

	<p align="center"><b>ERCIYES UNIVERSITY</b></p> <p align="center"><b>FACULTY OF VETERINARY MEDICINE</b></p> <p align="center"><b>JOB DESCRIPTIONS</b></p>		<b>DOCUMENT NUMBER:</b>	Vet_Fr.03-47
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<b>Unit:</b>		Dean's Office of the Faculty of Veterinary Medicine		
<b>Position Title:</b>		<b>VEDEK Accreditation Commission</b>		
<b>Supervisor:</b>		Dean		
<b>Associated Unit:</b>		Dean's Office of the Faculty of Veterinary Medicine		
<p><b>BRIEF DESCRIPTION OF THE ROLE:</b></p> <p>Coordinating the Faculty's preparations and visits related to the VEDEK processes.</p>				
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- The VEDEK Accreditation Steering Committee is formed by the Dean, the Vice Dean responsible for Accreditation, and the VEDEK Coordinator, and it carries out its activities after the approval of the Board of Directors.</li> <li>- Preparing the Faculty for the VEDEK process.</li> <li>- Identifying the tasks to be carried out for this purpose and ensuring their coordination.</li> <li>- Following the latest developments related to VEDEK and adapting them to the Faculty.</li> <li>- Informing academic and administrative staff, as well as students, about VEDEK and organizing training seminars related to the subject.</li> <li>- Providing consultancy to the relevant committees regarding VEDEK.</li> <li>- Ensuring that the Faculty is prepared for the VEDEK visit before the actual visit.</li> <li>- Participating in both domestic and international meetings related to VEDEK.</li> <li>- Committee members continue their duties until a new appointment is made.</li> <li>- In the event of a committee member's departure for any reason, a new member will be appointed by the Dean's office.</li> <li>- Committee members must attend meetings unless they have a valid excuse.</li> <li>- The situation of members who fail to attend meetings without documented excuses will be evaluated by the Dean's office.</li> </ul>				
<b>PREPARED BY:</b> <b>QUALITY UNIT</b>		<b>CHECKED 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>