Medical Sciences in a balanced manner and submit it to the Head of Department. 4. To ensure coordination among faculty members within the Department of Basic Medical Sciences. 5. To ensure the healthy conduct of correspondence between the Department Chairmanship and its own Department of Basic Medical Sciences. 6. To notify the Department Chairmanship/Deanship, in writing, of the opinion of the Department of Basic Medical Sciences regarding the extension of the terms of faculty members affiliated with the department. 7. To participate in student advisory services, and to help students adapt to the department and its surroundings. 8. To ensure the orderly continuation of education and training within the Department of Basic Medical Sciences. 9. To ensure that course schedules and examinations are carried out in accordance with the dates and times in the schedule. 10. To identify the education- and training-related needs and problems of the Department of Basic Medical Sciences and communicate them to the Department Chairmanship/Deanship. 11. To prepare the strategic plan of the Department of Basic Medical Sciences. 12. To attend the Department Board. 13. To ensure the regular preparation and continuation of research projects within the Department of Basic Medical Sciences. 14. To prepare the annual reports of the evaluation and quality development work of the Department of Basic Medical Sciences and submit them to the Department Chairmanship/Deanship. 15. To prepare the activity report of the Department of Basic Medical Sciences. 16. To ensure that faculty members perform their duties. 17. To prepare the seminar programs of the Department of Basic Medical Sciences for each academic year and submit them to the Department Chairmanship. 18. To ensure the repair of devices found to be malfunctioning, by filling out a malfunction notification form to have the relevant device

repaired. 19. To ensure that education, training, and applied studies are carried out at higher education institutions in accordance with the objectives and principles of Higher Education Law No. 2547. 20. To issue the necessary warnings regarding the implementation of occupational health and safety matters in the work environment. 21. To carry out other work and procedures assigned by the process to which he/she is affiliated and by senior management. 22. To comply with regulations, laws, and legal requirements in the performance of the services he/she is obliged to carry out within the scope of his/her duty. 23. To have the authority to carry out the duties and responsibilities specified above. 24. To be able to use the tools and equipment necessary to carry out activities. 25. To have the authority to assign work to, direct, check the work performed by, correct, warn when necessary, and request information and reports from, the managers and personnel under his/her command. 26. To be responsible to the Chief Physician regarding the Faculty of Medicine Hospital's operations and functioning; to fulfill the duties and responsibilities given by the Chief Physician regarding hospital operations and functioning.

Responsibilities The Chair of the Department of Basic Medical Sciences, in performing all of the above-listed duties in accordance with laws and regulations, is responsible to the Head of Department, the Vice Deans, and the Dean. Is responsible to the Chief Physician regarding hospital operations and functioning.

Faculty Member (Öğretim Üyesi)

Süleyman Demirel University Faculty of Medicine Deanship — Faculty Member — Duty, Authority and Responsibilities Publication Date (Yayın Tarihi): 05/01/2020

Duty: Faculty Member **Place of Duty:** Faculty of Medicine **Affiliated Unit and Unit Manager:** Chair of the Department of Basic Medical Sciences / Head of Department / Vice Dean / Dean Regarding hospital operations and functioning: Chief Physician.

Scope of Duty The matters determined in Law No. 2547 regarding the Faculty Member.

Basis of Duty Article 22 of Higher Education Law No. 2547, and defined within the scope of various provisions of the Regulation on Academic Organization at Universities (Official Gazette Date: 18.02.1982, Official Gazette Number: 17609).

Appointment Appointed on the basis of the relevant provisions of Higher Education Law No. 2547 and the provisions of the Süleyman Demirel University Directive on Principles Relating to Academic Promotion and Appointment Criteria.

