



**T.C.**  
**KARABÜK UNIVERSITY**  
**Job Description Form**

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<b>UNIT</b>	Faculty of Health Sciences
<b>TITLE/FIRST NAME-LAST NAME</b>	Assoc. Prof. Dr. Reyhan AYDIN DOĞAN / Head of Midwifery Department
<b>TITLE/FIRST NAME-LAST NAME</b>	Dean
<b>PERSONNEL TO ACT AS PROXY IN YOUR ABSENCE</b>	Deputy Heads of Department

**Brief Description of the Task/Job**

In accordance with the objectives and principles determined by the senior management of Karabük University, it works to ensure that all activities of the department are carried out in accordance with the principles of efficiency and effectiveness. It is responsible for the education, training, and research activities of the department at all levels, as well as for the regular and efficient conduct of all activities related to the department.

**Duties, Powers, and Responsibilities**

- Performs the duties specified in the relevant academic organization law of the Academic Personnel Law No. 2547,
- Chairs department councils.
- Serves as a member of the Faculty Council.
- Reports the needs of the department to the Authority in writing.
- Ensures that all correspondence between the Authority and the department is carried out in a healthy manner.
- Ensures coordination between the sub-departments affiliated with the department.
- Ensures that the distribution of courses among teaching staff is balanced.
- Ensures that education and training are carried out regularly in the department.
- Ensures that additional course and exam fee schedules are prepared in a timely and accurate manner.
- Identifies issues related to education and teaching in the department and communicates them to the Office.
- Conducts evaluation and quality improvement studies for the department and submits reports to the Office.
- Conducts accreditation studies for programs affiliated with the department in coordination with the Dean's Office Quality Unit.
- Works to create a communication environment among teaching staff in the department with the aim of ensuring that education and scientific research are carried out efficiently and effectively.
- Ensures that the distribution of courses within the Department is balanced and reasonable among teaching staff.
- Makes plans for students' clinical practice, coursework, internships, etc., and assists students in carrying out these activities by communicating with relevant institutions and organizations.
- Ensures that classrooms, study rooms, workshops, laboratories, and course materials are used efficiently, effectively, regularly, and cleanly.
- Submits the Department's opinion in writing to the Dean's Office for consideration in extending the terms of faculty members affiliated with the Department.
- Provides the necessary information about the Department for the Faculty Academic General Assembly.
- Ensures that course registrations are conducted in an orderly manner at the beginning of each semester.
- Closely monitors the educational and teaching issues of department students.
- Ensures that student-faculty relationships within the department are conducted in an orderly and healthy manner in line with the objectives of education and teaching.
- Holds meetings with advisors to ensure that course registrations are conducted in an orderly manner.



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- Ensures that the undergraduate education, teaching, and examination regulations and guidelines are implemented in accordance with their spirit. Öğretim elemanlarının derslerini düzenli olarak yapmalarını sağlar ve derslerin yapılıp yapılmadığını kontrol eder.
- Works to establish appropriate communication among teaching staff in the Department with the aim of ensuring that education, teaching, and scientific research are carried out efficiently and effectively. Carries out processes related to their duties in accordance with the University's Quality Policy and Quality Management System, in line with quality objectives and procedures.
- Ensures the management and supervision of other tasks related to the process they are responsible for and assigned by their managers.

While performing all of the above duties in accordance with laws and regulations, he/she is accountable to his/her superiors.