REPUBLIC OF TÜRKİYE
KTO KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES, DEPARTMENT OF NURSING
ALUMNI MONITORING COMMITTEE
PROCEDURES AND PRINCIPLES

CHAPTER ONE
Purpose, Scope, Basis, and Definitions

Purpose

Article 1 – The purpose of these procedures and principles is to determine the rules and regulations of the Alumni Monitoring Committee of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University.

Scope

Article 2 – These procedures and principles cover the provisions regarding the establishment, duties, authorities, and responsibilities of the Alumni Monitoring Committee of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University.

Basis

Article 3 – In accordance with Article 44(b) of Law No. 2547 on Higher Education, published in the Official Gazette dated 4/11/1981 and numbered 17506, the Committee shall perform the following duties.

Definitions

Article 4 – In this Directive;

1. **Head of Department:** refers to the Head of the Department of Nursing,
2. **Department Board:** refers to the Department Board of Nursing,
3. **Department:** refers to the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
4. **Faculty:** refers to the Faculty of Health Sciences, KTO Karatay University,
5. **Committee Chair:** refers to the Chair of the Alumni Monitoring Committee of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
6. **Committee Members:** refers to the members of the Alumni Monitoring Committee of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
7. **Committee:** refers to the Alumni Monitoring Committee of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
8. **Student:** refers to the students of the Department of Nursing,
9. **University:** refers to KTO Karatay University.

CHAPTER TWO
Establishment, Appointment, and Term of the Committee; Chair, Members, Working Principles; Duties, Authorities, and Responsibilities

Establishment, Appointment, and Term of the Committee

Article 5 – The Committee is established in accordance with the following principles:

1. The Committee is established upon the proposal of the Head of Department and the decision of the Department Board of Nursing.
2. The term of the Committee’s activities is three years.
3. Upon the expiration of its term, the Committee’s membership may be renewed by the decision of the Department Board.
4. The Committee members elect a Chair from among themselves.

5. A Committee member whose term has expired may be reappointed.
6. Committee members whose term ends prematurely for any reason may be reappointed in the same manner.
7. Student membership in the Committee is three years. Upon the expiration of a student member's term, a new student representative is selected to replace them.

Committee Chair

Article 6 – The duties of the Committee Chair are as follows:

1. Represents the Committee, presides over meetings, and manages the Committee's activities.
2. Communicates the Committee's decisions regarding appointments, correspondence, and other related matters to the Department in accordance with the Committee's resolutions.
3. Issues meeting calls and, when necessary, convenes the Committee for urgent meetings with a special agenda.
4. At the end of each spring semester, submits the Committee's activity report, prepared by the Committee, to the Head of Department.
5. Ensures that the Committee's meeting minutes are properly filed and archived.

Committee Members

Article 7 – The duties of the Committee members are as follows:

1. Carry out the Committee's activities together with the Chair.
2. Actively participate in Committee meetings and decisions.
3. Assist in the preparation of the Committee's activity report at the end of each spring semester.
4. Perform other duties assigned by the Chair.

Working Principles of the Committee

Article 8 – The working principles of the Committee are as follows:

1. The Committee convenes twice a year, at the end of each academic semester. Extraordinary meetings may be held upon the Chair's call if deemed necessary.
2. The Committee meets upon the Chair's call when an agenda is formed. Meetings are held with a simple majority of the total members present, and decisions are made by a simple majority of those attending. Voting is conducted openly. In the event of a tie, the Chair's vote is decisive.
3. When necessary, the Committee organizes meetings in coordination with other relevant committees.

Duties, Authorities, and Responsibilities of the Committee

Article 9 – The duties, authorities, and responsibilities of the Committee are as follows:

1. Ensures communication and collaboration between the Department of Nursing and its alumni.
2. Monitors and reports on the career development and employment status of alumni.
3. Contacts the units where alumni are employed and obtains evaluations of alumni from external stakeholders such as the Directorate of Nursing Services, the Directorate of Care Services, and responsible nurses, and submits these evaluations in writing to the Head of Department.
4. Creates and maintains social media accounts under the name **"KTO Karatay University Department of Nursing Alumni"** to enhance communication with alumni and monitors these accounts.
5. Provides information and guidance to students approaching graduation regarding alumni monitoring practices.
6. Reviews meeting minutes and reports, and submits the outcomes to the Head of Department.
7. Communicates all decisions made by the Committee to both the students and the Head of Department.

CHAPTER THREE
Cases Not Covered, Enforcement, and Execution

Cases Not Covered

Article 10 – In matters not regulated by these procedures and principles, the provisions of Law No. 2547 on Higher Education, published in the Official Gazette dated 4/11/1981 and numbered 17506, shall apply.

Enforcement

Article 11 – These procedures and principles shall enter into force upon their approval by the Faculty Board.

Execution

Article 12 – The provisions of these procedures and principles shall be executed by the Chair of the Committee.