

FIRAT UNIVERSITY FACULTY OF HEALTH SCIENCES

BOARDS AND COMMISSIONS

The boards and commissions established within the faculty work to effectively plan, execute and supervise academic, administrative and social activities. These structures are important decision-making bodies that support the faculty in achieving its education, research, social contribution and institutional development goals. The main objectives of these boards and commissions are to ensure coordination between the faculty administration and stakeholders, to monitor the compliance of processes with quality standards and to offer suggestions for improvement.

BOARDS

FACULTY ADMINISTRATIVE BOARD

The Faculty Management Board, defined in Article 18 of the Higher Education Law No. 2547, acts as the authorized and responsible body in decision-making and implementation processes for the most effective execution of academic and administrative processes at the faculty level. Supervising and improving the functioning in accordance with the mission and vision of the faculty are among the basic duties of this board. The Faculty Management Board convenes upon the call of the Dean.

- a. Establishment and functioning: The Faculty Board of Directors consists of three professors, two associate professors and one assistant professor elected by the Faculty Board for a period of three years, under the chairmanship of the Dean.

The Faculty Board of Directors meets upon the invitation of the Dean.

The Board of Directors may establish temporary working groups and education-training coordinators when deemed necessary and regulate their duties.

- b. Duties: The Faculty Board of Directors is a body that assists the dean in administrative activities and performs the following duties:

- (1) To assist the Dean in the implementation of the principles determined by the Faculty Board's decisions,
- (2) To ensure the implementation of the faculty's education-training plans, programs and calendar,
- (3) To prepare the faculty's investment, program and budget proposal,
- (4) To make decisions on all matters brought forward by the Dean regarding faculty administration,

- (5) To decide on the admission of students, their course adaptations and dismissals, and procedures related to education, training and examinations,
- (6) To perform other duties assigned by this law.

Board Duties, Powers and Responsibilities:

1. Tasks

- To perform the duties specified in the Higher Education Law No. 2547.
- To organize, execute and supervise the education, training and research activities of the faculty.
- To assist the Dean in the implementation of the principles determined by the Faculty Board's decisions.
- To ensure that faculty units operate in accordance with their strategic goals and policies.
- To make decisions regarding the academic and administrative processes of the faculty.
- To make decisions by evaluating the suggestions of the departments affiliated to the faculty.
- To plan to ensure effective and efficient use of faculty resources.
- To make decisions on issues related to faculty members and students (course schedules, exam schedules, academic calendar, etc.).

2. Powers

- To request reports, suggestions and information from academic and administrative units within the faculty.
- To make arrangements regarding the functioning of the departments within the faculty and to intervene when necessary.
- To submit proposals to the university administration regarding the opening of new programs or the closure of existing programs at the faculty level.
- To make recommendations regarding the recruitment, promotion and appointment of academic and administrative staff.
- To make decisions regarding the faculty's budget, financial situation and resource allocations.

3. Responsibilities

- To ensure that the faculty achieves its education, research and social contribution goals.
- To supervise the execution of the academic and administrative processes of the faculty in accordance with the relevant laws, regulations and university principles.
- To make decisions that will increase the institutional performance of the faculty and to ensure their implementation.

- To evaluate the demands, suggestions and problems of students, academic and administrative staff and produce solutions.
- To improve the quality standards of academic programs in accordance with the faculty strategic plan.
- To ensure that the decisions taken by the university senate and other higher bodies are implemented at the faculty level.

The Faculty Board of Directors aims to manage the faculty effectively with the contribution of representatives from different academic titles in the process of making and implementing decisions regarding the functioning of the faculty. The structure of the board ensures broad representation in faculty management and democratic decision-making.

FACULTY BOARD

The Faculty Board, defined in Article 17 of the Higher Education Law No. 2547, is one of the most important boards that plans and directs the academic processes of the faculty and coordinates the academic activities of the faculty at a high level. This board is responsible for ensuring that all academic and administrative processes within the faculty proceed in harmony.

a. Establishment and Operation: The Faculty Board consists of the heads of departments affiliated to the faculty, directors of institutes and colleges affiliated to the faculty, if any, under the presidency of the dean, and three faculty members elected by the professors in the faculty from among themselves, two by the associate professors from among themselves, and one faculty member elected by the assistant professors from among themselves for a period of three years.

The Faculty Council normally meets at the beginning and end of each semester.

The Dean calls the Faculty Council to a meeting when deemed necessary.

b. Duties: The Faculty Board is an academic body and performs the following duties:

- (1) To decide on the faculty's education, scientific research and publication activities and the principles, plans, programs and education calendars related to these activities,
- (2) To elect members to the Faculty Board of Directors,
- (3) To perform other duties assigned by this law.

