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Authority, Duties and Responsibilities

College Director

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University; to conduct, plan, direct, coordinate, and supervise all activities necessary for the effective and efficient delivery of education and training in line with the vision and mission of the Vocational School.

DUTIES AND RESPONSIBILITIES

To perform the duties assigned in the Higher Education Law No. 2547;

. The College Academic Board presides over the College Board, the College Administrative Board, and the College Disciplinary Board, and ensures the implementation of board decisions.
It ensures coordination among college units, thus facilitating smooth operation between them.

. It defines the mission and vision of the college; shares this with all employees of the college; and motivates employees to achieve it.

• Ensures the preparation of the college's analytical budget each year, along with its justifications.

. It ensures the effective, economical, efficient, and lawful acquisition and use of movable assets; that they are controlled; that their records are kept transparently through the movable asset registration and control officer; and that the prepared Management Account is submitted.

. He prepares the staffing needs of the college and submits them to the Rector's office.

. It performs general oversight and control duties over the units of the college.

. It enables the establishment of an information system in the college using computers and printed materials.

. It ensures the preparation and implementation of surveys required for the information system.

. It ensures that education and training at the college proceed in an orderly manner.

. It develops policies and strategies related to education, training, and research.

• It works to make the College a continuously learning organization by organizing events such as courses, seminars, and conferences in areas needed by the administrative and academic staff of the College.

. The college ensures that evaluation and quality improvement activities are carried out on a regular basis.

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. Identifies and resolves problems related to the college's education system.

It forwards the matter to higher authorities when necessary.

. It monitors emerging values in education and ensures their implementation at the college level.

. It ensures the regular preparation and continuation of research projects at the college.

. It ensures that the necessary work is done to accredit the programs at the college.

. It ensures the preparation of the college's strategic plan.

. It ensures the effective and efficient use of the college's physical facilities and human resources.

. It ensures that the necessary security measures are taken on the college campus.

. He represents the college at a high level.

• At the end of each academic year, they report to the Rector on the overall functioning of the College.

. He/She performs other duties assigned by the Rector related to his/her field.

. To ensure that activities within the scope of duties and responsibilities are carried out in accordance with the definitions and instructions of the existing internal control system.

. It acts in accordance with the principles of saving.

. It allows affiliated personnel to seize opportunities for continuous development and improvement, enabling them to acquire the skills and experience that will allow them to perform their jobs more efficiently, effectively, and in accordance with the quality system.

. He/She performs other duties assigned to him/her by the Rector.

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.

• Using spending authority.

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. 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.

. Having the authority to punish, reward, give performance evaluations, provide training, change jobs, and grant leave to managers and personnel under their command.

• Having the authority to finalize and approve evaluations in the selection of personnel to be hired by the institution.

HIS CLOSEST EXECUTIVE

Vice Rector

JOB TITLES FOR ASSISTANT PROFESSIONALS

Deputy Directors of the Vocational School, Department Heads, Faculty Members, Vocational School Secretary, Department Secretaries, College Office

QUALIFICATIONS REQUIRED FOR THIS JOB

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

Having the level of work experience required for the position,

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

Possessing the necessary decision-making and problem-solving skills to perform their duties effectively.

RESPONSIBILITY

The Director of the College is accountable to the Rector of Süleyman Demirel University while fulfilling all the duties listed above in accordance with laws and regulations.

Sources:

1. Higher Education Law No. 2547