

	ERCİYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DEFINITIONS	DOCUMENT NO:	Vet_Fr.01-07
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Unit:	Dean of the Faculty of Veterinary Medicine		
Task Name:	Head of Department		
Chief:	Dean		
Unit Affiliated:	Dean of the Faculty of Veterinary Medicine		
BRIEF DESCRIPTION OF THE JOB: The Department Head is responsible for the education, training and research of the department at all levels and for the orderly and efficient execution of all departmental activities.			
DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none">- To chair the department board and execute the board decisions- To perform general supervision and auditing duties in the department, To ensure coordination among the faculty members in the department,- To ensure that all kinds of correspondence between the Department Head Office and his/her own department is carried out in a healthy manner,- To ensure that additional course and exam fee schedules are prepared on time and correctly,- To ensure that education and training in the department is carried out regularly, To distribute the courses in the department in a balanced and reasonable manner among the faculty members,- To detect the problems of the department regarding education and training and to convey them to the Department Head Office,- To ensure that student-faculty relations in the department are carried out regularly and healthily in line with the objectives of education and training,- To ensure that a suitable communication environment is created among the faculty members in the department for the purpose of efficient and effective education and scientific research,- To ensure that research projects in the department are regularly prepared and maintained,- To prepare the evaluation and annual reports of the department and to To present to the Head,- To provide the necessary information about the Department for the Faculty Academic General Assembly,- To prepare the seminar programs of the Department in each academic semester and present them to the Head of Department,- To ensure that the exam grades are regularly entered into the automation system,			

- To ensure that the course curriculum and course content prepared by the faculty members are announced on the internet and announced to the students,
- To ensure that the faculty members hold their classes regularly,
- To carry out other scientific, academic and administrative works as deemed appropriate by the Dean.

PREPARED BY:
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CONTROLLED BY:
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APPROVED BY:
DEAN
Prof.Dr. Abdullah İNCİ