 FIRAT UNIVERSITY FIRAT UNIVERSITY	ASSOCIATE DEANS	Document No.	KYS-GRV-016
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DUTY TITLE	Associate Dean
AFFILIATED TITLE	Dean

JOB DESCRIPTION

Assistant Deans are selected by the Dean from among the faculty members of the Faculty to assist him/her in his/her work and are appointed for a maximum of three years. The Dean may change his/her assistants when deemed necessary. When the Dean's duty ends, the duty of his/her assistants also . In accordance with the objectives and principles determined by the senior management of Firat University; they assist the Dean in his/her work in order to carry out all the necessary activities to realize education and training in line with the vision and mission of the Faculty, and when the Dean is absent.

DUTIES, RESPONSIBILITIES

- Carries out faculty evaluation and quality improvement studies.
- It ensures that standards are set for evaluation and quality improvement activities.
- Ensures the establishment and work of committees for evaluation and quality improvement activities.
- Prepares annual reports of evaluation and quality improvement activities and submits them to the Dean's Office.
- It ensures that the output qualifications of the programs carried out at the faculty are determined.
- Prepares the self-evaluation report of the faculty.
- Prepares the strategic plan of the faculty.
- Ensures that the quality of the standards set is improved.
- Carries out the necessary work to accredit the programs in our faculty.
- Prepares and executes the program of the Accreditation visit team coming to accredit the programs in our faculty.
- Ensures that "Teaching Process Evaluation Questionnaires" are applied to the teaching staff.
- Prepares and ensures the implementation of student evaluation surveys of the Faculty.
- Develops policies and strategies related to education and research.
- Conducts the elections required for the student council and representation.
- Ensures that the wish and suggestion boxes are opened and evaluated regularly.
- Prepares the Academic General Assembly presentations to be held at the end of each academic year.
- Follows the projects carried out by faculty members at the faculty.
- Ensures that the faculty library is enriched and provides regular service.
- It ensures that special talent exams are held at the faculty.
- It ensures the preparation of the guidelines for the special talent exams to be held at the faculty.
- It ensures that computer programs are made for the special talent exams to be held at the faculty.
- Prepares and executes the program of the special talent exam jury members.
- Ensures the preparation of classroom door programs and instructor door programs.
- Ensures that the lecturers conduct their classes regularly.
- Ensures and controls preparation of course fee forms.
- Performs other duties related to the Dean's field of duty.
- When the Dean is absent, he/she deputizes for the Dean.
- Has the authority to perform the duties and responsibilities mentioned above.
- Can use the necessary tools and equipment for the realization of activities.
- Uses the representation authority of Firat University.
- Signature authorization.

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- Uses spending authority.
- He/she has the authority assign, direct, control, correct, warn when necessary, and request information and reports from the instructors, administrators and staff under his/her command.
- He/she has the authority to punish, reward, , , change jobs and grant leave to the managers and personnel under his/her command.

QUALIFICATIONS FOR THE

- To have the general qualifications specified in Civil Servants Law No. 657 and Higher Education Law No. 2547
- To have work experience at the level required by the task
- To have managerial qualifications; to know the requirements of management and administration
- To have the necessary decision-making and problem-solving qualities to carry out its activities in the best way possible

LEGAL BASES

- Law No. 2547 on Higher Education
- Regulation on Academic Organization in Universities
- Law No. 657 on Civil Servants