



"Peaceful University, High Quality  
Education,  
Bright Future"

REPUBLIC of TURKIYE  
EGE UNIVERSITY RECTORATE  
Dean's Office of the Faculty of Letters

Document Number EDF-PRO-0001  
Publication Date 06.11.2023  
Revision Date -  
Revision Number 0

Last Revision Date 24/10/2024

Name of Process	Faculty of Letters		
Type of Process	<input type="checkbox"/> Main Process	<input checked="" type="checkbox"/> Process	<input type="checkbox"/> Sub Process
Process Owner/ Responsible	Dean of the Faculty		
Processes Affected	All Academic and Administrative Units Processes		
Processes Affected	All Academic and Administrative Units Processes		

### Purpose of the Process

To ensure that the units in the administrative organization of the University work effectively, efficiently, regularly and in a coordinated manner in accordance with the objectives, principles and instructions determined by the senior management of the University in accordance with Article 51 of the Law No. 2547 and Article 27 of the Decree Law No. 124, and to ensure that all administrative services are carried out accurately, timely, and effectively within the framework of the personnel policy in the light of scientific data, using the best technologies in the manpower planning of the University in line with the mission, vision, quality policy and strategic plan of our Faculty.

### Performance Criteria

Relevant Strategic Plan Number	Subcode	Performance Indicators	Unit	Monitoring Frequency	Reporting Frequency	Measuring Method
A1	H 1.1	PG 1.1.1. Number of articles published in SCI, SSCI and AHCI indexed journals per faculty member	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A1	H 1.1	PG 1.1.2. Number of citations per faculty member	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A1	H 1.1	PG 1.1.3. Ratio of publications in the top 10% of Incites journal impact factor	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A1	H 1.1	PG 1.1.4. Ratio of publications in the top 50% of Incites journal impact factor	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A1	H 1.1	PG 1.1.5. Number of publications per academic staff published in national refereed journals	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A1	H 1.2	PG 1.2.1. Number of publications (printed and electronic) per academic staff	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A1	H 1.3	PG 1.3.1. Number of Projects Received from International R&D and Innovation Support Programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data

Prepared By  
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Faculty Secretary

Controlled By  
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Dean

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YS Coordinator

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<b>A1</b>	<b>H 1.3</b>	PG 1.3.2. Number of Projects Received from National R&D and Innovation Support Programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A1</b>	<b>H 1.3</b>	PG 1.3.3. Ratio of the amount of funds transferred to the institution in national and international R&D and innovation support programs to faculty members	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A1</b>	<b>H 1.3</b>	PG 1.3.4. Number of university-industry collaborative projects started, ongoing or completed in the relevant year	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A1</b>	<b>H 1.3</b>	PG 1.3.5. Number of national and international research grants awarded by TÜBİTAK	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A2</b>	<b>H 2.1</b>	PG 2.1.1. Number of accredited undergraduate, graduate and specialized programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A2</b>	<b>H 2.1</b>	PG 2.1.2. Number of students per faculty member	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A2</b>	<b>H 2.1</b>	PG 2.1.3. Proportion of training programs kept up to date by considering HEQF, CEP and field competencies (%)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A2</b>	<b>H 2.1</b>	PG 2.1.4. Number of students who ranked in the top ten thousand in university entrance exams and chose Ege University	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A2</b>	<b>H 2.2</b>	PG 2.2.1. Satisfaction rate with facilities and infrastructure for student use (%)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A2</b>	<b>H 2.2</b>	PG 2.2.2. Satisfaction rate with social, cultural and sports activities for student development (%)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
<b>A2</b>	<b>H 2.2</b>	PG 2.2.3. Satisfaction rate with the activities organized by the alumni office (%)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data

<b>Prepared By</b> Zülfikar AKSOY Faculty Secretary	<b>Controlled By</b> Prof. Dr. Yusuf AYÖNÜ Dean	<b>Approved By</b> Doç. Dr. Gökür ŞİŞMAN AYDIN YS Coordinator
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A2	H 2.2	PG 2.2.4. Satisfaction rate with the activities organized by the Career Center (%)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A2	H 2.3	PG 2.3.1 Ratio of the number of postgraduate programs (excluding non-thesis postgraduate programs) to the number of bachelor's degree programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A2	H 2.3	PG 2.3.3 Ratio of the number of undergraduate programs with courses such as graduation projects, research projects, etc. to the total number of undergraduate programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A2	H 2.3	PG 2.3.4 Number of students involved in national and international research projects	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.1	PG 3.1.1. Number of existing collaborations for international exchange programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.1	PG 3.1.2. Number of bilateral agreements with universities and institutions abroad (excluding exchange programs)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.2	PG 3.2.1. Number of students going abroad through international exchange programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.2	PG 3.2.2. Number of students coming from abroad through international exchange programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.2	PG 3.2.3. Number of academic staff going abroad through international exchange programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.2	PG 3.2.4. Number of academic staff coming from abroad through international exchange programs	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.3	PG 3.3.2. Number of participation of academic staff	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data

