



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

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Unit	Faculty of Health Sciences
Title / Name-Surname	1. Assoc. Prof. Dr. Duygu KES/ Deputy Head of Nursing Department 2. Prof. Dr. Lecturer. Prof. Dr. Sevgi DINC/Deputy Head of Nursing Department
Reporting Manager	Head of Department
Acting Officer in Absence	

**Brief Description of the Duty / Task**

The Deputy Head of the Department helps to carry out the educational and administrative work in the unit effectively, efficiently and within the framework of ethical principles in line with the objectives and principles determined by the relevant legislation and university policies.

**Duties, Authorities, and Responsibilities**

- ☐ In the absence of the head of the department, he/she deputises the head of the department.
- ☐ Participates in the department board.
- ☐ Coordinates the relevant department commissions.
- ☐ Provides the management and administration of other works related to the process to which he/she is affiliated and assigned by his / her managers.
- ☐

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 is affiliated.