



SAKARYA
ÜNİVERSİTESİ
İlahiyat Fakültesi

SAU
FACULTY OF THEOLOGY
BOARDS AND WORKING GROUPS

(At the meeting of the Faculty Executive Board dated 25.09.2024 and numbered 999
adopted by resolution no. 2).

PROCEDURES AND PRINCIPLES

(Accepted with the decision numbered 1 taken at the meeting of the Faculty Board dated 16.09.2020 and numbered 190)

1) In Sakarya University Faculty of Theology, various boards and working groups are established in addition to the Faculty Board of Directors and the Faculty Board, whose structure and duties are specified in the Higher Education Law. The main purpose in the formation of these;

a) Determining, implementing and monitoring the Faculty's quality assurance policies and strategies, and making necessary improvements,

b) Monitoring and evaluating the quality and quantity of education and training processes, and making the necessary improvements,

c) Monitoring and evaluating the research processes of the Faculty in terms of quality and quantity, making the necessary improvements, and increasing the number of qualified academic publications,

d) Ensuring that the Faculty carries out its social contribution activities in line with its goals and strategy, planning and organizing extracurricular academic and cultural activities,

e) Carrying out the promotional activities of the Faculty, informing the public when necessary, recording the activities of the Faculty through publications such as bulletins etc.

2) Boards and groups forward their decisions to the Dean's Office to be resolved in the Faculty Administrative Board when necessary.

3) Boards and groups meet at least once a year and submit a report to the dean at the end of the year. These reports are taken into account in the improvements to be made in the following year.

4) Boards and groups whose members and duties are determined by the Dean's Office take office after approval by the Faculty Executive Board.

5) When the Dean's Office deems necessary, it makes changes in the boards and groups at the beginning of the academic year and submits them to the approval of the Faculty Executive Board.

6) If deemed necessary, new boards and groups may be formed in addition to the existing ones in line with the needs.

7) These procedures and principles enter into force on the date of approval by the Faculty Board and are executed by the Dean.

A. BOARDS AND WORKING GROUPS RELATED TO QUALITY ASSURANCE SYSTEM

1) QUALITY AND ACCREDITATION BOARD

	Title, Name-Surname	Mission
1.	Assoc. Prof. Dr. Abdurrahman HENDEK	President
2.	Res. Asst. Halil İbrahim YILMAZ	Vice President - Member
3.	Assoc. Prof. Dr. Ahmet Selman BAKTI	Member
4.	Asst. Prof. Dr. Abdulmuttalip BAYCAR	Member
5	Assoc. Prof. Dr. Elif Nur ERKAN BALCI	Member
6.	Res. Asst. Firdevs YILDIZ	Member
7.	Res. Asst. Üsame BALIKÇI	Member
8	Res. Asst. Yusuf Asım SÖYLEMEZ	Member
9.	Osman İŞGÜVEN	Member
10.	Res. Asst. Afife Şeyma TAÇ	Secretariat
11.	Res. Asst. Enes TARHAN	Secretariat
12.	Res. Asst. Halil İbrahim GÜRGENÇ	Secretariat

Duties and Policy

1. To manage the quality studies in the faculty.
2. To carry out the studies required by accreditation processes.
3. Working in coordination with the Student Affairs Group, evaluating the requests and demands received from students and discussing them within their own boards .

B. BOARDS AND WORKING GROUPS RELATED TO EDUCATION AND TRAINING

1) ILITAM SUPPORT BOARD

	Title, Name-Surname	Mission
1.	Assoc. Prof. Dr. Muhammed Ali BAĞIR	Program and Coordination
2.	Res. Asst. Muhammet Salih ASLAN	Communication, Planning, Website and Social Media Accounts
3.	Res. Asst. Yusuf Asım SÖYLEMEZ	Communication, Planning, Website and Social Media Accounts

Duties and Policy

1. Preparing and updating the İLİTAM web page.
2. Managing ILITAM social media accounts.
3. Helping to enter course contents and materials into the system.
4. Assisting in the preparation of exam documents.
5. Supporting student and course registrations.
6. Supervising audio and video shootings, assisting in montages.
7. Providing material support such as cameras, smart boards , etc. for live classes.
8. Answering incoming phone calls about ILITAM, managing ILITAM e-mail address and forum.
9. To perform other duties to be assigned by the Executive Board.
10. Working in coordination with the Student Affairs Group, evaluating the requests and demands received from students and discussing them within their own boards .

