



## TURKISH-GERMAN UNIVERSITY

DEPARTMENT **FACULTY OF LAW**

DOCUMENT TYPE **PERSONNEL JOB DESCRIPTION**

### EMPLOYEE

NAME AND SURNAME

TITLE

RESPONSIBLE MANAGEMENT

Assoc. Prof. Mustafa Tolga ÖZER

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;

#### **İşi/Görevi :**

#### **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 exchange programmes such as Mevlana, Farabi, Erasmus and bilateral agreements are carried out within the Dean's Office.
- Taking part in the Education and Assessment Commission and evaluating the requests for adjustment, foreign student admission and transfer etc.
- Organising events such as conferences, panels, meetings, symposiums, seminars, dinners, technical trips to be organised by the Faculty.
- Making the necessary warnings about the implementation of occupational health and safety issues in the working environment; ensuring that measures are taken.
- Ensuring that the promotional activities of the Faculty are carried out and monitoring the promotional activities.
- Ensuring that the Student Council and Research Assistants Representative elections are carried out in a sound manner.
- Updating the faculty web page.
- Performing other duties to be assigned by the Dean.