

ACADEMIC ORGANIZATION STRUCTURE OF THE UNIVERSITY

A) RECTOR

The duties of the Rector are regulated in Article 13 of Law No. 2547, which are as follows:

“ Rector

Article 13 –

a) **(Amended paragraph: 2/7/2018 – KHK-703/135 art.)** Rectors are appointed by the President to state and foundation universities. In universities established by foundations, the appointment of rectors is made upon the proposal of the board of trustees. The rectors represent the legal entity of the university or higher institute of technology. ^[18]

The age limit for rectors is 67 years. However, those who are appointed as rectors are not subject to this age limit until the end of their term of office.

(Amended first sentence: 20/8/2016-6745/14 art.) The rector may select a maximum of three persons from among the university's salaried professors as vice rectors to assist him in his work, on condition that this is limited to his own term of office as rector. **(Added: 2/1/1990 - KHK - 398/1 art.; Accepted as is: 7/3/1990 - 3614/1 art.)** However, in universities charged with providing centralized open education, the rector may select five vice rectors when necessary.

Vice rectors are appointed by the rector (...) is appointed.

When the rector is absent from duty, he appoints one of his assistants as acting rector. When the rector is absent from duty for more than two weeks, he informs the Council of Higher Education. If the acting rector lasts for more than six months, a new rector is appointed.

b) Duties, authorities and responsibilities:

(1) To preside over university boards, to implement the decisions of higher education institutions, to examine and decide on the proposals of university boards, and to ensure orderly work among university-affiliated institutions,

(2) To inform the Inter-University Board about the university's education, training, scientific research and publication activities at the end of each academic year and when necessary,

(3) To prepare the university's investment programs, budget and staff needs after receiving the opinions and suggestions of the affiliated units, the university's board of directors and the senate, and to submit them to the Council of Higher Education,

(4) To change the positions of teaching staff and other personnel working in the institutions and units of the university or to assign them new duties when deemed necessary,

(5) To carry out general supervision and control over the university's units and personnel at all levels,

(6) To perform other duties assigned by this law.

“It is the primary authority and responsibility for the rational use and development of the teaching capacity of the university and its affiliated units, the provision of necessary social services to students, the taking of security measures when necessary, the planning and execution of education, training, scientific research and publication activities in line with the state development plans, principles and objectives, the performance of scientific and administrative supervision and control, the transfer of these duties to sub-units, their monitoring and control and the receipt of their results.”

B) SENATE

The duties of the Senate are regulated in Article 14 of Law No. 2547, which is as follows:

"Senate:

Article 14 –

a. Establishment and functioning: The Senate is composed of the rector as the chairman, vice rectors, deans, one faculty member from each faculty elected by the faculty boards for a term of three years, and the directors of institutes and colleges affiliated to the rectorate.

The Senate meets at least twice a year, at the beginning and end of each academic year.

The Rector calls the Senate to a meeting when he deems it necessary.

b. Duties: The Senate is the academic body of the university and performs the following duties:

(1) To make decisions on the principles of the university's education, training, scientific research and publication activities,

(2) To prepare draft laws and regulations that concern the university as a whole or to express opinions,

(3) To prepare the regulations regarding the university or its units, which will come into force by being published in the Official Gazette after the approval of the Rector,

(4) To examine and decide on the annual education and training program and calendar of the university,

(5) To grant honorary academic titles that are not dependent on an examination and to decide on the recommendations of faculty boards on this matter,

(6) To examine and decide on objections to the decisions of faculty boards and institute and higher education school boards affiliated to the rectorate,

(7) To elect members to the university board of directors,

(8) To perform other duties assigned to it by this law."

C) UNIVERSITY BOARD OF DIRECTORS

The duties of the University Board of Directors are regulated in Article 15 of Law No. 2547, which is as follows:

"University Board of Directors:

Article 15 –

a. Establishment and functioning: The university board of directors consists of the rector as the chairman, deans, and three professors elected by the senate for a four-year term to represent the various educational units and fields affiliated with the university.

The Rector calls the Board of Directors to a meeting when necessary.

Vice rectors may attend board meetings without voting rights.

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

(1) To assist the rector in the implementation of the decisions of the higher education institutions and the senate in line with the determined plans and programs,

(2) To ensure the implementation of activity plans and programs; to examine the investment program and draft budget proposal by taking into account the suggestions of the units affiliated to the university and to submit them, together with its own suggestions, to the rectorate or to the board of trustees in foundation universities.

(3) To make decisions on issues brought forward by the rector regarding the university administration,

(4) To examine the objections to the decisions of the faculty, institute and higher education school management boards and to make final decisions.

(5) To perform other duties assigned by this law.”

D) DEAN

The duties of the Dean are regulated in Article 16 of Law No. 2547, which is as follows:

"Dean:

Article 16 –

a. **(Amended: 14/4/1982 - 2653/2 art.)** Appointment: The dean, who is the representative of the faculty and its units, is elected by the Council of Higher Education from among three professors from within or outside the university, to be proposed by the rector, for a period of three years and is appointed by the normal procedure. The dean whose term has expired may be reappointed.

