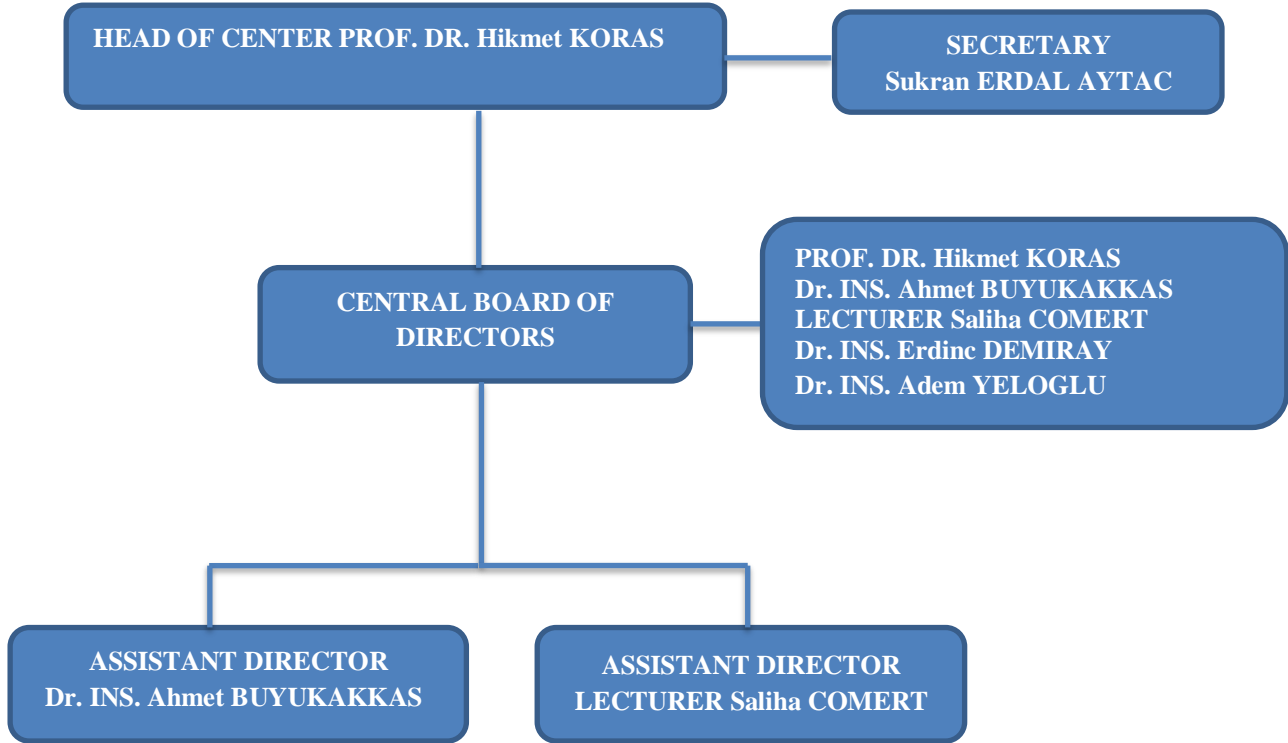


**T.R.**  
**NIGDE OMER HALISDEMİR**  
**UNIVERSITY**  
**TURKISH TEACHING**  
**APPLICATION AND RESEARCH**  
**CENTER DIRECTORATE**

**AKADEMIC VE ADMINISTRATIVE**  
**STAFF TASK/JOB DEFINITIONS AND**  
**BUSINESS REQUIREMENTS**

August, 2021

**T.R.  
NIGDE OMER HALISDEMIR UNIVERSITY  
TURKISH TEACHING APPLICATION AND RESEARCH CENTER  
DIRECTORATE  
ORGANIZATION CHART  
2020**



**T.R.**  
**OMER HALISDEMİR UNIVERSITY**  
**TURKISH TEACHING APPLICATION AND RESEARCH**  
**CENTER DIRECTORATE**  
**LIST OF STAFF**