2) STUDENT AFFAIRS WORKING GROUP

Related Assistant Dean: Dr. Kübra CEVHERLİ

	Title, Name Surname	Mission
1.	Assoc. Prof. Dr. Hamza ERMİŞ	Preparatory Classes Coordinator
2.	Asst. Prof. Dr. Hülya AFACAN	Arabic Preparatory Classes
3.	Res. Asst. Dr. Zehra ÖZLİ	Arabic Preparatory Classes
4.	Res. Asst. Dr. Fatma Hayrünnisa ÇİL	Arabic Preparatory Classes
5.	Res. Asst. Semra KAYA AITAOURI	Arabic Preparatory Classes
6.	Asst. Prof. Dr. Kübra CEVHERLİ	Teaching Practice Coordinator
7.	Res. Asst. Zehra ORAN	Teaching Practice
8.	Assoc. Prof. Dr. Abdurrahman HENDEK	Coordinator of Oratory and Professional Practice
9.	Res. Asst. Esra BAŞAK	Oratory and Professional Practice
10.	Assoc. Prof. Dr. Metin AYDIN	Student Counseling Coordinator
11.	Res. Asst. Enes TARHAN	Student Counseling
12.	Assoc. Prof. Dr. Büşra ÇAKMAKTAŞ	Representative of Career Development Coordinatorship
13.	Asst. Prof. Dr. Seyfettin HARUNI	Guest Student Coordinator
15.	Assoc. Prof. Dr. Ahmet Numan ÜNVER	Course Programs Coordinator (Undergraduate)
16.	Res. Asst. Dr. Sakin TAŞ	Course Programs (Graduate)
17.	Assoc. Prof. Dr. Abdullah INCE	Alumni Relations Coordinator
18.	Res. Asst. Muhammet Ali ACAR	Alumni Relations
19.	Asst. Prof. Dr. Hülya AFACAN	Student Communities Coordinator
20.	Asst. Prof. Dr. Abdulmuttalip BAYCAR	Graduation Programs Coordinator

Duties and Policy

1. Counseling Services: To make counseling planning and to carry out the necessary work for the healthy execution of counseling.
2. To ensure communication with foreign students in the faculty.
3. Preparing and implementing surveys to measure student satisfaction and presenting the results to the Dean's Office in a report.
4. To organize the activities carried out on behalf of the Faculty of Theology within the University.

5. To organize, execute and follow up the works assigned by the Preparatory Classes Coordinator.
6. Maintaining communication with graduate students.
7. Processing and submitting data on students from other boards and groups to the relevant places.
8. Coordinating students' teaching and professional practice studies

