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Head of Department

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the department carries out all its related tasks to ensure that all activities necessary for the education and training of the college, in line with its vision and mission, are conducted in accordance with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

1. Chairs the departmental board and implements the board's decisions.

2. It ensures coordination among teaching staff in the department.

3. The department distributes courses among its teaching staff in a balanced and reasonable manner.

4. Ensures that all correspondence between the Department Head and their own department is conducted smoothly.

5. Ensures that supplementary lesson and exam fee schedules are prepared in a timely and accurate manner.

6. Performs general supervision and control duties within the department.

7. Ensures the orderly continuation of education and training in the department.

8. Identifies problems related to education and training within the department and reports them to the Department Head.

9. It ensures that student-faculty relations within the department are conducted in a regular and healthy manner, in line with the objectives of education and training.

10. It strives to create a suitable communication environment among the faculty members in the department in order to ensure that education, teaching, and scientific research are carried out efficiently and effectively.

11. Ensures the regular preparation and continuation of research projects in the department.

12. The department conducts evaluation and quality improvement studies.

13. It ensures the determination of the department's proficiency outcomes.

14. Prepares the department's self-assessment report.

15. Prepares the strategic plan of the department.

16. It carries out the necessary work for the accreditation of the department.

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17. Prepares annual reports on the department's evaluation and quality improvement efforts and submits them to the Department Head.

18. Provides the necessary information regarding the department for the College Academic General Assembly.

19. Prepares the seminar programs of the department for each academic semester and submits them to the Department Head.

20. Ensures that course registrations are done in an orderly manner at the beginning of each semester.

21. Holds meetings with advisors to ensure course registrations are done in an organized manner.

22. Ensures the implementation of the consultancy guidelines.

23. Ensures that lecture notes are entered into the automation system in an organized manner.

24. Ensures the preparation of classroom door schedules and instructor door schedules.

25. It ensures that the course syllabi prepared by the teaching staff are announced and communicated to students online.

26. It ensures that teaching staff conduct their classes regularly.

27. It ensures the planning and implementation of the Erasmus/Farabi programs.

28. Ensures the preparation of the diploma supplement in the relevant department, taking into account the European Credits Transfer System (ECTS).

29. To comply with the college's ethical rules and participate in internal control activities.

30. Performs other duties assigned by the College Director related to his/her area of responsibility.

POWERS

- Having the authority to perform the duties and responsibilities mentioned above.
- Being able to use the necessary tools and equipment to carry out the activities.

HIS CLOSEST EXECUTIVE

Deputy Head of Department

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Faculty Members, Department Secretaries

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 1657 and the Higher Education Law No. 2547;

2. Having the level of work experience required for the position,

3. Possessing managerial qualities; knowing the requirements of leadership and management,

4. Possessing the necessary decision-making and problem-solving skills to perform their activities in the best possible way.

RESPONSIBILITY

The head of the department is accountable to the head of the department while performing all the duties listed above in accordance with laws and regulations.

Sources:

1. Higher Education Law No. 2547