ORDER NO	SUB-UNIT	STATU	TITLE	JOB	NAME -SURNAME
1	-	OFFICIAL (Lecturer)	Professor	Manager	Hikmet KORAS
2	EDUCATION SERVICES	OFFICIAL (Lecturer)	Dr. Lecturer	Assistant Manager	Ahmet BUYUKAKKAS
3	EDUCATION SERVICES	OFFICIAL (Instructor)	Instructor	Assistant Manager	Saliha COMERT
4	EDUCATION SERVICES	OFFICIAL (Instructor)	Instructor	Instructor	Özlem BASBOGA
5	EDUCATION SERVICES	OFFICIAL (Instructor)	Instructor	Instructor	Savas KOLDANCA
6	EDUCATION SERVICES	OFFICIAL (Instructor)	Instructor	Instructor	Mehmet Fatih DINCASLAN
7	Secretary	OFFICIAL	Computer Operator	Secretary	Sukran ERDAL AYTAC

<b>TASK/JOB DEFINITIONS FORM</b>	
<b>STAFF OR POSITION'S</b>	
<b>UNIT/SUB-UNIT</b>	TURKISH TEACHING APPLICATION AND RESEARCH CENTER DIRECTORATE
<b>STATU</b>	[ X ] OFFICIAL                      [ ] TEMPORARY STAFF
<b>TITLE</b>	PROF.
<b>JOB</b>	MANAGER
<b>CLASS</b>	EDUCATION SERVICES
<b>CODE</b>	
<b>TOP MANAGER</b>	RECTOR
<b>MANAGER/MANAGERS</b>	RECTOR
<b>SUBORDINATES</b>	CENTRAL DIRECTORATE ACADEMIC AND ADMINISTRATIVE STAFF
<b>A. INFORMATION ASSOCIATED WITH TASK AND JOB</b>	
<p><b>1) SHORT DEFINITION OF TASK/ JOB</b></p> <ul style="list-style-type: none"> <li>• To ensure the surveillance and supervision of all activities, from the efficient use and development of the teaching capacity of the center, from the regular applications of education-training, research, practice, publishing activities and exams.</li> </ul>	
<p><b>2) DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To perform the duties given in the Higher Education Law No. 2547.</li> <li>• To represent the center, chair the boards and implement the decisions taken in the boards.</li> <li>• To report to the Rector about the status and functioning of the Center at the end of each academic year and when requested by the Rector.</li> <li>• To supervise the research and implementation activities of the center; To convey the emerging needs and suggestions about these to the Rector.</li> <li>• It is primarily responsible to the Rector for the efficient use and development of the teaching capacity of the center, for the regular applications of education-training, research, practice, publishing activities and examinations, for the surveillance and supervision of all activities and for the results..</li> <li>• To ensure effective and harmonious operation of the unit by using the management functions (Planning, Organization, Directing, Coordination, Decision Making and Control).</li> <li>• To organize the center's organization, duties, powers and responsibilities, and working procedures and principles.</li> <li>• To ensure that the center personnel are employed in accordance with the job analysis and to make / review the necessary updates in the job analysis.</li> <li>• To determine the mission and vision of the center, to share it with all academic and administrative staff and to motivate them to make it happen.</li> <li>• To ensure that statistical information and annual activity reports regarding the center's annual performance program are prepared and reported to the relevant places.</li> <li>• To prepare the strategic plan of the center, to ensure that the necessary works and procedures are carried out regarding the strategic plan.</li> <li>• To identify the problems related to the education and training system of the center, to resolve them and to forward them to their upper authorities when necessary.</li> <li>• To ensure that procedures and instructions are implemented in the unit within the framework of laws and powers.</li> <li>• To ensure the participation of the center staff in the course, training, etc. related to their job.</li> </ul>	

