



TURKISH-GERMAN UNIVERSITY

DEPARTMENT

FACULTY OF LAW

DOCUMENT
TYPE

PERSONNEL JOB DESCRIPTION

EMPLOYEE

NAME AND SURNAME

TITLE

RESPONSIBLE MANAGEMENT

Assoc. Prof. Esra YİĞİT

Vice-Dean

Dean

Job/Task Short Definition:

Assisting in administrative and academic affairs in accordance with the ethics principles in order to carry out education and training effectively and efficiently, substituting for the Dean in the absence of the Dean and carrying out the work on behalf of the Dean in accordance with Article 16 of the Higher Education Law No. 2547 and Article 8 of the Regulation on Academic Organisation in Universities and in accordance with the aims and principles determined by the senior management of the university;

Job/Duties

- Assisting the Dean to ensure that the faculty works effectively, efficiently and harmoniously.
- Representing the Faculty at the senior level and in the University Senate and the Board of Directors when the Dean is not in office.
- Chairing the Faculty Boards and Faculty Administrative Boards on the days when the Dean is not on duty.
- Assisting the Dean for the regular conduct of education and training at the Faculty.
- Determining the date, time and place of the exams to be held at the Faculty, assigning proctors and ensuring that the exams are held in accordance with the directive.
- Ensuring that the distribution of classrooms and lesson plans are made and implemented in a sound way.
- Carrying out studies to determine social services for students.
- Evaluating the permissions of students within the scope of sportive and cultural activities and ensuring that the necessary actions are taken by the relevant units.
- Ensuring the preparation and controlling of payrolls such as salary, course fee, additional payment, etc.
- Evaluating the requests, complaints and suggestions of the faculty staff and coordinating with the Faculty Secretary for a solution.
- Assisting in the preparation of the Faculty's annual report, internal audit and strategic plan.
- Making the necessary warnings about the implementation of occupational health and safety issues in working environments and ensuring that measures are taken.
- Determining the tools, equipment and materials to be purchased for the faculty.
- Ensuring that the promotional activities of the faculty are carried out and monitoring the promotional activities.
- Dekanın vereceği diğer görevleri yapmak.