

**T.C.
NIGDE ÖMER HALISDEMİR
UNIVERSITY
RECTORATE FINE ARTS
DEPARTMENT**

**ACADEMIC AND ADMINISTRATIVE
STAFF DUTY / JOB DEFINITIONS
AND
BUSINESS REQUIREMENTS**

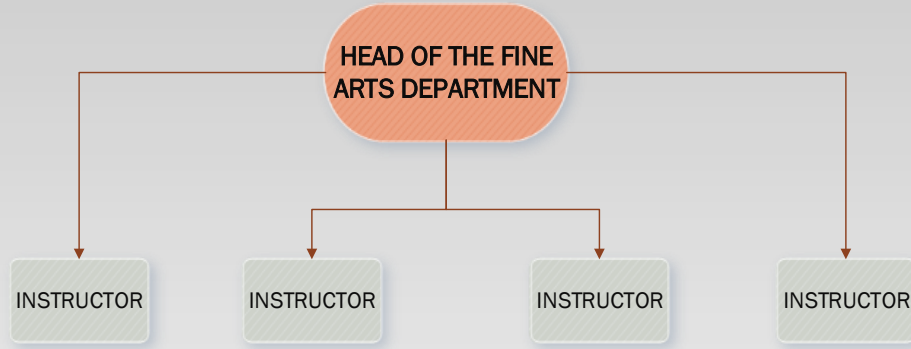
August,2020



NIGDE OMER HALISEMİR UNIVERSITY

DEPARTMENT OF FINE ARTS

T.C. NIGDE OMER HALISEMİR UNIVERSITY RECRORATE
AFFILIATED UNIT/FINE ART DEPARTMENT ACADEMIC
ORGANIZATION CHART, 2020





NIGDE ÖMER HALISDEMİR UNIVERSITY

DEPARTMENT OF FINE ARTS

T.C. NIGDE ÖMER HALISDEMİR UNIVERSITY RECTORATE FINE
ARTS DEPARTMENT ADMINISTRATIVE ORGANIZATION CHART,
2020

HEAD OF THE FINE
ARTS DEPARTMENT



Department Secretary

DEPARTMENT OF FINE ARTS / RECRORATE AFFILIATED UNIT

STAFF LIST

NUMBER	UNIT	STATUS	TITLE	POSITION	NAME AND SURNAME
1	DEPARTMENT OF FINE ARTS	OFFICER	ASSOC. PROF. DR.	HEAD OF DEPARTMENT	
2	DEPARTMENT OF FINE ARTS	OFFICER	INSTRUCTOR		
3	DEPARTMENT OF FINE ARTS	OFFICER	INSTRUCTOR		
4	DEPARTMENT OF FINE ARTS	OFFICER	INSTRUCTOR		
5	DEPARTMENT OF FINE ARTS	OFFICER	INSTRUCTOR		
6	DEPARTMENT OF FINE ARTS	OFFICER	INSTRUCTOR		

**DEPARTMENT OF FINE ARTS ACADEMIC STAFF LIST TITLES /
DEPARTMENTS / POSITION**

SIRA NO	UNIT	SATATUS	TITLE	POSITIO N	NAME AND SURNAME
1	Fine Arts Department	Education and Training ServicesHizmetleri	Assoc. Prof. Dr.	Head Of Department	
2	Fine Arts Department	Education and Training ServicesHizmetleri	Instructor		
3	Fine Arts Department	Education and Training ServicesHizmetleri	Instructor		
4	Fine Arts Department	Education and Training ServicesHizmetleri	Instructor		
5	Fine Arts Department	Education and Training ServicesHizmetleri	Instructor		

