

 FIRAT ÜNİVERSİTESİ FIRAT UNIVERSITY	VICE DEAN	Document No.	KYS-GRV-016
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JOB TITLE	Vice Dean
TITLE AFFILIATED	Dean

JOB DESCRIPTION

Vice deans are selected by the dean from among the faculty members who are paid salaries to assist him/her in his/her work and are appointed for a maximum of three years. The dean may change his/her vice deans when deemed necessary. When the dean's duty ends, the duty of his/her vice deans also ends. In accordance with the objectives and principles determined by the senior management of Firat University; to assist the dean in his/her work in order to carry out all activities required to realize education and training in line with the vision and mission of the faculty, and to act as proxy when the dean is not present.

DUTIES, AUTHORITIES AND RESPONSIBILITIES

- Conducts faculty evaluation and quality development studies
- Ensures that standards are determined for evaluation and quality development studies
- Ensures that boards are formed and work for evaluation and quality development studies
- Prepares annual reports of evaluation and quality development studies and submits them to the Dean's Office
- Ensures that the output competencies of the programs carried out in the faculty are determined
- Prepares the faculty's self-evaluation report
- Prepares the faculty's strategic plan
- Ensures that the quality of the determined standards is improved
- Conducts the necessary work for the accreditation of the programs in our faculty
- Prepares and executes the program of the accreditation visit team that comes for the accreditation of the programs in our faculty
- Ensures that "Teaching Process Evaluation Surveys" are applied to the teaching staff
- Prepares and ensures that the Faculty evaluation surveys of the students are applied
- Develops policies and strategies related to education-training and research
- Provides the necessary information for the student council and representation makes the selections
- Ensures that the request and suggestion boxes are opened regularly and evaluated
- Prepares the Academic General Assembly presentations to be held at the end of each academic year
- Follows up on the projects carried out by the faculty members in the faculty
- Ensures that the faculty library is enriched and provides regular service
- Ensures that the special talent exams in our faculty are conducted
- Ensures that the guides for the special talent exams to be held in our faculty are prepared
- Ensures that the computer programs for the special talent exams to be held in our faculty are prepared
- Prepares and executes the program of the special talent exam jury members
- Ensures that the classroom gate programs and the faculty member gate programs are prepared
- Ensures that the faculty members teach their classes regularly
- Ensures that the course fee forms are prepared and checked
- Performs other tasks assigned by the Dean regarding the field of duty
- Acts as the Dean when the Dean is absent
- Has the authority to perform the duties and responsibilities specified above
- Provides the necessary to be able to use tools and equipment
- to use the authority to represent Firat University
- to have signature authority

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- to use spending authority
- to have the authority to assign work to the academic staff, 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 punish, reward, record, train, change the job and give permission to the managers and personnel under his/her command

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,