

 <b>FIRAT ÜNİVERSİTESİ</b> <b>FIRAT UNIVERSITY</b>	<b>CHIEF OF THE DEPARTMENT</b>	<b>Document No.</b>	<b>KYS-GRV-020</b>
		<b>Publication Date</b>	<b>23.12.2021</b>
		<b>Revision No.</b>	
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<b>JOB TITLE</b>	Chief of Department
<b>TITLE AFFILIATED</b>	Dean/College Director
<p><b>JOB DESCRIPTION</b></p> <p>The Chief of department is responsible for the education, training and research of the department at all levels and for the orderly and efficient execution of all departmental activities. In accordance with the goals and principles determined by the senior management of Firat University; he/she carries out administrative and academic work within the department in order to carry out all activities necessary to realize education and training in line with the vision and mission of the faculty.</p> <p><b>DUTIES, AUTHORITIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Chairs department boards</li> <li>• Reports the department's needs to the Dean's Office in writing</li> <li>• Ensures that all correspondence between the Dean's Office and the Department is carried out in a healthy manner</li> <li>• Ensures coordination between the department's departmental branches</li> <li>• Ensures that the department's course distribution is balanced among the faculty members</li> <li>• Ensures that education and training in the department continues regularly</li> <li>• Ensures that additional course and exam fee schedules are prepared on time and correctly</li> <li>• Identifies the department's education-training problems and submits them to the Dean's Office</li> <li>• Conducts the department's evaluation and quality development studies and submits reports to the Dean's Office • Works in coordination with the Faculty Evaluation and Quality Development Unit to carry out the accreditation studies of the programs affiliated to the Department</li> <li>• Ensures that course registrations are made regularly at the beginning of each term</li> <li>• Takes a close interest in the educational problems of the students in the department</li> <li>• Ensures that student-teacher relations in the department are carried out in an orderly and healthy manner in line with the objectives of education and training</li> <li>• Holds meetings with advisors to ensure regular course registrations</li> <li>• Ensures that undergraduate education-training and examination regulations and guidelines are implemented in accordance with their spirit</li> <li>• Ensures that faculty members regularly attend their classes</li> <li>• Ensures that departmental ERASMUS programs are planned and implemented</li> <li>• Performs other tasks assigned by the Rector, Dean's Office, Director of Higher Education in Higher Education Schools, Director of Vocational Schools within the scope of duty</li> <li>• Having the authority to perform the duties and responsibilities specified above</li> </ul>	

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- To be able to use the necessary tools and equipment to perform the activities
- To have signature authority
- To have the authority to assign work to the managers and personnel under his/her command, to direct them, to control their work, to correct them, to warn them when necessary, to request information and reports
- To have the authority to decide and approve the evaluations in the selection of personnel to be recruited to the department.

#### **QUALIFICATIONS REQUIRED FOR THE JOB**

- 657 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 for 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 continue their activities in the best way

#### **LEGAL BASIS**

- YÖK Law No. 2547,
- Academic Organization Regulation in Universities,