<ul style="list-style-type: none"> <li>• To ensure that the services in the center are provided in an effective, efficient and fast manner.</li> <li>• To constantly follow the legislation concerning the activities of the center.</li> <li>• To identify and supply material needs ; machinery, equipment, tools, equipment, etc. of the Center within the framework of relevant laws and legal regulations</li> <li>• To determine the personnel needs of the center and present it to the Rectorate.</li> <li>• To ensure the acquisition and use of movables effectively, economically, efficiently and lawfully; that the controls are carried out, their records are kept in a transparent way by means of the movable registration and control authority and that the prepared Management Account is issued.</li> <li>• To take the necessary measures to protect all office machines and fixtures under their responsibility against any damage. To ensure that the available tools, equipment and all kinds of materials are used on-site and economically.</li> <li>• To create and follow up the Business Calendar related to the annual business and transactions of the center.</li> <li>• To perform other duties related to the Rector's field.</li> <li>• The Director of the Center is responsible to the Rector for his duties and all the work and transactions he has done.</li> </ul>	
<b>3) WORKING CONDITIONS</b>	
<b>a) Working Environment</b>	Closed area.
<b>b) Risk of Job</b>	Available (Financial, Legal, Conscientious Risk)
<b>4) WEIGHTED EFFORT OF THE WORK REQUIRES</b>	
<input type="checkbox"/> PHYSICAL EFFORT <input type="checkbox"/> MENTAL EFFORT <input checked="" type="checkbox"/> BOTH	
<b>B. ASSIGNMENT CRITERIA</b>	
<b>1) REQUIRED LEVEL OF EDUCATION</b>	
To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547	
<b>2) REQUIRED VOCATIONAL TRAINING, CERTIFICATE, OTHER TRAININGS</b>	
NONE.	
<b>3) SPECIAL QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Vision holder.</li> <li>• Capable of leadership.</li> <li>• Researcher and curious.</li> <li>• Can follow the legislation, comment.</li> <li>• Can produce practical solutions.</li> <li>• Self-renewing.</li> <li>• Quizzical</li> <li>• Creative.</li> <li>• Patient.</li> <li>• Self-confident.</li> <li>• Can communicate well</li> <li>• Fast, neat and careful.</li> <li>• Decision maker and problem solver.</li> <li>• Can think analytically and analyze.</li> <li>• Can make empathy.</li> <li>• Has effective written and verbal communication skills.</li> <li>• High persuasion capability.</li> <li>• Has good time management</li> </ul>	

- Can work at intense tempo.

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

**Name and Surname: Prof. Dr. Hikmet KORAS**

**DATE**

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

**SIGNATURE**

**APPROVEN BY  
(Rektor)**

**DATE**

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

**SIGNATURE**

<b>TASK/JOB DEFINITIONS FORM</b>	
<b>STAFF OR POSITION'S</b>	
<b>UNIT/SUB-UNIT</b>	TURKISH TEACHING APPLICATION AND RESEARCH CENTER DIRECTORATE
<b>STATU</b>	[ X ] OFFICIAL      [ ] TEMPORARY STAFF
<b>TITLE</b>	DOCTOR LECTURER
<b>JOB</b>	ASSISTANT MANAGER
<b>CLASS</b>	EDUCATION SERVICES
<b>CODE</b>	
<b>TOP MANAGER</b>	RECTOR
<b>MANAGER/MANAGERS</b>	MANAGER
<b>SUBORDINATES</b>	CENTRAL ACADEMIC AND ADMINISTRATIVE STAFF
<b>A. INFORMATION ASSOCIATED WITH TASK AND JOB</b>	
<p><b>1) SHORT DEFINITION OF TASK/ JOB</b>  Assisting the manager, acting as the Director when he is absent at his duty and carrying out works on behalf of the Director in order to ensure the surveillance and supervision of all activities, from the efficient use and development of the teaching capacity of the center, from the regular applications of education-training, research, practice, publishing activities and exams.</p>	
<p><b>2) DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To perform the duties given in the Higher Education Law No. 2547</li> <li>• To assist the manager to ensure effective and harmonious operation of the unit by using the management functions (Planning, Organization, Directing, Coordination, Decision Making and Control).</li> <li>• To assist the Manager in the first degree in all referral and management of the center.</li> <li>• To substitute for the central manager when he is not in charge.</li> <li>• To represent the center at the top level and university senate when the manager is absent.</li> <li>• To chair at the centre and board of management when the manager is not in charge.</li> <li>• To ensure the education and training to continue on a regular basis at the center.</li> <li>• To follow the legislation regarding the education and training activities in the center continuously.</li> <li>• To assist the Manager in preparing regulations and directives regarding the activities of the Center, if necessary</li> <li>• To assist the Manager in identifying and resolving problems related to the education and training system of the center.</li> <li>• To express opinions to the Director in developing policies and strategies related to education and research.</li> <li>• To act as a member of the Central Board of Directors.</li> <li>• To organize the activities of education and training of the centre.</li> <li>• To ensure that administrative and financial works are carried out regularly in the center.</li> <li>• To express opinions to the Director on policies and strategies to make administrative and financial affairs more effective and efficient.</li> <li>• To assist the manager in preparing the strategic plan of the centre.</li> <li>• To arrange and control the course fee forms.</li> <li>• To work in coordination with the staff of the Center in all organizations (Congress, Seminar, Panel, Symposium, Dining, etc.) to be carried out by the center, to contact the media and public institutions.</li> <li>• To ensure the preparation of Annual Administrative Activity Reports.</li> </ul>	

