

	<b>Çanakkale Onsekiz Mart University</b> <b>Faculty of Architecture and Design</b> <b>Unit Job Description</b>	<b>Document Code</b> : BRMGRV01
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<b>PURPOSE OF THE UNIT</b>	<p>With innovative projects in the fields we specialize in within the scope of the needs of the region; to train sought-after staff who are sensitive to national and international problems by increasing the quality of education, to produce solutions to existing problems in our region and to develop new products, to support the vision of Çanakkale Onsekiz Mart University to become a world university, with the results created by managerial and systematic approaches; to be an exemplary Faculty in Turkey, to produce solutions that add value to our students by using all scientific and educational tools effectively, to support our employees in realizing their career goals, to create a pleasant working environment, to add value to our region.</p> <p>are our goals and objectives.</p>
<b>AFFILIATED UNIT</b>	Çanakkale Onsekiz Mart University Rectorate
<b>TITLE OF UNIT MANAGER</b>	Dean

<p><b>AFFILIATED UNITS</b></p>	<ol style="list-style-type: none"> <li>1) <b>LANDSCAPE ARCHITECTURE DEPARTMENT</b> <ul style="list-style-type: none"> <li>• <b>Landscape Design USA</b></li> <li>• <b>Landscape Planning USA</b></li> <li>• <b>Plant Material and Cultivation USA</b></li> <li>• <b>Landscape Techniques USA</b></li> </ul> </li> <li>2) <b>CITY AND REGIONAL PLANNING DEPARTMENT</b> <ul style="list-style-type: none"> <li>• <b>City Planning USA</b></li> <li>• <b>Regional Planning USA</b></li> <li>• <b>Urban Design USA</b></li> <li>• <b>Urban Conservation USA</b></li> </ul> </li> <li>3) <b>DEPARTMENT OF ARCHITECTURE (NO STUDENTS)</b> <ul style="list-style-type: none"> <li>• <b>Building Information USA</b></li> <li>• <b>Restoration USA</b></li> <li>• <b>Building Information USA</b></li> </ul> </li> <li>4) <b>DEPARTMENT OF INDUSTRIAL PRODUCT DESIGN</b></li> <li>5) <b>INTERIOR DESIGN DEPARTMENT</b></li> </ol>
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**MAIN DUTIES AND  
RESPONSIBILITIES OF THE UNIT**

- Article 3/e of the Higher Education Law No. 2547 defines the Faculty as: "It is a higher education institution that conducts higher level education, scientific research and publication; it is a higher education institution to which units can be attached."
- 1) To form the Faculty Board and take decisions in accordance with Article 17 of the Higher Education Law No. 2547,
  - 2) In accordance with Article 18 of the Law No. 2547, to form the Faculty Executive Board and take decisions,
  - 3) To carry out the necessary work to make a request to the Presidency of Higher Education Council by the Rectorate of our University in accordance with the relevant legislation to open new departments in our faculty,
  - 4) To carry out the necessary studies to make a request to the Presidency of Higher Education Council by the Rectorate of our University in accordance with the legislation regarding the admission of students to the departments and affiliated programs in our faculty,
  - 5) In coordination with the Dean's Office and Heads of Departments within our faculty, to work and make the necessary correspondence to meet all kinds of needs of the school related to students, academic, administrative staff, buildings and materials,
  - 6) To prepare the budget of the Faculty of Architecture and Design and send it to the Strategy Development Department together with its justification,
  - 7) To organize the salary and allowance documents of the employees of the Faculty of Architecture and Design (Expenditure Unit) and make them ready for payment,
  - 8) To ensure that all kinds of goods, materials and service purchases are purchased in accordance with the relevant legislation within the framework of the appropriation status information given to the Dean of the Faculty of Architecture and Design and to ensure the preparation of documents and documents,
  - 9) To write to the Department of Administrative and Financial Affairs of our University in order to meet our needs in matters where the current allocation of our spending unit of the Dean's Office of the Faculty of Architecture and Design is not sufficient,
  - 10) To ensure that the change in the personal rights of the personnel of our faculty is brought to the stage where the adjustment and promotion rights are accrued and paid,
  - 11) To ensure that Administrative Duty Allowances are accrued and brought to the stage of payment,
  - 12) To ensure that all tools, equipment and materials related to the Faculty of Architecture and Design are counted annually and the related report is prepared,
  - 13) To notify the Dean of our Faculty (Expenditure Officer) of the requests for equipment, materials, stationery and fixtures from our Programs through the Department Heads and to ensure that the appropriate ones are fulfilled by the Realization Officer,
  - 14) To regularly examine the laws, statutes and regulations regarding all kinds of purchases of our faculty, to inform the Expenditure Officer of the changes seen, to ensure that the necessary arrangements are made in line with his approval and instructions,
  - 15) To notify the Social Security Institution of the General Health Insurance and

	<p>Beneficiary status of the new and departing staff of our faculty via E-SGK,</p> <p><b>16)</b> To notify the Social Security Institution of the pensions of the staff of our faculty every month via E-SGK,</p>
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- 17) As a result of the domestic and international official assignments of the personnel of our faculty in line with the relevant legislation and in line with the travel notification of the personnel in question, the expenditure, instruction is prepared and the travel expenses are met,
- 18) In accordance with the decision of the Board of Directors and the approval of the Rectorate for the Supplementary Course and Final Exam fees of the lecturers teaching in our faculty (by taking the course load notification form from the persons), payment documents are made,
- 19) In accordance with Article 31 of the Law No. 2547, in accordance with the course load of the lecturers who come to our Faculty for a term or paid course hours, additional course fee schedule is prepared and payment documents are prepared,
- 20) To make course assignment correspondence according to Articles 31, 40/a-b-c-d and 41 of Law No. 2547 in the fall and spring semesters of each academic year,
- 21) To carry out internal and external correspondence related to our faculty,
- 22) To ensure that the physical incoming and outgoing documents to and from our faculty are recorded in UBYS and sent to the relevant places, and to carry out filing and archiving procedures,
- 23) To prepare the activity reports of our faculty,
- 24) To ensure that the laws, statutes and regulations related to all the work carried out in our faculty are followed and implemented,
- 25) To conduct the Academic Examination for the Faculty of Architecture and Design in accordance with the provisions of the Regulation on the Procedures and Principles Regarding the Central Examination and Entrance Examinations to be Applied in the Appointments to be Made by Transfer or Open Appointments to the Academic Staff Positions Other than Faculty Members published in the Official Gazette dated 31.07.2008 and to ensure that the result is published on the University's web page. In addition, to recommend the candidate who won the exam to the Rectorate Authority for appointment with the relevant Board of Directors Decision,
- 26) To make all correspondence regarding the personnel affairs of our faculty staff with the Personnel Department of our University,
- 27) To carry out the procedures of the students of our faculty through our Student Affairs Office regarding student services,
- 28) Organized by external persons, institutions and organizations in line with the instructions of the Rectorate of our University on issues related to the activities of our faculty  
attend meetings and seminars.

***APPROVED BY***

**Responsible Personnel Title Name / Surname**  
**Serap YAHŞI**  
**Faculty Secretary**

**Prof.Dr. Tulay CENGİZTAŞLI**  
**Dean V**