

FACULTY JOB DESCRIPTIONS

The job descriptions regarding the titles created to fulfill academic duties at Istanbul Aydin University Faculty of Economics and Administrative Sciences, based on the relevant articles of the Higher Education Law No. 2547 and the Civil Servants Law No. 657, are as follows:

Dean

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Istanbul Aydin University; to carry out, plan, direct, coordinate and supervise all activities required to carry out education and training in line with the vision and mission of the Faculty in accordance with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

To carry out the duties assigned in the Higher Education Law No. 2547;

1. Presides over the Faculty Academic Council, Faculty Council, Faculty Administrative Board and Faculty Disciplinary Board and ensures the implementation of the board decisions. Ensures the orderly work among the faculty units by ensuring coordination among the faculty units.
2. Determines the mission and vision of the Faculty; shares this with all employees of the Faculty and motivates employees to achieve it.
3. Helps to prepare the Faculty's budget each year, together with its justification.
4. Ensures that movables are acquired and used effectively, economically, efficiently and legally; that their controls are carried out and that their records are kept transparently through the movable registration and control authority.
5. Prepares the faculty's staff needs and submits them to the Rector's Office.
6. Performs general supervision and auditing duties on the faculty units.
7. Ensures the preparation and implementation of surveys required for the information system.
8. Ensures that education and training in the faculty continues in an orderly manner.
9. Develops policies and strategies regarding education, training and research.
10. Works to make the Faculty a continuously learning organization by organizing activities such as courses, seminars and conferences in the fields needed for the administrative and academic staff of the Faculty.
11. Ensures that faculty evaluation and quality development activities are carried out regularly.
12. Identifies and resolves problems related to the faculty's education system, and forwards them to higher authorities when necessary.
13. Follows the rising trends in education and training and ensures their implementation on a Faculty basis.
14. Ensures that research projects are regularly prepared and maintained in the faculty.
15. Ensures that the necessary work is carried out for the accreditation of the programs in the faculty.
16. Ensures the preparation of the faculty's strategic plan.
17. Ensures that the faculty's physical equipment and human resources are used effectively and efficiently.
18. Ensures that necessary security measures are taken on the faculty campus.
19. Represents the faculty at the highest level.
20. At the end of each academic year, reports to the Rector about the general functioning of the Faculty.
21. To ensure that the activities within the scope of duty and responsibility are carried out in accordance with the definitions and instructions of the existing internal control system.
22. Allows the subordinate personnel to take advantage of continuous development and improvement opportunities to gain the skills and experience that will enable them to do their jobs more efficiently, effectively and in accordance with the quality system.
23. Performs other duties assigned to him by the Rector.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.
3. To use the authority to represent Istanbul Aydin University.
4. To have signing authority.
5. To exercise spending authority.
6. To have the authority to assign work to the managers and personnel under his/her command, to direct them, to control their work, to correct them, to warn them when necessary, and to request information and reports.
7. To have the authority to punish, reward, record, train, change the job and give permission to the managers and personnel under his command.
8. To have the authority to decide and approve the evaluations in the selection of personnel to be recruited to the institution.

CLOSEST MANAGER

Rector's Office

LOWER JOB TITLES

Vice Deans, Department Heads, Faculty Members, Faculty Secretary

QUALIFICATIONS REQUIRED IN THIS JOB

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1. To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
 2. Having work experience at the level required for the position,
 3. Having managerial qualities; knowing the requirements of management and administration,
 4. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

While performing all of the above-mentioned duties in accordance with the laws and regulations, the Dean is accountable to the Rector of Istanbul Aydin University.

Sources:

1. Higher Education Law No. 2547

Vice Dean – 1

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Istanbul Aydin University; to carry out, plan, direct, coordinate and supervise all activities required to carry out education and training in line with the vision and mission of the Faculty in accordance with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

He/she is responsible for fulfilling the duties of the Vice Dean in Article 16 of Law No. 2547.