- To follow up accrual, movable registration and control, purchasing, budget and allowance.
- To assist the manager to identify and supply material needs ; machinery, equipment, tools, equipment, etc. of the Center within the framework of relevant laws and legal regulations
- To provide the determination and supply of the course equipment and supplies for classrooms.
- To ensure the promotion of the center, to prepare a promotional booklet and brochure.
- To assist the Manager in the editing, updating and continuous follow-up of the central website.
- To act in accordance with the saving principles in all administrative and financial affairs.
- To protect and store documents, movable and immovable property related to their duties.
- To perform his duties when the other assistant manager is not at her office
- To take the necessary measures to protect all office machines and fixtures under their responsibility against any damage. To ensure that the available tools, equipment and all kinds of materials are used on-site and economically.
- To perform other duties to be given by the manager regarding his / her duty area.
- The Assistant Manager is responsible to the Manager for his duties and all work / transactions he / she does.

### 3) WORKING CONDITIONS

<b>a) Working Environment</b>	Closed area.
<b>b) Risk of Job</b>	Available (Financial, Legal, Conscientious Risk)

### 4) WEIGHTED EFFORT OF THE WORK REQUIRES

PHYSICAL EFFORT       MENTAL EFFORT       BOTH

## B. ASSIGNMENT CRITERIA

### 1) REQUIRED LEVEL OF EDUCATION

To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547

### 2) REQUIRED VOCATIONAL TRAINING, CERTIFICATE, OTHER TRAININGS

None.

### 3) SPECIAL QUALIFICATIONS

- Vision holder.
- Capable of leadership.
- Researcher and curious.
- Can follow the legislation, comment.
- Can produce practical solutions.
- Self-renewing.
- Quizzical
- Creative.
- Patient.
- Self-confident.
- Can communicate well
- Fast, neat and careful.
- Decision maker and problem solver.
- Can think analytically and analyze.
- Can make empathy.
- Has effective written and verbal communication skills.
- High persuasion capability.
- Has good time management
- Can work at intense tempo.