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		in international scientific activities				
A3	H 3.3	PG.3.3.3. Number of positions held in international professional and academic institutions and organizations	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.3	PG 3.3.5. Number of foreign students (excluding exchange programs)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.4	PG 3.4.1. Number of faculty members qualified to teach in a foreign language	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.4	PG 3.4.2. Number of graduate programs offering education in foreign languages (100% and 30%)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.4	PG 3.4.3. Number of bachelor's degree programs offering education in a foreign language (100% and 30%)	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A3	H 3.4	PG 3.4.4. Number of courses offered in foreign languages in the relevant year	Number of Faculty Members	6 Months	1 Year	Presidency Statistical Data
A4	H 4.1	PG 4.1.3. Number of disability-free university awards, disability-free flag awards, disability-free program awards and disability-friendly awards of the university	Number of Teaching Staff	6 Months	1 Year	Presidency Statistical Data
A4	H 4.2	PG 4.2.1. Number of academic staff going to universities or research institutions abroad for education or research (excluding congresses and seminars)	Number of Teaching Staff	6 Months	1 Year	Presidency Statistical Data
A4	H 4.2	PG 4.2.2. Number of training programs organized by the departments of our University in order to increase the quality of academic staff	Number of Teaching Staff	6 Months	1 Year	Presidency Statistical Data
A4	H 4.3	PG 4.3.1. Number of in-service training programs organized for administrative staff	Number of Teaching Staff	6 Months	1 Year	Presidency Statistical Data

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<b>A4</b>	<b>H 4.3</b>	PG 4.3.2. Number of participants in in-service training programs organized for administrative staff	Number of Teaching Staff	6 Months	1 Year	Presidency Statistical Data
<b>A5</b>	<b>H 5.4</b>	PG 5.4.1. Number of social responsibility projects	Number of Teaching Staff	6 Months	1 Year	Presidency Statistical Data
<b>A5</b>	<b>H 5.4</b>	PG 5.4.2. Number of projects carried out with public institutions	Number of Teaching Staff	6 Months	1 Year	Presidency Statistical Data

### SWOT Analysis

#### Strengths

1. High number of research projects and publications in our faculty
2. High level of cooperation with public/private sector/NGOs
3. Carrying out national and international joint projects with departments of our faculty or other faculties
4. Being a faculty with Accessibility in Education Badges, Accessibility in Education and Accessibility in Space Awards and Accessibility in Space Nominations
5. Being a faculty that is open to innovation and development
6. The presence of many departments preferred by students with high success rates in the Higher Education Institutions Examination
7. Being a well-established faculty that attaches importance to quality and the high rate of accredited education programs of the department by authorized accreditation institutions (10 units)
8. Implementation of joint education programs with foreign universities
9. Offering education in the faculty that meets the qualifications sought in the relevant sectors
10. Education programs are periodically updated according to new needs in terms of quality and quantity (e.g. dual degree program)
11. The diversity of graduate programs in terms of quality and quantity (e.g. multidisciplinary and international collaborative programs, etc.)
12. Practical training in relevant academic departments
13. Undergraduate and graduate programs are preferred by foreign students due to the quality of education
14. Having an experienced, dynamic academic and research staff who work in social and scientific non-governmental organizations
15. Providing expert opinion and training support to academic staff and specialized administrative staff in the preparation of laws/regulations and in the production of projects in different fields
16. Having administrative staff who are aware of their duties, authorities and responsibilities and who are open to innovations and can take initiative when necessary
17. Providing services and trainings for the community in different fields
18. Having a community service practices course and realization of projects
19. Having YÖK Disability-Free University Awards
20. Having academic staff working in non-governmental organizations
21. Organizing disadvantaged group activities
22. The existence of an effective "Psychological Counseling and Guidance Unit" for students

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23. Having a strong counseling system that serves the student to make arrangements for planning and decisions regarding his/her education, to determine his/her goals regarding his/her profession and life, and to solve the problems he/she encounters

### Weaknesses

1. In some departments, faculty members cannot allocate enough time for research due to their high work and course loads
2. Fluctuating tendency in the number of academic staff coming to the University within the scope of international exchange programs
3. Difficulties in theoretical and practical courses, especially in interactive education practices due to the high number of students
4. The number of students per academic staff in some academic units is above OECD standards
5. Need to increase communication with graduate students
6. Limited practice and internship opportunities for students in some departments
7. Insufficient number of teaching staff in some departments
8. The need to improve the quantity, quality and competence of administrative staff in some departments
9. There is a need for more support and reward mechanisms for social contribution activities
10. Need for studies to identify social problem areas with the public and NGOs
11. The fact that the maintenance and repair requirements of the devices used in research and analysis studies are met at a limited level due to costs
12. In some of our departments, buildings, laboratories and classrooms need improvement in terms of physical and equipment
13. Need for improvement in common use and study areas used by students
14. Need to improve dormitory service capacity for peripheral students

### Threats

1. Risk of losing research university status
2. Limited budget allocated to universities
3. Participation in scientific events (congresses, symposiums, etc.), etc. limited congress participation support due to items not included in the legislation
4. Increased competitiveness of national and international universities
5. Dependence on foreign sources for some devices and consumables used in research
6. Negative effects of inflation and changes in exchange rates on the number and quality of research and projects
7. Negative impact of students coming with legal regulations on the quality of education
8. Over-capacity student quotas in some undergraduate programs at universities
9. The number of graduates in some fields is too high to be employed in the sector
10. Loss of attractiveness of some associate and bachelor's degree programs in the world
11. Graduates having problems in finding a job in certain fields due to limited new staff in public institutions and private sector
12. Decrease in the number of foreign students and academicians coming within the scope of international exchange programs
13. The departure of qualified academic and administrative staff from the university due to personal rights and economic reasons

