REPUBLIC OF TÜRKİYE
KARAMANOĞLU MEHMETBEY UNIVERSITY
DEAN'S OFFICE OF THE FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

The duties of the administrative staff of our Faculty have been assigned as follows, effective 5 January 2026. I respectfully submit this for your approval.

Halil GEÇİT
Faculty Secretary

Semra HIDIR 1. Dean's Executive Office 2. Department Secretariat – Political Science and Public Administration 3. Department Secretariat – Political Science and International Relations 4. Department Secretariat – International Trade and Business Administration 5. Monitoring terms of office (administrative appointments and staff positions) 6. Timesheets for part-time personnel and workers Substitute: Ümmühan AKSOY	Ümmühan AKSOY 1. Department Secretariat (Economics and Business Administration) 2. Student affairs: student petitions; scholarship and job applications; examination schedules; horizontal transfers; course equivalency/adaptation procedures; summer school; special student status; etc. 3. Faculty Executive Board / Faculty Board / Disciplinary Board 4. Occupational health and safety and civil defense plans 5. Monitoring students participating in İŞKUR programs Substitute: Semra HIDIR	Yakup ÖZHAN 1. Additional teaching remuneration procedures 2. Movable property affairs / Movable Property Records Officer 3. Procurement / accrual and payment processing 4. Travel allowance payments 5. Student internship procedures 6. Unit activity reports / Quality / SBS / EBYS 7. Faculty website / monitoring technical matters Substitute: Ayşe GÜRSOY	Ayşe GÜRSOY 1. Payroll procedures 2. Salary and wage deductions and electronic declarations 3. Social Security Institution (SGK) procedures (commencement and termination of employment, etc.) 4. Public financial losses 5. Dean's Office correspondence 6. Personnel affairs / HİTAP record checks Substitute: Yakup ÖZHAN

APPROVED

Prof. Dr. Sefa USTA
Dean

FACULTY SECRETARY: JOB DESCRIPTION, POWERS AND RESPONSIBILITIES

Pursuant to Article 51(b) of Higher Education Law No. 2547, the Faculty Secretary reports to the Dean and is responsible for the administration of the Faculty’s administrative services.

1. Ensure that matters within the remit of the Faculty Secretariat are coordinated and carried out regularly and harmoniously between academic and administrative units, in compliance with the relevant legislation.

2. Ensure that the agendas of the Academic General Assembly, Faculty Board, Faculty Executive Board and Faculty Disciplinary Board are prepared and communicated to the relevant persons; attend board meetings and serve as rapporteur.

3. Ensure that internal and external correspondence, personnel and student affairs and procedures are carried out, and that payments to Faculty personnel, including salaries, additional teaching remuneration and travel allowances, are made on time.

4. Ensure the continued provision of heating, lighting, cleaning, maintenance and repair services for Faculty buildings and take security measures.

5. Ensure the procurement of goods and services required by the Faculty and the effective, efficient and economical use of Faculty resources.

6. Participate in civil defense activities and occupational health and safety boards, and ensure that necessary measures are taken.

7. As the disciplinary supervisor of subordinate personnel, determine their duties and responsibilities, coordinate work and supervise personnel performance.

8. Provide the Dean with information and reports on matters within the scope of the position.