AI Implementation and Integration in Education Coordination Office: Role Description

The mission of the School of Foreign Languages AI Applications Coordination Office is to enhance the School's overall quality and efficiency by integrating artificial intelligence technologies into teaching-learning and administrative processes in a strategic and ethical manner.

Within this scope, the Office aims to support the operations of existing coordination units through AI applications; to enrich teaching quality by providing comprehensive training and support so that academic staff can use AI tools effectively both in and beyond the classroom; and, for students, to leverage AI in language learning to increase efficiency and personalise course materials.

The AI Coordination Office is a unit established to operate actively across all areas within the School-involving management, academic staff and students-where AI can be integrated.

Among the Office's responsibilities are organising regular sessions and workshops to increase AI literacy and to enable both academic staff and students to explore the potential of this technology in language learning and academic development. In line with the School's strategic objectives, the planning and workshops required to start with pilot implementations and move toward more advanced AI solutions that optimise processes will be organised by Coordinator Dr Ayşe Demir, with operational contributions from Lecturer Caner Dönmez, and will be carried out with a strict commitment to AI ethics, data privacy and security policies, with the vision of building a responsible and sustainable AI ecosystem.