
	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>	DOCUMENT NUMBER:	Vet_Fr.03-04
		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:	Survey and Swot Analysis Commission		
Supervisor:	Dean		
Associated Unit:	Dean's Office of the Faculty of Veterinary Medicine		
<p>BRIEF DESCRIPTION OF THE ROLE:</p> <p>The general duty of the committee is to develop and implement surveys and similar methods related to faculty activities; to conduct reviews and provide feedback within the scope of assessment, evaluation, and self-assessment; and to prepare reports.</p>			
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Survey and SWOT Analysis Committee and its members are established by the dean and carry out their activities following the approval of the Board of Directors. - The committee conducts surveys such as student satisfaction surveys, student course evaluation surveys, alumni surveys, academic staff satisfaction surveys, administrative staff satisfaction surveys, internal and external stakeholder surveys, etc. - During the survey preparation process, the committee conducts the necessary work (survey preparation, survey administration), evaluates the results, and presents them in a report to the Dean's Office. - The committee determines when the surveys will be conducted and how they will be evaluated. - Based on the findings of internal and external evaluation reports related to the surveys, the committee proposes improvements for areas that need improvement. - The committee is responsible for determining and implementing the methods for conducting the surveys. - The committee is responsible for conducting the SWOT analysis within the faculty and evaluating the SWOT survey forms, then preparing a report. - The committee conducts statistical analyses related to the faculty's accreditation activities. - The committee carries out any other statistical analyses requested by the Dean's Office outside the defined topics. - The Survey and SWOT Analysis Committee is responsible to the Dean. 			
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR	
		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ	

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-04
			PUBLICATION DATE:	January 2019
			REVISION NUMBER:	1
			REVISION DATE:	March 2021
			PAGE NUMBER	2/2
Unit:	Dean's Office of the Faculty of Veterinary Medicine			
Position Title:	Survey and Swot Analysis Commission			
Supervisor:	Dean			
Associated Unit:	Dean's Office of the Faculty of Veterinary Medicine			
<ul style="list-style-type: none"> - Committee members continue their duties until a new appointment is made. - In the event of a committee member's departure for any reason, a new member will be appointed by the dean's office. - Committee members are required to attend meetings without fail, unless they have an official excuse. - The situation of members who fail to attend meetings without providing documentation for their absence 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