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14. The fact that qualified undergraduate graduates in some fields do not prefer academics due to economic reasons and staffing problems
15. Rapid change in education policies
16. Risks posed by natural disasters
17. Declining sponsor revenues

### Opportunities

1. Our university is a Research University and has the opportunity to benefit from additional support under the Support Program
2. Lack of norm staff restriction in research universities
3. Increased support and importance given to R&D studies in line with national policies and studies to be carried out in priority areas within this scope
4. Increase in external project budgets such as EU etc.
5. Increased interest in Ege University by public and private organizations for their studies in different fields
6. Stakeholder diversity creates new collaboration and project opportunities
7. Existence of international university rating systems (THE, QS, Green Metrics, etc.)
8. Increased quality expectations of internal and external stakeholders due to increased competition within the scope of national evaluation systems
9. The Rectorate is open to technological developments and welcomes requests in this field,
10. Increased opportunities such as "talent gates" to promote internships and other talent management activities for students
11. Increasing demand for qualified graduates
12. National and international exchange programs and projects continue to increase
13. The potential to increase cooperation with foreign universities within the scope of internationalization policy
14. Increase in distance education applications and its prevalence
15. Becoming an institutionally accredited university
16. Awarding the internationally recognized diploma supplement
17. Being the first university to receive the "University that Most Effectively Supports Students' Career Development" award
18. The university has many mechanisms (student council, dean of students, etc.) within the scope of student-oriented education
19. Offering a large number of certified trainings through distance education
20. Existence of the implementation of academic incentive allowance
21. Institutions and organizations have award programs for academia
22. The fact that different institutions, especially the Presidential Human Resources Office, organize trainings for administrative staff
23. Providing and certifying numerous community-oriented trainings at EGESSEM, EGEÇEM and EGE-UZEM
24. Accessibility of the campus without barriers
25. Collections, exhibitions and museums in different fields (e.g. Ethnography Museum, Museum of Paper and Book Arts)
26. Presence of the Aegean Unit without Barriers Coordinatorship
27. Increasing the social contribution of students with EGE+ (Aegean Additional Development Activities Scorecard)
28. The development of systems such as information management systems, business intelligence, artificial intelligence, etc. creates the potential to facilitate business processes in the organization
29. Providing more qualified and competitive procurement opportunities to organizations due to increased competition in quality within suppliers

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30. Career Planning and Success Coordinatorship established to guide students in career planning and employment and to monitor their career development
31. Alumni Relations Office and alumni card opportunities
32. Having special roads for bicycles etc. in on-campus transportation
33. The campus as a single unit as a "city campus"
34. Being among the top 10 Sustainable Climate Friendly Universities as determined by YÖK

### Inputs to the Process

- Employees (academic, administrative staff, contracted staff and permanent workers)
- Stakeholders
- Meetings
- Instructions
- Legislation

### Process Activities

Name of the activity	Information Processing Unit
Responsible for the Activity	<ul style="list-style-type: none"><li>• Faculty Secretary</li><li>• Unit Personnel</li></ul>
1. Making general correspondence.	
2. To provide initial support to the systems such as e-mail, edys, hardware, etc. used by our university on a faculty basis and to solve the problems of the users.	
3. To provide maintenance and repair services for all computer hardware (Computer, Lab-top, Monitor, Keyboard, Printer, Scanner, etc.) available at the Faculty. To provide the necessary coordination for the repair or maintenance of the hardware under warranty with the maintenance agreement.	
4. To install all computer hardware (Computer, Lab-top, Monitor, Keyboard, Printer, Scanner, etc.) available in the faculty. Resetting the operating systems of the computers (Format), reinstalling, installing licensed Office and Antivirus programs, making them ready for use.	
5. To maintain the computer, projection device, projection screen and sound system in the multimedia classrooms of the faculty, to ensure the continuity of the course flow by intervening instantly when problems arise.	
6. Updating the Faculty's Web Page and ensuring that the data required to be published on behalf of the Faculty are published.	
7. Providing the necessary technical support in updating the Web Page of the departments in the Faculty. To produce solutions to problems arising in design and updating.	
8. To take measures to solve problems related to the management of systems, networks and communication networks within the faculty. To make the necessary equipment and maintenance and to determine their needs.	
9. Checks announcements and removes outdated ones.	
10. To follow the information technologies closely, to adapt the information technologies used in the Faculty to new developments by attending the necessary trainings and courses	

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11. Providing information, opinions and suggestions to the senior management as a decision-support element when necessary in matters within the field of duty.
12. Server /Computer/Monitor/Printer/Scanner etc. to prepare specifications for material purchases.
13. Installing and adjusting the necessary software for the e-signature system to work on computers at the faculty. Providing the necessary technical support other than program installation.
14. To maintain the System Room of the Faculty and to determine the requirements and present them to the management.
15. Carrying out the necessary maintenance of the Servers (Lab1 Server, Lab2 Server, Education Support Server, Dean's Office File and Intranet Server) in the System Room of the Faculty and ensuring the continuity of operation.