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

**Name and Surname: Dr. Lecturer Ahmet BUYUKAKKAS**

**DATE**

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

**SIGNATURE**

**APPROVEN BY  
(MANAGER)**

**Prof. Dr. Hikmet KORAS**

**DATE**

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

**SIGNATURE**

<b>TASK/JOB DEFINITIONS FORM</b>	
<b>STAFF OR POSITION'S</b>	
<b>UNIT/SUB-UNIT</b>	TURKISH TEACHING APPLICATION AND RESEARCH CENTER DIRECTORATE
<b>STATU</b>	[ X ] OFFICIAL      [ ] TEMPORARY STAFF
<b>JOB</b>	INSTRUCTOR
<b>TASK</b>	ASSISTANT MANAGER
<b>CLASS</b>	EDUCATION SERVICES
<b>CODE</b>	
<b>TOP MANAGER</b>	RECTOR
<b>MANAGER/MANAGERS</b>	MANAGER
<b>SUBORDINATES</b>	CENTRAL ACADEMIC AND ADMINISTRATIVE STAFF
<b>A. INFORMATION ASSOCIATED WITH TASK AND JOB</b>	
<p><b>1) SHORT DEFINITION OF TASK/ JOB</b>  Assisting the manager, acting as the Director when he is absent at his duty and carrying out works on behalf of the Director in order to ensure the surveillance and supervision of all activities, from the efficient use and development of the teaching capacity of the center, from the regular applications of education-training, research, practice, publishing activities and exams.</p>	
<p><b>2) DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To perform the duties given in the Higher Education Law No. 2547</li> <li>• To assist the manager to ensure effective and harmonious operation of the unit by using the management functions (Planning, Organization, Directing, Coordination, Decision Making and Control).</li> <li>• To assist the Manager in the first degree in all referral and management of the center.</li> <li>• To substitute for the central manager when he is not in charge.</li> <li>• To represent the center at the top level and university senate when the manager is absent.</li> <li>• To chair at the centre and board of management when the manager is not in charge.</li> <li>• To ensure the education and training to continue on a regular basis at the center.</li> <li>• To follow the legislation regarding the education and training activities in the center continuously.</li> <li>• To assist the Manager in preparing regulations and directives regarding the activities of the Center, if necessary</li> <li>• To assist the Manager in identifying and resolving problems related to the education and training system of the center.</li> <li>• To express opinions to the Director in developing policies and strategies related to education and research.</li> <li>• To act as a member of the Central Board of Directors.</li> <li>• To organize the activities of education and training of the centre.</li> <li>• To ensure that administrative and financial works are carried out regularly in the center.</li> <li>• To express opinions to the Director on policies and strategies to make administrative and financial affairs more effective and efficient.</li> <li>• To assist the manager in preparing the strategic plan of the centre.</li> <li>• To arrange and control the course fee forms.</li> <li>• To work in coordination with the staff of the Center in all organizations (Congress, Seminar, Panel, Symposium, Dining, etc.) to be carried out by the center, to contact the media and public institutions.</li> <li>• To ensure the preparation of Annual Administrative Activity Reports.</li> </ul>	

- To follow up accrual, movable registration and control, purchasing, budget and allowance.
- To assist the manager to identify and supply material needs ; machinery, equipment, tools, equipment, etc. of the Center within the framework of relevant laws and legal regulations
- To provide the determination and supply of the course equipment and supplies for classrooms.
- To ensure the promotion of the center, to prepare a promotional booklet and brochure.
- To assist the Manager in the editing, updating and continuous follow-up of the central website.
- To act in accordance with the saving principles in all administrative and financial affairs.
- To protect and store documents, movable and immovable property related to their duties.
- To perform his duties when the other assistant manager is not at her office
- To take the necessary measures to protect all office machines and fixtures under their responsibility against any damage. To ensure that the available tools, equipment and all kinds of materials are used on-site and economically.
- To perform other duties to be given by the manager regarding his / her duty area.
- The Assistant Manager is responsible to the Manager for his duties and all work / transactions he / she does.

