

SENSITIVE TASK IDENTIFICATION FORM

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UNIT	FACULTY OF HEALTH SCIENCES
SUB-UNIT NAME	All Affiliated Units

S/N	SENSITIVE MISSIONS	RISKS (Failure to perform the duty) (Results)	RISK LEVEL	CONTROLS/MEASURES (Measures to be Taken)	PERIODIC TASK TO BE CHECKED REQUIRED TIME	SENSITIVE MISSION THE PERSONNEL THAT EXIST NAME SURNAME
1	Articles 4 and 5 of the Higher Education Law to act in accordance with the stated aims and principles	Disruptions to education and training, difficulties in achieving institutional goals, and problems in institutional representation and competence.	High	Completing the necessary work to ensure that people are informed about the relevant articles and requirements.	Continually	All Staff
2	To supervise the services performed by the staff.	Disruption of daily workflow and administrative tasks, resulting in loss of rights.	Middle	Ensuring that workflow processes are completed in a timely manner within the units, that documents are prepared and delivered to the relevant places, and that technical equipment is maintained on time. implementation And shortcomings elimination	Continually	Relevant Department Managers
3	Internal control involves preparing strategic plans and activity reports and monitoring their results.	Disruption of education and training, failure to achieve institutional goals, decreased productivity.	High	To ensure data flow in coordination with faculties and other administrative units, and to facilitate the sharing of updates within the framework of the necessary division of labor regarding the academic year.	Twice a year	Dean's Office Strategic Plan Preparation Internal Control Monitoring Commission Evaluation Commission
4	Planning lesson plans, classroom assignments, and exam schedules, and chairing the groups formed for these tasks.	The inability to provide quality education and unfair course distribution result in a loss of rights and justice.	Middle	Communication with departments and administrative units. making the necessary arrangements and developing a strict control system	Term-based (Fall-Spring)	Head of Department
5	Student numbers, success to monitor the situation and keeping statistics	Inequality between students and faculty prevents effective teaching. High student failure rate	Middle	Contacting higher authorities to ensure the faculty-to-student ratio is at an acceptable level.	Term-based (Fall-Spring)	Dean Vice Dean Head of Department Advisor
6	Horizontal transfer, vertical transfer, double major, minor, international Work and follow-up regarding student admissions.	Loss of rights for students who wish to benefit from the relevant opportunities.	Middle	In establishing commissions, coordinating with departments to select appropriate personnel and ensuring their supervised work is carried out.	Term-based (Fall-Spring)	Vice Dean Department Head Student Affairs staff Exemption and Adaptation. Commission

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7	Student clubs oversee all activities organized by students.	And Students are experiencing the emergence of illegal activities.	Middle	The department must maintain constant contact with students and relevant units. Control to develop the mechanism.	Continually	Vice Dean Head of Department
8	Writing down the board's decisions and notifying the relevant parties.	Wasted time, lack of accountability, investigation, loss of reputation and trust.	High	Ensuring that meeting decisions are written down and communicated in a timely manner.	Continually	Faculty Secretary Personnel in the Relevant Field Employee
9	Preparation of the Secret Writings Monitoring and enforcing laws and regulations.	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	High	Explaining the nature of the information and documents to the personnel, following up on them, and monitoring the changes made.	Continually	All Staff
10.	Staffing request studies, personnel procedures	loss of rights	High	To carry out in a planned and systematic manner. Ensuring workflows are completed on time and addressing any deficiencies.	Continually	Dean Faculty Board of Directors Faculty Board Section Their Presidents Department Heads Faculty Secretary Administrative Staff Assigned in the Relevant Field
11.	Budget preparation and management	Budget deficits, fines and imprisonment, financial losses, and disruption of education services.	High	Those preparing the budget should be informed and able to foresee future expenses.	Continually	Deanery His position Faculty Board of Directors Administrative Staff Assigned in the Relevant Field
12.	Installations and technical equipment ensuring it is in working order, repairing faults, and performing regular and follow-up checks.	Safety is jeopardized and training is disrupted due to negligence.	Low	Detecting malfunctions promptly and notifying the relevant departments for repair, then monitoring the process until the problem is resolved.	Continually	Faculty Secretary Administrative Staff Assigned in the Relevant Field
13.	Assignment procedures carried out in accordance with Law No. 2547	Assignments on time grievances resulting born from not doing so	Low	Assignment requests must be entered into the UBYS permission module system in a timely and complete manner, and the Dean's Office must be notified of the requests at least 15 days in advance.	Continually	Department Head Administrative Staff Assigned in the Relevant Field
14.	To ensure that course programs and course assignments are fair, objective, and appropriate to the academic fields of the teaching staff.	Disruption of education, loss of student rights, failure to achieve institutional goals.	High	Regular board meetings, coordination among faculty members, and up-to-date checks.	Term-based (Fall-Spring)	Faculty Board of Directors Department/Division President