**Name of Activity :**

**Scientific Research Projects Unit**

**Responsible for the Activity :**

- Faculty Secretary
- Unit Personnel

1. To make all kinds of official correspondence related to the Faculty departments for BAP Scientific Research Projects, TÜBİTAK and other projects and to keep these documents in files.
2. To ensure the realization of purchasing requests from the Faculty departments for BAP Scientific Research Projects, TÜBİTAK and other projects.
3. To ensure that research requests from the Faculty departments for BAP Scientific Research Projects, TÜBİTAK and other projects in different regions and countries are discussed by the Faculty Administrative Board. To make official correspondence with the Personnel Department about the research requests approved by the Faculty Administrative Board. To prepare a Domestic and International Temporary Duty Travel Notification after the realization of these requests approved by the Personnel Department by the Project Coordinator. Notifying and signing the travel to the relevant person and processing it in the Financial Management System.
4. To ensure that all kinds of material or service requests from the Faculty departments for BAP Scientific Research Projects, TÜBİTAK and other projects are realized. To be in contact with the related Movable Property Registration and Accounting units.
5. Purchase, Transfer, Scientific Research Projects, Scientific Research Projects, TUBITAK or other Projects, Revolving Funds by making the entry process of the transferred movable materials, to issue the Movable Transaction Receipt and to make correspondence.
6. To ensure that the fixtures purchased through BAP Scientific Research Projects, TÜBİTAK and other projects are registered for the benefit of the Faculty after the project is completed.
7. In order to carry out all transactions related to the Scientific Research Projects unit, it can receive the support it needs from all relevant units within the institution for the execution of its work.

**Name of Activity :**

**Revolving Fund Unit**

**Responsible for the Activity :**

- Faculty Secretary
- Unit Personnel

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1. To ensure that the revenues are in accordance with the relevant legislation and the items in the budget.
2. To ensure that the necessary documents such as invoices and bank receipts etc. are obtained while obtaining revenues.
3. Following the payment of the invoice, to ensure that it is entered into the Revolving Fund Financial Management System together with the bank receipt. Present the printouts to the Expenditure Officer (Dean) for signature. To keep one copy of the signed documents in the files in the unit, and to deliver the other copies to the Revolving Fund Management Directorate.
4. Making accrual (Payment Order) transactions and sending them for signature.
5. To check whether the data obtained and entered are approved for payment from the Revolving Fund Financial Management System.

<b>Name of Activity :</b>	<b>Internal Services Unit</b>
<b>Responsible for the Activity :</b>	<ul style="list-style-type: none"><li>• Faculty Secretary</li><li>• Unit Personnel</li></ul>
<ol style="list-style-type: none"><li>1. -Servants are responsible to the Faculty Secretary in terms of their duties.</li><li>2. -Ensuring that the internal and external areas under its responsibility are organized, clean and healthy, and that the settlement order is maintained in the buildings, annexes and floors of the units.</li><li>3. -Ventilation of areas such as classrooms, laboratories and corridors.</li><li>4. -Assisting in photocopying, duplicating, etc., and distributing documents.</li><li>5. -To notify the Administrative Supervisor of any problems occurring in places such as electricity, water, glass, frame, door, etc.</li><li>6. -To intervene in everything that causes waste, such as burning lamps, lights left on, faucets left open, etc.</li><li>7. -To keep the devices and machines used clean and well maintained.</li><li>8. -To fulfill other duties assigned by their superiors.</li><li>9. -For the Nuri Bilgi Conference Hall and Ahmet Arslan Conference Hall in the Faculty New Building;<ol style="list-style-type: none"><li>a) Collecting requests for people related to the conference by taking the conference list. Preparing the hall according to the collected demand.</li><li>b) Identifying the needs and problems of the Conference Halls, presenting them to the management and making suggestions.</li><li>c) Maintaining and maintaining the equipment in the hall to ensure that the conferences continue smoothly. To make the necessary tests.</li></ol></li><li>10. For the Nuri Bilgin Conference Hall and Ahmet Arslan Conference Hall in the Faculty New Building; To maintain and maintain the equipment in the hall so that the conferences can continue smoothly. To make the necessary tests.</li></ol>	

<b>Name of Activity :</b>	<b>Quality and Data Monitoring Unit</b>
<b>Responsible for the Activity :</b>	<ul style="list-style-type: none"><li>• Faculty Secretary</li><li>• Unit Personnel</li></ul>
<ol style="list-style-type: none"><li>1. Faculty of Letters for Quality and Accreditation studies;</li><li>2. EGEVIDO data collection, processing and evaluation,</li><li>3. Collection, processing and evaluation of data related to the strategic plan,</li><li>4. Collection, processing and evaluation of data for the annual report,</li></ol>	

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5. Evaluation of student satisfaction, administrative staff satisfaction, academic staff satisfaction, external stakeholder and alumni surveys,
6. Conducting Risk Assessment and SWOT Analyses,
7. Identification of unit risks through internal control,
8. Rapporteur of the Faculty Quality Commission meeting,
9. Keeping the minutes of the Student Quality Commission and Unit Student Quality Commission,
10. To ensure that the Board of Directors and Faculty Board meetings are held when necessary in accordance with Law No. 2547.

