



T.C.
TOKAT GAZİOSMANPAŞA
UNIVERSITY
Personnel Distribution of Duties Form

Document No.	TOGÜ.FRM.577
First Publ. Date	07.07.2025
Revision Date	
Revision No	
Page No	1/1

Distribution of Staff Duties

Full Name - Title Assoc. Prof. Dr. Yunus Emre TEKINSOY

Mission Coordinator

Job Descriptions

- Representing the Compulsory Courses Coordinatorship and chairing the relevant boards and commissions.
- To ensure the planning, branching and execution of all compulsory courses (Atatürk's Principles and History of Turkish Revolution, Turkish Language, Foreign Language, Informatics, Physical Education and Fine Arts) at the University.
- To follow and approve the assignment of lecturers.
- Preparing course and exam schedules and sharing them with faculties, colleges and vocational schools.
- Ensuring that compulsory courses are carried out with a standardized curriculum and evaluation method and supervising the quality.
- To distribute the duties and follow up the work of all personnel within the coordinatorship.
- To prepare annual activity reports and budget requirements and submit them to the relevant Vice Rector.
- To fulfill other duties assigned by the Rectorate.

*Personel sayısı kadar artırımız.

* Tokat Gaziosmanpaşa Üniversitesi ilgili yönetmelik ve yönergeler gereğince hazırlanmıştır.
Bu dokümanın basılı halı kontrolsüz doküman kabul edilmektedir. Lütfen web sitesinden en son versiyonuna ulaşınız.

 <p>TOKAT GAZİOSMANPAŞA ÜNİVERSİTESİ 1992</p>	<p>T.C. TOKAT GAZİOSMANPAŞA UNIVERSITY Personnel Distribution of Duties Form</p>	Document No.	TOGÜ.FRM.577
		First Publ. Date	07.07.2025
		Revision Date	
		Revision No	
		Page No	1/1

Distribution of Staff Duties	
Full Name - Title	Lecturer Fatih MARAŞLI
Mission	Deputy Coordinator
Job Descriptions	
<ul style="list-style-type: none">• To follow the daily operation (attendance, exam papers, announcements) regarding the execution of compulsory courses.• To carry out processes related to student exemption exams and repeat courses.• To support and follow up the assignment processes of the lecturers.• To support the coordinator in exam organization, hall lists and proctor planning.• To carry out the coordinator duty by proxy in the absence of the coordinator.• To fulfill other duties assigned by the coordinator.	

*Personel sayısı kadar artırımız.

* Tokat Gaziosmanpaşa Üniversitesi ilgili yönetmelik ve yönergeler gereğince hazırlanmıştır.
Bu dokümanın basılı hali kontrolsüz doküman kabul edilmektedir. Lütfen web sitesinden en son versiyonuna ulaşınız.



T.C.
TOKAT GAZİOSMANPAŞA
UNIVERSITY
Personnel Distribution of Duties Form

Document No.	TOGÜ.FRM.577
First Publ. Date	07.07.2025
Revision Date	
Revision No	
Page No	1/1

Distribution of Staff Duties

Full Name - Title | Lecturer Uğur POLAT

Mission | Deputy Coordinator

Job Descriptions

- To assist the coordinator in the preparation of course and exam programs.
- To ensure communication and coordination with faculties, colleges and vocational schools.
- To ensure that course and exam results are entered into the systems completely and controlled.
- To assist in the timely and regular execution of exam organizations.
- To deputize when necessary in the absence of the coordinator.
- To fulfill other duties assigned by the Coordinator.

**Personel sayısı kadar artırınız.*

** Tokat Gaziosmanpaşa Üniversitesi ilgili yönetmelik ve yönergeler gereğince hazırlanmıştır.
Bu dokümanın basılı halı kontrolsüz doküman kabul edilmektedir. Lütfen web sitesinden en son versiyonuna ulaşınız.*

 <p>TOKAT GAZİOSMANPAŞA ÜNİVERSİTESİ 1992</p>	<p style="text-align: center;">T.C. TOKAT GAZİOSMANPAŞA UNIVERSITY Personnel Distribution of Duties Form</p>	Document No.	TOGÜ.FRM.577
		First Publ. Date	07.07.2025
		Revision Date	
		Revision No	
		Page No	1/1

Distribution of Staff Duties	
Full Name - Title	Alaatdin GÜVENATEŞ
Mission	VHKİ
Job Descriptions	
<ul style="list-style-type: none">• To carry out all correspondence, document follow-up and archiving procedures related to compulsory courses.• To share course and exam programs with the Student Affairs Department and related units.• To prepare and follow student lists, attendance and exam documents.• To carry out administrative processes related to the organization of exemption and make-up exams.• To make archive, reporting and system entries regarding the activities of the coordinatorship.	

*Personel sayısı kadar artırımız.

* Tokat Gaziosmanpaşa Üniversitesi ilgili yönetmelik ve yönergeler gereğince hazırlanmıştır.
Bu dokümanın basılı halı kontrolsüz doküman kabul edilmektedir. Lütfen web sitesinden en son versiyonuna ulaşınız.