Faculty Board members ensure the contributions of representatives with different titles and duties in the planning and management of academic processes at the faculty level. With this structure, the opinions of all academic units within the faculty are taken into account and representation is ensured.

Board Duties, Powers and Responsibilities:

1. Tasks

- To perform the duties specified in the Higher Education Law No. 2547.
- To determine the basic principles of the faculty's education, research and other academic activities.
- To create the strategic plan and policies of the faculty and make decisions for implementation.
- To make recommendations regarding the opening, closing and updating of academic programs within the faculty.
- To determine the principles regarding the organization of the academic calendar, examination system and course programs.
- To evaluate the activities of academic units affiliated to the faculty and to make suggestions for their development.
- To coordinate and direct academic studies within the faculty.

2. Powers

- To request information, reports and suggestions from academic and administrative units within the faculty.
- To make regulations regarding the functioning of the units affiliated to the faculty and to ensure the implementation of these regulations.
- To supervise and direct the work of academic boards and commissions within the faculty.
- To develop proposals and make decisions to be presented to the university senate.
- To ensure that faculty resources are used in accordance with education and research objectives.

3. Responsibilities

- To ensure that academic processes are carried out in accordance with the mission, vision and strategic goals of the faculty.
- To create an environment within the faculty within the framework of academic freedom and ethical principles.
- To ensure that the academic and administrative regulations of the faculty comply with the laws and regulations.
- To work to increase the quality standards of education, training and research activities carried out within the faculty.
- To evaluate the suggestions and demands of the faculty academic staff and students and to produce solutions.
- that decisions taken at the faculty level are conveyed to the Faculty Board of Directors and implemented.

FACULTY UNIT ADVISORY BOARD

According to the subparagraph (f) of Article 44 of the Higher Education Law No. 2547 and the “Regulation on the Establishment of Advisory Boards in Higher Education Institutions” published in the Official Gazette dated 08.10.2016 and numbered 29851, the Faculty Unit Advisory Board contributes to the shaping of the faculty’s academic processes according to the needs of the business world and society by establishing a strong bond between the faculty and the sector and social stakeholders. It also supports the development of policies that will enable graduates to be more successful in the business world. The board consists of the following members.

Board Duties, Powers and Responsibilities:

1. Tasks

- To provide consultancy in the faculty's education, research, community service and industry collaboration activities.
- To evaluate the suitability of faculty programs to industry needs and make recommendations.
- Providing feedback on educational content to increase the employability of faculty students.
- Developing strategies to increase the faculty's collaboration activities with stakeholders (students, alumni, sector representatives, local governments).
- To present suggestions that will contribute to the faculty's social contribution and sustainability goals.

2. Powers

- To make suggestions for the development of joint projects between the faculty, the business world and other stakeholders.
- To make recommendations for updating training programs in line with sectoral developments.
- To offer solution suggestions for the faculty's graduate tracking system and strengthening its relations with the sector.
- To organize workshops, seminars and collaboration meetings approved by the Faculty Board of Directors.

3. Responsibilities

- To provide suggestions and guidance in accordance with the mission, vision and strategic goals of the faculty.
- To analyze sectoral needs and submit reports to faculty management.

- To develop strategies to support the sectoral development of faculty students and graduates.
- To contribute to social and sectoral collaboration activities that will strengthen the faculty's institutional identity.
- To regularly report the decisions taken in the board meetings to the faculty administration.
- To act as a bridge between the faculty, the industry and the society, and to produce solutions for the needs of both parties.

UNIT COMMISSIONS

UNIT QUALITY AND ACCREDITATION COMMISSION

This commission carries out continuous improvement and development-oriented studies in order to increase the quality standards of the faculty and to successfully complete the accreditation processes. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission:

1. Tasks

- To establish, monitor and improve the quality assurance system of education, research and management processes at the faculty level.
- To determine the quality standards of the faculty in accordance with national and international accreditation criteria and to ensure their implementation.
- To plan, execute and evaluate the results of accreditation processes.
- To develop regular evaluation mechanisms to measure the performance of the faculty's academic and administrative units.
- To carry out quality improvement studies to increase student and stakeholder satisfaction.

2. Powers

- To request information and reports regarding quality from the academic and administrative units of the faculty.
- To cooperate with national and international organizations in quality development processes.
- To organize training and seminars to raise awareness on quality and accreditation issues within the faculty.

