



**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>	Assist. Prof. Dr. Sebahat HÜSEYİNOĞLU / Deputy Head of Midwifery Department
<b>TITLE/FIRST NAME-LAST NAME</b>	Head of Department
<b>PERSONNEL TO ACT AS PROXY IN YOUR ABSENCE</b>	
<b>Brief Description of the Task/Job</b>	
The Deputy Head of Department assists in the effective, efficient, and ethical conduct of educational, teaching, and administrative affairs within their unit in accordance with the objectives and principles established by relevant legislation and university policies.	

<b>Duties, Powers, and Responsibilities</b>
<ul style="list-style-type: none"><li>• Acting as the department chair in the absence of the department chair,</li><li>• Participating in the department committee,</li><li>• Coordinating the relevant department commissions,</li><li>• Ensuring the management and administration of other tasks related to the process to which they are assigned and assigned by their managers,</li></ul> <p>While performing all of the above duties in accordance with laws and regulations, the department chair is accountable to their managers.</p>