They primarily assist the Dean in the overall direction and administration of the unit. Assigned by the Dean;

- Education-Related Affairs
- Student Affairs
- International Affairs (Farabi – Erasmus)
- Bologna Coordination Program Management
- Follow-up of Faculty Board Meetings, Follow-up of Faculty Board Meetings

Other Duties Assigned by the Dean of the Faculty:

1. Develops policies and strategies related to education-training and research.
2. Ensures that the regulations and guidelines in the faculty are prepared when necessary.
3. Plans the work related to lesson plans, distribution of classrooms, exam programs, and chairs the groups to be formed for these tasks.
4. Ensures that course registrations are made regularly at the beginning of each semester.
5. Supervises the work related to student reports and permissions.
6. Controls course assignments, determines the teaching staff to be requested from outside the faculty, and informs the dean about this.
7. Organizes the elections of class representatives and faculty representatives and presides over these meetings.
8. Works and follows up on horizontal transfer, vertical transfer, double major, and foreign student admissions.
9. Assists students who want to benefit from ERASMUS and FARABI programs and ensures coordination with departments.
10. Monitors the success status of foreign students from the Turkish Republics and other countries and ensures coordination with the Ministry of National Education and relevant embassies.
11. Prepares the diploma supplement by taking into account the European Credits Transfer System (ECTS) on a program basis and ensures that it is given to students who request it.
12. Supervises the disciplinary procedures of academic and administrative staff,
13. Ensures the establishment of a computerized information system in the faculty.
14. Maintains relevant relations with relevant Institutes.
15. Examines job applications sent to the faculty and ensures that these applications are announced.
16. To monitor the appointment, staff, leave, report and other personnel rights of academic and administrative staff, to listen to and resolve the requests of the staff in this regard,
17. To chair the boards such as the Faculty Academic Council, Faculty Council and Faculty Management Board when the Dean is not present,
18. To ensure that the forms coming from the departments are delivered to the relevant units on time,
19. To monitor the student investigation files and chair the committees to be established.
20. To listen to the student problems on behalf of the Dean and work to resolve them.
21. To comply with the ethical rules of the Faculty, to participate in internal control activities
22. To chair the boards such as the Faculty Academic Council, Faculty Council and Faculty Management Board when the Dean is not present.
23. To carry out other tasks assigned by the Dean regarding the field of duty.
24. Vice Deans must be aware of and informed about the activities of the other vice Dean and, when necessary (in all cases when the Vice Dean is not on duty), must be able to carry out executive activities in this field of duty.
25. They have full authority over both management and expenditure during the absence of the Dean. They are responsible to the Dean for the fulfillment of the above-mentioned duties.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.
3. To use the authority to represent Istanbul Aydin University.
4. To have signing authority.
5. To have the authority to assign work to the managers and personnel under his/her command, to direct them, to control their work, to correct them, to warn them when necessary, and to request information and reports.

CLOSEST MANAGER

Dean

LOWER JOB TITLES

Department Heads, Faculty Members, Faculty Secretary, Department Secretaries Dean's Office

QUALIFICATIONS REQUIRED IN THIS JOB

-
1. To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
 2. Having work experience at the level required for the position,
 3. Having managerial qualities; knowing the requirements of management and administration,
 4. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

The Vice Dean is responsible to the Dean while performing all of the above-mentioned duties in accordance with the laws and regulations.

Sources:

1. Higher Education Law No. 2547

Vice Dean – 2

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Istanbul Aydin University; to carry out, plan, direct, coordinate and supervise all activities required to carry out education and training in line with the vision and mission of the Faculty in accordance with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

He/she is responsible for fulfilling the duties of the Vice Dean in Article 16 of Law No. 2547 .

They primarily assist the Dean in the overall direction and administration of the unit. Assigned by the Dean;

- Student Activities
- Fixed Assets, Stock Affairs
- Monitoring of Education-Teaching Activities
- Faculty Web Management
- Monitoring of Faculty Board Meetings are carried out on behalf of the Dean.