<b>Name of Activity :</b>	<b>Board Affairs Unit</b>
<b>Responsible for the Activity :</b>	<ul style="list-style-type: none"><li>• Faculty Secretary</li><li>• Unit Personnel</li></ul>

1. It monitors the publication of the periodical academic journals of the departments of our faculty and carries out studies to improve the quality of publications, and also carries out all kinds of editing works related to the printing and publishing of the books prepared by the faculty members of the departments of our Faculty or the Symposium proceedings books consisting of the Symposium proceedings.
2. Assist in the preparation of the strategic plan.
3. Assists in the preparation of annual reports.
4. Research University helps compile statistical information on issues such as accreditation and quality processes.
5. Acts in accordance with the principles of saving.
6. 2547 numbered Higher Education Law and other duties specified in other relevant regulations.
7. Fulfills other duties and responsibilities assigned by the Faculty Senior Management.

<b>Name of Activity :</b>	<b>Salary Affairs Unit</b>
<b>Responsible for the Activity :</b>	<ul style="list-style-type: none"><li>• Faculty Secretary</li><li>• Unit Personnel</li></ul>

- To carry out all transactions related to the salary accrual of academic, administrative and foreign contracted personnel working in our faculty,
- To make the salary payment transactions of the personnel appointed from open, transferred and reappointed,
- To make 1-14 day coefficient difference payment transactions arising from the civil servant salary coefficient in January and July,
- Making limited salary payments for personnel who enlist, resign or take unpaid leave,

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- To make the salary payment of the personnel on unpaid leave upon return from leave,
- To make retroactive salary payments for our personnel who return with the Decree Law and court decision,
- Making retroactive payments to our personnel who benefit from Income Tax Reduction,
- To make the payment transactions to be made to the personnel who will receive clothing allowance,
- To follow up the execution deduction procedures of the personnel, to make the necessary correspondence with the relevant institutions and to follow up the debt,
- Additional course payment for faculty members and those assigned according to Article 31
- To make the necessary work to add the various wage payments made to the personnel in the relevant month to the cumulative tax base,
- To review the final score table of the Academic Incentive allowance every year in the relevant month, to enter it into the salary system and to ensure its follow-up,
- To make the necessary updates in the KBS Salary module by following the lodging fees and person information updated within the year,
- To review, follow and approve the Family Notifications received by the Public Personnel Family Notification System KABSIS,
- To follow the validity periods of Foreign Language Certificate
- To make the relevant correspondence by examining the referred letters, minutes and forms
- Receiving the letters, minutes and forms embezzled by the Faculty Secretary
- To ensure that the Health and Life Insurance receipts of administrative and academic staff are processed into the salary program
- Withholding tax declaration and SSI transactions related to foreign contracted lecturers, Article 31 and interns
- Making jury payments to the faculty members who take part in the Associate Professorship Examination Jury Membership and Doctoral Faculty Member, Associate Professor, Professor, appointment juries
- Payment of teaching practice fees in accordance with the protocol signed between the Ministry of National Education and the Presidency of Higher Education and the directive prepared for this purpose
- To make bail entrance fee and monthly bail fee deductions of the personnel who work subject to bail deduction (Movable Record Officer, Expenditure Officer Trustee, etc.), and to follow the changes in duties,

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- To make additional payment transactions to the personnel who are found to have been overpaid / underpaid for various reasons, or to open debts to persons who are found to have been overpaid / underpaid,
- To carry out and have carried out the procedures related to the death allowance on behalf of the first-degree relatives of the personnel and himself/herself,
- To examine the court decisions coming from the Legal Consultancy on the issues that are within the responsibility of our unit regarding salary payments and to carry out the necessary procedures within the legal period and to make and have the correspondence of the Legal Consultancy,
- To submit answers/defenses and evidentiary documents to the query/error reports received from the Court of Accounts,
- To send the retroactive pension contributions of the personnel who return with the Decree Law and court decision separately from the SSI Contribution Information System for the periods to which they belong within the legal period
- To take the necessary action regarding the return of the premium sent to the SSI institution from the Premium Refund application of the Premium Information System Premium Refund application for those who have been overpaid / overpaid from the personnel on unpaid leave,
- To make deductions every month until the debt amount of the personnel who have been borrowed for military service, unpaid leave and periods spent abroad is finished and to send the deduction made to the SSI,

**Name of Activity :**

**Salary Affairs Unit**

**Responsible for the Activity :**

- Faculty Secretary
- Unit Personnel

- To ensure that the expenditures comply with the relevant legislation and the items in the budget.
- Regulating the domestic and international temporary or permanent duty allowances of faculty members due to projects.
- To make all kinds of correspondence related to accounting and to ensure that the documents are kept in files.
- To make accrual (Payment Order) transactions, send for signature
- Preparing the Market Price Research Report for the purchase of goods or services, checking the tax debt of the company deemed appropriate for the purchase from the Revenue Administration, preparing the payment approval document after the order is passed, preparing the Inspection Commission Report, obtaining the invoice, delivering the payment order documents to the Strategy

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Development Department with the Delivery and Receipt Record document after the accrual process is completed and keeping the relevant documents in the files.

-To follow the payment transactions of the purchased materials and services from the Financial Management System.

