

 FIRAT UNIVERSITY FIRAT UNIVERSITY	ASSISTANT DEAN	Document No.	KYS-GRV-016
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POSITION TITLE	Associate Dean
REPORTING TO	Dean
JOB DESCRIPTION Associate deans are selected by the Dean from among the Faculty's salaried faculty members to assist him or her in their work and are appointed for a term of up to three years. The Dean may replace his or her associates when deemed necessary. When the Dean's term ends, the terms of the Assistant Deans also end. In accordance with the goals and principles established by Firat University's senior administration, they assist the Dean in carrying out all necessary activities to implement education and instruction in line with the Faculty's vision and mission, and act as the Dean's representative in the Dean's absence. DUTIES, AUTHORITY, AND RESPONSIBILITIES - The Faculty conducts evaluation and quality improvement activities. - Ensures that standards are established for evaluation and quality improvement activities. - It ensures the formation and operation of committees for evaluation and quality improvement activities. - Prepares annual reports on evaluation and quality improvement activities and submits them to the Dean's Office. - The Faculty ensures that the learning outcomes of the programs it offers are defined. - It prepares the Faculty's self-evaluation report. - Prepares the faculty's strategic plan. - Ensures the improvement of quality in accordance with established standards. - Conducts the necessary work for the accreditation of programs at our faculty. - It prepares and implements the schedule for the accreditation visit team coming to our faculty to accredit our programs. - Ensures that faculty members complete the "Teaching Process Evaluation Surveys." - Prepares and oversees the administration of student evaluation surveys of the faculty. - Develops policies and strategies related to education, teaching, and research. - Conducts the necessary elections for the Student Council and student representatives. - Regularly opens and reviews suggestion boxes. - Prepares the presentations for the Academic General Assembly to be held at the end of each academic year. - Monitors projects carried out by faculty members. - Ensures that the faculty library is enriched and provides services on a regular basis. - It ensures that special aptitude exams are administered within the faculty. - Ensures that the guidelines for special aptitude exams to be held at the faculty are prepared. - Ensures that computer programs are developed for the special aptitude exams to be held at the faculty. - It prepares and implements the schedule for special aptitude exam panel members. - Ensures the preparation of classroom schedules and faculty member schedules. - Ensures that faculty members conduct their classes regularly. - Ensures that tuition fee forms are prepared and verifies them. - Performs other tasks assigned by the Dean within the scope of the Dean's responsibilities. - Acts as the Dean's representative when the Dean is absent. - Has the authority to carry out the duties and responsibilities listed above. - May use the necessary tools and equipment to carry out activities. - Exercises the authority to represent Firat University. - Has signing authority.	

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- Exercises spending authority.
- Has the authority to assign tasks to, direct, monitor, and correct the work of faculty members, administrators, and staff under his or her supervision; to issue warnings when necessary; and to request information and reports.
- Has the authority to discipline, reward, evaluate, provide training, reassign, and grant leave to the administrators and staff under his/her supervision.

QUALIFICATIONS REQUIRED FOR THE POSITION

- Possess the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547
- Possess the level of work experience required for the position
- Possess managerial qualifications; understand the requirements of leadership and administration
- Possess the decision-making and problem-solving skills necessary to carry out their duties effectively

LEGAL BASIS

- Law No. 2547 on the Council of Higher Education
- Regulation on the Academic Organization of Universities
- Civil Servants Law No. 657