- To make arrangements and suggestions to achieve the determined goals in the accreditation processes.

3. Responsibilities

- To ensure that the faculty carries out its education, research and administrative activities in accordance with quality standards.
- To prepare documentation regarding accreditation processes and submit them to relevant organizations.
- To determine the strengths and development areas of the faculty and to carry out continuous improvement studies.
- To monitor quality management processes regularly and prepare annual reports and submit them to the faculty management.
- To ensure the participation of all stakeholders (students, academic and administrative staff, alumni, sector representatives) in quality processes.

UNIT STRATEGIC PLAN PREPARATION, MONITORING AND EVALUATION COMMISSION

This commission provides strategic guidance for the faculty to develop sustainably, achieve its goals, and work in harmony with external stakeholders. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission:

1. Tasks

- To determine the long-term goals of the faculty and create its strategic plan.
- To develop strategic goals and objectives in line with the faculty's mission, vision and values.
- To direct education, research and community service activities within the framework of the strategic plan.
- Collecting feedback from internal and external stakeholders (students, academic and administrative staff, sector representatives, alumni) during the strategic planning process.
- To make strategic plans to ensure that the faculty's resources are used effectively, efficiently and sustainably.

2. Powers

- Requesting information, reports and data regarding the strategic planning process from all units within the faculty .
- Initiating projects and programs in line with the faculty's strategic plan.
- To exchange information and carry out joint studies on strategic planning at national and international levels.

3. Responsibilities

- To prepare the strategic plan of the faculty and present it to the faculty management.
- Monitoring the implementation process of the strategic plan and preparing evaluation reports at regular intervals.
- Developing action plans to achieve strategic goals and ensuring their implementation.
- To make updates and revisions when necessary to increase the effectiveness of the strategic plan.
- To direct the units within the faculty to achieve the performance targets determined in line with the strategic plan.
- To make future plans by regularly analyzing the faculty's strengths, weaknesses, opportunities and threats (SWOT analysis).

UNIT ACTIVITY REPORT PREPARATION, MONITORING AND EVALUATION COMMISSION

This commission works to identify areas of development and support decision-making processes by presenting the faculty's annual performance in a transparent and detailed manner. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission:

1. Tasks

- To prepare the annual activity report of the faculty and submit it to the faculty management.
- To collect data and information regarding education, research, administrative affairs and community service activities.

- To create a report format that measures and evaluates the annual performance of the faculty.
- To analyze the strengths and development areas of the faculty and include them in the report.
- To work in accordance with the principles of quality and transparency in the reporting process.
- Prepare a report containing statistical data and visuals to document faculty activities.

2. Powers

- To request the necessary information and documents regarding the annual activity report from the academic and administrative units within the faculty.
- Organizing surveys or interviews to make analyses and evaluations regarding the annual activities of the faculty.
- To develop suggestions compatible with the faculty's strategic plan, quality policy and goals.

3. Responsibilities

- To ensure that the prepared activity report is submitted to the Faculty Board of Directors and relevant higher units in a timely manner.
- To ensure that the report provides comprehensive and accurate information about the general status of the faculty, its academic and administrative activities, budget usage and future goals.
- To ensure that the report is prepared in an accessible and understandable format for all stakeholders (students, staff, sector representatives).
- To ensure that the faculty activity report is prepared in accordance with national and international standards.
- To make continuous improvements by taking into account feedback during the preparation of the report.

UNIT ACADEMIC STUDIES AND R&D COMMISSION

This commission carries out studies to develop the academic and research potential of the faculty, to produce innovative solutions and to increase its competitiveness at the international level. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission

1. Tasks

- To coordinate the planning and execution of academic studies and R&D (Research and Development) activities within the faculty.
- To develop the necessary infrastructure to support academic publication, project and patent processes.
- To encourage the participation of faculty members and students in R&D projects.
- To provide information about national and international R&D funds and supports and to guide the application processes.
- To regularly monitor, evaluate and report academic studies and R&D projects.

2. Powers

- To request data and information regarding ongoing R&D projects and academic activities from academic units within the faculty.
- To cooperate with national and international research institutions, universities and the private sector and develop joint projects.
- Organizing training, workshops and seminars for academic and R&D projects.
- To promote the R&D studies of the faculty and encourage their publication.

3. Responsibilities

- To ensure that academic and R&D activities in the faculty are carried out in accordance with national and international standards.
- To report the results of the projects carried out within the faculty and present them to the relevant units.
- To increase collaboration opportunities within and outside the faculty to support academic studies and R&D projects.
- To develop policies that encourage academics and students to participate in R&D activities.
- To determine and implement strategies that will increase the R&D capacity of the faculty.
- To ensure the improvement of infrastructure and processes that will enable the faculty to stand out with scientific, technological and innovative projects.