Other Duties Assigned by the Dean of the Faculty:

1. Prepares the Academic General Assembly presentations held every academic year.
2. Ensures that the "Evaluation Surveys" organized by the university and faculty are implemented for the faculty members.
3. Ensures that the faculty members do their classes regularly.
4. Monitors the courses, conducts exams on time, and supervises the effective use of private teaching institutions, and provides coordination regarding the computer laboratory.
5. Ensures that the Faculty evaluation surveys of the students are implemented.
6. Ensures the organization of orientation activities for new students.
7. Monitors the number of students, their success status and keeps statistics.
8. Deals with the problems of poor, disabled and needy students.
9. Organizes the work related to the graduation ceremony.
10. Supervises all kinds of events organized by student clubs and students.
11. Examines clubs' requests for posters, equipment, halls, etc.
12. Ensures that the faculty's website is prepared and works regularly.
13. Examines student internship requests.
14. Determines students who will work in part-time status, their working hours and locations.
15. Organizes events such as conferences, panels, meetings, symposiums, seminars, meals, trips, and technical trips to be organized by the faculty.
16. Planning the use of the building and the distribution of rooms,
17. Reviewing the preparations for study rooms and classrooms, determining the needs and ensuring that the work is supervised,
18. Supervising technical services,
19. Ensuring that the necessary measures are taken regarding laboratories,
20. Ensuring that plans are carried out regarding the interior and exterior repairs of the building,
21. Meeting the needs of the faculty, ensuring that the assigned personnel are selected and supervised,
22. Supervising the accrual and inventory services, ensuring that the warehouses are kept in order,
23. Dealing with the cleanliness and order of the areas allocated to the faculty,
24. Ensuring that the duties and responsibilities of the administrative personnel are determined,
25. Ensuring that the printing, photocopying and information processing units operate regularly,
26. Ensuring that the supervision of internal and external announcements and announcements is carried out,
27. Ensuring that the forms to be received from the departments are delivered to the relevant units on time,
28. Preparing the activity report, strategic plan, compliance action plan and audit report,
29. To examine and supervise requests for book exhibitions, stands, posters and similar requests to be hung in the faculty,
30. To ensure that the request and suggestion boxes are opened regularly and evaluated,
31. To ensure that course fee forms are prepared and controlled.
32. To comply with the ethical rules of the Faculty, to participate in internal control activities
33. To chair the boards such as the Faculty Academic Council, Faculty Council and Faculty Management Board when the Dean is not present.
34. To carry out other tasks assigned by the Dean regarding the field of duty.
35. Vice Deans must be aware of and informed about the activities of the other vice Dean and, when necessary (in all cases when the Vice Dean is not on duty), must be able to carry out executive activities in this field of duty.
36. They have full authority over both management and expenditure during the absence of the Dean. They are responsible to the Dean for the fulfillment of the above-mentioned duties.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.
3. To use the authority to represent Istanbul Aydin University.
4. To have signing authority.
5. To have the authority to assign work to the managers and personnel under his/her command, to direct them, to control their work, to correct them, to warn them when necessary, and to request information and reports.

CLOSEST MANAGER

Dean

LOWER JOB TITLES

Department Heads, Faculty Members, Faculty Secretary, Department Secretaries Dean's Office

QUALIFICATIONS REQUIRED IN THIS JOB

1. To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
2. Having work experience at the level required for the position,
3. Having managerial qualities; knowing the requirements of management and administration,
4. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

The Vice Dean is responsible to the Dean while performing all of the above-mentioned duties in accordance with the laws and regulations.

Sources:

1. Higher Education Law No. 2547

Faculty Secretary

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Istanbul Aydin University; organizes administrative and academic affairs in line with the principles of effectiveness and efficiency in order to carry out all activities required to realize education and training in line with the vision and mission of the faculty, in line with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

According to Article 51, paragraph (b) of the Higher Education Law No. 2547, the Faculty Secretary is responsible for the execution of the administrative services of the faculty, reporting to the Dean.