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15. To monitor the coordination between course distribution and departmental staffing structure, and to determine staffing needs.	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.	Middle	Regular academic board meetings are held to receive feedback from staff regarding teaching load and effectiveness, and to handle contact, requests, communication, and correspondence.	Term-based (Fall-Spring)	Head of Department Section Minister His assistant
16. To carry out work related to exchange programs.	Loss of rights for students and faculty, decreased efficiency, and failure of education to achieve the desired dynamism.	Middle	The relevant coordinators will carry out their work within the framework of incoming requests and requirements, establishing domestic connections and bilateral agreements with foreign countries.	Term-based (Fall-Spring)	Relevant Committees Faculty Members
The selections and assignments that need to be made in Chapter 17 By contacting the Dean's office. on time to be done to ensure	Decreased internal coordination and efficiency, inability to complete current tasks on time and properly, management deficiencies, failure to achieve corporate goals.	Middle	Providing necessary instructions to ensure periodic activities are carried out on time, assigning necessary divisions of labor, conducting on-site audits, and handling periodic reporting and correspondence.	Continually	Department/Division President
18. Addressing the requests, complaints, and suggestions of disabled international students.	Disruption of education and training, loss of student rights.	Middle	Maintaining communication with relevant stakeholders,	Continually	Faculty Members
19. Evaluating the status of students on sick leave and those on leave.	Student rights violations, disruption of education and training.	Low	To oversee and coordinate the timely delivery of relevant documents and correspondence, and to fulfill the requirements of reports and permits.	Term-based (Fall-Spring)	Faculty Board of Directors
20. To provide student counseling services and organize meetings with students.	Failure to achieve educational goals, individual problems, lack of motivation. increase,	Middle	Coordinating consulting services and ensuring that periodic meetings, seminars, and related activities are held.	Continually	Department/Division President Department Faculty Member
21. Organizing scientific meetings and providing incentives to increase the department's scientific research and publication capacity.	Institutional goals Research problems reaching the difficulties in target audience, inadequacy and weakness in scope.	Middle	Organizing activities such as symposiums, conferences, and panels, providing motivation for their organization, planning, and informing unit personnel about similar activities taking place in the surrounding area and relevant locations, encouraging and motivating them, and providing information regarding publications.	Continually	Dean Vice Dean Department/Division President

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22. In scientific research projects Academic Staff And Ensuring active student participation and running projects according to schedule.	Promotion and preference, loss of rights.	Low	Announcing project details on the website and within the organization, and making relevant assignments.	Continually	Vice Dean Head of Department Head of Department Advisor
23 Students Course Selection and Approval Procedures	Students' suffering, loss of rights	High	Timely completion of necessary checks via UBYS	Term-based (Fall-Spring)	Consultants
24. Student scholarships, part-time student grievances, loss of rights, student admissions.		High	Timely evaluation and notification of students.	Once a year	Scholarship and Part-Time Student Committee All Staff
25. To ensure the efficient, effective, and economical use of resources.	Public damage, disruptions in achieving institutional goals, loss of rights.	High	Informing department faculty members about the relevant articles and requirements, establishing communication given the sensitivity of the situation, and coordinating efforts to protect public property.	Continually	All Staff
26. Preparation of payment documents related to salary, overtime, extra lessons, working hours, travel expenses, and purchases.	Financial on time losses arising from non-payment, reduction of complaints, penalties and harm/loss of rights that may occur due to erroneous payments, criminal penalties, erroneous payment, accountability.	High	Ensuring coordination between units, conducting checks correctly, and avoiding delay penalties. not giving	Continually	Administrative and Financial Affairs Unit Staff
27. Acquisition of goods delivery movable property and placement in the warehouse. And ensure To take and that necessary precautions are taken against hazards such as wetting, fire, protection deterioration, theft, and similar dangers.	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.	High	Ensuring that entry and exit procedures are completed on time and that documents and records are kept in an organized manner. Ensuring that controls are carried out correctly and that movable assets are secured by taking the necessary precautions.	Continually	Administrative and Financial Affairs Unit Staff
28. Maintaining regular records of fixed assets	Public the use of effective resources and avoiding waste and damage	High	Ensuring accurate checks, keeping records up- to-date, and managing responsibilities. performing the operations	Continually	Administrative and Financial Affairs Unit Staff
29 Our Faculty's Academic and Administrative Personnel matters of the staff	Loss of rights resulting from the failure to complete personnel matters on time and properly.	High	Taking necessary measures to ensure that correspondence and information exchange with relevant units are carried out in a timely manner.	Continually	Personnel Affairs Unit Staff

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30. Timely preparation and dispatch of time-sensitive documents to the relevant departments, and general follow-up of incoming documents to the office. to be done	Delayed, incomplete, or non-existent correspondence can lead to harm to individuals and institutions, penalties, criticism, loss of reputation for the administration, and loss of rights.	Middle	Assigned staff to do it on time and follow up	Continually	Personnel Affairs Unit Staff
31 Asset Declaration Forms preparation and on time notification	Criminal Sanction. Investigation. Failure to comply with legal requirements.	Low	Follow-up procedures must be completed within the legal timeframe.	Continually	All Staff
32. Updating the faculty website.	The website being outdated and containing incomplete information can mislead stakeholders and cause damage to the administration's reputation.	Middle	Ensuring the website is up-to-date.	Continually	Unit Secretary Information Technology and Web Commission
33. Sending all student-related documents on time.	Loss of rights and time	High	Pay attention to correspondence deadlines and respond promptly.	Continually	Student Affairs Unit Staff
34. Student registration and advisor assignment processes.	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.	High	Timely completion of workflows Affairs Unit for the semesters (Fall – Spring). Timely completion of necessary checks via UBYS	Establishing and addressing any	deficiencies in the Student Staff