UNIT INTERNATIONAL RELATIONS COMMISSION

This commission aims to increase the recognition of the faculty in the international arena, to create global opportunities for students and academic staff, and to encourage the sharing of knowledge and experience among different cultures. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission

1. Tasks

- To determine and implement the faculty's international relations strategy.
- Developing and coordinating cooperation agreements between the Faculty and international universities, research centers and institutions.
- To ensure that Erasmus, Mevlana and other international exchange programs are carried out at faculty level.
- To encourage faculty students and faculty members to participate in international programs.
- To promote the faculty internationally and to carry out studies to attract foreign students and academic staff to the faculty.
- To support and organize participation in international conferences, seminars and workshops.

2. Powers

- To initiate and carry out the necessary collaborations to increase the faculty's participation in international projects.
- To request information about international relations and collaborations from units within the faculty.
- To exercise authority to represent the faculty in international events and projects.

3. Responsibilities

- To effectively manage and monitor international cooperation processes within the faculty.

- To prepare regular reports on international relations and submit them to the faculty administration.
- To facilitate the education and working processes of international students and academic staff at the faculty.
- To inform faculty members about international funds, scholarships and projects.
- To develop policies to ensure that the faculty complies with international standards.
- Proposing projects and initiatives that will increase the visibility of the faculty in international events.

UNIT ACADEMIC ASSESSMENT AND EVALUATION COMMISSION

This commission works to increase quality assurance in the faculty's education and training activities and to measure and evaluate student success more effectively. The commission also manages continuous improvement processes in line with academic success and educational goals. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission

1. Tasks

- To organize, develop and standardize measurement and evaluation processes throughout the faculty.
- To ensure the effectiveness and consistency of exams, projects, homework and other assessment tools used in education and training processes.
- To develop fair and objective assessment methods that are compatible with the faculty's educational goals.
- To ensure that the tools used to evaluate student achievement comply with national and international standards.
- To monitor the measurement and evaluation processes of the faculty academic units and to conduct performance analysis.
- To organize training programs and seminars for faculty staff in the field of academic measurement and evaluation, if needed.

2. Powers

- To request data and reports regarding measurement and evaluation from faculty units.
- To make arrangements to ensure quality control of the measurement and evaluation methods used in the faculty.
- To make necessary suggestions to improve measurement and evaluation processes and to supervise the applications.
- To continuously improve measurement and evaluation processes by taking the opinions of academic staff and students.

3. Responsibilities

- To ensure that measurement and evaluation processes are carried out in a transparent, reliable and fair manner.
- To develop and implement measurement tools to increase the faculty's student success and education quality.
- To regularly analyze the evaluation methods of academic units in the faculty and present suggestions for improvement.
- To prepare and submit regular reports to the faculty management regarding measurement and evaluation processes.
- To ensure continuous improvement of academic measurement and evaluation processes based on student feedback.
- To supervise that measurement and evaluation processes are carried out in accordance with ethical principles.

UNIT SOCIAL CONTRIBUTION COMMISSION

This commission aims to present the faculty's knowledge and resources for the benefit of society, to provide social benefits at local and national levels, and to establish strong ties between society and the faculty. It undertakes to create and spread awareness of social responsibility. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission

1. Tasks

- To determine and implement the faculty's social contribution strategies.
- To develop and implement projects that meet the needs of society.

- To carry out activities that will contribute to society by cooperating with public institutions, non-governmental organizations, the private sector and local governments.
- To organize training, seminars, workshops and conferences to share the knowledge and experience of the faculty with the society.
- To ensure the sustainability of the faculty's social benefit-oriented activities.
- To encourage students' participation in social responsibility projects and to guide these projects.

2. Powers

- To request information, suggestions and support from faculty units regarding social contribution activities.
- To exercise authority to develop new projects and programs that meet the needs of society.
- To request budget and resources to be used in the faculty's social contribution projects.
- Organizing academic, administrative staff and student participation in community-oriented projects.
- To cooperate with national and international organizations in social contribution projects.

3. Responsibilities

- To plan, execute and report the results of the faculty's social contribution activities.
- Develop policies that will increase faculty interactions with community stakeholders.
- To ensure that social contribution projects meet the needs of society and are implemented effectively.
- To submit regular reports to the faculty administration regarding the social contribution activities carried out.
- To organize events that will increase the social responsibility awareness of faculty students.
- To make the necessary arrangements to ensure the continuity and sustainability of projects that will benefit society.

