
	<div>ERCIYES UNIVERSITY</div> <div>FACULTY OF VETERINARY MEDICINE</div> <div>JOB DEFINITIONS</div>		DOCUMENT NO:	Vet_Fr.01-05
			PUBLICATION DATE:	Ocak 2009
			REVISION NO:	1
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Unit:	Dean of the Faculty of Veterinary Medicine			
Task Name:	Faculty Board of Directors			
Chief:	Dean			
Unit Affiliated:	Dean of the Faculty of Veterinary Medicine			
BRIEF DESCRIPTION OF THE JOB: <ul style="list-style-type: none">- It consists of three professors, two associate professors and one assistant professor elected by the Faculty Board for three years under the chairmanship of the Dean.- The Faculty Board of Directors is an academic body that assists the Dean in administrative activities.- The Faculty Board of Directors meets upon the call of the Dean.				
- DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none">- To perform the duties specified in the Higher Education Law No. 2547,- To establish temporary working groups and education-training coordinators when deemed necessary and to organize their duties,- To assist the Dean in the implementation of the principles determined by the decisions of the Faculty Board,- To ensure the implementation of the faculty's education-training, plans and programs and calendar,- To make decisions on all matters brought by the Dean regarding faculty management,- To decide on the admission of students, course adaptations and dismissals, and procedures related to education-training and exams,- To prepare the faculty's investment, program and budget draft.- To make the assignments of teaching staff for education, teaching, academic and scientific research purposes and assignments within the scope of exchange programs within the scope of the relevant articles of Law No. 2547 (Articles 35, 39 and 40),- To discuss and decide on the reappointment of academic staff working in the Assistant Professor position whose term of office has expired,- To discuss and decide on the jury reports of those who will be appointed to the Assistant Professor position for the first time,- To make the course assignments of teaching staff working within the faculty to the university units,- To determine the teaching staff who will conduct the courses determined by the faculty board decision,				


- To discuss and decide on the situations of Research Assistants whose term of office has expired in accordance with Articles 50/d and 33/a of Law No. 2547,
- To discuss and decide on the situations of the lecturers whose terms of duty have expired,
- To assign lecturers who will conduct courses from outside the faculty,
- To determine the necessary committees for the regular conduct of education-training activities,
- To make decisions on the assignment of administrative staff abroad within the scope of the Erasmus program,
- To determine the administrative staff who will work overtime,
- To decide on the make-up programs of the courses that the lecturers could not do due to their excuses,

PREPARER: QUALITY UNIT	CONTROLLED BY: VICE DEAN Prof.Dr. Murat KANBUR	APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ
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	ERCIYES ÜNİVERSİTESİ VETERİNER FAKÜLTESİ GÖREV TANIMLARI	DOCUMENT NO:	Vet_Fr.01-05
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- Discuss and decide on the strategic plan prepared by the Commission,
- Evaluate quality studies and make decisions on this issue,
- Discuss and decide on changes to the teaching staff who teach during the academic year,
- Discuss and decide on the distribution of thesis advisors and students from the Department Heads,
- Notify the Rectorate of vehicle requests (technical trips) within the scope of the course and ensure that the necessary permissions are obtained,
- Assign students to technical trips,
- To discuss and decide on the reports of students who will take make-up exams, reviewed by the relevant committee,
- To decide on the entry of students' grades that could not be entered into the automation system or to correct incorrectly entered grades,
- To determine the quotas of students to be admitted via horizontal transfer,
- To discuss and decide on the reports of the Education and Training Committee, which evaluates the applications of students who come via horizontal transfer,
- To discuss and decide on the exemptions and adaptations of students who come via horizontal/vertical transfer,
- To discuss and decide on the commission reports regarding the course matching of students who will take courses from the Summer School of different universities,
- To decide on the grades of students who will take courses from the Summer School of different universities,
- To decide on the courses to be taken by students who go/come with special student status,
- To decide on the procedures regarding the acceptance of students who will return by benefiting from the amnesty,
- To decide on the determination of students who will work part-time,
- To decide on the determination of students who will receive food assistance, - To make decisions on adding/dropping students' courses within the period specified in the academic calendar,
- To make decisions regarding students who will take the single-course exam,
- To decide on the entry of single-course exam grades into the automation system,
- To make decisions regarding the division of courses into branches or the merging of courses,
- To determine the upper limits of elective course quotas by also taking into account the opinions received from the departments,
- To make decisions regarding students who are registered in the second education program and who are in the top ten percent (10%) according to their success status,

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<div><ul style="list-style-type: none">- To make decisions on granting permission to foreign students according to their language level,- To make decisions on freezing/opening/dropping student registrations,- To discuss the petitions of students who want to leave the foreign language preparatory program,- To determine the student quotas to be admitted to Double Major/Minor Programs,- To discuss and decide on the courses chosen by Double Major/Minor students who come with the decision of the Department Board,- To make decisions on the procedures regarding graduations from Department Heads with the decision of the Department Board,- To discuss and decide on the matching of courses to be taken by students who go abroad within the scope of the Mevlana Exchange Program, and their success grades,- To discuss and decide on the matching of courses, success statuses, and grades of students who go to other universities in Turkey within the scope of the Farabi Exchange Program,- To make decisions on the acceptance of students who come to the Faculty within the scope of the Farabi Exchange Program and the processing of students' grades into the automation system,- To make decisions on all matters that the Dean may bring up regarding the Faculty administration,- To perform other duties assigned by laws and regulations,</div>				

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