**Name of Activity :**

**Student Affairs Unit**

**Responsible for the Activity :**

- Faculty Secretary
- Unit Personnel

- Ensures that documents and forms related to the student are sent on time.
- It makes a proposal to the Faculty Executive Board to determine the necessary dates for the preparation of exam and course schedules.
- In the internship process, students' SSI entries and exits are made and the dates are followed up.
- Making announcements about Summer Internships, making all kinds of correspondence related to this, ensuring that it is announced on the Faculty Web page and ensuring that the forms are filled out on time and followed up.
- Follows up on the timely writing of periodical letters and the work process.
- Ensures that the requested documents, reports, etc. or the information requested for them are delivered accurately, timely and completely.
- Horizontal Transfer evaluation, DGS exemption and adjustment procedures are completed in a complete and timely manner.
- Provides notification of transfer quotas.
- Monitors student investigation files (disciplinary) process.
- Listening and solving student problems on behalf of the Dean.
- After the completion of the syllabus and course assignments, to make the assignments of the lecturers and course schedule entries to the system.
- To send the documents of incoming and outgoing students related to exchange programs such as Erasmus and Farabi to the International Relations Office and to receive the applications of outgoing students.
- Ensures that student representative elections are held in accordance with the directive
- Performs procedures related to the protection of documents.
- YÖKSİS Provides data entry and transfer.

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- It ensures that the graduation procedures of graduating students are carried out with additional exams.
- Prepares student statistics and activity tables.
- Provides notification of ÖSYM -Overseas (YÖS) Quotas
- Double Major and Minor Quotas and procedures are followed.
- Ensures that Special Student Transactions are followed up
- Follows the processes of Course Registration / Registration Renewal Procedures.
- Carries out Student Certificate and Transcript Procedures.
- Ensures that announcements are forwarded to the Web page manager and followed up.
- Follows up the Diploma and Diploma Supplement Procedures.
- Follows up on Registration Freeze Procedures.
- Follows up the second copy of the diploma (duplicate) procedures.
- Determination of the Graduates of the Undergraduate Program.
- To make correspondence regarding Scholarship Transactions (TEV-KYK etc.) Transmits the scholarship information to the Department of SKS.
- It ensures the determination of dates other than the academic calendar determined by the senate, such as internship, midterm, excuse, exams, single exams.

**Name of Activity :**

**Special Pen Unit**

**Responsible for the Activity :**

- Faculty Secretary
- Unit Personnel

- It monitors the publication of the periodical academic journals of the departments of our faculty and carries out studies to improve the quality of publications, and also carries out all kinds of editing works related to the printing and publishing of the books prepared by the faculty members of the departments of our Faculty or the Symposium proceedings books consisting of the Symposium proceedings.
- Assist in the preparation of the strategic plan.
- Assists in the preparation of annual reports.
- Research University helps compile statistical information on issues such as accreditation and quality processes.
- Acts in accordance with the principles of saving.
- 2547 numbered Higher Education Law and other duties specified in other relevant regulations.
- Fulfills other duties and responsibilities assigned by the Faculty Senior Management.

**Name of Activity :**

**Zero Waste Management Unit**

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**Responsible for the Activity :**

- Faculty Secretary
- Unit Personnel

- To ensure that the employees and students of the Institution in every part of the interior of the physical buildings of the Faculty put any waste they produce in accordance with zero waste management in the relevant places of the recycling bins placed inside the building.
- To ensure that the wastes collected in the recycling bins classified in accordance with Zero Waste Management are collected in classified form with the Faculty staff for the evaluation of the wastes collected in the recycling bins and to ensure that these collected recycling wastes are delivered to the relevant places in cooperation with other units. To keep the documents of the classified wastes delivered to the relevant places when necessary.
- To make the official correspondence of the Directorate regarding Zero Waste Management.
- Informing and guiding the Faculty staff in accordance with the ISO 9001 and ISO 14001 Quality Assurance System studies carried out by the Directorate.
- To ensure that the Recycling Management is further improved over time in accordance with the ISO 9001 and ISO 14001 Quality Assurance System studies carried out by the Directorate.

**Name of Activity :**

**Registry and Document Registration Unit**

**Responsible for the Activity :**

- Faculty Secretary
- Unit Personnel

1. Receives petitions and documents received physically by mail, by the registrar, by fax and in person.
2. Examines the documents received and checks whether they belong to our Faculty.
3. Scans the documents received physically and transfers them to the EBYS environment.
4. Welcomes the documents received from units and institutions in the EBYS environment and directs them to the relevant offices, Dean, Assistant Deans and Faculty Secretary in line with the information of the supervisor.
5. Separates the mails coming to our Faculty by mail, puts them in the boxes of the relevant departments, sends them to the relevant people or directs the postman to the people.
6. Corresponds to the correspondence for which the Registry Unit is responsible and assigned by his/her supervisor.
7. Makes the correspondence of the documents to be destroyed in the archive unit and establishes the commissions (informs the offices to separate the documents to be destroyed)
8. Makes announcements of conferences, seminars, symposiums, awards, etc. coming to our faculty from units and institutions, hangs the posters on the relevant floors and follows up.
9. Performs the duties assigned by the Dean, Vice Deans and Faculty Secretary related to the field of duty.
10. Responds to and follows up the correspondence received by our faculty and related to the editorial office.
11. Conducts the correspondence of the departments of our faculty with other institutions.

