

	<p align="center"><b>ERCIYES UNIVERSITY</b></p> <p align="center"><b>FACULTY OF VETERINARY MEDICINE</b></p> <p align="center"><b>JOB DESCRIPTIONS</b></p>	<b>DOCUMENT NUMBER:</b>	Vet_Fr.03-02
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<b>Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<b>Position Title:</b>	<b>Academic Incentive Application and Examination Commission</b>		
<b>Supervisor:</b>	Dean		
<b>Associated Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<p><b>BRIEF DESCRIPTION OF THE ROLE:</b></p> <p>The Academic Incentive Application and Review Committee is responsible for evaluating and scoring the achievements of faculty members in the field of science based on their performance throughout the year.</p>			
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- The Academic Incentive Application and Review Committee and its members are appointed by the dean and carry out their activities following the approval of the Board of Directors.</li> <li>- The Academic Incentive Application and Review Committee consists of the department chair and two assistants. It is responsible for evaluating the scientific achievements and performance of the department's faculty members throughout the year and presenting the findings in a report.</li> <li>- The Academic Incentive Application and Review Committee meets once a year, at the end of the year. The scientific activities submitted by the department members, based on their academic performance, are reviewed by the committee members, recorded, and compiled into a report, which is then submitted to the Dean's Office.</li> <li>- Committee members continue their duties until a new appointment is made.</li> <li>- In the event of a committee member's departure for any reason, a new member will be appointed by the dean's office.</li> <li>- Committee members are required to attend meetings without fail, unless they have an official excuse.</li> <li>- The situation of members who fail to attend meetings without providing documentation for their absence will be evaluated by the dean's office.</li> </ul>			
<b>PREPARED BY:</b> QUALITY UNIT		<b>CHECKED BY:</b> VICE DEAN Prof.Dr. Murat KANBUR	
		<b>APPROVED BY:</b> DEAN Prof.Dr. Abdullah İNCİ	