1. To plan, coordinate and supervise the execution of the issues falling within the scope of the Faculty Secretariat in a healthy, orderly and harmonious manner in accordance with the relevant legislation,
2. Prepares the agenda of the Academic General Assembly, Faculty Board, Faculty Executive Board and Faculty Disciplinary Board in accordance with the instructions of the Dean and ensures that they are announced to the relevant parties, and acts as a reporter for the boards.
3. To prepare the faculty's fiscal year budget and ensure that the budget is used in the best possible way.
4. To ensure that internal and external correspondence is carried out.
5. To ensure that heating, lighting, cleaning, maintenance and repair services are maintained in all buildings belonging to the faculty and to take security measures.
6. To ensure that the necessary goods and services are purchased at the faculty.
7. Participating in the organization and distribution of study rooms,
8. Ensures that cleaning services are carried out and performs necessary checks.
9. Acts in accordance with the principles of savings and ensures that resources are used efficiently and economically.
10. Provides the course materials needed by the teaching staff and ensures their maintenance and repair.
11. Ensures that the records of the Faculty's fixed assets are kept, that system entry and exit transactions are carried out, and that the tools and equipment within the Faculty are kept ready for service at all times.
12. Organizing ceremonies organized by the faculty.
13. To follow the legislation concerning the activities of the Faculty Secretariat.
14. To monitor the practices and payments regarding the personnel's personal rights.
15. It ensures that the examination procedures of the academic staff to be recruited to the faculty are followed up and the results are communicated to the Rectorate. It ensures that the necessary reminders are made for the extension of the term of office of the academic staff.
16. Coordinate services related to student affairs.
17. Coordinate operations related to personnel affairs.
18. To ensure coordination between the units/staff of the Faculty Secretariat, to ensure that the units/staff work in cooperation and harmony and to solve any problems that arise,
19. To inform their superiors about the work related to their duties.
20. To produce projects for the efficient operation of faculty units/staff.
21. To ensure that the annual activity report of the studies is prepared.
22. To comply with the ethical rules of the faculty and to participate in internal control activities,
23. To carry out other duties as deemed appropriate by the Dean and Vice Deans.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.
3. To use the authority to represent Istanbul Aydin University.
4. To have signing authority.

CLOSEST MANAGER

Dean and Vice Dean

LOWER JOB TITLES

Department Secretaries and Dean's Office

QUALIFICATIONS REQUIRED IN THIS JOB

1. To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
2. Having work experience at the level required for the position,
3. Having managerial qualities; knowing the requirements of management and administration,
4. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

While performing all the above-mentioned duties in accordance with the laws and regulations, the Faculty Secretary is responsible to the Faculty Dean and his assistants.

Sources:

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1. Higher Education Law No. 2547
 2. Law No. 657 on Civil Servants
 3. Decree Law on the Administrative Organization of Higher Education Higher Education Institutions

Faculty Board

JOB DESCRIPTION

The Faculty Board is composed of the Dean as the chairman, the Department Heads affiliated to the Faculty, the Directors of Institutes and Colleges affiliated to the Faculty, if any, and three members elected by the Professors in the Faculty from among themselves, two members elected by the Associate Professors from among themselves, and one member elected by the Assistant Professors from among themselves for a period of three years. The Faculty Board normally meets at the beginning and end of each semester. The Dean calls the Faculty Board to a meeting when deemed necessary.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Faculty Board are determined in paragraph (b) of Article 17 of the Higher Education Law No. 2547.

Duties: The faculty council is an academic body and performs the following duties:

1. education , training, scientific research and publication activities and the principles, plans, programs and education-training calendar related to these activities,
2. To elect members to the faculty board of directors,
3. To perform other duties assigned by these laws and regulations.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.
3. To use the authority to represent Istanbul Aydin University.

CLOSEST MANAGER

Dean's Office

RESPONSIBILITY

While fulfilling the above-mentioned duties in accordance with the laws and regulations, the Faculty Board is responsible to the Dean of the Faculty and his assistants.

Sources:

1. Higher Education Law No. 2547

Faculty Executive Board

JOB DESCRIPTION

The Faculty Executive Board consists of three professors, two associate professors and one assistant professor elected by the Faculty Board for a period of three years under the presidency of the Dean. The Faculty Executive Board meets upon the call of the Dean. Faculty Executive Board may establish temporary working groups and education-teaching coordinators when deemed necessary and regulate their duties.

DUTIES AND RESPONSIBILITIES

The Faculty Executive Board is a body that assists the Dean in administrative activities, and its duties and responsibilities are determined in paragraph (b) of Article 18 of the Higher Education Law No. 2547.

The faculty board of directors is a body that assists the dean in administrative activities and performs the following duties:

1. To assist the dean in the implementation of the principles determined by the faculty board's decisions,
2. the faculty's education and training plans, programs and calendar,
3. To prepare the faculty's investment, program and budget proposal,
4. To make decisions on all matters brought forward by the Dean regarding faculty management,
5. To decide on the admission of students, course adaptations and dismissals, and procedures related to education, training and examinations,
6. To perform other duties assigned by this law.