Duties and Powers 1. To carry out, in a timely manner, the duties specified in the academic calendar. 2. To make academic contributions by conducting scientific research and publications. 3. To perform his/her assigned role in matters relating to boards formed within the department and other assignments made by the Head of Department. 4. To represent the faculty at meetings envisaged by the Dean. 5. To complete, within one (1) year of starting duty, the instructor development training program provided by the Deanship (a faculty member who has not completed the training will not be permitted to teach undergraduate courses). 6. To plan, prepare, and ensure the complete delivery of the courses he/she is responsible for. 7. To hold examinations at the dates and times specified in the schedule. 8. To submit to the Department Chairmanship, at the end of the academic year, one year's worth of academic performance indicators (education, teaching, publications, papers, projects, technical visits, etc.). 9. To ensure coordination between the faculty and other units. 10. At the end of each year, to complete and submit to the Department Chairmanship the course files relating to the courses he/she has taught, and to ensure that examination documents and information relating to homework are conveyed to the department archive. 11. At the end of each year, to make improvements based on the results of the course-instructor evaluation forms filled out by students for the courses for which he/she was responsible. 12. To participate in student advisory services, and to help students adapt to the department and its surroundings. 13. To apply to the Department Chairmanship for approval of any changes to be made to courses for which he/she is responsible. 14. To attend meetings of the boards of which he/she is a member. 15. To inform the Department Chairmanship, at the beginning of the academic year, of the courses he/she will teach in graduate programs. 16. To convey, or ensure the conveyance of, the assessment and evaluation results of examinations for which he/she is responsible, to the Student Affairs Office within the specified period. 17. To submit his/her annual academic activities, in the form of a list, to the Head of Department. 18. To comply with the Faculty's ethical rules. 19. To issue the necessary warnings regarding the implementation of occupational health and safety matters in the work environment. 20. To perform other work and duties assigned by the process to which he/she is affiliated and by senior management.

Responsibilities Is responsible, within the scope of his/her duties, for the performance of the services he/she is obliged to carry out, in order — to the Chair of the Department of Basic Medical Sciences, the Head of Department, the Vice Dean, and the Dean. Is responsible to the Chief Physician regarding hospital operations and functioning.

Faculty Secretary (Fakülte Sekreteri)

Süleyman Demirel University Faculty of Medicine Deanship — Faculty Secretary — Duty, Authority and Responsibilities Publication Date (Yayın Tarihi): 05/01/2020 — Revision No: 00

Unit Name: Faculty Secretary **Reporting Authority:** Dean

Scope of Unit Within the framework of the relevant legislation and in accordance with the objectives and principles determined by the University's senior management; in line with the Faculty's vision and mission, ensuring that all administrative and academic activities necessary to carry out education and training are conducted in accordance with the principles of effectiveness, efficiency, and ethics.

Basis of Duty The provisions of Article 51-b of Higher Education Law No. 2547 and Article 38 of Decree Law No. 124 on the Organization of Higher Education Institutions and the Administrative Organization of Institutions of Higher Education.

Duties and Powers 1. To act as rapporteur at the Faculty Board, Faculty Administrative Board, Faculty Disciplinary Board, Academic General Assembly and similar boards; to prepare agendas and decisions and ensure they are sent to the relevant places. 2. To manage the election organization for all elections held at the academic and administrative level at the faculty. 3. To ensure that all work carried out at the academic and administrative level at the faculty is done in accordance with laws, statutes, decree laws, regulations, and directives. 4. To ensure coordination and cooperation among the administrative management of personnel affairs, student affairs, correspondence affairs, accrual, inventory, purchasing, department secretariats, education committees, coordinatorships, information processing, teaching aids, and other units. 5. To coordinate all correspondence (incoming – outgoing). 6. To convey all administrative problems to the Dean and seek solutions. 7. To prepare the budget and ensure the rational use of budget resources. 8. To procure materials needed by the faculty. 9. To closely monitor teaching aids and ensure that deficiencies are completed. 10. To take part in the preparation of the faculty's education programs. 11. To control the faculty's correspondence and filing systems. 12. To follow up and control personnel's working hours, entries and exits, leaves, assignments, reports, and resignations, etc. 13. To ensure harmony among personnel. 14. To prepare activity reports, strategic plans, performance indicators, and documents related to the internal control system, and submit them to the Rector's Office. 15. To conduct the faculty's relations with the technical maintenance unit and information processing center regarding repair and maintenance matters. 16. To plan in advance measures related to fire and other natural disasters (to conduct civil defense work). 17. To have the faculty and its surroundings cleaned. 18. To coordinate the raising and lowering of the faculty's flags. 19. To coordinate the conduct of all inquiries and investigations. 20. To meet, to the extent possible, all lawful requests of personnel. 21. To take a role in resolving problems relating to students. 22. To continuously monitor the physical space and undertake efforts to complete deficiencies, in order to ensure that students receive education in a better environment. 23. To perform the tasks required at the start of studies and at graduation for students. 24. To receive and evaluate students' scholarship applications. 25. To provide students with advisory services in the areas of education, legislation, etc. 26. To attend to all other matters relating to students. 27. To accept citizens' complaints and respond to citizens' requests for information. 28. To work in coordination with other Faculties and Department Presidencies. 29. To attend internal control committee meetings and implement decisions taken. 30. To follow up on the rotation, thesis, and specialization examination of Research Assistants during their specialization training period, and to follow the procedures for reporting to the Ministry of Health and terminating affiliation. 31. To perform duties in accordance with the definitions and instructions of the internal control system in all his/her activities. 32. To be responsible for the quality of the work he/she does, and to control the quality of work carried out within his/her own area of responsibility. 33. To perform other work and procedures assigned by the process to which he/she is affiliated and by senior management.

