

	<b>ERCIYES UNIVERSITY</b>  <b>FACULTY OF VETERINARY MEDICINE</b>  <b>JOB DESCRIPTIONS</b>	<b>DOCUMENT NUMBER:</b>	Vet_Fr.03-12
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<b>Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<b>Position Title:</b>	<b>Course Schedule Preparation Commission</b>		
<b>Supervisor:</b>	Dean		
<b>Associated Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<b>BRIEF DESCRIPTION OF THE ROLE:</b>  Makes the program arrangements for the courses to be taught within the faculty.			
<b>DUTIES AND RESPONSIBILITIES:</b>  <ul style="list-style-type: none"> <li>- The Course Schedule Preparation Committee and its members are established by the dean and carry out their activities after the approval of the Board of Directors.</li> <li>- The committee determines in which term the courses listed in the curriculum should be taught.</li> <li>- At the beginning of the semester, the committee prepares the weekly class schedules.</li> <li>- For courses with fixed terms, the committee assigns the specific days and times for the courses based on the teaching staff's availability.</li> <li>- If necessary during the semester, the committee makes changes to the class days and times and ensures that students and teaching staff are informed about these changes.</li> <li>- Committee members continue their duties until a new appointment is made.</li> <li>- In the case of a committee member's departure for any reason, a new member is appointed by the dean's office.</li> <li>- Committee members are required to attend meetings unless they have an official excuse.</li> <li>- The dean's office will evaluate the situation of members who do not attend meetings without providing documentation for their absence.</li> </ul>			
<b>PREPARED BY:</b> <b>QUALITY UNIT</b>		<b>CHECKED BY:</b> <b>VICE DEAN</b> <b>Prof.Dr. Murat KANBUR</b>	
		<b>APPROVED BY:</b> <b>DEAN</b> <b>Prof.Dr. Abdullah İNCİ</b>	