

Republic of Türkiye
Gümüşhane University
Faculty of Tourism – Vice Dean
Assoc. Prof. İsmail Çalık's Duties and Responsibilities
"Academic and Administrative Services"

- Following up on the procedures related to the appointment of personnel and the preparation of relevant documents,
- Notifying personnel of their duties, authorities, and responsibilities,
- Handling internal and external transfers, relocation processes, promotions, and advancements,
- Managing annual, excuse, sick, and unpaid leave requests,
- Preparing and processing documents related to personnel records and disciplinary actions, implementing sanctions, rewarding personnel when necessary, and keeping related records,
- Following up on procedures related to health, first aid, safety, and military service,
- Reviewing personnel complaints and applications, finding solutions to their problems,
- Monitoring, supervising, and evaluating personnel performance,
- Following up on procedures related to personnel who resign or retire,
- Conducting faculty evaluation and quality improvement activities,
- Organizing necessary work for the accreditation of faculty programs,
- Organizing exchange programs such as Erasmus, Farabi, and Mevlana,
- Ensuring timely maintenance and repair of the faculty's buildings, facilities, and utility systems (electricity, water, heating), keeping them ready for use at all times,
- Following up on the registration of incoming and outgoing correspondence using the decimal filing system, and managing communication via telephone, fax, and email,
- Organizing the faculty archives and following up on the identification of documents to be archived each year,
- Serving on the faculty purchasing commission,
- Acting as chairperson or member of various committees established within the faculty,
- Attending Faculty Executive Board meetings when agenda items fall within his area of responsibility,
- Ensuring the implementation of decisions taken by the Faculty Executive Board, Faculty Council, and Academic Council, and maintaining related records,
- Serving as a member of commissions formed by the Rectorate and representing the Faculty when necessary,
- Reviewing requests for posters, equipment, and halls, and fulfilling appropriate ones,
- Planning the use of the building and allocation of rooms,
- Preparing, organizing, executing, and monitoring programs for ceremonies, commemorations, and other social events,
- Preparing suitable environments for sports activities and ensuring participation in competitions,
- Carrying out other duties assigned by the Dean.