Responsibilities Is responsible to the Dean for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

Administrative Units (İdari Birimler) — Duties, Authority and Responsibilities

Publication Date (Yayın Tarihi): 05/01/2020 (all units) — Revision No: 00. This document combines the job descriptions of 13 administrative units of the Faculty Secretariat, each reporting to the Faculty Secretary (Fakülte Sekreteri). Every unit closes with the same Responsibilities clause unless otherwise noted: *"Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities."*

7.1 Personnel Affairs Unit (Personel İşleri)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out the work and procedures relating to the personal rights (promotion, appointment, assignment, leave, retirement, etc.) of the faculty's academic and administrative personnel within the framework of the relevant laws, legislation, and regulations.

Duties and Powers 1. To carry out the work and procedures relating to academic staff announcements and staff appointments. 2. To follow the terms of duty, promotion dates, and personal rights related to birth, marriage, death, etc., and military service procedures of personnel; to ensure that the necessary correspondence and applications are made. 3. To carry out and follow up the work and procedures relating to domestic and international assignments. 4. To follow and prepare the leave, duty, and report procedures of administrative and academic personnel; to notify the accrual office of start-of-work dates. 5. To carry out the procedures for academic and administrative personnel starting and leaving their duties. 6. To carry out the work and procedures related to the appointment, promotion, resignation, military service, retirement, and property declaration of academic and administrative personnel. 7. To prepare reports related to the area of duty at the faculty, and to keep the statistical information forming the basis for these. 8. To protect all kinds of information and documents belonging to the Deanship or to individuals, to prevent them from falling into the hands of unrelated persons, and to refrain from giving information and documents to individuals without the approval of the Faculty Secretary or the Dean. 9. To organize correspondence in accordance with the "Regulation on the Principles and Procedures to be Applied in Official Correspondence," through the EBYS (Electronic Document Management System), and ensure it reaches the relevant recipients. 10. To inform senior managers of the work and procedures carried out, and to explain, with justification, tasks that could not be completed. 11. To conduct correspondence relating to the memberships of the Dean, Vice Deans, Head of Department, Deputy Head of Department, Chair of the Department of Basic Medical Sciences, Faculty Board, and Faculty Administrative Board, and to follow their deadlines. 12. To preserve and archive the personal information and files of academic and administrative personnel in accordance with legislation. 13. To carry out other work and procedures assigned by the process to which he/she is affiliated and by senior managers. 14. To carry out SGK (Social Security Institution) entry and exit procedures. 15. To carry out and follow up all work and procedures required by current legislation during the specialization training period of academic personnel placed in Research Assistant positions as a result of the Medical Specialization Examination (TUS). 16. To carry out the departure procedures of faculty members assigned under Article 39 of Law No. 2547, and to follow the terms of their assignments. 17. To carry out the correspondence for assignments made under Article 40-a of Law No. 2547. 18. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.2 Student Affairs Unit (Öğrenci İşleri Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: Within the framework of the relevant legislation, carrying out the faculty's students' education- and training-related work and procedures using existing resources in an effective and efficient manner.

