



TURKISH-GERMAN UNIVERSITY

DEPARTMENT	FACULTY OF LAW		
DOCUMENT TYPE	PERSONNEL JOB DESCRIPTION		
EMPLOYEE			
NAME AND SURNAME	TITLE	RESPONSIBLE MANAGEMENT	
Prof. Dr. Hamide Özden ÖZKAYA-FERENDEÇİ	Dean	Vice-Rector	Rector

Job/Task Short Definition

Planning, deciding, directing and supervising administrative and academic affairs in accordance with Article 16 of the Higher Education Law No. 2547 and Article 8 of the Regulation on Academic Organisation in Universities, in line with the objectives and principles determined by the senior management of the university and principles of ethics in order to carry out education and training effectively and efficiently.

Job/Duties

- Representing the faculty at the highest level and in the University Senate and the University Administrative Board.
- Taking part in the commissions established by the Rectorate and attending the meetings.
- Chairing the Faculty Board, Faculty Executive Board and Academic Board and ensuring the implementation of the decisions taken in the boards.
- Determining the mission and vision of the Faculty, sharing it with all academic and administrative staff, motivating employees to realise it.
- Ensuring that academic and administrative staff fulfil their activities within the framework of laws and regulations.
- Exercising general supervision and control over the units of the Faculty.
- Reporting to the Rector about the general status and functioning of the Faculty at the end of each academic year and when requested.
- Ensuring that education and training at the Faculty is carried out in an organised manner.
- Ensuring that the activities in the field of duty and responsibility are carried out in accordance with the relevant laws, regulations and the definitions and instructions of the internal control system.
- Notifying the rectorate of the faculty's appropriation and staffing needs together with the justification, submitting the proposal regarding the faculty budget to the rectorate after receiving the opinion of the faculty board of directors.
- Ensuring that the Annual Report, internal audit and strategic plan preparation activities are carried out.
- Preparing regulations and directives regarding the activities of the faculty and submit them to the Rectorate.
- Ensuring that the correspondence of the Faculty with the Rectorate and other institutions is carried out.
- Performing other duties to be assigned by the Rector.