

	ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DEFINITIONS	DOCUMENT NO:	VF Y. G. 01-02
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VICE DEAN (STUDENT AFFAIRS RESPONSIBLE)			
UNIT		FACULTY OF VETERINARY MEDICINE	
CHIEF		DEAN	
STAFF TITLE		LECTURER	
JOB TITLE		VICE DEAN	
JOB DESCRIPTION		In accordance with the objectives and principles determined by the senior management of Erciyes University; 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, and to act as proxy in the Dean's absence.	
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 ensure the organization of orientation activities for new students,</div></div> <div><div>3.</div><div>To work and follow up on horizontal transfer, vertical transfer, and foreign student admission,</div></div> <div><div>4.</div><div>To make the necessary elections for the student council and representation,</div></div> <div><div>5.</div><div>To supervise the work related to students' course adaptation and exemptions,</div></div> <div><div>6.</div><div>To examine the documents to be submitted to the boards related to education and training,</div></div> <div><div>7.</div><div>To supervise the work related to student reports and permissions,</div></div> <div><div>8.</div><div>To deal with all kinds of scholarship and internship procedures, to assist the commissions to be established for these,</div></div> <div><div>9.</div><div>To monitor student investigation files, to chair the commissions to be established,</div></div> <div><div>10.</div><div>To organize the work related to the graduation ceremony,</div></div> <div><div>11.</div><div>To supervise all kinds of activities to be organized by student clubs and students,</div></div> <div><div>12.</div><div>To examine and supervise the book exhibitions, stands, and posters and similar requests to be hung in the faculty,</div></div> <div><div>13.</div><div>To listen to and solve student problems on behalf of the Dean to bring together,</div></div> <div><div>14.</div><div>To organize events such as conferences, panels, meetings, symposiums, seminars, dinners, trips, technical trips to be organized by the Faculty,</div></div> <div><div>15.</div><div>To plan the work related to lesson plans, distribution of classrooms, exam programs, to chair the committees to be formed for these works,</div></div> <div><div>16.</div><div>To monitor the lessons, to conduct exams on time, to supervise the effective use of private teaching institutions,</div></div> <div><div>17.</div><div>To organize the elections of class representatives and faculty representatives and to chair the meetings to be held,</div></div> <div><div>18.</div><div>To monitor the number of students, their success status and to keep statistics,</div></div> <div><div>19.</div><div>To carry out the procedures regarding student petitions and student disciplinary procedures,</div></div> <div><div>20.</div><div>To ensure coordination between students who want to benefit from the ERASMUS program and ERASMUS representatives,</div></div> <div><div>21.</div><div>To participate in the internal control activities of the faculty, to be aware of their sensitive and risky duties,</div></div> <div><div>22.</div><div>To act as the Dean when the Dean is on leave,</div></div> <div><div>23.</div><div>To act as the Dean when the Vice Dean responsible for administrative affairs is on leave, on sick leave, or on duty,</div></div> <div><div>24.</div><div>To perform other duties specified in the Higher Education Law and Regulations,</div></div> <div><div>25.</div><div>To perform other duties as the Dean deems appropriate,</div></div>			

POWERS:

1. To have the authority to perform the duties and responsibilities specified above,
2. To be able to use the necessary tools and equipment to carry out the activities,
3. To use the authority to represent Erciyes University,
4. To have the authority to sign,
5. To use the spending authority. (When the authority is delegated)
6. To have the authority to assign work to the managers and personnel under his/her command, to direct them, to control their work, to correct them, to warn them when necessary, to request information and reports,

RESPONSIBILITIES

While performing all the above-mentioned duties in accordance with the laws and regulations, he/she is responsible to the Dean for the supervision, auditing, monitoring and controlling of all activities and obtaining their results.

SKILLS AND QUALIFICATIONS REQUIRED FOR THE JOB

- *Having the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
- *Knowing all regulations regarding personnel and students,
- *Having work experience at the level required for the position,
- *Having managerial qualifications; knowing the requirements of management and administration,
- *Having the necessary decision-making and problem-solving qualifications to continue their activities in the best way.

WORK OUTPUT

All kinds of written, document, form, list, approval, analysis and verbal information regarding the work and transactions carried out within the scope of authority and responsibility, ready to be submitted to the department.

INFORMATION SOURCES

Information needed during the work:
Laws, official letters, regulations and circulars,
Written and verbal orders, referred transactions, prepared studies,
Places where information can be obtained: Vice Rectors, General Secretary, Department Heads, Dean, Department Heads, Department Secretary, Faculty Secretary, Dean's Office Units, Department Secretary,
Form of information: Law, circular, regulation, letter, telephone, e-mail, poster, invitation, press and media organs, face to face.

PREPARED BY:
QUALITY AND STRATEGY
DEVELOPMENT COMMISSION

CONTROLLING:
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