

Duty Title	Head / Chair	Deputy / Deputies / Members	Job Description
Department Headship	Lect. Alparslan Mustafa Tuncer	Lect. Soner Beşcanlar	Responsibility for the regular and efficient conduct of all levels of education, training, research, and all activities belonging to the department; auditing responsibilities within the department and assigning new responsibilities when deemed necessary; administrative responsibility for department personnel.
Quality Commission	Lect. Alparslan Mustafa Tuncer	Lect. Reyhan Uzun Lect. Adnan Aydın	Implementation, tracking, and responsibility for department surveys, forms, etc., in accordance with our University's Quality Policy; tracking BKYS (Internal Quality Assurance System) processes.
Applied Education (Internship, On-the-Job Vocational Training) Commission	Lect. Dr. Halis KABLAN	Lect. Reyhan Uzun Lect. Uğur Eren Taşkesen	Responsibility for carrying out procedures related to internship and on-the-job vocational training and ensuring coordination in accordance with the relevant Regulations and Directives.
Department Graduation & Grade Examination, and Summer School Commission Department Adaptation, Exemption, and Lateral Transfer Commission	Lect. Reyhan Uzun	Lect. Dr. Halis Kablan Lect. Uğur Eren Taşkesen	Responsibility for conducting grade examination studies for graduating students by considering adaptation, exemption, and internship commission reports; responsibility for summer school education before and after summer school according to the provisions of the "Bozok University Summer School Regulation"; responsibility for performing adaptation and exemption procedures considering the activities in ERASMUS, FARABI, and MEVLANA exchange programs; responsibility for the Bologna process; evaluation of course learning outcomes and course contents; determining the program outcome scores for each course once a year and offering improvement proposals considering course content and academic success status.
Bologna (ECTS) Coordinatorship Erasmus, Farabi, and Mevlana Exchange Coordinatorship	Lect. Adnan Aydın	Lect. Uğur Eren Taşkesen Lect. Reyhan Uzun	Preparation and distribution of information, documents, printed and electronic materials for the promotion of the department to relevant locations; participation in department promotional meetings; responsibility for maintaining a better and up-to-date department website; responsibility for cultural and artistic activities to be held in the department; coordinating incoming surveys and surveys conducted by the department; coordinating and announcing all announcements related to the
Department Promotion and Survey Representative Cultural and Artistic Activities Representative Department Website Representative E-Newsletter and Student Notice Boards Representative	Lect. Soner Beşcanlar	Lect. Uğur Eren Taşkesen Lect. Adnan Aydın	assigning exam invigilators in accordance with the relevant regulation; preparing the course schedule considering the number of students, course weights, administrative duties (if any), and academic studies of the academic staff.
Course Schedule & Exam Schedule Preparation, and Invigilator Assignment	Lect. Alparslan Mustafa Tuncer	Lect. Soner Beşcanlar	Organization of technical trips to be arranged; responsibility for the graduation ceremony organization; maintaining relations with alumni and creating an alumni information pool.
Technical Trip, Graduation Ceremony, and Alumni Relations	Lect. Reyhan Uzun	Lect. Soner Beşcanlar Lect. Uğur Eren Taşkesen	Coordinating consultancy requests coming from the industry to the department, enhancing department-industry relations, enabling joint projects with the industry, and external stakeholder responsibility; determining the current state and target descriptions of the department, the stages to be covered to reach this state, and the main criteria for monitoring the results of steps taken; ensuring all necessary applications for acquiring new laboratories for the department and developing existing ones; tracking and fulfilling necessary procurement transactions for the
Procurement Affairs, Industry Relations, Department Strategic Planning, Laboratory Acquisition & Development, and External Stakeholder Responsibility	Lect. Soner Beşcanlar	Lect. Adnan Aydın Lect. Alparslan Mustafa Tuncer Lect. Uğur Eren Taşkesen	

Department Social Responsibility Projects, Orientation Program, and Department Activity Reports Preparation	Lect. Soner Beşcanlar	Lect. Alparslan Mustafa Tuncer Lect. Uğur Eren Taşkesen	Responsibility for coordinating department social responsibility projects; organizing congratulations and celebrations within the department; responsibility for conducting orientation programs and attending meetings for newly enrolled students; reporting all activities (publications, patent applications, projects, etc.) conducted in the department at the end of the year to the department headship.
Academic Advising	Lect. Uğur Eren Taşkesen Lect. A. Mustafa Tuncer Lect. Soner Beşcanlar Lect. Halis Kablan Lect. Reyhan Uzun Lect. Adnan Aydın	—	Responsibility for making student advising functional and beneficial; assisting students in solving problems they encounter (especially regarding education and training matters), guiding students, directing them professionally, informing them about university facilities, tracking their success status and guiding them in case of failure, and assisting in course selection.
UZEM (Distance Education Application and Research Center) Representative Double Major and Minor Advising	Lect. Reyhan Uzun	—	Conducting affairs and transactions related to distance education in accordance with relevant regulations and directives; ensuring effective execution of Double Major and Minor programs.
Career Center Representative	Lect. Reyhan Uzun	—	Attending Career Center meetings; carrying out matters related to the Career Planning course and determining guest speakers to attend this course.