**Academic structuring at Faculties of Pharmacy**

Faculties of pharmacy are higher education institutions that provide high level education in their field, do scientific research and make publications, and to which may include affiliated units.

***Dean***

**a) Appointment**

The dean to be the representative of the faculty and its units is appointed by the university administrative committee from among the three candidates -from within or outside the university- to be proposed by the rector for three years, and he/she is assigned in accordance with normal procedures. The dean whose term of office is over may be appointed again. Among the salaried members of the faculty, the dean elects two people – at most- as vice deans to assist him/her. When the dean is not on duty, one of the vice deans represents him/her.

**b)** **Duties, authorities and responsibilities**

* Presides the faculty councils, implements the decisions made by the faculty councils, and ensures cooperation among the units of the faculty
* Reports the overall situation and the process of the faculty to the rector at the end of each academic year or on demand
* Reports the appropriation and staff need of the faculty with justifications to the rector, presents the budget of the faculty to the rector after asking for opinions of the administrative board of the faculty
* Observes and monitors the units and staff at every level in the faculty
* Fulfilling other duties imposed by the law

The dean has the primary liability to the rector for the optimal use of the educational capacity of the faculty and its affiliated units, taking safety measures when necessary, providing necessary social services for students, running of the program, scientific research and publications, observing, monitoring and controlling all the activities, and obtaining the results.

***Faculty council***

**a) Foundation and functioning**

Under the presidency of the dean, the faculty council is composed the heads of the departments affiliated to the faculty, three faculty members to be elected by the professors, two faculty members to be elected by the associate professors, and a faculty member to be elected by the assistant professors in the faculty for three years. The faculty council convenes at the beginning and the end of each term.

**b) Duties**

* The faculty council is an academic body and does the following:
* Determining the education, scientific research and publication activities, and the principles, plans, and program of these activities, and the academic calendar.
* Electing members for the administrative board of the faculty
* Fulfilling other duties imposed by this law.

***Administrative Board of the faculty***

**a) Foundation and functioning**

Under the presidency of the dean, the administrative board of the faculty is composed of three professors, two associate professors and an assistant professor to be elected by the faculty council. The administrative board of the faculty convenes upon the dean’s the call of the dean. When necessary, the administrative board of the faculty may form temporary work groups, coordinative education units, and assign their duties.

**b) Duties**

* The administrative board of the faculty is an academic body that assists the dean; and does the following:
* Assisting the dean in the administration of the principles set by the resolutions of the faculty council
* Ensuring that the education plans and programs, and the calendar of the faculty are implemented
* Preparing the investment plan, program and budgetary proposal of the faculty
* Making decisions regarding all the tasks about the administration of the faculty to be proposed by the dean,
* Making decisions about student acceptance, course adaptation, dismissal, and procedures regarding the exams
* Fulfilling other duties imposed by this law.

**Academic structuring**

Academic structuring of the faculties of pharmacy is formed in the frame of the related laws and regulations as follows:

***Department***

Departments are the units that constitute a whole in terms of purpose, content and quality, and carry out research and practice in at least one branch of education, science and arts including bachelor degree.

Faculties of pharmacy traditionally run a bachelor degree program, and offer a uniform diploma; thus, within the scope of these faculties three departments can be founded at most. Within the scope of the faculties of pharmacy in Turkey, there are the following three departments each of which carries out at least one particular education program.

* **Department of Professional Pharmaceutical Sciences**
* Department of Pharmaceutical Technology
* Department of **Basic Pharmaceutical Sciences**

***Head of department***

The department is rules by the head of department. The head of department is appointed by the dean from among professors; if not from among associate professors; if not from among assistant professors considering the written reviews of other heads. The dean reports the appointment to the rector.

The head of department is responsible for ensuring that all kinds of education and research activities at all levels in the department are run properly and effectively, and that the sources are used efficiently. The head of department attends the faculty council and represents the department. The instructors in the department are observed and monitored by the head. At the end of each academic year, the head of department is supposed to report the education and research activities of the previous academic year and the work plan of the department for the next year.

**Department board**

In departments where there is only one department, it is composed of all instructors in the department under the residency of the head of department; while in departments where more departments are found, it is composed of the heads of departments, co-heads and the head of divisions.