Duties and Powers 1. To ensure correspondence with coordinators for the preparation of the Faculty's Education Guide, and to follow up the printing of the guide. 2. To ensure that the Education Guide is distributed to the necessary places. 3. To carry out the work relating to the student quotas to be admitted to the faculty, and to conduct the correspondence for submission to the Faculty Board and the Student Affairs Department Presidency. 4. To ensure the preparation of the academic calendar before the start of the term, to conduct the necessary correspondence for it to pass through the relevant boards, and to send it to the Student Affairs Department Presidency. 5. To conduct correspondence in the preparation of annual course curricula and their submission to the faculty board. 6. To register new students in the student automation system and prepare their lists. 7. To prepare the lists of students who will take the English exemption exams and conduct the necessary correspondence. 8. To create the lists of students who will take Common Compulsory Courses, follow up on the procedures, and conduct correspondence. 9. To prepare the advisor lists of students. 10. To prepare the necessary documents for students (Transcript, Student Certificate, Disciplinary Status Certificate). 11. To carry out the necessary preparations and correspondence for the determination of term coordinators, and to ensure it is discussed in the Faculty Board. 12. To prepare the faculty's student lists. 13. To follow and control student attendance, announcing it in the relevant places and preserving it. 14. To carry out the procedures and correspondence relating to the student council and student representation conducted at the faculty. 15. To prepare monthly/periodic time-bound correspondence relating to Student Affairs and send it to the Student Affairs Department Presidency.

16. To conduct correspondence relating to student disciplinary procedures. 17. To receive and follow petitions requiring board decisions, and send the decisions to the Student Affairs Department Presidency. 18. To prepare and follow the necessary correspondence for horizontal transfer (Central Placement and Foreign National Students), special student status, and internship requests to the faculty. 19. To prepare and follow the necessary correspondence for the procedures of students wishing to attend domestic and international congresses, conferences, symposia, seminars, sports, and cultural activities. 20. To carry out the work and correspondence relating to Part-Time Student employment procedures. 21. To conduct correspondence relating to students' club activities and cultural and sporting activities. 22. To post information announcements for our students receiving Contribution Loans, Education Loans, and scholarships. To prepare the necessary information in line with the requests of YÖK, KYK, and other institutions and send it to the Rector's Office Student Affairs Department Presidency. 23. To conduct correspondence relating to Farabi, Mevlana, and Erasmus Student Exchange Programs. To carry out course adaptation procedures for students coming and going under these programs and prepare the necessary documents. 24. To prepare EK-C (Annex-C) Certificates for newly registered, transferred, graduated, and deregistered male students and send them to the relevant military recruitment offices. 25. To update the information of registered students in the "Student Affairs Automation System" and carry out course registrations. 26. To announce the dates of all kinds of examinations, and to carry out the procedures and correspondence related to appeals against examination results. 27. To prepare documents for procedures related to horizontal transfer, special student status, internship requests, and leave of absence, to submit them to the Faculty Administrative Board, and to conduct the necessary correspondence. 28. [As printed in the source, this item repeats the wording of item 27: to prepare documents for procedures related to horizontal transfer, special student status, internship requests, and leave of absence, to submit them to the Faculty Administrative Board, and to conduct the necessary correspondence.] 29. To process, in the "Student Affairs Automation System" and the KYK Information System, students who have deregistered, taken a leave of absence, transferred, or graduated, and send this to the Student Affairs Department Presidency. 30. For students approaching graduation, to carry out grade checks, credit checks, and fee (harç) checks, and graduate the student via the "Student Affairs Automation System." Entry is made into the Diploma Status Register, and the Diploma Status List is sent to the Student Affairs Department Presidency; students who need to pay fees are identified and given the necessary warnings. 31. To carry out student ID card and diploma-supplement distribution procedures. 32. To keep student statistics. 33. To ensure the use of the student automation system. 34. To follow up and process grades. 35. To create internship lists. 36. To send group lists to the Departments of Basic Medical Sciences at the start of each internship. 37. To identify, at the end of internships, those who will proceed to a higher class, and add them to the list. 38. To send the lists of students who will take the resit (bütünleme) examination to the relevant Department of Basic Medical Sciences. 39. To follow up on those who will graduate at the end of internships, prepare the procedures, and send them to the Ministry of Health via the Rector's Office. 40. To announce the Year-End Resit Examination. 41. To work in coordination with Term Coordinatorships and the Education Committee. 42. To carry out all preparations and correspondence for the graduation ceremony at the end of the year. 43. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.3 Discipline Affairs Unit (Disiplin İşleri Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out the work and procedures relating to disciplinary matters within the framework of the relevant laws, legislation, and regulations.

