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Deputy Department Heads

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University; the Head of Department may appoint up to two faculty members from their department as Vice-Heads. The Head of Department may change their Vice-Heads when deemed necessary. When the Head of Department's term ends, the Vice-Heads' terms also end.

Department vice-chairpersons are faculty members who assist the department head in carrying out their duties and are not hierarchical superiors to the faculty members working in the unit.
When acting as a substitute for the department head, the deputy department heads act as the hierarchical superiors of the teaching staff in the unit.

DUTIES AND RESPONSIBILITIES

1. To act in accordance with the aims and principles stated in Articles 4 and 5 of the Higher Education Law,

2. To plan the staff and teaching staff needs of the Department and submit them to the Head of Department.

3. To ensure a balanced distribution of lessons.

4. To ensure that the curriculum and course content are updated and brought into line with other universities.

5. Participating in the boards of the Department,

6. Planning the organization of national and international congresses in the scientific field.

Preparing the course and exam schedules for Section 7 and supervising their implementation.

8. To establish master's and doctoral programs in order to train academic staff for the department and main discipline.

9. To foster cooperation and solidarity among teaching staff.

10. To initiate preparations for extending the terms of office of teaching staff.

11. To ensure the efficient, effective and economical use of resources.

12. To monitor students' attendance and academic performance.

13. To evaluate the status of students who are on sick leave or leave of absence.

14. To supervise studies related to undergraduate and graduate theses.

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The 15th Department is responsible for completing the mandatory annual tasks such as the activity report, strategic plan, and performance criteria, and submitting the resulting report to the College Directorate.

16. To coordinate activities related to the Erasmus and Farabi programs.

17. Addressing the problems of disabled and foreign students.

18. To ensure that documents related to additional course payments are delivered to the College Directorate on time.

To address the needs of Section 19.

20. To determine undergraduate and graduate thesis supervision assignments and ensure their balanced distribution among faculty members, and to prepare course and examination schedules.

21. To hold student council elections,

To ensure that the Chapter 22 webpage is updated.

23. To ensure and monitor the formation of postgraduate thesis juries,

24. Monitoring the leave and assignment requests of teaching staff.

25. To increase student counseling services, schedule meetings with students, and listen to their problems.

26. Organizing in-department seminars,

27. To comply with the college's ethical guidelines and support internal control activities.

28. To perform other tasks assigned by the College Director, the College Vice Director, and the Department Head.

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

Head of Department

QUALIFICATIONS REQUIRED FOR THIS JOB

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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