

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-42
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Unit:	Dean's Office of the Faculty of Veterinary Medicine			
Position Title:	Stakeholder Commission			
Supervisor:	Dean			
Associated Unit:	Dean's Office of the Faculty of Veterinary Medicine			
<p>BRIEF DESCRIPTION OF THE ROLE:</p> <p>To manage, follow up, and organize communication, coordination, collaboration, and activities with the internal and external stakeholders of the faculty.</p>				
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Stakeholder Committee and its members are appointed by the Dean and carry out their activities upon approval by the Faculty Administrative Board - To establish communication for the work and activities to be carried out with internal and external stakeholders. - To create necessary protocols or other requirements for the planned activities and tasks. - To define the content of activities and organizations. - To carry out necessary actions for the implementation of activities and tasks, including follow-up and organization. - To monitor whether the provisions of the agreements made with stakeholders are being fulfilled. - To track the validity period of the agreements and any changes to be made, and to ensure their renewal. - To prepare surveys to be conducted with stakeholders, have stakeholders complete them, evaluate the surveys at least once a year, and send the results report to the Dean's Office. - Committee members continue in their roles until a new appointment is made. - In the event that a committee member leaves for any reason, a new member will be appointed by the Dean's Office. - Committee members are required to attend meetings unless they present an officially recognized excuse. - The situation of members who fail to attend meetings without providing documented justification will be evaluated by the Dean's Office. 				
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