

MERSIN UNIVERSITY FACULTY OF PHARMACY - DISTRIBUTION OF DUTIES OF VICE DEANS

Relevant Area	Distribution of Duties in the Relevant Area	Responsible Vice Dean	Vice Dean Acting in Their Absence
Education and Training	Tasks related to the Department of Student Affairs	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
	Tasks related to the Institute of Health Sciences	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Planning and implementation of ERASMUS, FARABI and MEVLANA programs	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
	Administration of the “Teaching Process Evaluation Surveys” to academic staff and students	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
	Organizing elections for class representatives and the faculty representative, and communicating with these representatives	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
	Course schedules, examination calendar, and teaching assignments	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Faculty evaluation and quality improvement activities	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Continuing Education Application and Research Center	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER

	Management of activities, procedures, correspondence, and processes carried out with the Continuing Education Application and Research Center		
	Supervision of internship activities	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
	Managing the process of preparing data for Unit Activity Reports	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
Management of the Faculty Website	Content preparation	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Updates / Bulletin Board	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
Research and Development	Management of activities and procedures carried out with the Scientific Research Projects Coordination Unit, including project and consultancy processes	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Coordination of the Publication Incentive Commission	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
	Performance management of priority-area research projects	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Processes related to Research and Application Laboratories	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
	Revolving Fund Affairs	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Fixed Assets and Inventory Affairs	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Procurement Commission	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN

Administrative and Financial Affairs	Material Inspection and Counting Commission	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Inspection and Acceptance Commission	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Social Committee Activities - Financial Monitoring	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
	Management of the preparation and control of course fee forms	Assoc. Prof. Mahmut ÜLGER	Assist. Prof. Ş. Efsun ANTMEN
Processes Related to the Department of Information Technologies	Management of activities, procedures, correspondence, and processes carried out with the Department of Information Technologies	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
Processes Related to the Department of Strategy Development	Management of activities, procedures, correspondence, and processes carried out with the Department of Strategy Development	Assist. Prof. Ş. Efsun ANTMEN	Assoc. Prof. Mahmut ÜLGER
Additionally, to perform other duties deemed appropriate by the Dean.			