POWERS

- To have the authority to perform the duties and responsibilities specified above.
- Ability to use the necessary tools and equipment to carry out activities.
- To use the authority to represent Istanbul Aydin University.

CLOSEST MANAGER

Dean's Office

RESPONSIBILITY

While fulfilling the above-mentioned duties in accordance with the laws and regulations, Faculty Executive Board is responsible to the Dean of the Faculty and his assistants.

Sources:

1. Higher Education Law No. 2547

Head of Department

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Istanbul Aydin University; It carries out the work related to the department in order to carry out all the activities necessary to carry out education and training in line with the vision and mission of the faculty in accordance with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

1. Chairs the department board and executes the board's decisions.
2. Provides coordination among faculty members in the department.
3. Prepares course plans for postgraduate programs.
4. Ensures that all correspondence between the Department Head and his/her own department is carried out in a healthy manner.
5. Ensures that additional course and exam fee schedules are prepared in a timely and accurate manner.
6. Performs general supervision and auditing duties in the department.
7. Ensures that education and training in the department continues in an orderly manner.
8. Identifies the problems of the department regarding education and training and conveys them to the Department Head.
9. Ensures that student-teaching staff relations in the department are carried out in an orderly and healthy manner in line with the objectives of education.
10. It works to create a suitable communication environment among the faculty members in the department for the purpose of efficient and effective education-training and scientific research.
11. Ensures that research projects in the department are regularly prepared and maintained.
12. Conducts department evaluation and quality improvement studies.
13. It ensures that the output qualifications of the department are determined.
14. Prepares the self-evaluation report of the department.
15. Prepares the strategic plan of the department.
16. Conducts the necessary studies for the accreditation of the department.
17. Prepares annual reports of the department's evaluation and quality development activities and submits them to the Department Head.
18. Provides necessary information about the Department for the Faculty Academic General Assembly.
19. Prepares the seminar programs of the department in each academic semester.
20. Ensures that course registrations are made regularly at the beginning of each semester
21. Holds meetings with advisors to ensure regular course registrations.
22. Ensures the implementation of the consultancy directive.
23. It ensures that course notes are entered into the automation system in an orderly manner.
24. Ensures the preparation of classroom door programs and faculty member door programs.
25. It ensures that the course curriculum prepared by the teaching staff is announced on the internet and announced to the students.
26. Ensures that faculty members hold their classes regularly.
27. Ensures the planning and execution of ERASMUS/FARABI programs.
28. Department of European It ensures the preparation of the diploma supplement by taking into account the Credits Transfer System (ECTS).
29. To comply with the ethical rules of the faculty and to participate in internal control activities,
30. Performs other duties assigned by the Dean's Office within his/her area of responsibility.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.

CLOSEST MANAGER

Director of the relevant Institute

LOWER JOB TITLES

Faculty Members, Department Secretaries

QUALIFICATIONS REQUIRED IN THIS JOB

1. To have the general qualifications specified in the Civil Servants Law No. 1.657 and the Higher Education Law No. 2547;
2. Having work experience at the level required for the position,
3. Having managerial qualities; knowing the requirements of management and administration,
4. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

The department head is responsible to the department head while performing all of the above-mentioned duties in accordance with the laws and regulations.

Sources: 1. Higher Education Law No. 2547

Vice Heads of Departments

JOB DESCRIPTION

In accordance with the objectives and principles determined by the Istanbul Aydin University senior management; The department head can appoint a maximum of two faculty members from his/her department as vice-heads. The department head can change his/her vice-heads when he/she deems it necessary. When the department head's duty ends, the duty of his/her vice-heads also ends.

Department vice presidents are faculty members who assist the department head in carrying out his/her duties and are not the hierarchical superiors of the faculty members working in the unit. In the event that department vice presidents act as the deputies of the department head, they act as the hierarchical superiors of the faculty members working in the unit.