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12. Ensures that the official documents of the Academic and Administrative Staff of the Faculty to be sent by mail are prepared and sent.
13. Notifies the Protection and Security Branch Directorate of the entry and exit permits of the guests coming to our faculty.
14. Helps departments and units to look through the archive when retrospective documents are searched.
15. If it is necessary to obtain Ethics Committee Permission for Research Projects from the Departments of our Faculty, it follows up the permission letters in line with the request from the relevant department.
16. Notifies the Protection and Security Branch Directorate of the vehicle license plates of the employees of our faculty.
17. Allocates the classrooms of our faculty for weekend exams.
18. Makes correspondence related to the excavation of the Archaeology Department of our faculty.
19. Writes and follows up the questionnaires and permission letters received from our faculty and other institutions
20. Writes the Social Responsibility Project letters carried out by the Dean's Office and follows up the documents.
21. Writes invitation letters for guests coming from abroad
22. Writes the invitation letters of the guests to be invited for career studies. If necessary, he/she allocates a room from the guesthouse of our University, writes the entry and exit permission letters to the University.

### Process Outputs

- Statistical Data of the Presidency,
- Announcements and notices on the website,
- University Board Decisions,
- Reports
- Correspondence
- Staff,
- Emails
- Meeting Minutes

### Control Criteria

- Legislation
- Assignment Control,
- Personnel File Control and Editing Form,
- Document logbooks,
- EBYS,
- Annual activity report,
- Internal Control Action Plan,

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- Performance Program reporting,
- In-unit meetings
- University web page
- Statistical Data of the Presidency

### Performance Criteria

- Stakeholder satisfaction level.
- Accuracy rate of activities.
- Number of activities and events realized.
- Activities carried out, number of people benefiting from the activities.
- The rate of realization of the targets specified in the Unit Strategic Plan.

### Sources

Workforce	Budget	Working Environment / Infrastructure	Software and Hardware
50 Administrative Staff 157 Academic Staff	₺172,031,000.00TL (Salary + Social Security Institutions State Premium Expenses + Additional payments)	406 rooms	920 Computer (Case+Screen) 69 Projection 180 Printer

### Workflow Diagrams Used

- 1 IA-EDF-001 STUDENT CERTIFICATE WORKFLOW CHART
- 2 IA-EDF-002 TRANSCRIPT WORKFLOW CHART
- 3 IA-EDF-003 REGISTRATION RENEWAL WORKFLOW CHART
- 4 IA-EDF-004 ADD DELETE COURSE WORKFLOW CHART
- 5 IA-EDF-005 COURSE SCHEDULES WORKFLOW CHART
- 6 IA-EDF-006 EXAM DATES AND IMPLEMENTATION WORKFLOW CHART
- 7 IA-EDF-007 GRADE OBJECTION WORKFLOW CHART
- 8 IA-EDF-008 EXCUSE EXAMS WORKFLOW CHART
- 9 IA-EDF-009 ENROLLMENT FREEZE WORKFLOW CHART
- 10 IA-EDF-010 COURSE EXEMPTION WORKFLOW CHART
- 11 IA-EDF-011 HORIZONTAL-VERTICAL TRANSFER WORKFLOW CHART
- 12 IA-EDF-012 EXCHANGE PROGRAMS INCOMING AND OUTGOING STUDENT WORKFLOW CHART
- 13 IA-EDF-013 TEMPORARY GRADUATION WORKFLOW CHART
- 14 IA-EDF-014 DIPLOMA AND ANNEXES WORKFLOW CHART
- 15 IA-EDF-015 INTERNAL SERVICES WORKFLOW CHART
- 16 IA-EDF-016 WORKFLOW CHART OF CONFERENCE HALLS
- 17 IA-EDF-017 REVOLVING FUND WORKFLOW CHART
- 18 IA-EDF-018 STUDENT DISCIPLINARY INVESTIGATION WORKFLOW CHART
- 19 IA-EDF-019 COMPUTER EXEMPTION WORKFLOW CHART
- 20 IA-EDF-020 SPECIAL STUDENT WORKFLOW CHART
- 21 IA-EDF-021 ADDITIONAL PAYMENTS WORKFLOW CHART

