

	ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DESCRIPTIONS		DOCUMENT NUMBER:	Vet_Fr.03-50
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Unit:		Dean's Office of the Faculty of Veterinary Medicine		
Position Title:		WEBSITE Preparation Commission		
Supervisor:		Dean		
Associated Unit:		Dean's Office of the Faculty of Veterinary Medicine		
BRIEF DESCRIPTION OF THE ROLE:				
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> - The Web Page Design Committee and its members are established by the Dean and carry out their activities after approval from the Board of Directors. - The committee plans the web page that contains information about all activities, events, promotions, etc., conducted within the Faculty. - The committee determines the topics and content to be included on the web page. - The committee is responsible for tracking and coordinating the transfer of the determined topics and content to the web platform. - The committee ensures that web content, which needs to be updated over time, is regularly updated and monitored. - The committee ensures that the web pages function smoothly and remain active. - Committee members continue their duties until a new appointment is made. - In the event of a committee member's departure for any reason, the Dean's office will appoint a new member. - Committee members are required to attend meetings unless they have an official excuse. - The Dean's office will evaluate the status of members who do not attend meetings without providing documented excuses. 				
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