3) FOREIGN RELATIONS AND ADAPTATION WORKING GROUP

Related Vice Dean: Assoc. Prof. Dr. Muhammed Ali BAĞIR

Title, Name Surname		Mission
1.	Prof. Dr. Ahmet BOSTANCI	International Communication Coordinator
2.	Assoc. Prof. Dr. Ahmet YEŞİL	International Communication
3.	Res. Asst. Adem KARAASLAN	International Communication
4.	Res. Asst. Abdullah Arif ADALAR	International Communication
6.	Res. Asst. Muhammed YETİM	International Communication
7.	Prof. Dr. Ali KARATAŞ	Farabi Coordinator
8.	Asst. Prof. Dr. Seyfettin HARUNI	Mevlana Coordinator
9.	Asst. Prof. Dr. Esra AKAY DAĞ	Internationalization Coordinatorship Representative / Erasmus Coordinator
10.	Asst. Prof. Dr. Ayşe ELMALI KARAKAYA	Erasmus Program
11.	Assoc. Prof. Dr. Tamer YILDIRIM	Adaptation Commission
12.	Assoc. Prof. Dr. Esra ATMACA	Adaptation Commission
13.	Assoc. Prof. Dr. Habib KARTALOĞLU	Adaptation Commission
14.	Res. Asst. Dr. Nuray SARMAN	Adaptation Commission
15.	Res. Asst. Nergis KARAASLAN	Adaptation Commission
16.	Res. Asst. Dr. Gülsüm KORKMAZER	Adaptation Commission

Duties and Policy

1. To carry out studies on the exchange of academic staff and students with higher education institutions abroad.
2. To investigate and follow up cooperation opportunities in the field of education and science with higher education institutions abroad.
3. Providing information about exchange programs abroad.

4. To carry out and follow up the works related to adaptation at the faculty.
5. Working in coordination with the Student Affairs Group, evaluating the requests and demands received from students and discussing them within their own boards .

C. BOARDS AND WORKING GROUPS RELATED TO RESEARCH AND DEVELOPMENT

1) FACULTY JOURNAL BOARD

	Title, Name-Surname	Mission
1.	Assoc. Prof. Dr. Emrah KAYA	Editor
2.	Assoc. Prof. Dr. Abdurrahman HENDEK	Editor Asst.
3.	Asst. Prof. Dr. Ayşegül METE	Editor Asst.
4.	Prof. Dr. Kemal BATAK	Editorial Board
5.	Prof. Dr. Erdiñ AHATLI	Editorial Board
6.	Asst. Prof. Dr. Esra AKAY DAĞ	English Language Officer
7	Res. Asst. Dr. Betül ELMACI ÇETİN	Layout and Interior Design
8.	Res. Asst. Furkan Ramazan ÖĞE	Layout and Interior Design Formal Preliminary Control Officer
9.	Res. Asst. Ayşe KAYA	Post Tracking
10	Res. Asst. Enes TARHAN	Magazine Web Page Responsible

Duties and Policy

1. To take the necessary measures to publish two issues of the faculty magazine every year without interruption and to ensure the distribution of the magazine to the relevant places.
2. To determine and implement the editorial principles of the journal.
3. To make the preliminary review of the manuscripts sent to the journal, to follow the work and procedures regarding the refereeing process and publication.
4. To take the necessary initiatives and studies for the journal to be included in national and international publication indexes and databases, taking into account the demands and suggestions of internal and external stakeholders.

2) RESEARCH AND DEVELOPMENT WORKING GROUP

Related Assistant Dean: Dr. Kübra CEVHERLİ

	Title, Name Surname	Mission
1.	Prof. Dr. Mahmut ZENGİN	R&D Coordinator
2.	Prof. Dr. Abdullah INCE	External Funding Project, 2209-A
3.	Assoc. Prof. Dr. Esra ATMACA	External Funding Project, 2209-A
4.	Asst. Prof. Dr. Abdulmuttalip BAYCAR	External Funding Project, 2209-A
5.	Assoc. Prof. Dr. Abdurrahman HENDEK	International Publication Coordinator for Philosophy and Religious Sciences
6.	Asst. Prof. Dr. Soner AKSOY	Basic Islamic Sciences International Publication Coordinator
7.	Res. Asst. Halil İbrahim YILMAZ	International Publication Coordinator for Islamic History and Arts
8.	Res. Asst. Dr. Ravza AYDIN	Library and Book Request
9.	Res. Asst. Firdevs YILDIZ	Library and Book Request

Duties and Policy

1. Providing technical and tactical support on projects.
2. Organizing seminars and conferences to encourage and guide project preparation.
3. Promoting and informing about the completed projects.
4. To ensure that the books in the library are classified, to develop a book request system for the library, to determine the need for books, to prepare a list of books to be purchased and submit it to the dean's office, to organize seminars to be held by our university library experts in our faculty on using online databases.

