

 <b>FIRAT UNIVERSITY</b>  FIRATUNIVERSİTESİ	<b>HEAD OF DEPARTMENT</b>	Document No.	KYS-GRV-020
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<b>DUTY TITLE</b>	Head of <b>Department</b>
<b>AFFILIATED TITLE</b>	Dean

#### **JOB DESCRIPTION**

The head of the department is responsible for the education, training and research of the department at all levels and for the regular and efficient execution of all kinds of activities of the department. accordance with the objectives and principles determined by the senior management of Firat University; It carries out administrative and academic works within the department in order to carry out all the activities necessary to realize education and training in line with the vision and mission of the faculty.

#### **DUTIES, AND RESPONSIBILITIES**

- Chairs the department boards.
- the needs of the department in writing to the Dean's Office.
- Ensures that all correspondence between the Dean's Office and the Department is carried out in a healthy manner.
- Provides coordination between the Departments affiliated to the Department.
- It ensures that the course distribution of the department is balanced among the teaching staff.
- Ensures that education and training in the department is carried out in an organized manner.
- Ensures that supplementary course and exam fee schedules are prepared in a timely and accurate manner.
- Identifies the problems of the department related to education and conveys them to the Dean's Office.
- Carries out the evaluation and quality improvement activities of the department and submits the reports to the Dean's Office.
- It works in coordination with the Faculty Evaluation and Quality Development Unit and carries out the accreditation studies of the programs affiliated to the Department.
- It works in coordination with the Faculty Evaluation and Quality Development Unit and carries out the accreditation studies of the programs affiliated to the Department. Provides the necessary information about the Department for the Faculty Academic General Assembly.
- Ensures that course registrations are made regularly at the beginning of each semester.
- It deals closely with the education and training problems of the students of the department.
- Ensures that the student-faculty relations in the department are carried out in a regular and healthy manner in line with the aims of education and training.
- Meetings are held with advisors to ensure that course registrations are made regularly.
- It ensures that the undergraduate education and examination regulations and directives are implemented in accordance with their spirit.
- Ensures that the lecturers conduct their classes regularly.
- The Department ensures the planning and execution of ERASMUS programs.
- Performs other duties assigned by the Rector, the Dean's Office, the School Director in Higher Schools, and the Director of the Vocational School.
- Has the authority to perform the duties and responsibilities mentioned above.

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- Uses the necessary tools and equipment for the realization of activities.
- Signature authorization.
- He/she has the authority to assign work to the managers and personnel under his/her command, to direct them, to control and correct their work, to warn them when necessary, and to request information and reports.
- It has the authority to decide and approve the evaluations in the selection of personnel to be recruited to the Department.

#### QUALIFICATIONS FOR THE

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

#### LEGAL BASIS

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