

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities of the Disciplinary and Archives Branch Directorate;

- To conduct disciplinary procedures for University personnel in coordination with the Legal Counsel's Office,
- To prepare annual/periodic lists of the stages and outcomes of disciplinary and penal investigations and submit them to YÖK,
- To draft other court-requested documents and, after preparation and approval, to dispatch the files,
- To enter disciplinary sanctions into the YÖKSİS and HİTAP data systems,
- To keep statistics on disciplinary penalties,
- To conduct Security Clearance and Archive Research procedures,
- To compile and maintain personal files for all personnel,
- To carry out asset declaration procedures under Law No. 3628,
- To ensure the execution of archival services.