The dean selects a maximum of two people from among the salaried academic staff of the faculty as assistant deans to assist him in his work. **(Added: 2/1/1990 - KHK - 398/2 article; Amended and accepted: 7/3/1990 - 3614/2 article)** However, in universities that are responsible for providing central open education, the dean of the faculty responsible for providing open education may select four assistant deans, if necessary.

Vice deans are appointed by the dean for a maximum of three years.

When the dean is absent, one of his assistants shall act as his deputy. If the deputyship lasts more than six months, a new dean shall be appointed.

b. Duties, authorities and responsibilities:

(1) To chair faculty boards, implement the decisions of faculty boards and ensure orderly work among faculty units,

(2) To report to the rector at the end of each academic year and whenever requested, on the general status and functioning of the faculty.

(3) To report the faculty's funding and staff needs to the rectorate, together with the justification, and to submit the proposal regarding the faculty budget to the rectorate after receiving the opinion of the faculty's administrative board.

(4) To carry out general supervision and control over the faculty's units and personnel at all levels,

(5) To perform other duties assigned by this law.

to the rector for the rational use and development of the teaching capacity of the faculty and its affiliated units, for taking security measures when necessary, for providing the necessary social services to students, for the orderly conduct of education, training, scientific research and publication activities, for the supervision and auditing of all activities, for monitoring and controlling them and for obtaining their results.”

E) FACULTY BOARD

The duties of the Faculty Board are regulated in Article 17 of Law No. 2547, which is stated below:

“Faculty Council:

Article 17 –

a. Establishment and functioning: 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 board 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, training, scientific research and publication activities and the principles, plans, programs and education calendar related to these activities,

(2) To elect members to the faculty board of directors,

(3) To perform other duties assigned by this law.”

F) FACULTY ADMINISTRATIVE BOARD

The duties of the Faculty Board of Directors are regulated in Article 18 of Law No. 2547, which is stated below:

“Faculty Board of Directors:

Article 18 –

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 and 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 and 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.”

G) INSTITUTES

The organs and duties of the institutes are regulated in Article 19 of Law No. 2547, which is as follows:

“Organs:

Article 19 –

a. The organs of the institute are the institute director, the institute board and the institute management board.

b. The institute director is appointed by the rector upon the recommendation of the relevant faculty dean for a period of three years. In institutes affiliated to the rectorate, this appointment is made directly by the rector. The director whose term has expired may be reappointed.

The director may appoint a maximum of two assistants from among the salaried academic staff of the institute for a period of three years.

In case of a deputy director or a vacancy in the directorate, the procedure to be followed is the same as for deans.

The director of the institute fulfills the duties assigned to the deans by this law, in terms of the institute.

c. The institute board consists of the director as chairman, deputy directors and heads of the main science departments that make up the institute.

d. The institute's board of directors consists of the director as chairman, vice directors, and three faculty members elected by the institute board for a term of three years from among six candidates nominated by the director.

e. The institute board and the institute management board shall fulfill the duties assigned to the faculty board and the faculty management board by this law, in terms of the institute.”

H) HIGH SCHOOL

The organs and duties of higher education institutions are regulated in Article 20 of Law No. 2547, which is given below:

“ Organs:

Article 20 –

a. The organs of higher education institutions are the higher education institution director, the higher education institution board and the higher education institution management board.

b. The director of the college is appointed by the rector upon the recommendation of the relevant faculty dean for a period of three years. In colleges affiliated to the rectorate, this appointment is made directly by the rector. The director whose term has expired may be reappointed.

The principal has a maximum of two assistants, appointed for a period of three years from among the salaried teaching staff at the school.

In case of a deputy director or a vacancy in the directorate, the procedure to be followed is the same as for deans.

The director of the college shall carry out the duties assigned to the deans by this law in terms of the college.

c. The college board consists of the principal as chairman, vice principals, and heads of departments or major branches that make up the school.

d. The board of directors of the college consists of the director as the chairman, vice directors and three faculty members to be elected by the college board for a period of three years from among six candidates nominated by the director.

e. The college board and the college management board shall fulfill the duties assigned to the faculty board and the faculty management board by this law in terms of the college.”

i) DIVISIONS

The duties of the departments are regulated in Article 21 of Law No. 2547, which is stated below:

"Section:

Article 21 – There cannot be more than one department providing the same or similar education in a faculty or college.

The department is managed by the department head.

The department head is appointed from among the salaried professors of the department, associate professors in their absence, or assistant professors in their absence by the dean in faculties, by the dean upon the recommendation of the director in colleges affiliated with the faculty, and by the rector upon the recommendation of the director in

colleges affiliated with the rectorate for a period of three years. The head whose term has expired may be reappointed.

The department head appoints one of the faculty members as a substitute for the periods when he/she is unable to serve.

In case of absences exceeding six months for any reason, a new department head is appointed to complete the remaining period using the same method.

The department head is responsible for the education, training and research of the department at all levels and for the orderly and efficient execution of all departmental activities.”