 FIRAT UNIVERSITY FIRAT UNIVERSITY	DEPARTMENT CHAIR	Document No.	KYS-GRV-020
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JOB TITLE	Department Chair
REPORTING TO	Dean
JOB DESCRIPTION The department chair is responsible for the department's education, teaching, and research at all levels, as well as for ensuring that all department-related activities are carried out in an orderly and efficient manner. In accordance with the goals and principles established by Firat University's senior administration, the chair manages administrative and academic affairs within the department to carry out all necessary activities for delivering education and instruction in line with the faculty's vision and mission. DUTIES, AUTHORITIES, AND RESPONSIBILITIES • Chairs departmental committees. • Reports the department's needs to the Dean's Office in writing. • Ensures that all correspondence between the Dean's Office and the Department is conducted smoothly. • Ensures coordination among the sub-departments affiliated with the department. • Ensures that the department's course load is distributed evenly among faculty members. • Ensures that teaching and learning activities in the department are conducted in an orderly manner. • Ensures that schedules for additional course and exam fees are prepared accurately and on time. • Identifies issues related to education and teaching within the Department and reports them to the Dean's Office. • Conducts the Department's evaluation and quality improvement activities and submits reports to the Dean's Office. • In coordination with the Faculty Evaluation and Quality Improvement Unit, it carries out accreditation efforts for the programs affiliated with the Department. • In coordination with the Faculty Evaluation and Quality Improvement Unit, it carries out accreditation efforts for the programs affiliated with the Department. It provides the necessary information regarding the Department to the Faculty Academic General Assembly. • Ensures that course registration is conducted in an orderly manner at the beginning of each semester. • Closely addresses the educational and academic issues of the Department's students. • Ensures that student-faculty relationships within the Department are conducted in an orderly and healthy manner, in line with the objectives of education and teaching. • Holds meetings with academic advisors to ensure that course registration is conducted in an orderly manner. • Ensures that the undergraduate education and examination regulations and guidelines are implemented in accordance with their spirit. • Ensures that faculty members conduct their courses regularly. • Ensures the planning and implementation of the department's ERASMUS programs. • Carries out other tasks related to their area of responsibility as assigned by the Rector, the Dean's Office, the Director of Colleges, or the Director of Vocational Schools. • Has the authority to carry out the duties and responsibilities outlined above.	

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- Uses the necessary tools and equipment to carry out activities.
- Has signing authority.
- Has the authority to assign tasks to and direct the managers and staff under his/her supervision, to monitor and correct their work, to issue warnings when necessary, and to request information and reports.
- Has the authority to make final decisions and approve evaluations regarding the selection of personnel to be hired by the department.

QUALIFICATIONS REQUIRED FOR THE POSITION

- Must possess the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
- Possess the level of work experience required for the position,
- Possess managerial qualities; understand the requirements of leadership and administration,
- Possess the decision-making and problem-solving skills necessary to carry out their duties effectively,

LEGAL BASIS

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

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JOB TITLE	Department Chair
REPORTING TO	Department Chair

JOB DESCRIPTION

Department chairs, who lead academic units responsible for educational, teaching, and research activities, are elected by the faculty members and instructors assigned to that department from among the department's professors; if no professors are available, associate professors; if no associate professors are available, assistant professors; and if no assistant professors are available, instructors. They are then appointed by the Dean. Appointments are reported to the Rector's Office. The term of office is three years. In accordance with the objectives and principles established by the senior administration of Firat University, and in line with the Faculty's vision and mission, the Department Chair carries out all necessary activities to ensure the implementation of education and teaching.

DUTIES, AUTHORITIES, AND RESPONSIBILITIES

- Chairs the Departmental Council and implements its decisions.
- Ensures coordination among faculty members within the department.
- Distributes course loads among faculty members in a balanced and reasonable manner.
- Ensures that all correspondence between the Department Chair and their own department is conducted smoothly.
- Ensures that schedules for additional course and exam fees are prepared in a timely and accurate manner.
- Performs general oversight and supervision duties within the sub-department.
- Ensures that education and instruction in the sub-department are carried out in an orderly manner.
- Identifies issues related to education and teaching within the sub-department and reports them to the Department Chair.
- Ensures that student-faculty relationships within the department are conducted in an orderly and healthy manner, in line with the objectives of education and teaching.
- Works to foster an appropriate environment for communication among faculty members within the sub-department, with the aim of ensuring that education, teaching, and scientific research are carried out efficiently and effectively.
- Ensures that research projects within the Department are prepared and carried out on a regular basis.
- It conducts evaluation and quality improvement activities within the Department.
- Ensures that the Department's learning outcomes are defined.
- Prepares the Department's self-evaluation report.
- It prepares the Department's strategic plan.
- Carries out the necessary work for the department's accreditation.
- It prepares annual reports on the department's evaluation and quality improvement activities and submits them to the Department Chair.
- Provides the necessary information regarding the department to the Faculty Academic General Assembly.
- Prepares the department's seminar programs for each academic semester and submits them to the Department Chair.
- Ensures that course registration is conducted in an orderly manner at the beginning of each term.
- Holds meetings with academic advisors to ensure that course registration is conducted in an orderly manner.
- Ensures that course grades are entered into the automated system in an orderly manner.
- Ensures that class schedules and faculty schedules are prepared.
- Ensures that the course syllabi prepared by faculty members are posted online and communicated to students.
- Performs other duties assigned by the Dean's Office within its scope of responsibility.
- The department chair is responsible to the dean for carrying out all of the duties listed above in accordance with laws and regulations.

