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|    | <p align="center"><b>ERCIYES UNIVERSITY</b></p> <p align="center"><b>FACULTY OF VETERINARY MEDICINE</b></p> <p align="center"><b>JOB DESCRIPTIONS</b></p> |  | <b>DOCUMENT NUMBER:</b>  | Vet_Fr.03-40  |
|  |   |  | <b>PUBLICATION DATE:</b> | January 2019  |
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| <b>Unit:</b>   |   | Dean's Office of the Faculty of Veterinary Medicine      |                          |   |
| <b>Position Title:</b>   |   | <b>Measurement Evaluation Commission</b>                 |                          |   |
| <b>Supervisor:</b>   |   | Dean   |                          |   |
| <b>Associated Unit:</b>  |   | Dean's Office of the Faculty of Veterinary Medicine      |                          |   |
| <p><b>BRIEF DESCRIPTION OF THE ROLE:</b></p> <p>The duty of this committee is to develop and implement methods such as surveys and other techniques for examining, assessing, and self-evaluating departmental activities. It also examines the relevant topics on the agenda of the Faculty Academic Board to ensure compliance with measurement and evaluation techniques and provides feedback.</p>   |   |  |                          |   |
| <p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- The Measurement and Evaluation Committee and its members are appointed by the Dean and carry out their activities upon approval by the Faculty Administrative Board.</li> <li>- To develop and implement methods such as surveys and other techniques for examining, assessing, and self-evaluating the Veterinary Faculty's educational and teaching activities, and to review relevant topics on the Faculty Academic Board agenda in terms of their compliance with measurement and evaluation techniques, and provide feedback.</li> <li>- To review and assess the Course Notes Files and Student Work Files.</li> <li>- To determine and apply the methods necessary to measure and assess the educational outcomes of the Veterinary Faculty.</li> <li>- To evaluate the measurement results and communicate them to the Faculty Quality Committee, VEDEK, and the EAEVE Coordination Committee.</li> <li>- To maintain communication with the Faculty Quality Committee, VEDEK, and the EAEVE Coordination Committee at all stages of the work.</li> <li>- To conduct a SWOT analysis (including faculty members, experts, technicians, administrative staff, service staff, and students).</li> <li>- To evaluate the SWOT survey forms and compile them into a report.</li> <li>- To review and update the student surveys.</li> </ul> |   |  |                          |   |
| <b>PREPARED BY:</b><br>QUALITY UNIT  |   | <b>CHECKED BY:</b><br>VICE DEAN<br>Prof.Dr. Murat KANBUR |                          | <b>APPROVED BY:</b><br>DEAN<br>Prof.Dr. Abdullah İNCİ |

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| <b>Unit:</b>  |   | Dean's Office of the Faculty of Veterinary Medicine        |                          |   |
| <b>Position Title:</b>  |   | <b>Measurement Evaluation Commission</b>                   |                          |   |
| <b>Supervisor:</b>  |   | Dean   |                          |   |
| <b>Associated Unit:</b>   |   | Dean's Office of the Faculty of Veterinary Medicine        |                          |   |
| <ul style="list-style-type: none"> <li>- To discuss, evaluate, and finalize when and how these surveys will be conducted in the Faculty Academic Board.</li> <li>- To prepare, implement, assess, and report on faculty evaluation surveys for teaching staff, and present the results to the Faculty Academic Board.</li> <li>- Committee members continue in their roles until a new appointment is made.</li> <li>- In the event that a committee member leaves for any reason, a new member will be appointed by the Dean's Office.</li> <li>- Committee members are required to attend meetings unless they present an officially recognized excuse.</li> <li>- The situation of members who fail to attend meetings without providing documented justification will be evaluated by the Dean's Office.</li> </ul> |   |  |                          |   |
| <b>PREPARED BY:<br/>QUALITY UNIT</b>  |   | <b>CHECKED BY:<br/>VICE DEAN<br/>Prof.Dr. Murat KANBUR</b> |                          | <b>APPROVED BY:<br/>DEAN<br/>Prof.Dr. Abdullah İNCİ</b> |