D. BOARDS AND WORKING GROUPS RELATED TO SOCIAL CONTRIBUTION

1) ACADEMIC ACTIVITIES WORKING GROUP

Related Vice Dean: Assoc. Prof. Dr. Muhammed Ali BAĞIR

	Title, Name Surname	Mission
1.	Prof. Dr. Fuat AYDIN	Academic Events and Wednesday Conferences
2.	Prof. Dr. Hülya TERZİOĞLU	Academic Events and Wednesday Conferences
3.	Assoc. Prof. Dr. Mustafa GÜNERİGÖK	Academic Events and Wednesday Conferences/ Young Interview
4.	Asst. Prof. Dr. Feyza DOĞRUYOL	Academic Event Coordination
5.	Res. Asst. Adem KARAASLAN	Wednesday Conferences
6.	Res. Asst. Muhammed YETİM	Wednesday Conferences
8.	Res. Asst. Esra BAŞAK	Online / Live Broadcasts

2) SOCIAL AND CULTURAL ACTIVITIES WORKING GROUP

Related Vice Dean: Assoc. Prof. Dr. Muhammed Ali BAĞIR

	Title, Name Surname	Mission
1.	Prof. Dr. Mehmet MEMİŞ	Art Studies Coordinator
2.	Res. Asst. Sümeyye YAMAN	Traditional Art Studies
3.	Asst. Prof. Dr. Seyfettin HARUNI	Choir Practices
4.	Res. Asst. Dr. Hüseyin CAN	Photography

3) EDUCATION SUPPORT WORKING GROUP

Related Vice Dean: Assoc. Prof. Dr. Muhammed Ali BAĞIR

	Title, Name Surname	Mission
1.	Prof. Dr. Süleyman Akkuş	Theology Academy Program Coordinator
2.	Assoc. Prof. Dr. Feyza DOĞRUYOL	Social Contribution Coordinatorship Representative
3.	Res. Asst. Muhammet Salih ASLAN	SADEP Coordinator (Arabic)
4.	Res. Asst. Üsâme BALIKÇI	SADEP Coordinator (English)
5.	Res. Asst. Ayşe KAYA	SADEP Coordinator (Turkish)
6.	Asst. Prof. Dr. Betül ÖZDİREK	Hafız Project Coordinator

Duties and Policy

1. To plan activities such as symposiums, panels, conferences, seminars, courses, etc. to be held at the Faculty and to make the necessary preparations, promotions and announcements.
2. To organize the welcome, food and accommodation of the guests who will come to our faculty within the scope of the activities in the previous article.
3. To follow up the communities in which students are active and to communicate with the necessary units before the community activities and to supervise the activity.
4. To evaluate the requests and demands received from students and to discuss them within their own boards .

