



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

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<b>Unit</b>	Faculty of Health Sciences Department of Child Development
<b>Title/Name-Surname</b>	Vice Chair of the Department
<b>Reporting To</b>	Head of the Department
<b>Deputy in Absence</b>	
<b>Brief Description of the Position/Job</b>	
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.	
<b>Duties, Authorities, and Responsibilities</b>	
<ul style="list-style-type: none"><li>- To act on behalf of the Head of Department in their absence,</li><li>- To participate in the Department Council,</li><li>- To coordinate the relevant departmental committees,</li><li>- To manage and supervise other tasks related to the assigned processes and those delegated by the superiors,</li></ul> <p>While performing all of the above-mentioned duties in accordance with the laws and regulations, the Vice Chair is accountable to their superiors.</p>	