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- Has the authority to carry out the duties and responsibilities specified above.
- May use the necessary tools and equipment to carry out activities.

QUALIFICATIONS REQUIRED FOR THE POSITION

- Must possess the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547
- Possess the level of work experience required for the position
- Possess managerial qualities; understand the requirements of leadership and management

LEGAL BASIS

- Law No. 2547 on the Council of Higher Education
- Regulation on the Academic Organization of Universities

 FIRAT UNIVERSITY FIRAT UNIVERSITY 	FACULTY MEMBER	Document No.	KYS-GRV-053
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JOB TITLE	Faculty Member
REPORTING TO	Department Chair

JOB DESCRIPTION

To carry out all necessary activities to implement education and instruction in accordance with the vision and mission of the Faculty, consistent with the goals and principles established by the senior administration of Firat University.

DUTIES, AUTHORITIES, AND RESPONSIBILITIES

- To conduct and oversee education, instruction, and practical work at the associate's, bachelor's, and graduate levels in higher education institutions, in accordance with the objectives and principles of this law, and to manage project preparations and seminars.
- To conduct scientific research and publish findings at higher education institutions.
- In accordance with the schedule established by the relevant unit chair, to receive students on specific days, assist them with necessary matters, and provide guidance and counseling in line with the objectives and fundamental principles of this law.
- To carry out the duties assigned by the competent authorities.
- To perform other duties assigned by this law.
- Has the authority to carry out the duties and responsibilities specified above.
- Uses the tools and equipment necessary to carry out these activities.

QUALIFICATIONS REQUIRED FOR THE POSITION

- To possess the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547
- Possess the level of work experience required for the position
- Possess the decision-making and problem-solving skills necessary to perform their duties effectively

LEGAL BASIS

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

 FIRAT UNIVERSITY FIRAT UNIVERSITY	ACADEMIC STAFF	Document No.	KYS-GRV-053
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JOB TITLE	Faculty Member
REPORTING TO	Department Chair

JOB DESCRIPTION

To carry out all necessary activities to implement education and instruction in accordance with the vision and mission of the Faculty, consistent with the goals and principles established by the senior management of Firat University.

DUTIES, AUTHORITIES, AND RESPONSIBILITIES

- To conduct and oversee education, teaching, and applied studies at the associate's, bachelor's, and graduate levels in higher education institutions in accordance with the objectives and principles set forth in this law, and to manage project preparations and seminars.
- To conduct scientific research and publish findings at higher education institutions.
- In accordance with the schedule established by the relevant unit chair, to receive students on specific days, provide them with assistance on necessary matters, and offer guidance and counseling in line with the objectives and fundamental principles of this law.
- To carry out the duties assigned by the competent authorities.
- To perform other duties assigned by this law.
- Has the authority to carry out the duties and responsibilities specified above.
- Uses the tools and equipment necessary to carry out these activities.

QUALIFICATIONS REQUIRED FOR THE POSITION

- To possess the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547
- Possess the level of work experience required for the position
- Possess the decision-making and problem-solving skills necessary to carry out their duties effectively

LEGAL BASIS

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

 FIRAT UNIVERSITY FIRAT UNIVERSITY	RESEARCH ASSISTANT	Document No.	KYS-GRV-087
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JOB TITLE	Research Assistant
REPORTING TO	Department Chair

JOB DESCRIPTION

To carry out all necessary activities to implement education and instruction in accordance with the vision and mission of the Faculty, consistent with the goals and principles established by the senior management of Firat University.

DUTIES, AUTHORITIES, AND RESPONSIBILITIES

- To conduct and oversee education, teaching, and applied research at the associate's, bachelor's, and graduate levels in higher education institutions in accordance with the objectives and principles of this law; to manage project preparations and seminars.
- To conduct scientific research and publish findings at higher education institutions.
- In accordance with the schedule established by the relevant unit chair, to receive students on specific days, assist them with necessary matters, and provide guidance and counseling in line with the objectives and fundamental principles of this law.
- To carry out the duties assigned by the competent authorities.
- To perform other duties assigned by this law.
- Has the authority to carry out the duties and responsibilities specified above.
- Uses the tools and equipment necessary to carry out these activities.

QUALIFICATIONS REQUIRED FOR THE POSITION

- To possess the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547
- Possess the level of work experience required for the position
- Possess the decision-making and problem-solving skills necessary to perform their duties effectively

LEGAL BASIS

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