4) FACULTY SUPPORT WORKING GROUP

Related Assistant Dean: Dr. Kübra CEVHERLİ

	Title, Name Surname	Mission
1.	Prof. Dr. Ahmet BOSTANCI	SAU Theology Foundation President / Coordinator
2.	Prof. Dr. Abdullah ÖZCAN	Support to SAU Theology Foundation
3.	Assoc. Prof. Dr. Şükrü ŞİRİN	Support to SAU Theology Foundation
4.	Asst. Prof. Dr. Halil UYSAL	SAU Theology Foundation
5.	Assoc. Prof. Dr. Bayram DEMİRCİGİL	Coordination with Mufti Offices
6.	Asst. Prof. Dr. Zübeyde ÖZBEN DOKAK	SAU Theology Foundation and Scholarship Commission
7.	Asst. Prof. Dr. Zeynep ŞEKER	Scholarship Commission Coordinator
8.	Asst. Prof. Dr. Seyfettin HARUNI	Scholarship Board
9.	Res. Asst. Halil İbrahim YILMAZ	Scholarship Board
10.	Res. Asst. Sümeyye YAMAN	Scholarship Board
11.	Res. Asst. Muhammed Salih ASLAN	Scholarship Board
12.	Res. Asst. Firdevs YILDIZ	Scholarship Board
13.	Res. Asst. Betül ELMACI ÇETİN	Scholarship Board
14.	Res. Asst. Harun BOZKURT	Scholarship Board
15.	Prof. Dr. Abdullah INCE	Alumni Relations Coordinator
16.	Res. Asst. Muhammet Ali ACAR	Alumni Relations

Duties and Policy

1. To plan and carry out Ramadan and Friday preaching and guidance activities carried out jointly with the Provincial and District Mufti's Offices. Leading the preparation of programs introducing our faculty to the public on important days and nights.
2. To assist in the activities of the Faculty Foundation.
3. Supporting and assisting improvements in the faculty through consultation with internal and external stakeholders.
4. Preparing commissions for student scholarships, conducting scholarship interviews and follow-up.

E. BOARDS AND WORKING GROUPS RELATED TO THE GOVERNANCE SYSTEM

1) FACULTY PROMOTION AND INFORMATION GROUP

Related Assistant Dean: Dr. Kübra CEVHERLİ

Title, Name Surname	Mission
1. Assoc. Prof. Dr. Büşra ÇAKMAKTAŞ	Newsletter Coordinator
2. Asst. Prof. Dr. Feyza DOĞRUYOL	Newsletter
3. Res. Asst. Furkan Ramazan ÖGE	Newsletter and Digital Design
4. Res. Asst. Abdullah Arif ADALAR	Newsletter and Digital Design
5. Res. Asst. Dr. Hüseyin CAN	Newsletter, Brochure, Photo and Archive
6. Res. Asst. Abdullah Arif ADALAR	Web (if.sakarya.edu.tr) -English-
7. Res. Asst. Afife Şeyma TAÇ	Web (if.sakarya.edu.tr) -English-
8. Asst. Prof. Dr. Abdülmelik YANGIN	Web (if.sakarya.edu.tr) -Arabic-
9. Asst. Prof. Dr. Amir MIRZA	Web (if.sakarya.edu.tr) -Arabic-
10. Res. Asst. Alican KANOĞLU	Web (haber.sakarya.edu.tr)
11. Res. Asst. Enes DURMUŞ	Web (haber.sakarya.edu.tr)
13. Res. Asst. Muhammet Salih ASLAN	İlitam Website and Social Media Accounts
14. Res. Asst. Yusuf Asım SÖYLEMEZ	İlitam Website and Social Media Accounts
15. Res. Asst. Zehra ORAN	Social Media Accounts- Web (if.sakarya.edu.tr) -Turkish
16. Res. Asst. Yusuf Asım SÖYLEMEZ	Faculty Guest Introduction
17. Res. Asst. Ayşe KAYA	Faculty Guest Introduction
18. Res. Asst. Semra KAYA AITAOURI	Faculty Guest Introduction
19. Osman İŞGÜVEN	Management of faculty e-mail account

Duties and Policy

1. To collect information and materials for the preparation of booklets, bulletins, brochures and digital materials promoting our faculty and to carry out the necessary work.
2. Updating the faculty website, translating the necessary sections into English and Arabic.

3. Ensuring that faculty events and news about our faculty are published on the SAU news portal, faculty website and official social media accounts of the faculty, as well as ensuring that they reach the archive team.
4. Organizing activities to introduce the faculty to students and guests who visit our faculty.
5. To share information and materials by ensuring communication between task units.
6. To introduce the faculty to potential students by planning visits to secondary education institutions.