### 3) WORKING CONDITIONS

<b>a) Working Environment</b>	Closed area.
<b>b) Risk of Job</b>	Available (Financial, Legal, Conscientious Risk)

### 4) WEIGHTED EFFORT OF THE WORK REQUIRES

PHYSICAL EFFORT       MENTAL EFFORT       BOTH

## B. ASSIGNMENT CRITERIA

### 1) REQUIRED LEVEL OF EDUCATION

To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547

### 2) REQUIRED VOCATIONAL TRAINING, CERTIFICATE, OTHER TRAININGS

None

### 3) SPECIAL QUALIFICATIONS

- Vision holder.
- Capable of leadership.
- Researcher and curious.
- Can follow the legislation, comment.
- Can produce practical solutions.
- Self-renewing.
- Quizzical
- Creative.
- Patient.
- Self-confident.
- Can communicate well
- Fast, neat and careful.
- Decision maker and problem solver.
- Can think analytically and analyze.
- Can make empathy.
- Has effective written and verbal communication skills.
- High persuasion capability.
- Has good time management
- Can work at intense tempo.

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

**Name and Surname: Ins. Saliha COMERT**

**DATE**

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

**SIGNATURE**

**APPROVEN BY  
(MANAGER)**

**Prof. Dr. Hikmet KORAS**

**DATE**

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

**SIGNATURE**

**TASK / JOB DESCRIPTION FORM****STAFF OR POSITION'S**

<b>UNIT/SUBUNIT</b>	TURKISH TEACHING APPLICATION AND RESEARCH CENTER DIRECTORATE
<b>STATU</b>	[ X ] OFFICIAL                      [ ] TEMPORARY STAFF
<b>TITLE</b>	COMPUTER OPERATOR
<b>JOB</b>	SECRETARY
<b>CLASS</b>	GENERAL ADMINISTRATIVE SERVICES
<b>CODE</b>	
<b>TOP MANAGER</b>	RECTOR
<b>MANAGER/MANAGERS</b>	ASSIST. MANAGER, MANAGER
<b>SUBORDINATES</b>	NO

**A. INFORMATION ASSOCIATED WITH TASK AND JOB****1) SHORT DEFINITION OF TASK /JOB**

To perform the secretarial services of the center.

**2) DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES**

- To perform the secretarial services of the Central Manager (phone connection, taking notes etc.).
- To make daily correspondence of the unit, to follow it, to file it after the transaction is completed.
- To refer articles from wet signature / E-signature to assistant manager.
- To check the documents brought to the unit and inform the Director of the Center
- To inform the Central Manager of the daily emergency articles in the work flow.
- To inform the staff of the meetings.
- To carry out the duties of registration, storage and use of movable property belonging to the unit and the management accounting.
- To keep records of entry and exit of movables, organizing related documents and register and sending movable management calculation sheets to the consolidated officer.
- Prepare the cover letter regarding the health reports of the unit personnel and report them to the Rectorate.
- To prepare the start-up letter at the end of the medical reports received by the unit staff and to inform the Rectorate.
- To make the correspondence of the personnel of the unit in the cases of annual leave, leave of absence, and duty leave.
- To prepare and start the work of the staff of the unit on leave of absence, duty leave and annual leave returns and to report to the Rectorate.
- To make necessary correspondence about property notification forms of academic and administrative staff.
- To make necessary correspondences for the re-appointment of the academic staff whose term of office will expire.
- To notify the articles of notification received to academic and administrative staff to the concerned.
- To do the registration and filing of students who apply to attend the Turkish Language Course given at our center.
- To carry out follow-up and registration procedures regarding students' leave and health reports.
- To give the necessary information to students to get information about the Turkish Language Course.
- To prepare payrolls for monthly tuition fees and sending them to the Revolving Fund Management Directorate.
- To fulfill all the tasks assigned to her in a timely, complete manner, in a manner that will save labor, time and materials.

- To take the necessary measures to protect the office materials and fixtures that are under her responsibility against all kinds of damage and to ensure the on-site and economical use of the current tools, equipment and all kinds of materials under her responsibility.
- To do secretariat when necessary in the preparation of various activity reports requested from our unit and report the related articles to the Rectorate.
- To perform other works and procedures given by the Director of the Center and Deputy Directors.
- The secretary is responsible to the Deputy Managers and the Manager for the work and procedures he / she performs.

