

	<p align="center"><b>ERCIYES UNIVERSITY</b></p> <p align="center"><b>FACULTY OF VETERINARY MEDICINE</b></p> <p align="center"><b>JOB DEFINITIONS</b></p>		DOCUMENT NO:	Vet_Fr.01-09
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<b>Unit:</b>	Dean of the Faculty of Veterinary Medicine			
<b>Task Name:</b>	<b>Lecturer</b>			
<b>Chief:</b>	Dean			
<b>Unit Affiliated</b>	Dean of the Faculty of Veterinary Medicine			
<b>BRIEF DESCRIPTION OF THE JOB:</b>				
<b>DUTIES AND RESPONSIBILITIES</b>				
<ul style="list-style-type: none"> <li>- To perform the duties specified in the Higher Education Law No. 2547 and the academic organization regulations. - To work in order to carry out all activities required to provide education and training in line with the vision and mission of the Faculty in an orderly, effective and efficient manner in accordance with the objectives and principles determined by the Dicle University senior management.</li> <li>- To contribute to the research and projects conducted by the department when necessary.</li> <li>- To perform the duties assigned on administrative issues concerning the department.</li> <li>- To take part in departmental commissions when necessary and fulfill their responsibilities.</li> <li>- To keep their personal information in YÖKSİS constantly up-to-date.</li> <li>- To monitor their own reassignment processes, to initiate and follow up on reassignment procedures themselves.</li> <li>- To guide and counsel students when necessary.</li> <li>- To supervise exams.</li> <li>- To prepare exam programs when needed.</li> <li>- To perform other duties specified in the Higher Education Law and Regulations.</li> <li>- To take the necessary precautions to protect all office machines and fixed assets under their responsibility, including projects, against all kinds of damage. To use the available tools, equipment and all kinds of materials in the unit economically and efficiently.</li> <li>- To perform other scientific, academic and administrative duties assigned by the Dean and the Rector related to the field of duty.</li> <li>- Instructors are responsible to the Dean for the work/transactions they perform.</li> </ul>				

<b>PREPARED BY:</b> <b>QUALITY UNIT</b>	<b>CONTROLLED 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>