Duties and Powers 1. To carry out the procedures relating to disciplinary and penal investigations conducted within the Deanship. 2. To carry out the procedures relating to the examinations conducted regarding the allegations set out in complaint petitions reaching the Deanship. 3. To ensure the conduct of procedures related to applications made under the Right to Information Law. 4. To ensure the conduct of procedures relating to Expert Witness assignments requested from our Deanship by judicial authorities and other University Rectorates. 5. To follow student disciplinary procedures, ensuring they are entered into the automation system, filed, and communicated to the relevant units. 6. To prepare the agenda of the Faculty Disciplinary Board, announce it to relevant parties, and ensure it is archived. 7. To carry out tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.4 Correspondence Affairs Unit (Yazı İşleri Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out the work and procedures necessary, within the framework of the relevant laws, legislation and regulations, to ensure that documents coming to and going from the faculty flow quickly and correctly.

Duties and Powers 1. To register in the record book the official letters received from various institutions and/or organizations, as well as petitions submitted to the Deanship by individuals on various matters. 2. After registration, to have all correspondence directed to the relevant departments by the Faculty Secretary and submitted for the signature of the Vice Deans. 3. After signature, to deliver the correspondence returning to the unit against receipt, according to their destination. 4. To write the agendas of the Faculty Board and Faculty Administrative Board, conduct the necessary correspondence for meetings, and communicate decisions taken to the relevant units. 5. To write meeting invitation letters and archive all documents written. 6. To protect all kinds of information and documents belonging to the Deanship, preventing them from falling into the hands of unrelated persons. 7. To receive documents arriving at the unit, register them in the Electronic Document Management System, and submit the document to the manager of the unit to which it belongs; to deliver referred documents to the relevant person against signature; to deliver and dispatch documents and files by hand, courier, or post. 8. To ensure that documents with a confidentiality classification are not disclosed. 9. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.5 Financial Affairs Unit (Mali İşler Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out all processes relating to the faculty academic and administrative personnel's salary, additional payments, performance, extra course pay, deductions, personnel and academic activity data entry, intern student salary payments, etc., within the framework of the relevant laws, legislation, and regulations.

Duties and Powers 1. To check that there is sufficient allocation in the faculty budget. 2. To ensure that expenditures comply with budget classifications. 3. To ensure that expenditures comply with laws, statutes, decree laws, and regulations. 4. To ensure that no material errors occur in all procedures. 5. To ensure that the commitment and accrual documents required for connecting to a payment order are complete. 6. To prepare salary, promotion, and cost-of-living reduction payrolls for academic and administrative personnel. 7. To prepare Fixed Supplementary Payment payrolls for academic and administrative personnel. 8. To prepare Actual Service Increment payrolls. 9. To prepare jury fee payment payrolls. 10. To prepare the necessary procedures and issue payment orders for domestic and international temporary and permanent duty travel of personnel. 11. To carry out all correspondence relating to financial affairs. 12. To carry out academic personnel's extra course procedures. 13. To prepare on-call duty fee payrolls for academic personnel. 14. To follow the preparation of documents requiring pre-financial control procedures. 15. To follow budget appropriations released on a quarterly basis. 16. To keep and finalize accounts relating to personnel's accrual and deductions and communicate them to the relevant units. 17. To follow monthly salary, personal rights, and social rights, and, in the case of personnel on paid leave whose salary formula changes due to days off, to notify the Strategy Development Department Presidency. 18. To follow up on union dues, and to notify the relevant union of new members and of resignation petitions of members. 19. To prepare duty/representation compensation. 20. To provide and check the monthly declarations of those with individual retirement and insurance. 21. To enter information on salary changes for personnel receiving salary from our faculty. 22. To follow up on step and seniority promotions. 23. To prepare the restricted salaries of personnel newly appointed from outside, transferred in, and appointed for the first time from outside. 24. To prepare the payroll and bank list. 25. To ensure the archiving of all kinds of documents relating to extra course pay at the end of accrual procedures on a monthly basis. 26. To prepare documents requested by the Court of Accounts auditors and have them sent, and, following inspection, to carry out the collection procedures for debts assessed against individuals. 27. To arrange the salary transfer form for those leaving the institution and being transferred. 28. To ensure that those resigning are indebted and that their debts are collected. 29. To enter data online each month, in coordination with internet data entry, on employer pension contributions, and send the output document to the Strategy Development Department Presidency. 30. To prepare the documents of Education Activity Points and Academic Activity Points and send them to the Revolving Fund Operating Directorate. 31. In accordance with Law No. 2914, to check that course fees paid to faculty members are in compliance with the course schedule, taking into account days on leave, on duty, and on report, and to carry out accrual procedures.