**HEAD OF THE
DEPARTMENT**

TASK/JOB DESCRIPTION FORM	
UNIT/SUB-UNIT OF	
STAFF OR POSITION	DEPARTMENT OF FINE ARTS
STATUS	<input checked="" type="checkbox"/> OFFICER <input type="checkbox"/> CONTRACTED STAFF
TITLE	Prof. Dr./ Assoc. Prof. Dr.
POSITION	HEAD OF DEPARTMENT
BRANCH	General Administration Services
CODE	
TOP MANAGER	RECTOR
ADMINISTERED MANAGER/MANAGERS	Vice President
SUBORDIANATES	Academic and Administartive Staff of the Department
A. INFORMATION ON TASK/JOBS	
1) BRIEF DESCRIPTION OF TASK/JOB	
<p>In accordance with the aims and principles determined by the top management of Ömer Halisdemir University within the framework of the relevant legislation; In line with the vision and mission of the Department Head, education-training research and all kinds of activities / studies of the department are carried out regularly, effectively and efficiently.</p>	
2) TASK/JOB AUTHORITY AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • To fulfill the duties given within the framework of the Higher Education Law numbered 2547, the Civil Servants Law numbered 657, the Academic Organization Regulation and the relevant legislation. • All kinds of activities of the department related to education, research and department at all levels are carried out regularly, effectively and efficiently. • In To ensure that the department secretariat works are carried out. • To ensure cooperation and harmony between the instructors in the department. • To ensure the preparation and continuity of scientific researches and projects in the department. • To take measures to increase the scientific research and publication power of the department, to encourage and assist academic staff to participate in national and international activities. • To encourage academic studies in the department. • To examine the applications and files of the department Instructors to extend their term of office and to ensure that they are notified to the Rectorate. • To ensure that Head of the Department's judgement is notified to the Rectorate in terms of reappointments, appointments and promotions. • To ensure that quality improvement studies are carried out. • To protect and store documents, movable and immovable property related to their tasks. • To fulfill the tasks assigned to him/her in time, complete, and in the way that ensures the saving of labor, time and material. • To take the necessary precautions to protect the office equipment and fixtures under his/her responsibility against any damage. To ensure that the existing tools, equipment and all kinds of materials under his/her responsibility are used correctly and economically. • The Head of Department is responsible to the Rector for his works and transactions. 	
3) WORKING CONDITIONS	
a) Work Environment	Indoor Area.
b) Business Risk	Exists (Financial, Legal, Conscientious)
4) WEIGHTED EFFORT REQUIRED BY THE TASK/JOB	
<input type="checkbox"/> PHYSICAL EFFORT <input type="checkbox"/> MENTAL EFFORT <input checked="" type="checkbox"/> BOTH	

5) SPECIAL FEATURES

- Vision holder.
- Having leadership skills.
- Having Representation ability.
- Being able to negotiate.
- Rational
- Having good communication skills and being friendly.
- Careful.
- Having the ability to speak properly.
- Being open to change and development
- Doing organized and disciplined work
- Compatible and collaborative in teamwork.
- Having Strong memory.
- Being decisive and quick -witted.
- Persuasive
- Patient.
- Having problem solving skills.
- Being result oriented.
- Being responsible.
- Having stress management skills.
- Being able to work at an intense pace.
- Effective time management.
- Being able to facilitate Coordination.
- Being able to Plan and organize tasks
- To be able to develop and apply projects.
- Having leadership qualification.

I have read my job description described in this document.

I accept and undertake to fulfill my duty within the scope stated here.

Name and Surname:

Date

..../..../....

Signature

APROVED BY

RECTOR

Date

..../..../....

