



## Gönül Yeşil

1. To organize the Dean's internal and external appointment requests, and to carry out the services related to their interviews and receptions.
2. To fulfill the Dean's private and official communications, to carry out private communications and confidential correspondence, and to keep and archive their private and corporate files.
3. To follow up on the departure and starting duty correspondence during the Dean's leaves and assignments, and to make their travel and accommodation reservations.
4. To provide the necessary contact by following the telephone and fax flow of the Dean's Office. 5. To follow up on all kinds of organizations to be held within the Dean's Office and to inform the relevant manager when necessary.
5. To record the organizations, official visits, and meetings attended by the Dean to present them when necessary.

## Can Aksu

1. To follow up on student affairs, process student requests, and prepare related correspondence/reports.
2. During registration periods, to carry out curriculum-course opening procedures, monitor course registrations, and ensure the completion of approval processes.
3. At the end of the semesters, to receive grade sheets, forward them to the relevant units on time, and store them in accordance with the legislation.
4. To follow up on all graduation procedures and complete graduation processes.
5. To make preparations for the weekly course schedule and exam calendars, and to announce the prepared schedules on time.
6. To monitor the grade entry screen and ensure that exam grades are entered on time.
7. To receive and finalize Erasmus student mobility applications, grade appeals, adaptation and exemption applications, registration freezing-cancellation applications, etc.

## Çağla Ceylan

1. To prepare and follow up on accruals (personnel salaries, additional courses, travel allowances, payrolls of part-time working students and interns, etc.), Social Security Institution monthly declarations and salary deductions, declarations related to tax payments, fixtures, and budget-allowance affairs.
2. To organize and get approval for monthly salary payment documents, to request Course Load Forms (which form the basis for additional course payrolls) from the responsible teaching staff, and to prepare, check, and get approval for additional course payrolls according to the Course Load forms.
3. To prepare, enter, and get approval for the entry and exit notifications of insured contract teaching staff and foreign teaching staff, monthly SGK (Social Security Institution) declarations, and Hitap (Service Tracking Program) data entries of the personnel within the legal period.
4. Provided that her principal duties remain with her; to carry out the tasks/duties for which Computer Operator Ayşe ÇETİN is responsible on days when she is absent from her duty station for a legal reason.

## Ayşe Demiray

1. To follow up and carry out the initial/reappointment, staff position, leave, medical report, and other personnel affairs of academic and administrative staff.
2. To process personnel requests and finalize the process by notifying upper authorities when necessary.
3. To write and get approval for domestic/international assignment letters, to follow up on assignment/leave return dates and days of departure from/starting duty, and to inform her supervisors when necessary.
4. To keep all kinds of information, documents, and statistical data regarding the personnel ready, and to file and archive them when necessary.
5. To arrange the meeting venue for board meetings and prepare the taken decisions for signature.
6. To make the necessary preparations for Department and Main Science Branch Board meetings, and to prepare the agenda and decision texts.
7. Provided that her principal duties remain with her; to carry out the tasks/duties for which Computer Operator Çağla CEYLAN is responsible on days when she is absent from her duty station for a legal reason.

## Alper Temelevren & Mustafa Sezer

1. To determine the needs for course tools and equipment belonging to the classrooms and to ensure their procurement when necessary.
2. In the faculty building, to regularly check the Law Faculty floor, to inform the relevant units for the repair of detected malfunctions, and to follow up on them.
3. To procure consumables for the equipment used in the units, and to have their maintenance and repair done.
4. To reproduce and store exam papers, and to provide them to the teaching staff together with exam envelopes when requested.
5. To archive exam minutes. To carry out document transfer, delivery, and receipt procedures.
6. (Temelevren) As the Movable Property Supervisor, to prepare reports when necessary for the Movable Property Registration Officer to carry out movable property transactions in the relevant movable property registration systems.
7. (Temelevren) In case of arrangement or relocation of fixtures used in faculty units, or addition to or removal of new fixtures from the inventory, to report possible changes to the movable property registration officer in a report.