

 FIRAT ÜNİVERSİTESİ FIRAT UNIVERSITY	HEAD OF THE DEPARTMENT	Document No.	KYS-GRV-021
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JOB TITLE	Head of Department
TITLE AFFILIATED	Head of Department

JOB DESCRIPTION

The department heads, which are academic units where education-training, application and research activities are carried out, are selected from among the professors of that department, associate professors in their absence, assistant professors in their absence, and lecturers in their absence, by the faculty members and lecturers in that department and are appointed by the dean. Appointments are reported to the Rectorate. Their term of office is three years. In accordance with the objectives and principles determined by the senior management of Firat University; in line with the vision and mission of the faculty, they carry out the work related to the department in order to carry out all activities necessary to realize education and training.

DUTIES, AUTHORITIES AND RESPONSIBILITIES

- Chairs the department board and executes the board's decisions
- Ensures coordination among faculty members in the department
- Distributes courses in the department in a balanced and reasonable manner among faculty members
- Ensures that all kinds of correspondence between the Department Head Office and his/her own department are carried out healthily
- Ensures that additional course and exam fee schedules are prepared on time and correctly
- Performs general supervision and inspection duties in the department
- Ensures that education and training in the department are carried out regularly
- Identifies the problems of the department related to education and training and conveys them to the Department Head Office
- Ensures that student-teacher relations in the department are carried out regularly and healthily in line with the objectives of education and training
- Works to create a suitable communication environment among faculty members in the department for the purpose of efficient and effective education and scientific research
- Ensures that research projects in the department are prepared and carried out regularly
- conducts evaluation and quality development studies
- Ensures that the output competencies of the department are determined
- Prepares the department's self-evaluation report
- Prepares the department's strategic plan
- Conducts the necessary studies for the accreditation of the department
- Prepares the annual reports of the department's evaluation and quality development studies and submits them to the Department Head
- Provides the necessary information about the department for the Faculty Academic General Assembly
- Prepares the seminar programs of the department in each academic semester and submits them to the Department Head
- Ensures that course registrations are made regularly at the beginning of each semester
- Holds meetings with advisors to ensure that course registrations are made regularly
- Ensures that course notes are entered into the automation system regularly
- Ensures that classroom programs and faculty programs are prepared
- Ensures that the course programs prepared by the faculty members are announced on the internet and announced to students
- Other tasks assigned by the Dean's Office related to the field of duty
- The department head is responsible to the department head while performing all the above-mentioned duties in accordance with the laws and regulations.

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- To have the authority to perform the duties and responsibilities specified above
- To be able to use the necessary tools and equipment to perform the activities

QUALIFICATIONS REQUIRED FOR THE JOB

- 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

YASAL DAYANAKLAR

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