32. To pay continuous duty travel expenses to personnel newly appointed to our faculty by transfer. 33. To pay temporary duty travel expenses to personnel from our faculty assigned on a temporary basis. 34. In accordance with Law No. 2914, to pay additional work compensation to faculty members in exchange for eserinceleme (work-review) duty. 35. To pay salaries to 6th-year (intern) students receiving education at our faculty, and to prepare salary payrolls. 36. To follow the SGK exits of intern students and notify their monthly deductions. 37. To prepare monthly attendance sheets for students working under part-time status at our faculty and send them to the Health, Culture and Sports Department Presidency. 38. [As printed in the source, item 38's text was captured together with the reference to the "Revolving Fund Operating Directorate" — see item 30 above.] 39. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.6 Inventory Registration and Control Unit (Taşınır Kayıt Kontrol Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: In accordance with the Movable Property Regulation, and regardless of source or method of acquisition, to carry out the registration, protection, and the tasks relating to use and the accounting of movable property belonging to the faculty.

Duties and Powers 1. To carry out all necessary activities and maintenance-repair work in all matters relating to the faculty's technical affairs. 2. To resolve malfunctions occurring in the faculty and carry out minor repairs. 3. To organize the faculty's cleaning services and ensure they are carried out properly, informing the Faculty Secretary on this matter. 4. To report in writing to the Deanship any work requiring repair within the faculty, and any difficulties or deficiencies encountered in laboratories and equipment, and to ensure that repairs are carried out. 5. To obtain approval for changes to be made regarding the specifications and locations of use of equipment, and to carry out or have such changes carried out. 6. To carry out and follow up maintenance and repair of malfunctions occurring in electricity, water, doors, windows, construction, machinery, and equipment at the faculty. 7. To ensure that computer, projection, and optical reading devices in classrooms, laboratories, meeting halls, and conference halls are kept ready for education and training, and to carry out their maintenance. 8. To install and maintain computer operating systems whenever needed by all academic and administrative personnel. 9. To resolve instant complaints related to computer use encountered by all academic and administrative personnel in the course of their work. 10. To ensure that elevators and generators are in working order, and to control them. 11. To follow up on the loan and return of projection devices, projection screens, air conditioners, microphones, and similar devices and their remote controls used in classrooms. 12. To provide technical information requested by the faculty member responsible for a laboratory. 13. To assist the faculty member responsible for a laboratory in preparing laboratory equipment for use. 14. To periodically carry out infrastructure maintenance and equipment cleaning of the laboratory for which he/she is responsible. 15. To assist students with technical matters. 16. To provide protection against improper use. 17. To report if a malfunction cannot be resolved, notify the relevant places, and request assistance from the relevant department presidency. 18. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.7 Education-Teaching Coordinatorship and Boards Secretariat (Eğitim-Öğretim Koordinatörlüğü ve Kurullar Sekreterliği)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out the work and procedures of the boards and committees within the Faculty of Medicine.