DUTIES AND RESPONSIBILITIES

1. To act in accordance with the purposes and principles specified in Articles 4 and 5 of the Higher Education Law,
2. Planning the department's staff and teaching staff needs and presenting them to the Department Head,
3. To ensure a balanced distribution of lessons,
4. Updating the lesson plan and course contents,
5. Participating in department boards,
6. To plan the organization of national and international congresses in the scientific field,
7. To prepare the department's course and exam programs and supervise their implementation,
8. To ensure that master's and doctoral programs are opened in order to train academic staff for the department and major.
9. To establish cooperation and solidarity among teaching staff,
10. To initiate preparations for the extension of the term of office of teaching staff,
11. To ensure efficient, effective and economical use of resources,
12. To monitor the attendance and success of students,
13. To evaluate the situations of students on sick leave and on leave,
14. To carry out studies on graduation theses and postgraduate theses,
15. To carry out the mandatory annual studies such as the department's activity report, strategic plan, and performance criteria, and to submit the report to the dean's office.
16. To coordinate the work related to ERASMUS and FARABI programs,
17. Dealing with the problems of disabled and foreign students,
18. Ensuring that documents regarding additional course payments are delivered to the dean's office on time,
19. Taking care of the needs of the department,
20. Determining undergraduate and graduate thesis advisorships and ensuring their balanced distribution to academic staff, preparing course and exam schedules,
21. To hold student council elections,
22. To ensure that the department's WEB page is updated,
23. Ensuring and monitoring the formation of postgraduate thesis juries,
24. Monitoring the permission and assignment requests of faculty members,
25. Increasing student counseling services, organizing meeting hours with students, listening to their problems,
26. Organizing in-department seminars,
27. To comply with the ethical rules of the faculty and to support internal control activities,
28. To carry out other duties assigned by the Dean, Vice Dean and Department Head.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.

CLOSEST MANAGER

Head of Department

QUALIFICATIONS REQUIRED IN THIS JOB

1. To have the general qualifications specified in the Civil Servants Law No. 1.657 and the Higher Education Law No. 2547;
2. Having work experience at the level required for the position,
3. Having managerial qualities; knowing the requirements of management and administration,
4. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

The department head is responsible to the department head while performing all of the above-mentioned duties in accordance with the laws and regulations.

Sources: 1. Higher Education Law No. 2547

Faculty Member

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Istanbul Aydin University; to carry out studies in order to carry out all activities necessary to provide education and training in line with the vision and mission of our Faculty in accordance with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

1. To act in accordance with the purposes and principles specified in Articles 4 and 5 of the Higher Education Law,
2. To participate in scientific and academic activities within the faculty.
3. To provide the information and documents requested by the Faculty for the courses and laboratories for which he/she is responsible.
4. Participating in the preparation and planning of course content
5. To ensure that the course programs are carried out completely.
6. Participating in student counseling services and helping students adapt to the department and environment.
7. To obtain the necessary permissions from the department head in a timely manner for changes and approvals to be made in the courses and laboratories under his/her responsibility.
8. To carry out improvement studies according to the results of the course evaluation forms filled out by the students for the courses he/she is responsible for at the end of each semester.
9. To perform other duties specified in the Higher Education Law and Regulations.
10. To continuously improve oneself; to improve one's intellectual equipment with foreign language and academic knowledge; to organize extracurricular university events and contribute to the organized activities; to carry out social responsibility projects, to strive to be a leader for the society and to be useful to the students.
11. Participating in meetings and supporting activities planned by the department head,
12. To conduct scientific research and publications,
13. To support the organization of national and international scientific congresses,
14. To ensure equality between the topics to be covered and the questions to be asked in the courses by holding meetings among the faculty members who teach the same course,
15. To ensure efficient, effective and economical use of resources,
16. To monitor the attendance and success of students,
17. To support the department's education and training activities, strategic plans, and performance criteria,
18. Participating in studies related to ERASMUS and FARABI programs,
19. Dealing with the problems of disabled and foreign students,
20. To deliver the forms that form the basis of additional course payments to the accrual unit in a timely and complete manner,
21. To assist the relevant parties in the use and protection of classrooms,
22. To investigate the reasons for absenteeism and failure of students participating in undergraduate, graduate and doctoral programs and to report the results to the Department Head,
23. To submit a list of annual academic activities to the Department Head,
24. To comply with the ethical rules of the faculty and to support internal control activities,
25. Participating in evaluation processes organized by the university and faculty.
26. To carry out other duties assigned by the Department Head and Dean .

