



T.C.
KARABÜK UNIVERSITY
Job Description Form

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Unit	Faculty of Health Sciences
Title / Name-Surname	Assoc. Prof. Dr. Özlem ÖZTÜRK / Head of Nursing Department
Reporting Manager	Dean of the Faculty
Acting Officer in Absence	Vice Heads of Department

Brief Description of the Duty / Task

Carries out activities to ensure that all departmental operations are conducted in line with the principles of efficiency and effectiveness, and in accordance with the goals and principles set by the senior management of Karabük University. Responsible for the organization and efficient execution of all activities related to the department, including education, training, and research at all levels.

Duties, Authorities, and Responsibilities

- Carries out the duties specified in the relevant academic organization law of the Academic Personnel Law No. 2547.
- Chairs the departmental boards.
- Serves as a member of the Faculty Board.
- Reports the needs of the department to the relevant authority in writing.
- Ensures that all correspondence between the department and the administrative authority is carried out accurately and efficiently.
- Provides coordination between the departments of the department.
- Ensures the balanced distribution of courses among the academic staff within the department.
- Ensures orderly execution of educational activities in the department.
- Ensures that additional course and examination payment schedules are prepared accurately and on time.
- Identifies educational and instructional issues within the department and reports them to the relevant authority.
- Carries out the evaluation and quality improvement studies of the department and submits the reports to the Authority.
- It works in coordination with the Dean's Quality Unit and carries out the accreditation studies of the programmes affiliated with the Department.
- In order to realise education and scientific research efficiently and effectively, he/she try to create a communication environment among the teaching staff in the department.
- Makes plans for students' clinical practice, course practice, internship, etc., and helps students to carry out these activities by contacting the relevant institutions and organisations.
- Ensures that the classrooms, study rooms, workshops, laboratories, and course equipment in the department are used efficiently, effectively, regularly, and cleanly.
- Reports the opinion of the Department in writing to the Dean's Office to be taken into consideration in the extension of the term of office of the academic staff affiliated to the Department.
- Provides the necessary information about the Department for the Faculty Academic General Assembly.

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- Ensures that course registrations are made regularly at the beginning of each term.
- It deals closely with the education and training problems of the students of the department.
- Ensures that student-instructor relations in the department are carried out in a regular and healthy manner in line with the aims of education and training.
- Holds meetings with counsellors to ensure that course registrations are made regularly.
- Ensures that the undergraduate education and examination regulations and directives are implemented in accordance with their spirit.
- It ensures that the lecturers conduct their courses regularly and controls whether the courses are held or not.
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While fulfilling all these duties written above in accordance with the laws and regulations, he/she is responsible to the managers to whom he/she reports.