

	DEAN Job Description	Document No:	AK-GT.005
		Publication Date:	03/07/2024
		Revision Date:	13/05/2026
		Revision No:	1
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The Dean manages the faculty in harmony and in accordance with laws and regulations, and ensures the regular and efficient execution of the faculty's educational, instructional, research, and all other activities at every level.

MAIN RESPONSIBILITIES

1. To chair the faculty boards, to implement the decisions of the faculty boards, and to ensure orderly cooperation among the faculty units.
2. To report to the Rector on the general status and operations of the faculty at the end of each academic year and upon request.
3. To notify the Rectorate of the appropriation and staffing needs of the faculty along with their justifications; to submit the proposal regarding the faculty budget to the Rectorate after obtaining the opinion of the faculty administrative board.
4. To exercise general supervision and inspection authority over the units of the faculty and personnel at all levels.
5. To meticulously carry out all operations related to the faculty within the BMS (Bologna Information System) in both Turkish and English.
6. To establish a commission to review the learning outcomes and course descriptions of each department and to maintain them at a quality that fulfills accreditation requirements (Turkish-English).
7. To ensure the review and improvement of all information (Turkish-English) of all departments within the faculty available in the BMS.
8. To take the necessary measures to ensure that education and instruction in the faculty are conducted in an integrated manner so as to meet the designated learning outcomes.
9. To ensure that curriculum change proposals received from the departments are deliberated and resolved upon in the faculty board 3 months prior to the commencement of education and instruction, and to report the approved changes to the Rectorate along with all corresponding information to be updated in the BMS.
10. To ensure that all departments within the faculty carry out the necessary procedures to apply to the relevant accreditation bodies and that the departments successfully achieve accreditation.
11. To ensure that the adaptation/credit transfer files received from the departments regarding students who are admitted through lateral/vertical transfer or whose double major/minor applications are accepted are evaluated by the administrative board, and that the necessary procedures are executed.
12. To access all menus under the authority of the dean's office in CAU360 and to ensure that all transactions on the page are completed in a timely manner.
13. To follow all announcements made on CAU360 and to ensure they are announced to students whenever necessary.
14. To make course assignments/teaching loads in all departments within the faculty in a timely manner and to report them to the relevant units.
15. To ensure that courses are held on the specified days, times, and venues in accordance with the curriculum to prevent any disruption in education and instruction.
16. To submit weekly draft schedules to the planning unit in a timely manner, and to verify and approve the accuracy of the data entered into the system by the planning unit.
17. To ensure that courses and examinations held within the faculty are conducted in complete harmony.
18. To have a comprehensive command of KAÜN regulations and directives.
19. To convene academic board meetings at the beginning and end of each semester to maintain educational and instructional unity.

20. To prepare the activity report of the faculty at the end of each academic semester and forward it to the Rectorate.
21. To evaluate the academic performances of the teaching staff within the faculty in accordance with the performance evaluation forms forwarded by the department chairs, and to submit them to the Rectorate at the end of the spring semester of each year.
22. To have a comprehensive command of all regulations and directives of the university.
23. To conduct all operations in accordance with information security objectives, policies, and information security management system documentation.
24. To announce the decisions taken by the Senate and the University Administrative Board to the teaching staff within the faculty and to ensure their implementation.
25. To have a thorough command of online teaching processes and operations to be implemented when required; to appoint an online teaching coordinator within the faculty and notify the Rectorate.
26. To monitor all documents developed by the relevant units of the university regarding online education; to monitor the synchronous or asynchronous online courses delivered by the teaching staff in the faculty, and to initiate and follow up on preventive actions to avoid any disruptions.
27. To notify the Rectorate in writing of the person (Vice-Dean) who will proxy/act on behalf of the dean's office for the periods during which the Dean is absent due to being on official duty or leave.
28. The Dean is primarily accountable to the Rector for the rational utilization and development of the instructional capacity of the faculty and its affiliated units; the taking of security measures when necessary; the provision of necessary social services to students; the orderly execution of educational, instructional, scientific research, and publishing activities; and the supervision, inspection, follow-up, control, and finalization of all activities.
29. The Dean is accountable to the Rector.

Prepared By	Reviewed By	Approved By
Department of Strategy and Quality Development Signature	Secretary General Signature	Rector Signature