Signature

**DEPARTMENT
SECRETARY**

TASK/JOB DESCRIPTION FORM	
UNIT/SUB-UNIT OF	
STAFF OR POSITION	DEPARTMENT OF TURKISH LANGUAGE
STATUS	<input checked="" type="checkbox"/> OFFICER <input type="checkbox"/> CONTRACTED STAFF
TITLE	Officer
POSITION	Department Secretary
BRANCH	General Administrative Services
CODE	
TOP MANAGER	RECTOR
ADMINISTERED MANAGER/MANAGERS	Head of the Department
SUBORDINATES	Does not exist
A. INFORMATION ON TASK/JOBS	
<p>1) BRIEF DESCRIPTION OF TASK/JOB To fulfill the secretarial services of the department/departments he/she is responsible for regularly, effectively and efficiently.</p>	
<p>2) TASK/JOB AUTHORITY AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To fulfill the duties given within the framework of the Higher Education Law numbered 2547, the Civil Servants Law numbered 657, the Academic Organization Regulation and the relevant legislation. • To perform the secretarial services (taking notes, arranging appointments, etc.) of the department he/she is responsible for. • To do the daily correspondence of the department, to follow up on the work, to file after the process is completed. • To respond to current the letters/writings in the workflow and to send them to the relevant units. • To inform the Head of Department regarding daily urgent letters/writings in the workflow. • To prepare various papers and documents related to the department. • To announce the information letters sent to the Head of the Department to the relevant persons, units through the Electronic Document Management System • To record the documents received and sent to the department as "outgoing" and "received" and to file their copies. • To write the inauguration, power of attorney and resignation letters of the personnel of the Head of Department. • To arrange annual leaves • To arrange sick leaves • To distribute the internal and external notifications, letters ,emails or packages to the relevant persons in the department. • To prepare the necessary documents for the reappointment of the academic staff, whose duty term will expire, and to submit them to the relevant unit. • Not to give the official documents and information of the department to unrelated persons, and to give importance to confidentiality in the department, not deviating from the principle of the processes in a correct, fast and reliable way. • To protect and preserve documents, movable and immovable property related to scope of task • To take necessary safety measures in the working area (not using devices such as stoves, heaters, tea machines that may be dangerous, to control the electronic devices such as computers and printers and to keep the doors and the windows closed at the end of the working day). • To comply with the dress code and working hours. • To fulfill the tasks assigned to him/her in time, complete, and in the way that ensures the saving of labor, time and material. • To ensure that the stationery, fixtures, etc. needs of the department are requested and supplied on time. • To take the necessary precautions to protect the office equipment and fixtures under his/her responsibility against any damage. To ensure that the existing tools, equipment and all kinds of materials under his/her responsibility are used correctly and economically. • To do other jobs given by the Head of Department related to his / her field of duty. <p>The Department Secretary is responsible to the Head of the Department for his works and transactions.</p>	
3) WORKING CONDITIONS	
a) Work Environment	Indoor Area.

b) Business Risk	Does not exist
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4) WEIGHTED EFFORT REQUIRED BY THE TASK/JOB
[] PHYSICAL EFFORT [] MENTAL EFFORT [X] BOTH

B. QUALIFICATIONS REQUIRED FOR APPOINTMENT

1) **Required Education** : to be an associate degree graduate

2) **Required Certifications and Traings** : Inservice Training and ‘Computer Operator Cerfficate’

3) **Required Languages** : Not Required

REQUIRED SERVICE TIME

For those who will be appointed by promotion, the provisions of Higher Education Supreme Institutions and Higher Education Institutions Personnel Promotion Regulation are valid.

5) SPECIAL FEATURES

- Having a positive perspective.
- Having Good communication skills and being friendly.
- Careful.
- Having the ability to speak properly.
- Being open to change and development.
- Doing organized and disciplined work.
- Being Compatible and collaborative in teamwork.
- Being decisive and quick -witted.
- Persuasive
- Being able to use office programs effectively.
- Being able to use office equipment (printer, fax, etc.).
- Patient.
- Having problem solving skills.
- Being result oriented.
- Being responsible.
- Having stress management skills.
- Having Dialogue with superiors and subordinates.
- Being able to work at an intense pace.
- Effective time management.

*I have read my job description described in this document.
I accept and undertake to fulfill my duty within the scope stated here.*

Name and Surname:

Date

.../.../....

Signature

**APPROVED BY
(Head of Department)**

Date

.../.../....