Duties and Powers 1. To announce meetings of committees and boards. 2. To attend meetings of committees and boards, and to prepare committee minutes. 3. To have the minutes of committees and boards signed by the relevant members and forwarded to the Deanship. 4. To carry out work and procedures relating to Education and Training. 5. To perform other work and procedures assigned to him/her related to the functions of the committees and boards. 6. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.8 Department Chairmanship Secretariat (Bölüm Başkanlığı Sekreterliği)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out the work and procedures relating to the personal rights (promotion, appointment, assignment, leave, retirement, etc.) of the faculty's academic and administrative personnel within the framework of the relevant laws, legislation, and regulations.

Duties and Powers 1. To draft the department's official correspondence in accordance with the directives of the Head of Department, have it signed by the Head of Department, register it, and ensure it is sent to the relevant place. 2. To register documents received by the department, submit them to the Head of Department, and forward referred items to those concerned. 3. To file and archive the department's correspondence documents in accordance with procedure. 4. To notify the Deanship of the department's course and examination schedules. 5. To make announcements to department students and faculty members. 6. To answer telephone calls received by the department, and, if necessary, take notes and pass them to the relevant person. 7. To ensure that Department / Department of Basic Medical Sciences / Discipline of Basic Medical Sciences Academic Board decisions and higher-level correspondence are drafted under the supervision of the Department / Department of Basic Medical Sciences / Discipline of Basic Medical Sciences Chair. 8. To ensure that announcement-content correspondence is communicated / notified to the relevant persons/units. 9. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.9 Department of Basic Medical Sciences Chairmanship Secretariat (Ana Bilim Başkanlık Sekreterliği)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out the work and procedures necessary for the Department of Basic Medical Sciences Chairmanship to conduct its relations with Faculty Management and other Department of Basic Medical Sciences Chairmanships, and to carry out the administrative work of students and faculty members within the authority of the department.

Duties and Powers 1. To respond to correspondence coming from the Deanship to all Departments of Basic Medical Sciences. 2. To write rotation start letters for Research Assistants. 3. To upload the success certificates of Research Assistants completing their rotation to the system and ensure they are conveyed to the relevant unit via the system. 4. To register the sick-leave reports and leave of Faculty Members and Research Assistants into the system and forward them to the relevant Department Chairmanships. 5. To write Research Assistants' Specialization Training Thesis Evaluation and Thesis Completion letters via the system. 6. To write Research Assistants' term-extension letters. 7. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.10 Information Technology Unit (Bilgi İşlem)

Reporting Authority: Faculty Secretary

Scope of Unit: To fully and quickly perform all activities relating to information technology at the faculty in accordance with all legal regulations and established standards.

Duties and Powers 1. To manage our faculty's website, preserve its currency, and post announcements on the website. 2. To carry out the maintenance and installation of all computers, monitors, projection devices, and printers located in the Morphology building and amphitheaters. 3. To carry out examination preparation, question booklet printing, and evaluation services at the Measurement and Evaluation Unit. 4. To make electronic announcements (tracking personnel's email addresses and mobile phone numbers). 5. To print academic-purpose surveys and brochures. 6. To ensure that problems that may arise with the Morphology building's network are resolved through the Information Processing Department Presidency. 7. To provide corporate-level assistance to all personnel on IT services. 8. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.11 Technical Affairs Unit (Teknik İşler Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: To carry out the work and procedures relating to the delivery of services within his/her area of duty. To ensure that all activities necessary in matters relating to the faculty's technical affairs, and maintenance-repair work, and the resolution of malfunctions and minor repairs, are carried out regularly, in a timely manner, and in accordance with the principles of effectiveness and efficiency.

