
	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-32
			PUBLICATION DATE:	January 2019
			REVISION NUMBER:	1
			REVISION DATE:	March 2021
			PAGE NUMBER	1/2
Unit:		Dean's Office of the Faculty of Veterinary Medicine		
Position Title:		Quality Assurance System Commission		
Supervisor:		Dean		
Associated Unit:		Dean's Office of the Faculty of Veterinary Medicine		
<p>BRIEF DESCRIPTION OF THE ROLE:</p> <p>Develops and monitors quality improvement activities, organizes and coordinates all types of training and arrangements, and follows up on their organization.</p>				
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Quality Assurance System Committee and its members are appointed by the Dean and carry out their activities upon approval by the Faculty Administrative Board. - It ensures the creation and organization of quality records related to the Quality Management System. - It arranges correspondence related to the Quality Management System and ensures that it is properly filed. - It organizes training meetings related to the Quality Management System and ensures that relevant parties are informed. - It ensures the duplication, distribution, and preservation of documents related to training and documentation. - It follows up on revisions and documentation processes of the documents related to the Quality Management System. - It ensures the redistribution of documents received by the Quality Management Unit to the relevant departments. - It files statistical forms received from the units. - It reports any issues related to the Quality Management Unit to its superiors. - It identifies the unit's needs and ensures their provision. - It ensures the order and organization of the Quality Management Unit. - It adheres to the rules defined by laws, regulations, and guidelines. 				
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ

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<ul style="list-style-type: none"> - It holds regular meetings (at least four times a year) and reviews activities related to quality. - Committee members continue their duties until a new appointment is made. - In the event that a member leaves the committee for any reason, a new member is appointed by the Dean's Office. - Committee members are required to attend meetings unless they have an officially recognized excuse. - The situation of members who fail to attend meetings without providing documented justification is subject to evaluation by the Dean's Office. 				
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