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.

CLOSEST MANAGER

Dean's Office, Department Head

QUALIFICATIONS REQUIRED IN THIS JOB

1. To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547;
2. Having work experience at the level required for the position,
3. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

While performing all of the above-mentioned duties in accordance with the laws and regulations, the Faculty Member is responsible to the Faculty Department Heads.

Sources: 1. Higher Education Law No. 2547

Lecturer, Instructor**JOB DESCRIPTION**

In accordance with the objectives and principles determined by the upper management of Istanbul Aydin University; It is a faculty member who is responsible for giving lessons and conducting practices. In universities and their affiliated units, for the courses where there is no faculty member assigned according to the relevant law or for the education-training and practices of any course that requires special knowledge and expertise, people who are known for their studies and works in their fields of expertise can be assigned on a fixed-term or hourly basis.

DUTIES AND RESPONSIBILITIES

1. To try to achieve the aims and goals of the Faculty and the department by using all of its current potential.
2. To carry out the activities specified within his/her responsibility within the faculty.
3. To provide the information and documents requested by the dean's office for the courses and laboratories for which he/she is responsible.
4. To carry out improvement studies according to the results of the course evaluation forms filled out by the students for the courses he/she is responsible for at the end of each semester.
5. To perform other duties specified in the Higher Education Law and Regulations.
6. To carry out consultancy and lessons in the best way possible, faithfully adhering to the Higher Education legislation and the ideal of a modern/developed country.
7. He/she constantly improves himself/herself; he/she strives to improve his/her intellectual equipment with his/her foreign language and academic knowledge level, to organize extracurricular university events and to contribute to the organized activities, to carry out social responsibility projects, and to be a leader for the society and useful to his/her students.
8. Participating in evaluation processes organized by the university and faculty.
9. To comply with the ethical rules of the faculty and to participate in internal control activities,
10. Performs the duties assigned by the Dean's Office and the Department Head.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.

CLOSEST MANAGER

Department Head, Program Head

QUALIFICATIONS REQUIRED IN THIS JOB

1. To have the general qualifications specified in the Civil Servants Law No. 1.657 and the Higher Education Law No. 2547;
2. Having work experience at the level required for the position,
3. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

While performing all of the above-mentioned duties in accordance with the laws and regulations, Lecturers and Instructors are responsible to the Faculty Department Heads.

Sources: 1. Higher Education Law No. 2547

Research Assistant

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Istanbul Aydin University; Research assistants work as teaching assistants who assist in research, examination and experiments conducted in higher education institutions and perform other relevant duties assigned by authorized bodies.

DUTIES AND RESPONSIBILITIES

1. To act in accordance with the purposes and principles specified in Articles 4 and 5 of the Higher Education Law and the job description specified in Articles 3/p and 33.
2. To be present and to assist in scientific research and activities.
3. To carry out the duties given regarding the graduation ceremony and orientation program.
4. To lead student groups representing the Faculty in various student activities .
5. Participating in the preparation of course and exam schedules.
6. To assist faculty members in student counseling services.
7. To participate in meetings and representations deemed appropriate.
8. To conduct scientific research and activities and to make publications.
9. Build an academic career by participating in master's and doctoral programs.
10. To ensure efficient, effective and economical use of resources.
11. To support the department's annual mandatory work such as education and training activities, strategic plans, and performance criteria.
12. To comply with the faculty's ethical rules and support internal control activities.
13. Participating in evaluation processes organized by the university and faculty.
14. To perform other duties assigned by the Department Head, Department Chair and Dean.

POWERS

1. To have the authority to perform the duties and responsibilities specified above.
2. Ability to use the necessary tools and equipment to carry out activities.

CLOSEST MANAGER

Department Head, Program Head

QUALIFICATIONS REQUIRED IN THIS JOB

1. To have the general qualifications specified in the Civil Servants Law No. 1.657 and the Higher Education Law No. 2547;
2. Having work experience at the level required for the position,
3. To have the necessary decision-making and problem-solving skills to continue its activities in the best possible way.

RESPONSIBILITY

While performing all of the above-mentioned duties in accordance with the laws and regulations, Research Assistants are responsible to the Faculty Department Heads and Department Heads.

Sources: 1. Higher Education Law No. 2547