

	ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DEFINITIONS	DOCUMENT NO:	VF Y. G. 01-01
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DEAN			
UNIT	FACULTY OF VETERINARY MEDICINE		
CHIEF	RECTOR		
STAFF TITLE	PROFESSOR		
JOB TITLE	DEAN		
JOB DESCRIPTION	The Dean, who is the representative of the faculty and its units, is elected by the Council of Higher Education from among three professors from within or outside the university, to be proposed by the University President, for a period of three years and is appointed by the normal procedure. In accordance with the objectives and principles determined by the Erciyes University senior management; It is to carry out, plan, direct, coordinate and supervise the activities required to carry out education and training in accordance with the principles of effectiveness and efficiency in line with the vision and mission of the Faculty. It is primarily responsible to the Rector for the rational use and development of the teaching capacity of the Faculty and its affiliated units, taking security measures when necessary, providing necessary social services to students, regularly conducting education-training, scientific research and publication activities, supervising and inspecting all activities, monitoring and controlling them and obtaining their results.		
DUTIES AND RESPONSIBILITIES			
<div>1. Undertakes duties and responsibilities in accordance with the basic principles of Article 5 of the YÖK Law No. 2547 - "Higher education is planned, programmed and organized in accordance with the following "Main principles"" and the principles specified in Article 16 -</div> <div>2. Represent the legal entity of the Faculty,</div> <div>3. Determine the Faculty's vision and strategy and follow up on its implementation,</div> <div>4. Report to the Rector at the end of each academic year and when requested regarding the general status and functioning of the Faculty,</div> <div>5. Chair the Faculty Boards, implement their decisions, ensure orderly work between units,</div> <div>6. Take necessary measures for rational use and development of the teaching capacity of the Faculty and its affiliated units,</div> <div>7. Ensure that students receive the necessary social and cultural support,</div> <div>8. Ensure that the internal control system is carried out in accordance with its definitions and instructions,</div> <div>9. Ensure that information regarding the general functioning and performance of the Faculty, such as the Strategic Plan, Activity Report, Audit Report, Self-Assessment Report, Unit Internal Evaluation Report, is prepared in the form of a report and delivered to the relevant places. 9. As the Spending Officer, prepare the Faculty budget and ensure its effective, efficient and economical use.</div> <div>10. Determine the faculty's staff needs and ensure that they are requested.</div> <div>11. Maintain general supervision and control over faculty units and their personnel at all levels.</div> <div>12. Determine the student capacity by taking into account the faculty's physical conditions,</div> <div>13. Take necessary measures for the rational use and development of the faculty's teaching capacity,</div>			

14. Conduct necessary studies for the regular execution and increase of the faculty's scientific research and publication activities,
15. Manage the faculty's operations in accordance with ethical rules and participate in internal control activities,
16. To perform other duties related to the field assigned by the Rector,

<p style="text-align: center;">RESPONSIBILITIES</p> <p>While performing all the above-mentioned duties in accordance with the laws and regulations, he/she is primarily responsible to the Rector for the supervision, auditing, monitoring and controlling of all activities and obtaining their results.</p>

<p style="text-align: center;">SKILLS AND QUALIFICATIONS REQUIRED FOR THE JOB</p>
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<p>*Having the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,</p> <p>*Knowing all regulations regarding the institution's personnel and students,</p> <p>*Having work experience at the level required for the position,</p> <p>*Having managerial qualifications; knowing the requirements for direction and management,</p> <p>*Having the vision to produce projects that will enable the faculty to develop,</p> <p>*Having the necessary decision-making and problem-solving qualifications to continue its activities in the best way,</p>

<p style="text-align: center;">POWERS</p>
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<p>-To have the authority to perform the duties and responsibilities specified above.</p> <p>-To be able to use the necessary tools and equipment for the realization of the activities.</p> <p>-To use the authority to represent Erciyes University.</p> <p>-To sign.</p> <p>-To use the authority to spend as the “spending authority” defined by the Ministry of Finance.</p> <p>-To assign work to the managers and personnel under his command, to direct them, to control their work, to correct them, to warn them when necessary, to request information and reports.</p> <p>-To punish, reward, record, provide training, change the job and grant permission to the managers and personnel under his command.</p> <p>-To approve the annual leave calendar of academic and administrative personnel.</p> <p>-To decide on and approve the evaluations in the selection of personnel to be recruited to the institution.</p>
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<p>WORK OUTPUT</p>	<p>All kinds of written, document, form, list, approval, announcement, analysis, verbal information regarding the work and transactions carried out within the scope of authority and responsibility, ready to be submitted to the department.</p>
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<p>INFORMATION SOURCES</p>	<p>Information needed during the work: Laws, official letters, regulations and circulars, written and verbal orders, referred transactions, prepared studies,</p> <p>Places where information can be obtained: Rector, Vice Rectors, Secretary General, Department Heads, Vice Deans, Department Heads, Faculty Secretary, Dean's Office Units,</p> <p>The form of all Information: Law, circular, regulation, letter, telephone, e-mail, poster, invitation, press and media organs, face to face.</p>
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<p>PREPARED BY: QUALITY AND STRATEGY DEVELOPMENT COMMISSION</p>	<p>CONTROLLING: VICE DEAN. Prof. Dr. Murat KANBUR</p>	<p>APPROVING: DEAN Prof. Dr. Abdullah İNCİ</p>
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