



**REPUBLIC OF TÜRKİYE
KARABÜK ÜNİVERSİTESİ
Job Description Form**

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Unit	Faculty of Health Sciences Department of Child Development
Title/Name-Surname	Vice Chair of the Department
Reporting To	Head of the Department
Deputy in Absence	
Brief Description of the Position/Job	
The Vice Chair of the Department assists in ensuring that the educational, instructional, and administrative affairs within the unit are carried out effectively, efficiently, and in accordance with ethical principles, in line with the objectives and principles set forth by the relevant regulations and university policies.	
Duties, Authorities, and Responsibilities	
<ul style="list-style-type: none">- To act on behalf of the Head of Department in their absence,- To participate in the Department Council,- To coordinate the relevant departmental committees,- To manage and supervise other tasks related to the assigned processes and those delegated by the superiors, While performing all of the above-mentioned duties in accordance with the laws and regulations, the Vice Chair is accountable to their superiors.	

ACKNOWLEDGEMENT	Approved
I have read and understood the job description outlined in this document, and I accept and commit to fulfilling it.	
Date ... / ... / 202	Approved on: ... / ... / 202...
Signature: _____	Signature: _____