

INVENTORY OF SENSITIVE MISSIONS

Document No.	FRM-0639
Publication Date	March 25, 2021
Revision Date	-
Revision No.	0

UNIT: FACULTY OF HEALTH SCIENCES

S.NO SENSITIVE TASKS		WHERE THE TASK IS CARRIED OUT SUBUNIT	RESPONSIBLE UNIT MANAGER	FAILURE TO PERFORM THE DUTY RESULTS
1	To act in accordance with the aims and principles stated in Articles 4 and 5 of the Higher Education Law.	All Staff	Dean's Office	Disruptions to education and training, difficulties in achieving institutional goals, and problems in institutional representation and competence.
2	The relevant unit managers are responsible for supervising the services provided by the staff.		Dean's Office	Disruption of daily workflow and administrative tasks, resulting in loss of rights.
3	Internal control involves preparing strategic plans and activity reports and monitoring their results.	Dean's Office Strategic Plan Preparation Commission Internal Control Monitoring and Evaluation Commission	Dean's Office	Disruption of education and training, failure to achieve institutional goals, decreased productivity.
4	Planning lesson plans, classroom assignments, and exam schedules, and chairing the groups formed for these tasks.	Head of Department	Department Heads	The inability to provide quality education and unfair course distribution result in a loss of rights and justice.
5	Student numbers, success rate to monitor and keep statistics	Dean Vice Dean Head of Department Advisor	Dean's Office	Ineffective teaching due to student-faculty inequality. High student failure rate.
6	Lateral transfer, vertical transfer, double major, Work and follow-up regarding the admission of international students to minor programs.	Vice Dean Department Head Student Affairs staff Exemption and Adaptation Commission	Dean's Office	Loss of rights for students who wish to benefit from the relevant opportunities.
7	To oversee student clubs and all kinds of events organized by students.	Vice Dean Head of Department	Dean's Office	The emergence of illegal activities among students.
8	Writing down the board's decisions and notifying the relevant parties.	Faculty Secretary Personnel Assigned in the Relevant Field	Dean's Office	Wasted time, lack of accountability, investigation, loss of reputation and trust.
9	Preparation of the Secret Writings Monitoring and enforcing laws and regulations.	All Staff	Dean's Office	Damage to public and individual rights and interests, loss of reputation and trust due to the leakage of confidential information, loss of rights, wrongful act, waste of resources
10	Staffing requests and procedures, execution of staffing processes.	Dean Faculty Management Board Faculty Council Department Heads Their Presidents Faculty Secretary Administrative Staff Assigned in the Relevant Field	Dean's Office	loss of rights

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11	Budget preparation and management	Dean's Office Faculty Board of Directors Administrative Staff Assigned in the Relevant Field	Dean's Office	Budget deficits, fines and imprisonment, financial losses, and disruption of education services.
12	Ensuring that installations and technical equipment are in working order, regularly repairing and monitoring malfunctions.	Faculty Secretary Administrative Staff Assigned in the Relevant Field	Dean's Office	Safety is jeopardized and training is disrupted due to negligence.
13	Assignment procedures carried out in accordance with Law No. 2547	Department Head Administrative Staff Assigned in the Relevant Field	Dean's Office	Grievances arising from the failure to make assignments on time
14	To ensure that course schedules and course assignments are fair, objective, and appropriate to the academic fields of the teaching staff.	Faculty Board of Directors Department/Division Head	Department Heads	Disruption of education, loss of student rights, failure to achieve institutional goals.
15	To monitor coordination between course distribution and departmental staffing structure, and to determine staffing needs.	Head of Department Deputy Head of Department	Dean's Office Department Heads	Disruption of education, excessive workload on existing faculty members, the necessity of dedicating all time to education, and the inability to allocate the minimum necessary time and resources for research and publication.
16	To carry out work related to exchange programs.	Relevant Committees Faculty Members	Dean's Office	Loss of rights for students and faculty, decreased efficiency, and failure of education to achieve the desired dynamism.
17	To ensure that necessary selections and assignments within the department are made in a timely manner by contacting the Dean's office.	Department/Division Head	Department Heads	Decreased internal coordination and efficiency, inability to complete current tasks on time and properly, management deficiencies, failure to achieve corporate goals.
18	To address the requests, complaints, and suggestions of disabled and international students.	Faculty Members	Dean's Office	Disruption of education and training, loss of student rights.
19	To evaluate the status of students on sick leave or leave of absence.	Faculty Board of Directors	Dean's Office	Student rights violations, disruption of education and training.
20	Providing student counseling services and organizing meetings with students.	Department/Division Head Department Faculty Member	Department Heads	Failure to achieve educational goals, increase in personal problems, lack of motivation.
21	Organizing scientific meetings and providing incentives to increase the department's scientific research and publication capacity.	Dean Vice Dean Department/Division Head	Dean's Office	Problems in achieving corporate goals, inadequacy and weakness in the research dimension.
22	Ensuring the active participation of academic staff and students in scientific research projects and conducting the projects according to the schedule.	Vice Dean Head of Department Head of Department Advisor	Dean's Office	Promotion and preference, loss of rights.

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23	Student Course Selection and Approval Procedures	Consultants	Department Heads	Students' grievances and loss of rights
24	Student scholarships, part-time student recruitment	Scholarship and Part-Time Student Commission All Staff	Dean's Office	Student grievance, loss of rights.
25	Efficient, effective and economical use of resources. to make it usable.	All Staff	Dean's Office	Public damage, disruptions in achieving institutional goals, loss of rights.
26	Preparation of payment documents related to salary, overtime, extra lessons, working hours, travel expenses, and purchases.	Administrative and Financial Affairs Unit Staff	Dean's Office	Financial losses arising from late payments, reduction of complaints, penalties and harm/loss of rights that may occur due to erroneous payments, penalties, erroneous payment, accountability.
27	To take and ensure that necessary measures are taken for the receipt, storage, and protection of movable goods against fire, water damage, spoilage, theft, and similar hazards.	Administrative and Financial Affairs Unit Staff	Dean's Office	Preventing damage to public property, ensuring delivery and protection of goods according to the specifications outlined in technical specifications. Minimizing the risk of financial loss, illicit gain, and corruption.
28	Maintaining regular records of fixed assets	Administrative and Financial Affairs Unit Staff	Dean's Office	Efficient use of public resources and avoidance of waste. and damage
29	Our Faculty's Academic and Administrative Personnel matters of the staff	Personnel Affairs Unit Staff	Dean's Office	Loss of rights resulting from the failure to complete personnel matters on time and properly.
30	Preparing and sending timely documents to the relevant departments, and generally tracking incoming documents to the office.	Personnel Affairs Unit Staff	Dean's Office	The harm, penalties, criticism, loss of reputation for the administration, and loss of rights that may arise from delayed, incomplete, or non-existent correspondence for individuals and institutions.
31	Preparation of Asset Declaration Forms and timely notification	All Staff	Dean's Office	Criminal sanctions. Investigation. Failure to comply with legal requirements.
32	Updating the Faculty website - Unit Secretary	Information Technology and Web Commission	Dean's Office	The website being outdated and containing incomplete information can mislead stakeholders and cause damage to the administration's reputation.
33	Sending all student-related documents on time.	Student Affairs Unit Staff	Dean's Office	Loss of rights and time
34	Student registration and advisor assignment processes.	Student Affairs Unit Staff	Dean's Office	Problems arising from incomplete and inaccurate data entry in the records, as well as the failure to provide complete and accurate required documents, can cause students to experience difficulties in the course assignment process.