
	<p style="text-align: center;"><b>ERCIYES UNIVERSITY</b>  <b>FACULTY OF VETERINARY MEDICINE</b>  <b>JOB DEFINITIONS</b></p>	DOCUMENT NO:	Vet_Fr.01-08
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
		REVISION DATE:	Mart 2021
		PAGE NO:	1/3
<b>Unit:</b>	Dean of the Faculty of Veterinary Medicine		
<b>Task Name:</b>	<b>Professor, Associate Professor, Assistant Professor</b>		
<b>Chief:</b>	Dean		
<b>Unit Affiliated:</b>	Dean of the Faculty of Veterinary Medicine		
<b>BRIEF DESCRIPTION OF THE JOB:</b>			
<p><b>DUTIES AND RESPONSIBILITIES</b></p> <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 conduct and have conducted education-training and applied studies at associate, undergraduate and graduate levels in accordance with the purposes and principles of the Higher Education Law No. 2547, to manage project preparations and seminars.</li> <li>- To conduct scientific research and publications,</li> <li>- To accept students on certain days according to the program to be arranged by the relevant Department Head, to help them with necessary issues, to guide and guide them in line with the purposes and main principles of this law.</li> <li>- To keep personal information in YÖKSİS constantly up-to-date.</li> <li>- To fulfill the duties of associate professor jury member assigned by the Interuniversity Board and jury member duties assigned by other higher education institutions.</li> <li>- To fulfill the duties within the scope of the boards and commissions of which he/she is a member.</li> <li>- To monitor his/her own reappointment processes, to initiate and follow up reappointment procedures.</li> <li>- In accordance with the purposes and principles determined by the senior management of the University; To work to ensure that all activities required to provide education and training in line with the vision and mission of the Faculty are carried out regularly, effectively and efficiently.</li> <li>- To use all of its current potential to achieve the goals and objectives of the Faculty and its department.</li> <li>- To carry out the activities specified under its own responsibility within the scope of Faculty quality studies.</li> </ul>			

- To carry out continuous quality improvement studies in the courses and laboratories it is responsible for and to provide the information and documents requested by the Faculty Dean on these issues.
- To carry out improvement studies according to the results of the course evaluation forms filled out by the students for the courses he/she is responsible for at the end of each semester.
- To conduct the courses to be taught in accordance with the ERÜ Veterinary Faculty Education and Examination Directive, to conduct and evaluate the exams,

<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>
--	--	---


	<b>ERCIYES UNIVERSITY</b> <b>FACULTY OF VETERINARY MEDICINE</b> <b>JOB DEFINITIONS</b>	DOCUMENT NO:	Vet_Fr.01-08
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
		REVISION DATE:	Mart 2021
		PAGE NO:	2/3
<b>Unit:</b>	Dean of the Faculty of Veterinary Medicine		
<b>Task Name:</b>	<b>Professor, Associate Professor, Assistant Professor</b>		
<b>Chief:</b>	Dean		
<b>Unit Affiliated:</b>	Dean of the Faculty of Veterinary Medicine		

- To continuously improve one's intellectual skills and foreign language and academic knowledge.
- To organize events that appeal to the university outside of class and to contribute to the organized activities.
- To carry out social responsibility projects, to strive to be a leader for society and beneficial to students.
- To produce projects that will ensure University-City-Industry cooperation, to take part in projects that will develop the city and region in this direction, to try to give postgraduate thesis topics in this direction if possible.
- To help newly appointed Research Assistants get used to the institutional culture.
- To carry out the activities specified in the application area of the Internal Control Standards Action Plan.
- To submit suggestions to the Department Head for changes to be made in the content and application methods of the courses he/she is responsible for.
- To announce the 14-week application programs of the courses and the resources to be used at the beginning of each semester.
- To participate in scientific events such as congresses, conferences, talks, panels organized by the University and the Faculty.
- To participate in national and international congresses, to follow innovations and to transfer what he/she has learned.
- To work in cooperation and harmony with the Dean's Office, Department Head and Department.
- To attend the meetings of the Dean's Office, Department Head and the boards in which he/she is assigned in the Department and to fulfill his/her duties.
- To contribute to the education-training activities if assigned to other units of the University.
- To fulfill the duties specified in the academic calendar on time.
- To represent the Faculty in the meetings planned by the Dean.
- To prepare, plan and fully execute the course programs.
- To present the activities covering the academic performance indicators of one year (education-training, publication, notification, project, technical trip, etc.) to the department at the end of the academic year.

**PREPARED BY:**  
**QUALITY UNIT**

**CONTROLLED BY:**  
**VICE DEAN**  
**Prof. Dr. Murat KANBUR**

**APPROVED BY:**  
**DEAN**  
**Prof.Dr. Abdullah İNCİ**

	<b>ERCIYES UNIVERSITY</b> <b>FACULTY OF VETERINARY MEDICINE</b> <b>JOB DEFINITIONS</b>	DOCUMENT NO:	Vet_Fr.01-08
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
		REVISION DATE:	Mart 2021
		PAGE NO:	3/3
<b>Unit:</b>	Dean of the Faculty of Veterinary Medicine		
<b>Task Name:</b>	<b>Professor, Associate Professor, Assistant Professor</b>		
<b>Chief:</b>	Dean		
<b>Unit Affiliated:</b>	Dean of the Faculty of Veterinary Medicine		
<ul style="list-style-type: none"><li>- To complete the course files related to the courses given at the end of each semester and submit them to the Department Head, to ensure that the exam documents and information about the assignments are sent to the department archive.</li><li>- To ensure the orientation of students to the University and the Faculty.</li><li>- To perform other scientific, academic and administrative duties assigned by the Dean, Department Head and Department Head.</li><li>- To supervise exams 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 his/her responsibility, including projects, against any damage. To use the existing tools, equipment and all kinds of materials in his/her unit economically and efficiently.</li><li>- To perform other duties assigned by the Dean and the Rector related to his/her field of duty.</li><li>- Professor, Associate Professor and Assistant Professors are responsible to the Dean for the work/transactions he/she performs.</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>
--	--	---