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- 22 IA-EDF-022 INTERNSHIP PROCEDURES WORKFLOW CHART
- 23 IA-EDF-023 TRAINING CURRICULA WORKFLOW CHART
- 24 IA-EDF-024 PERSONAL BORROWING WORKFLOW CHART
- 25 IA-EDF-025 CLOTHING ASSISTANCE WORKFLOW CHART
- 26 IA-EDF-026 SALARY PAYMENTS WORKFLOW CHART
- 27 IA-EDF-027 PROCESS OF ACCRUAL OF PERSONNEL BENEFIT STATEMENTS AND WITHHOLDING TAX DECLARATION
- 28 IA-EDF-028 SYSTEM ROOM AND SERVER WORKFLOW CHART
- 29 IA-EDF-029 HARDWARE PROCUREMENT AND TECHNICAL SPECIFICATION PREPARATION WORKFLOW
- 30 IA-EDF-030 WEB PAGE UPDATE WORKFLOW CHART
- 31 IA-EDF-031 SOFTWARE AND HARDWARE WORKFLOW CHART
- 32 IA-EDF-032 MOVABLE REGISTRATION WORKFLOW CHART
- 33 IA-EDF-033 ZERO WASTE WORKFLOW CHART
- 34 IA-EDF-034 SCIENTIFIC RESEARCH PROJECTS WORKFLOW CHART
- 35 IA-EDF-035 13B/4 TENURE EXTENSION WORKFLOW CHART
- 36 IA-EDF-036 WORKFLOW CHART FOR PROMOTION (STEP ADVANCEMENT) OF ACADEMIC STAFF
- 37 IA-EDF-037 ASSIGNMENT WORKFLOW CHART IN ACCORDANCE WITH ARTICLE 39\_1
- 38 IA-EDF-038 RESEARCH ASSISTANT RECRUITMENT WORKFLOW CHART
- 39 IA-EDF-039 ACTING DEAN AND FACULTY SECRETARY WORKFLOW CHART
- 40 IA-EDF-040 ANNUAL LEAVE PROCEDURES WORKFLOW CHART
- 41 IA-EDF-041 40/A ASSIGNMENT PROCEDURES WORKFLOW CHART
- 42 IA-EDF-042 DISCIPLINARY PROCEDURES WORKFLOW CHART
- 43 IA-EDF-043 FOREIGN NATIONAL STAFF RECRUITMENT WORKFLOW CHART
- 44 IA-EDF-044 SPECIAL PEN WORKFLOW CHART
- 45 IA-EDF-045 ACCOUNTING DEPARTMENT WORKFLOW CHART
- 46 IA-EDF-046 QUALITY AND DATA MONITORING UNIT WORKFLOW CHART
- 47 IA-EDF-047 RESEARCH ASSISTANT WORKFLOW CHART
- 48 IA-EDF-048 PROFESSOR, ASSOCIATE PROFESSOR, DR. FACULTY MEMBER WORKFLOW CHART
- 49 IA-EDF-049 DOCUMENT ARCHIVE AND DISPOSAL WORKFLOW CHART
- 50 IA-EDF-050 INTERNAL/EXTERNAL OUTGOING DOCUMENT WORKFLOW CHART
- 51 IA-EDF-051 INTERNAL/EXTERNAL INCOMING DOCUMENTS WORKFLOW CHART

**Forms Used (Lists, Plans, Schedules, Procedures, Instructions, Handbooks, Manuals)**

- 1 FRM-EDF-001 MEETING AGENDA/DECISION MINUTES FORM
- 2 FRM-EDF-002 ELEVATOR MAINTENANCE SCHEDULE
- 3 FRM-EDF-003 MONTHLY TOILET CLEANING SCHEDULE
- 4 FRM-EDF-004 BASEMENT FLOOR / EXCAVATION ROOMS CLEANING SCHEDULE
- 5 FRM-EDF-005 CLASSROOM/OFFICE/OFFICE/ROOM CLEANING SCHEDULE
- 6 FRM-EDF-006 MOVABLE REQUEST DOCUMENT
- 7 FRM-EDF-007 MATERIAL REQUEST DOCUMENT
- 8 FRM-EDF-008 PEDAGOGICAL FORMATION EDUCATION CERTIFICATE PROGRAM APPLICATION FORM

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**Lists**

- 1 LS-EDF-001 LIST OF STUDENT CLASS AND DEPARTMENT REPRESENTATIVES
- 2 LS-EDF-002 FACULTY OF LETTERS STUDENT QUALITY COMMITTEE LIST
- 3 LS-EDF-003 FACULTY OF LETTERS QUALITY AND ACCREDITATION COMMITTEE LIST
- 4 LS-EDF-004 FACULTY OF LETTERS EDUCATION COMMITTEE LIST
- 5 LS-EDF-005 FACULTY OF LETTERS LIST OF EXTERNAL STAKEHOLDER MEMBERS
- 6 LS-EDF-006 FACULTY OF LETTERS MAIN DOCUMENT LIST

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- 2 TLM-EDF-002 GEOGRAPHY DEPARTMENT DENDROCHRONOLOGY LABORATORY LINTAB ANNUAL RING MEASUREMENT DEVICE INSTRUCTIONS FOR USE
- 3 TLM-EDF-003 GEOGRAPHY DEPARTMENT OVEN USAGE INSTRUCTION
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- 5 TLM-EDF-005 GEOGRAPHY DEPARTMENT CENTRIFUGE USAGE INSTRUCTION
- 6 TLM-EDF-006 GEOGRAPHY DEPARTMENT MAGNETIC STIRRER USAGE INSTRUCTION
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- 14 TLM-EDF-014 "GEOGRAPHY DEPARTMENT DENDROCHRONOLOGY TANK SANDING USAGE INSTRUCTION"
- 15 TLM-EDF-015 DEPARTMENT OF PSYCHOLOGY PSYCHOTECHNOLOGY LABORATORY VTS DEVICE USAGE INSTRUCTION
- 16 TLM-EDF-016 "DEPARTMENT OF PSYCHOLOGY COGNITIVE PSYCHOLOGY EYELINE EYE TRACKING DEVICE USAGE INSTRUCTION"

**Job Descriptions**

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- 2 GT-EDF-002 Job Description\_Personal Affairs Unit
- 3 GT-EDF-003 Job Description\_Information Processing Unit
- 4 GT-EDF-004 Job Description\_Scientific Research Projects Unit
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- 12 GT-EDF-012 Job Description\_Salary Affairs Unit
- 13 GT-EDF-013 Job Description\_Special Penmanship Unit
- 14 GT-EDF-014 Job Description\_Board Affairs Unit

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- KAYSIS
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