



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

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<b>Unit</b>	Faculty of Health Sciences
<b>Title/Name-Surname</b>	Assoc. Prof. Dr. Asya ÇETİN/ Head of the Department of Child Development
<b>Reporting To</b>	Dean
<b>Deputy in Absence</b>	Vice Chair of the Department, Senior Faculty Members
<b>Brief Description of the Position/Job</b>	
Carries out activities to ensure that all operations of the department are conducted in line with the objectives and principles set by the senior management of Karabük University and in accordance with the principles of efficiency and effectiveness. Responsible for the orderly and efficient execution of all educational, instructional, and research activities at every level within the department, as well as all other activities related to the department.	
<b>Duties, Authorities, and Responsibilities</b>	
<ul style="list-style-type: none"><li>• Fulfill the duties stated in the relevant academic organization law of the Academic Staff Law No. 2547.</li><li>• Chair department council meetings.</li><li>• Serve as a member of the Faculty Council.</li><li>• Report the needs of the department in writing to the relevant authority.</li><li>• Ensure that all correspondence between the department and the relevant authority is carried out properly.</li><li>• Coordinate between the sub-departments of the main department.</li><li>• Ensure that course distribution among academic staff is balanced.</li><li>• Ensure the smooth continuation of education and training within the department.</li><li>• Ensure that additional course and exam fee schedules are prepared on time and accurately.</li><li>• Identify problems related to education and training in the department and convey them to the relevant authority.</li><li>• Conduct the department's evaluation and quality improvement activities and submit reports to the relevant authority.</li><li>• Coordinate with Dean's Quality Unit to carry out accreditation processes for programs under the department.</li><li>• Foster a communication environment among academic staff to ensure productive and effective education and scientific research.</li><li>• Ensure the balanced and reasonable distribution of courses among academic staff.</li><li>• Plan and coordinate with relevant institutions and organizations to facilitate students' clinical practices, course applications, internships, etc.</li><li>• Ensure the effective, efficient, orderly, and clean use of classrooms, offices, workshops, laboratories, and teaching materials in the department.</li><li>• Submit the department's opinion in writing to the Dean's Office regarding the extension of duty periods for faculty members.</li><li>• Provide necessary information related to the department for the Faculty Academic General Assembly.</li><li>• Ensure that course registrations are conducted properly at the beginning of each semester.</li><li>• Closely address the educational problems of students in the department.</li><li>• Ensure that student-faculty relationships are conducted regularly and appropriately in line with educational goals.</li><li>• Hold meetings with academic advisors to ensure proper course registration procedures.</li><li>• Ensure that the undergraduate education, training, and examination regulations and guidelines are implemented in line with their intended purpose.</li><li>• Ensure that academic staff regularly deliver their courses and monitor whether classes are held.</li><li>• Work to create a suitable communication environment among academic staff for effective and efficient education and research.</li><li>• Carry out all processes related to the position in accordance with the University's Quality Policy and</li></ul>	



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Quality Management System, quality objectives, and procedures.

- Manage other tasks related to the associated process and assigned by superiors.

All the above duties must be performed in compliance with laws and regulations, and the position holder is accountable to the relevant superiors.