### 3) WORKING CONDITIONS

a) Working Environmet	Closed area
b) Risk of Job	None

### 4) WEIGHTED EFFORT OF THEWORK REQUIRES

PHYSICAL EFFORT       MENTAL EFFORT       BOTH

## B. ASSIGNMENT CRITERIA

### 1) REQUIRED LEVEL OF EDUCATION AND DEPARTMENT

To have a associate degree at least.

### 2) REQUIRED VOCATIONAL TRAINING, CERTIFICATE, OTHER TRAININGS

To have been trained in her field or to have a "Computer Operator Certificate

### 3) REQUIRED LEVEL OF FOREIGN LANGUAGE

Not required.

### 4) REQUIRED TERM OF SERVICE

For those to be appointed with the promotion of duty, the provisions of the Regulation on Promotion of Personnel in Higher Education Institutions and Higher Education Institutions apply.

### 5) SPECIAL QUALIFICATIONS

- To have a positive mindset.
- To have good communication skills and be cheerful.
- To be careful.
- To have rhetoric skills.
- To be reliable.

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

**Name and Surname: Sukran ERDAL AYTAC**

**DATE**

**İmza**

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

**SIGNATURE**

**APPROVEN BY**

**(MANAGER)**

**Prof. Dr. Hikmet KORAS**

**DATE**

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

**SIGNATURE**

# COMMITTEES

## CENTRAL BOARD OF DIRECTORS DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES

### *GENERAL INFORMATION*

- Central Board of Directors consists of a total of five members; manager, assistant managers, two appointed by the Rector among the university staff and the faculty members. The Central Board of Directors is an academic body that assists the Director in administrative issues.
- The term of office of the members of the Board of Directors is three years. A new one substituted for the member who leaves for any reason is assigned in the same way. The members whose term of office expires are re-assigned in the same procedure. The membership of the member who does not attend the board meetings without permission and excuses three times in a row is terminated with the decision of the Board of Directors. . If the membership of a member ends for any reason before his term of office expires, a new member is appointed to complete the remaining period of the former member.
- The Board of Directors convenes with absolute majority upon the call of the Director. Decisions are taken by simple majority of those who participate. In the meetings, each member votes for acceptance or rejection, he can not use abstaining votes. In case of equality of votes, majority is considered in the direction of the votes cast by the Director. Administrative coordinator, project executives and faculty and administrative staff who are executive / coordinator in the research and development activities of the Center can participate in the meetings without voting rights.
- To make decisions regarding the education, scientific research and publishing activities of the Center and to determine the principles regarding these activities.
- To examine and decide on the center's annual education program and academic calendar.
- To determine the principles regarding the employment of the teaching staff who will work in the center.
- To organize the in-service training programs of the instructors working in the center.
- To determine the principles regarding the establishment of the units.
- To establish working groups and training coordinatorships for training, research and publication studies in the center.
- To give recommendations to the Rector about the fees and discounts to be applied in the center courses.
- To give proposals to the Rector about opening new courses and closing the ones which are unnecessary.
- To determine and prepare the principles regarding the establishment and functions of the courses in accordance with the relevant legislation provisions and to present the prepared principles to the University Administrative Board.

# TEACHING STAFF

## LECTURERS' DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES

### GENERAL INFORMATION

- *Lecturers; are responsible for the training / education and implementation of subjects that require special knowledge and expertise in any course of the center.*
  - *Lecturers; are obliged to teach, practice or have the courses taught in higher education institutions.*
- To perform the duties specified in the Higher Education Law No. 2547 and the academic organization regulation.
  - In accordance with the goals and principles determined by the senior management of Niğde Ömer Halisdemir Üniversitesi; To carry out studies in order to carry out all necessary activities in order to carry out education in line with the vision and mission of the center in a regular, effective and efficient manner.
  - To contribute to researches and projects carried out by the Center when necessary.
  - To perform duties to be given on administrative issues concerning the center.
  - To take part in commissions related to the center when necessary and to fulfill its responsibilities.
  - To keep the personal information in YOKSIS constantly updated.
  - To personally follow the works and procedures related to the extension of the term of office.
  - To guide and give consultation to students when necessary.
  - To take the necessary measures to protect all office machines and fixtures under their responsibility, including projects, against all kinds of damage. To use the existing tools, equipment and all kinds of materials economically and efficiently.
  - To perform other tasks given by the manager and assistant manager regarding his / her duty area.
  - To perform other duties specified in the Higher Education Law and Regulations.
  - Lecturers are responsible to the manager and the assistant manager for their work and operations..