Duties and Powers 1. To carry out all necessary activities and maintenance-repair work in all matters relating to the faculty's technical affairs. 2. To resolve malfunctions occurring in the faculty and carry out minor repairs. 3. To organize the faculty's cleaning services and ensure they are carried out properly, informing the Faculty Secretary on this matter. 4. To report in writing to the Deanship any work requiring repair within the faculty, and any difficulties or deficiencies encountered in laboratories and equipment, and to ensure that repairs are carried out. 5. To obtain approval for changes to be made regarding the specifications and locations of use of equipment, and to carry out or have such changes carried out. 6. To carry out and follow up maintenance and repair of malfunctions occurring in electricity, water, doors, windows, construction, machinery, and equipment at the faculty. 7. To ensure that computer, projection, and optical reading devices in classrooms, laboratories, meeting halls, and conference halls are kept ready for education and training, and to carry out their maintenance. 8. To install and maintain computer operating systems whenever needed by all academic and administrative personnel. 9. To resolve instant complaints related to computer use encountered by all academic and administrative personnel in the course of their work. 10. To ensure that elevators and generators are in working order, and to control them. 11. To follow up on the loan and return of projection devices, projection screens, air conditioners, microphones, and similar devices and their remote controls used in classrooms. 12. To provide technical information requested by the faculty member responsible for a laboratory. 13. To assist the faculty member responsible for a laboratory in preparing laboratory equipment for use. 14. To periodically carry out infrastructure maintenance and equipment cleaning of the laboratory for which he/she is responsible. 15. To assist students with technical matters. 16. To provide protection against improper use. 17. To report if a malfunction cannot be resolved, notify the relevant places, and request assistance from the relevant department presidency. 18. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.12 Photocopy and Support Services Unit (Fotokopi ve Destek Hizmetleri Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: To ensure that the services which he/she is obliged to carry out within his/her area of duty are performed in a timely and secure manner.

Duties and Powers 1. To deliver, securely and in a timely manner, files, documents, and materials delivered to him/her to the relevant institutions and persons. 2. To receive postal documents arriving at our faculty, and to hand over documents to be sent to the post office. 3. To ensure that files, documents, and materials arriving at our faculty are delivered to the Deanship. 4. To assist examination officials during the printing of examination questions. 5. To assist with photocopying, reproduction, and similar tasks. 6. To ensure that photocopying is carried out in accordance with the procedures relating to the use of photocopy devices. 7. To perform other duties assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.

7.13 Support Services Unit (Destek Hizmetleri Birimi)

Reporting Authority: Faculty Secretary

Scope of Unit: To ensure that the work and procedures relating to the cleaning and disinfection of classrooms, common areas, and fixtures used by units and students during their education and training are carried out in accordance with legislation; to inform the manager of the work and procedures carried out and to explain, with justification, tasks not completed.

Duties and Powers 1. To clean enclosed spaces, including the main entrance, classrooms, study rooms, lecture halls, meeting halls, conference halls, reading rooms, workshops, laboratories, units, etc. 2. To keep the stairs and corridors of service buildings continuously clean, and to clean fire stairs, elevators, and other common-use areas. 3. To carry out the daily washing of toilets in our faculty's buildings with soap and disinfectant material, cleaning of washbasins with liquid cleaning material, wiping of mirrors and taps, and

the removal of dust from window sills, radiator tops, and similar surfaces. 4. To wipe boards, doors and walls, tiles and marble surfaces, and to clean windows frequently enough that they are always kept clean. 5. To regularly collect solid waste and recyclable materials. 6. To carry out duties within the scope of cleaning services to be performed in open areas of the campus and surrounding areas. 7. To ensure the timely and adequate supply of materials so that services are not interrupted. 8. To ensure that meeting halls, classrooms, laboratories, and other education and training areas are kept ready, clean, and orderly. 9. To carry out transport and relocation tasks that arise within the unit in which he/she works. 10. To hang and take down flags at suitable locations and buildings on national holidays, commemoration ceremonies, and welcoming ceremonies. 11. To notify the Faculty Secretary of small maintenance and repair needs arising in the faculty's buildings relating to electricity, water, doors, windows, elevators, etc. 12. To pay attention to matters relating to occupational health and safety in the work environment, to carry out the necessary checks on existing electrical appliances, and to ensure that doors and windows are kept closed outside of working hours. 13. To perform other tasks assigned by the Faculty Secretary.

Responsibilities: Is responsible to the Faculty Secretary for the oversight and supervision, follow-up and control, and obtaining of results, of all activities.
