

 FIRAT UNIVERSITY FIRAT UNIVERSITY	HEAD OF MAIN	Document No.	KYSGRV021
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DUTY TITLE	Head of Department
AFFILIATED TITLE	Head of Department
<p>JOB DESCRIPTION</p> <p>The heads of the department, which is an academic unit where education, training, practice and research activities are carried out, are selected by the faculty members and lecturers working in that department from among the professors of that department, associate professors in the absence of professors, associate professors in the absence of associate professors, doctoral faculty members in the absence of doctoral faculty members, and lecturers in the absence of doctoral faculty members, and are appointed by the Dean. Appointments are notified to the Rectorate. Their term of office is three years. accordance with the objectives and principles determined by the senior management of Firat University; It carries out the works related to 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.</p> <p>DUTIES, RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Chairs the board of the department and executes the decisions of the board. • Provides coordination among the teaching staff in the department. • It makes the course distributions of the department in a balanced and reasonable manner among the teaching staff. • Ensures that all kinds of correspondence between the Head of Department and his/her own department are carried out in a healthy way. • Ensures that supplementary course and exam fee schedules are prepared in a timely and accurate manner. • Performs general supervision and control duties in the department. • It ensures that education and training in the department is carried out in an organized manner. • the problems of the department related to education and forwards them to the Head of the Department. • It ensures that the student-faculty relations in the department are carried out in a regular and healthy in line with the aims of education. • In order to realize education and scientific researches efficiently and effectively, it tries to create an appropriate communication environment among the academic staff in the Department. • Ensures the regular preparation and maintenance of research projects in the department. • Carries out departmental evaluation and quality improvement activities. • It ensures that the output competencies of the department are determined. • Prepares the self-evaluation report of the department. • Prepares the strategic plan of the department. • Carries out the necessary work for the accreditation of the department. • Prepares annual reports of the evaluation and quality improvement activities of the department and submits them to the Head of Department. • Provides the necessary information about Department for the Faculty Academic General Assembly. • Prepares the seminar programs of the Department in each academic semester and submits them to the Head of the Department. • Ensures that course registrations are made regularly at the beginning of each semester. • Meetings are held with advisors to ensure that course registrations are made regularly. • Ensures that lecture notes are entered into the automation system in organized manner. • It ensures the preparation of classroom programs and teaching staff programs. • It ensures that the course syllabi to be prepared by the lecturers are announced on the internet and announced to the students. • Performs other duties related to the field of duty of the Dean's Office. • The head of the department is responsible to the head of the department while fulfilling all these duties written above in accordance with the laws and regulations. 	

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- Has the authority to perform the duties and responsibilities mentioned above.
- Can use the necessary tools and equipment for the realization of activities.

QUALIFICATIONS REQUIRED BY THE DUTY

- 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 LEGAL BASIS

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