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

**Name- Surname: Lecturer Ozlem BASBOGA**

**Date**

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

**Signature**

**APPROVEN BY  
(Manager)**

**Date**

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

**Prof. Dr. Hikmet KORAS**

**Signature**



## LECTURERS' DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES

### *GENERAL INFORMATION*

- *Lecturers; are responsible for the training / education and implementation of subjects that require special knowledge and expertise in any course of the center.*
  - *Lecturers; are obliged to teach, practice or have the courses taught in higher education institutions.*
- 
- To perform the duties specified in the Higher Education Law No. 2547 and the academic organization regulation.
  - In accordance with the goals and principles determined by the senior management of Niğde Ömer Halisdemir Üniversitesi; To carry out studies in order to carry out all necessary activities in order to carry out education in line with the vision and mission of the center in a regular, effective and efficient manner.
  - To contribute to researches and projects carried out by the Center when necessary.
  - To perform duties to be given on administrative issues concerning the center.
  - To take part in commissions related to the center when necessary and to fulfill its responsibilities.
  - To keep the personal information in YOKSIS constantly updated.
  - To personally follow the works and procedures related to the extension of the term of office.
  - To guide and give consultation to students when necessary.
  - To take the necessary measures to protect all office machines and fixtures under their responsibility, including projects, against all kinds of damage. To use the existing tools, equipment and all kinds of materials economically and efficiently.
  - To perform other tasks given by the manager and assistant manager regarding his / her duty area.
  - To perform other duties specified in the Higher Education Law and Regulations.
  - Lecturers are responsible to the manager and the assistant manager for their work and operations..

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

**Name -Surname: Lecturer Savas KOLDANCA**

**Date**

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

**Signature**

**APPROVEN BY**

**(Manager)**

**Prof. Dr. Hikmet KORAS**

**Date**

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

**Signature**

## LECTURERS' DUTIES / JOB AUTHORITIES AND RESPONSIBILITIES

### *GENERAL INFORMATION*

- *Lecturers; are responsible for the training / education and implementation of subjects that require special knowledge and expertise in any course of the center.*
  - *Lecturers; are obliged to teach, practice or have the courses taught in higher education institutions.*
- To perform the duties specified in the Higher Education Law No. 2547 and the academic organization regulation.
  - In accordance with the goals and principles determined by the senior management of Niğde Ömer Halisdemir Üniversitesi; To carry out studies in order to carry out all necessary activities in order to carry out education in line with the vision and mission of the center in a regular, effective and efficient manner.
  - To contribute to researches and projects carried out by the Center when necessary.
  - To perform duties to be given on administrative issues concerning the center.
  - To take part in commissions related to the center when necessary and to fulfill its responsibilities.
  - To keep the personal information in YOKSIS constantly updated.
  - To personally follow the works and procedures related to the extension of the term of office.
  - To guide and give consultation to students when necessary.
  - To take the necessary measures to protect all office machines and fixtures under their responsibility, including projects, against all kinds of damage. To use the existing tools, equipment and all kinds of materials economically and efficiently.
  - To perform other tasks given by the manager and assistant manager regarding his / her duty area.
  - To perform other duties specified in the Higher Education Law and Regulations.
  - Lecturers are responsible to the manager and the assistant manager for their work and operations..

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

**Name-Surname: Lecturer Mehmet Fatih DINCASLAN**

**Date**

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

**Signature**

**APPROVEN BY  
(Manager)**

**Prof. Dr. Hikmet KORAS**

**Date**

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

**Signature**