During the academic year, the department board convenes at least once a month to elaborate on the topics of the agenda determined by the head. The department board expresses opinions about the preparation of cooperation principles and plans required to ensure that the department and other affiliated departments (if any) benefit effectively from the tools, equipment and physical facilities for practice and research activities. The proposals about these issues that the department board will prepare are implemented following the consent of the head of department.

***Division***

Division is an academic unit which constitutes the department and includes at least one discipline where education and practice and research activities are conducted. Whether a division will be founded, combined or closed will be determined by the Council of Higher Education.

***Head of Division***

Division is ruled by the head of division. The head of division is elected from among the professors, if not from among associate professors, and if not from among assistant professors of the division by professors and academics within the division; and appointed by the dean in a week. The appointment is reported to the rectorate.

***Division Board***

In divisions where there are several disciplines, the division board is composed of the heads of divisions and the heads of disciplines; while in divisions with only one discipline, it includes all the professors and academics. The division board expresses its opinions about the planning and implementation of the programs in division to the head of division.

***Discipline***

Discipline is a unit which is affiliated to the related division and offers education, practive and research. Whether a discipline will be founded is determined by the senate based on the common proposals of the related head of division, head of department and dean, and the positive opinions given by the Council of Higher Education.

***Head of discipline***

The head of discipline is elected from among the professors, if not from among associate professors, and if not from among assistant professors of the discipline by professors and academics within the discipline; and appointed by the dean in a week. The appointment is reported to the rectorate.

***Discipline Board***

Discipline Board is composed of the professors, associate professors, assistant professors and academics working in that discipline. Discipline board reports its opinions about the syllabi, and the preparation and implementation of research.

**Teaching Staff**

In faculties of pharmacy, teaching staff include professors, academics, instructors and teaching assistants

***Professors:*** are the teaching staff who are entitled “professor”, associate professor” or “assistant professor” in higher education.

***Professor* :** is the person with the highest academic title.

***Associate professor*:** is the person with academic title who achieved associate professorship exam

***Assistant professor*:** is the person with the lowest academic title who has successfully completed his/her PhD studies, achieved [examination for specialty in medicine](http://tureng.com/tr/turkce-ingilizce/examination%20for%20specialty%20in%20medicine) or got certificate of competency in particular branches of art.

Professors are supposed to do the following in their institutions:

* Carrying out undergraduate and post graduate level trainings and applied studies, conducting project preparations and seminars
* Doing scientific research and publication
* Accepting, assisting and guiding students when necessary
* Fulfilling other duties imposed by the authorities

***Academics***: are the teaching staff who are responsible for giving lectures and conducting applied studies. They are appointed for two years at most. When this period is over, they may be reappointed if there is no other candidate applying for the position and if the institution benefits from their work.

***Instructors***: are the teaching staff who teach or implement common required courses within several education programs throughout the education process. They are appointed for a definite or an indefinite period of time. At the end of their appointment period, their position expires. It is possible for instructors to be reappointed.

***Teaching assistants:*** are the research assistants, experts, translators, and education planners thar are appointed for a given period in higher education.

1. *research assistants* : are the teaching assistants who assist the research, analysis and experiments carried out in higher education institutions; and fulfil other duties given by the related bodies. They are appointed for three years at most, and at the end of this period, their position expires. They can be reappointed for the same position.

*b) experts:*  are the teaching assistants –directly or indirectly related to education- who are assigned in laboratories, libraries, workshops, and other practice areas that require special knowledge and expertise .

*c) Translators*: are the teaching assistants who work in oral or written translation projects.

*d) Education planners: are the teaching assistants are in charge of the planning of the education offered in higher education institutions.*

Experts, translators, and education planners are appointed or contracted for two years at most. At the end of this period, their position expires. They can be reappointed. After the third appointment, they can be appointed permanently.

**Institutions providing pharmacy education in Turkey**

In Turkey, there are 28 faculties of pharmacy: 3 in Ankara, 8 in İstanbul, 2 each in Erzurum, Eskişehir, İzmir, and 1 each in Kayseri, Malatya Mersin, Trabzon, Erzincan, Van, Diyarbakır, Sivas, Edirne, Ağrı. Of these faculties 18 are in state universities, 6 are in foundation universities, and 4 have been founded in Cyprus.