Signature

INSTRUCTOR

INSTRUCTOR
DUTY / JOB AUTHORITY AND RESPONSIBILITIES

GENERAL INFORMATION

- ***Instructor*** :To apply the education of subjects that require special knowledge and expertise related to any course of the faculty. AND
- ***The instructor who teaches or applies the courses determined as common compulsory courses in various education programs during their academic term.***

- To perform the duties specified in the Higher Education Law numbered 2547 and the academic organization regulation.
- To make necessary arrangements and works in order to carry out all necessary activities and education in line with the vision and mission of the department in a regular, effective and efficient manner in accordance with the aims and principles determined by the top management of Nigde Ömer Halisdemir University,
- .To contribute to the scientific researches and projects carried out by the department when necessary.
- To perform the tasks assigned in administrative matters of the department.
- To take part in relevant commissions within the department and fulfill their responsibilities when necessary.
- To keep the personal information on YÖKSİS updated.
- To follow up the works and procedures regarding the reappointment process personally..
- To take the necessary precautions to protect the office equipment and fixtures under his/her responsibility against any damage including projects.
- To use the existing tools, equipment and all kinds of materials efficiently and economically.
- To do the other works given by the Head of Department related to his / her field of duty.
- To perform other duties specified in the Higher Education Law and Regulations.
- The Instructor is responsible to the Head of the Department for his works and transactions.

I have read my job description described in this document.
I accept and undertake to fulfill my duty within the scope stated here.

Name and Surname: Instructor Alpay ÜNSAL

Date

..../..../....

APROVED BY

Head Of Department

Signature

Date

..../..../....

Signature

**INSTRUCTOR
DUTY / JOB AUTHORITY AND RESPONSIBILITIES**

GENERAL INFORMATION

- ***Instructor:*** *To apply the education of subjects that require special knowledge and expertise related to any course of the faculty. AND*
- ***Instructor:*** *The instructor who teaches or applies the courses determined as common compulsory courses in various education programs during their academic term.*

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- To use the existing tools, equipment and all kinds of materials efficiently and economically.
- To do the other works given by the Head of Department related to his / her field of duty.
- To perform other duties specified in the Higher Education Law and Regulations.
- The Instructor is responsible to the Head of the Department for his works and transactions

***I have read my job description described in this document.
I accept and undertake to fulfill my duty within the scope stated here.***

Name and Surname: Instructor Bülent KOYUNCU

Date
..../..../....

Signature

APROVED BY

Head Of Department

Date
..../..../....

Signature

**INSTRUCTOR
DUTY / JOB AUTHORITY AND RESPONSIBILITIES**

GENERAL INFORMATION

- ***Instructor;*** *To apply the education of subjects that require special knowledge and expertise related to any course of the faculty. AND*
- *The instructor who teaches or applies the courses determined as common compulsory courses in various education programs during their academic term.*

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- To take the necessary precautions to protect the office equipment and fixtures under his/her responsibility against any damage including projects.
- To use the existing tools, equipment and all kinds of materials efficiently and economically.
- To do the other works given by the Head of Department related to his / her field of duty.
- To perform other duties specified in the Higher Education Law and Regulations.
- The Instructor is responsible to the Head of the Department for his works and transactions.
-

***I have read my job description described in this document.
I accept and undertake to fulfill my duty within the scope stated here.***

Name and Surname: Instructor Gutay YILDIRAN

Date
..../..../....

Signature

APROVED BY

Head Of Department

Date
..../..../....

Signature

**INSTRUCTOR
DUTY / JOB AUTHORITY AND RESPONSIBILITIES**

GENERAL INFORMATION

- ***Instructor;*** *To apply the education of subjects that require special knowledge and expertise related to any course of the faculty. AND*
- *The instructor who teaches or applies the courses determined as common compulsory courses in various education programs during their academic term.*

- To perform the duties specified in the Higher Education Law numbered 2547 and the academic organization regulation.
- To make necessary arrangements and works in order to carry out all necessary activities and education in line with the vision and mission of the department in a regular, effective and efficient manner in accordance with the aims and principles determined by the top management of Nigde Ömer Halisdemir University,
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- To use the existing tools, equipment and all kinds of materials efficiently and economically.
- To do the other works given by the Head of Department related to his / her field of duty.
- To perform other duties specified in the Higher Education Law and Regulations.
- The Instructor is responsible to the Head of the Department for his works and transactions.
-

***I have read my job description described in this document.
I accept and undertake to fulfill my duty within the scope stated here.***

Name and Surname: Instructor Şükriye İNAN ÇALAPKULU

Date
..../..../....

Signature

APROVED BY

Head Of Department

Date
..../..../....

Signature