



**ERCIYES UNIVERSITY
FACULTY OF VETERINARY MEDICINE**

JOB DEFINITIONS

DOCUMENT NO:	Vet_Fr.01-06
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Unit:	Dean of the Faculty of Veterinary Medicine
Task Name:	Department Chair
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


- To take part in the boards and commissions that the department head should be in,
- To inform the dean's office with a cover letter about the weekly course schedules,
- To ensure that the course distribution of the department is balanced among the faculty members,
- To ensure that education and training in the department is carried out regularly,
- To ensure that the additional course and exam fee schedules are prepared on time and correctly,
- To contact the faculty member responsible for the course in case the classes do not start on time and to ensure that the problems are solved,
- To coordinate and check the exam programs prepared by the program coordinator during the semester and at the end of the semester,
- To inform the dean's office with a cover letter about the exam schedules,
- To evaluate the requests for invigilators in the exams and to ensure that sufficient invigilators are assigned,
- To ensure that the student-faculty relations in the department are carried out regularly and healthily in line with the objectives of education and training,
- To identify the problems of the department regarding education and training and to convey them to the dean's office,
- To ensure that education and training and scientific research are carried out efficiently and effectively among the faculty members in the department to ensure the establishment of a communication environment,
- to ensure that all correspondence between the Dean's Office and the Department is carried out in a healthy manner,

- to forward correspondence received by the Department to the department's academic staff and research assistants, if necessary,
- to chair the Department Board meetings,

PREPARER:
QUALITY UNIT

CONTROLLED BY:
VICE DEAN
Prof.Dr. Murat KANBUR

APPROVED BY:
DEAN
Prof.Dr. Abdullah İNCİ

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<ul style="list-style-type: none">- To ensure that the department is promoted, that faculty and students communicate and collaborate with the sector, and that relations with alumni are developed.- To ensure that the department's international relations and collaborations are developed, to lead the work to be carried out on internationalization, quality assurance and accreditation, and to work in harmony with the dean's office on these issues.- To carry out other scientific, academic and administrative work as the dean deems appropriate.			

PREPARER: QUALITY UNIT	CONTROLLED BY: VICE DEAN Prof.Dr. Murat KANBUR	APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ
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