UNIT SCHOLARSHIP AND AWARDS COMMISSION

This commission organizes scholarships and awards and creates incentive mechanisms to support the academic, social and individual development of faculty students. It also aims to increase the visibility and effectiveness of the faculty in this area. The commission consists of the following members.

Duties, Powers and Responsibilities of the Commission

1. Tasks

- To plan, execute and supervise the scholarship and award processes within the faculty.
- To ensure that scholarships and awards to be provided to students are distributed fairly and transparently.
- To evaluate and finalize faculty students' scholarship and award applications.
- Collaborating with institutions, organizations and individuals to create scholarship and award resources.
- Developing and executing award programs to encourage successful students and projects.

2. Powers

- To request the necessary information and documents regarding scholarship and award applications from faculty units.
- To make changes and suggestions regarding scholarship and award policies with the approval of the faculty board.
- To direct students and faculty members to national and international scholarship and award programs.
- To conduct sponsor research and identify potential collaboration opportunities to provide awards and necessary support (scholarships/stationery) to students in need, and to present them to relevant parties.
- Collect and evaluate student and stakeholder feedback to improve scholarship and award processes.

3. Responsibilities

- To distribute scholarships and awards to support the education and research of faculty students in a timely and accurate manner.
- To ensure that scholarship and award processes are carried out in a transparent manner and in accordance with ethical rules.
- Evaluate the impact of scholarship and award programs and report results to faculty management.
- To support the creation of faculty-specific award and scholarship programs and to ensure the sustainability of these programs.
- To develop reward policies that will increase and encourage the success of faculty students.
- To monitor financial balance and resource management in scholarship and award distribution processes.

UNIT INTERNSHIP COMMISSION

This commission organizes and supervises internship processes to ensure that students put their theoretical knowledge into practice, develop their professional skills and support them in gaining sectoral experience . At the same time, it carries out the necessary collaborations to ensure that internship programs are compatible with educational objectives. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission

1. Tasks

- To organize and supervise the internship processes of faculty students.
- Determining and updating the scope, duration and criteria of internship programs.
- To develop cooperation with institutions and organizations where students can do internships.
- To ensure that internships are compatible with the professional gains of the relevant programs.
- To determine criteria for reviewing and evaluating student internship reports.

2. Powers

- To request information and support regarding internship processes from academic and administrative units within the faculty.
- To develop cooperation by contacting the institutions where students do their internships.
- To make the necessary arrangements to solve the problems encountered during the internship process.
- To determine new institutions and organizations to collaborate with for internships with the approval of the faculty board of directors.
- Organizing internship information meetings and trainings for students.

3. Responsibilities

- To ensure that the internship process is carried out transparently, fairly and in accordance with the program objectives.
- To ensure that internships are organized in a way that contributes to the professional development of students.
- Regularly review and update the faculty's internship policy and procedures.
- To regularly inform and guide students about their internship processes.

- Monitoring the performance of students doing internships and providing suggestions to eliminate their deficiencies.
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UNIT SOCIAL AND CULTURAL ACTIVITIES COMMISSION

This commission aims to increase cultural diversity and social interaction within the faculty, strengthen solidarity between students and staff, and establish stronger ties with society. It also aims to increase the visibility and prestige of the faculty through artistic and social activities. The commission consists of the following officers.

Duties, Powers and Responsibilities of the Commission

1. Tasks

- To ensure the planning, organization and execution of cultural and social activities within the faculty.
- To organize events that support the social and cultural development of students, academic and administrative staff.
- To develop projects to encourage artistic, sports and cultural activities in the faculty.
- To coordinate participation in national and international cultural events on behalf of the faculty.
- To provide support for activities by collaborating with student clubs and societies.

2. Powers

- To request the necessary information and support for the planning and implementation of activities from faculty units.
- To make sponsorships and cooperation agreements for cultural and social events.
- To publish content on media and social media platforms in order to ensure that events organized inside and outside the faculty reach wider audiences.

3. Responsibilities

- To encourage the participation of students and staff by increasing the variety of cultural and social activities in the faculty.
- To ensure that activities are carried out in accordance with the mission, vision and values of the faculty.

- To measure the impact of the events organized and to offer improvement suggestions accordingly.
- To plan original and innovative activities that will contribute to the development of faculty culture.
- To prepare and submit reports on activities to the faculty management.
- To ensure compliance with occupational health and safety regulations at events.

