

	ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DEFINITIONS	DOCUMENT NO:	VF Y. G. 01-03
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VICE DEAN (ACADEMIC AND ADMINISTRATIVE PERSONNEL RESPONSIBLE)			
UNIT	FACULTY OF VETERINARY MEDICINE		
CHIEF	DEAN		
STAFF TITLE	LECTURER		
JOB TITLE	VICE DEAN		
JOB DESCRIPTION	<p>Vice Deans are selected by the Dean from among the salaried academic staff of the Faculty to assist him in his work and are appointed for a maximum of three years. The Dean may change his assistants when he deems necessary. When the Dean's term ends, the term of his assistants also ends.</p> <p>To assist the Dean in his work in order to carry out all activities necessary to realize education and training in line with the vision and mission of the Faculty in accordance with the goals and principles determined by the Erciyes University senior management, and to act as proxy when the Dean is not present.</p>		
DUTIES AND RESPONSIBILITIES			
<div><div>1.</div><div>To perform the duties specified in Article 16 of the Law on Higher Education No. 2547,</div></div> <div><div>2.</div><div>To assist the Dean in all aspects of the unit's management and administration,</div></div> <div><div>3.</div><div>To act as proxy for the Dean when the Dean is on leave,</div></div> <div><div>4.</div><div>To chair the Faculty Boards when the Dean is not present,</div></div> <div><div>5.</div><div>To coordinate the preparation of reports such as the Unit Internal Evaluation Report, Activity Report, Strategic Plan, Internal Control Standards Compliance Action Plan, Self-Assessment Report and Audit Report,</div></div> <div><div>6.</div><div>To listen to and resolve the problems of the Academic Staff on behalf of the Dean,</div></div> <div><div>7.</div><div>To monitor the operation of the Animal Health Research and Application Center (Animal Hospital), and to intervene when necessary,</div></div> <div><div>8.</div><div>To coordinate national and international accreditation and quality studies,</div></div> <div><div>9.</div><div>To request the necessary coordination for the implementation of occupational health and safety issues in the work environment,</div></div> <div><div>10.</div><div>To ensure that archive, statistics and database studies are carried out in a healthy manner,</div></div> <div><div>11.</div><div>To assist the commission chair in the organization of the website,</div></div> <div><div>12.</div><div>To prepare the Academic General Assembly presentations to be held at the end of each academic year,</div></div> <div><div>13.</div><div>To carry out other tasks deemed appropriate by the Dean,</div></div>			
SKILLS AND QUALIFICATIONS REQUIRED FOR THE JOB			
<div><div>*To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,</div><div>*Know all regulations regarding staff and students</div><div>*Have work experience at the level required for the position,</div><div>*Having managerial qualities; knowing the requirements of management and administration,</div><div>*To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.</div></div>			

WORK OUTPUT	All kinds of written documents, forms, lists, approvals, which are ready to be submitted to the department and checked, regarding the work and transactions carried out within the scope of their authority and responsibility.	
INFORMATION SOURCES	<p>Information needed during the work:</p> <p>Laws, official letters, regulations and circulars, written and verbal orders, referred transactions, prepared studies,</p> <p>Places where information can be obtained: Vice Rectors, Secretary General, Department Heads, Dean, Department Heads, Faculty Secretary, Dean's Office Units, Department Secretary,</p> <p>Form of information: Law, circular, regulation, letter, telephone, e-mail, poster, invitation, press and media organs, face to face.</p>	
<p>PREPARED BY:</p> <p>QUALITY AND STRATEGY DEVELOPMENT COMMISSION</p>	<p>CONTROLLING:</p> <p>VİCE DEAN.</p> <p>Prof. Dr. Murat KANBUR</p>	<p>APPROVING:</p> <p>DEAN</p> <p>Prof. Dr. Abdullah İNCİ</p>