

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-27
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Unit:		Dean's Office of the Faculty of Veterinary Medicine		
Position Title:		Separation Commission to HEK		
Supervisor:		Dean		
Associated Unit:		Dean's Office of the Faculty of Veterinary Medicine		
<p>BRIEF DESCRIPTION OF THE ROLE:</p> <p>To conduct the necessary evaluations for the disposal of unusable tools and machinery, and to decide whether they are eligible for decommissioning and destruction.</p>				
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Committee is responsible for evaluating all equipment and materials used within the faculty that have become obsolete or unusable over time, and for deciding whether they should be decommissioned. - The Committee examines the devices proposed for decommissioning and prepares a final report regarding their usability. - If a device is deemed unusable, the Committee issues the necessary report to proceed with its disposal. - If the device is still functional and has not yet completed its economic life, the Committee informs the relevant unit that the device can continue to be used and should not be decommissioned. - Committee members continue to serve until a new appointment is made. - If a committee member resigns or is otherwise unable to serve, a new member is appointed by the Dean. - Committee members are required to attend all meetings unless they have an officially accepted excuse. - Members who fail to attend meetings without providing valid documentation are subject to evaluation by the Dean's Office. 				
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