

 <b>FIRAT ÜNİVERSİTESİ</b> <b>FIRAT UNIVERSITY</b>	<b>DEAN</b>	<b>Document No.</b>	<b>KYS-GRV-004</b>
		<b>Publication Date</b>	<b>23.12.2021</b>
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<b>JOB TITLE</b>	Dean
<b>TITLE AFFILIATED</b>	Rector

#### **JOB DESCRIPTION**

In accordance with the objectives and principles determined by the senior management of Firat University; to carry out, plan, direct, coordinate and supervise all activities required to carry out education and training in line with the vision and mission of the faculty in accordance with the principles of effectiveness and efficiency.

It is primarily responsible to the Rector for the rational use and development of the teaching capacity of the faculty and its affiliated units, taking security measures when necessary, providing necessary social services to students, carrying out education, training, scientific research and publication activities in an orderly manner, supervising and inspecting, monitoring and controlling all activities and obtaining their results.

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

- To perform the duties given in the Higher Education Law No. 2547
- Chairs faculty boards and ensures the implementation of board decisions. Ensures coordination between faculty units and ensures orderly work among faculty units.
- Determines the mission and vision of the faculty; shares this with all faculty employees and motivates employees to achieve it.
- Ensures that the faculty's analytical budget is prepared each year with justifications.
- Ensures that movables are acquired and used effectively, economically, efficiently and legally; that their controls are carried out, that their records are kept transparently by the movables registration and control authority and that the prepared management account is provided.
- Prepares the faculty's staff needs and submits them to the Rector's Office.
- Performs general supervision and auditing duties on the faculty units.
- Ensures the formation of an information system in the faculty using computers and printouts.
- Ensures the preparation and implementation of surveys required for the information system.
- Ensures that education and training in the faculty are carried out regularly
- Develops policies and strategies related to education and research
- Works to make the faculty a continuously learning organization by organizing activities such as courses, seminars and conferences in the fields needed for the administrative and academic staff of the faculty
- Ensures that the faculty evaluation and quality development studies are carried out regularly
- Identifies the problems of the faculty regarding the education and training system, solves them and conveys them to the upper authorities when necessary
- Follows the rising values in education and training and ensures their implementation on a Faculty basis
- Ensures that research projects are regularly prepared and maintained in the faculty
- Ensures that the necessary studies are carried out for the accreditation of the programs in the faculty
- Ensures that the strategic plan of the faculty is prepared
- Ensures that the physical equipment and human resources of the faculty are used effectively and efficiently
- Ensures that the necessary security measures are taken in the faculty campus
- Inspects the faculty
- At the end of each academic year, reports to the Rector about the general status of the Faculty
- Performs other duties assigned by the Rector regarding his field

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- To ensure that the activities in the field of duty and responsibility are carried out in accordance with the definitions and instructions of the current internal control system
- To act in accordance with the principles of economy
- To enable the subordinate personnel to catch continuous development and improvement opportunities in order to gain the skills and experience that will enable them to do their jobs more efficiently, effectively and with higher quality
- To have the authority to perform the duties and responsibilities specified above
- To be able to use the necessary tools and equipment for the realization of the activities
- To use the authority to represent Firat University
- To have the authority to sign
- To use the authority to spend
- To have the authority to assign work to the managers and personnel under their command, to direct them, to control their work, to correct it, to warn them when necessary, to request information and reports
- To have the authority to punish, reward, record, train, change the job and give permission to the managers and personnel under their command
- To have the authority to decide on and approve the evaluations in the selection of the personnel to be recruited to the institution

#### **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 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,
- Civil Servants Law No. 657,