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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 administrative and academic tasks within its structure to ensure that all activities necessary for the education and training of the Vocational School are conducted effectively and efficiently, in line with the school's vision and mission.

DUTIES AND RESPONSIBILITIES

Article 21 of Law No. 2547 specifies the duties of Department Heads.

1. The department is headed by the department head.

2. The head of the department designates one of the faculty members as acting head during periods when they are unable to be present.

3. In case of absences exceeding six months for any reason, a new department head will be appointed using the same method to complete the remaining term.

4. The head of the department is responsible for all levels of education, training, and research within the department, as well as for ensuring the orderly and efficient conduct of all departmental activities.

He chairs the boards of the 5th Division.

The department reports its needs in writing to the College Director's Office.

7. Ensures that all correspondence between the College Directorate and the Department is conducted smoothly.

It ensures coordination among the departments within the 8th Division.

It ensures a balanced distribution of courses in Chapter 9 among the teaching staff.

Chapter 10 ensures that education and training are conducted in an orderly manner.

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

The 12th Department identifies problems related to education and training and reports them to the College Directorate.

The 13th Department conducts evaluation and quality improvement studies and submits reports to the College Directorate.

It carries out the accreditation processes for the programs affiliated with Section 14.

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15. It strives to create a 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.

16. Provides the necessary information regarding the Department for the College Academic General Assembly.

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

The 18th Department is closely involved with the educational and training issues of its students.

It ensures that student-faculty relations in Chapter 19 are conducted in a regular and healthy manner, in line with the objectives of education and teaching.

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

21. Ensures that undergraduate education, training, and examination regulations and guidelines are implemented in accordance with their spirit.

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

Chapter 23 ensures the planning and implementation of the ERASMUS/FARABI programs.

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

25. The College Directorate shall perform other duties assigned within its 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.

• To exercise the representation authority of Süleyman Demirel University.

. Having the authority to sign.

. Assigning tasks to, directing, and monitoring the work of managers and personnel under their command,
To have the authority to make corrections, issue warnings when necessary, and request information and reports.

HIS CLOSEST EXECUTIVE

Deputy Director of the College

JOB TITLES FOR ASSISTANT PROFESSIONALS

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Faculty Members, Department Secretaries

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547;

1. The head of a department is appointed for a three-year term by the Director of the Higher Education Institutions, from among the salaried professors of the department, or, if there are no professors, from among the associate professors, or, if there are no associate professors, from among the assistant professors; in higher education institutions affiliated with a Higher Education Institution, by the Director of the Higher Education Institution upon the recommendation of the Director; and in higher education institutions affiliated with the Rectorate, by the Rector upon the recommendation of the Director. The head whose term has expired may be reappointed.

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 Department is accountable to the College Director and the College Deputy Directors while fulfilling all the duties listed above in accordance with laws and regulations.

Sources:

1. Higher Education Law No. 2547