



DEPARTMENT CHAIR JOB DESCRIPTION

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The Department Chair is responsible for the regular and efficient conduct of all educational, instructional, and research activities, as well as all other activities pertaining to the department at every level for which the department is responsible.

MAIN RESPONSIBILITIES

1. To bring proposals for newly opened undergraduate courses to the Department Board.
2. To ensure coordination among the Departments of the Faculty.
3. To form departmental committees and follow up on their work reports.
4. To ensure coordination among faculty members.
5. To provide an opinion regarding appointments and the extension of terms of office.
6. To coordinate the selection of Academic Advisors and the provision of academic advising services.
7. To prepare course plans and coordinate internship affairs.
8. To ensure the opening and conduct of summer school, and to review and respond to student petitions.
9. To determine the needs and academic workloads of faculty members.
10. To identify the department's needs (all kinds of equipment and consumables) and report them to the Dean's Office.
11. To ensure the preparation of the departmental academic activity report for the previous term at the beginning of each academic year and its submission to the Dean's Office.
12. To evaluate the academic performance of the department's faculty members in line with performance evaluation forms and to submit the results to the Dean's Office at the end of each spring term.
13. To review the operations that can be carried out within their authority on CAU360, and to inform and ensure that students and faculty members teaching in the department complete the required actions in a timely manner.
14. To carry out all CAU360 operations related to their department in a timely manner.
15. To assign or change advisors for all students through CAU360.
16. To review the results of departmental surveys and take the necessary measures based on these results.
17. To determine the goals the department needs to achieve and to lay the groundwork and provide the means for realizing these established goals.
18. To complete all operations related to the department in the Information Management System (EBS) before the term begins.
19. To form a committee to review program learning outcomes and course descriptions, and to bring the department curriculum up to a level that meets the stated outcomes (in Turkish and English).
20. To ensure that all information related to the department in the Information Management System (EBS) (in Turkish and English) is reviewed and improved.

21. To ensure that education and instruction are conducted in an integrated manner that meets the program's learning outcomes, and to review and fulfill the other criteria of the accreditation body.
22. To form a committee to carry out the adaptation procedures for students admitted through horizontal and vertical transfer, or through accepted double major and minor applications, and to submit the results of this committee's adaptation and exemption procedures to the Dean's Office in an appropriate format.
23. To propose to the Dean's Office, at least two months before the term begins, the courses to be offered in the department and the faculty members who will teach them.
24. To prepare a draft weekly course schedule and submit it to the Dean's Office and the planning unit one month before the term begins.
25. To check the course assignments and schedules entered into the system, and to notify the planning unit of any errors for correction.
26. To carry out all duties in accordance with the specified calendar and timeline.
27. To conduct all activities in accordance with the information security objectives, policies, and information security management system documents.
28. To carry out activities in cooperation with faculty members so that education and instruction are not disrupted.
29. To ensure that courses are held on the days, at the times, and in the classrooms specified in the schedules.
30. To ensure that all examinations specified in the examination schedule are conducted properly on the specified day, time, and venue.
31. To ensure that examination results are entered into CAU360 and announced in a timely manner.
32. To submit a report containing the department's academic activities to the Dean's Office at the end of each semester.
33. To closely follow up on all of the students' issues.
34. To have a thorough command of the university's regulations and directives.
35. To hold regular meetings at the end of each academic year with all faculty members teaching in the department, to review the department's aims, objectives, program qualifications (learning outcomes), and the learning outcomes of the courses during these meetings, and, if necessary, to submit curriculum change proposals together with their justifications to the Dean's Office in the form of a report.
36. To review, and if necessary revise, the matrices showing the contributions of course learning outcomes to program qualifications, and of program qualifications to program objectives, contained in the Information Management System (EBS).
37. To have a thorough command of the regulations and directives of Cyprus Aydin University.
38. To follow all documents developed by the relevant units of the university regarding online education, and to monitor the synchronous or asynchronous online courses delivered by the faculty members of the department, initiating and following up on preventive activities to avoid any disruptions.
39. The Department Chair is responsible to the Dean.

<p>Prepared by Strategy and Quality Development Department Signature</p>	<p>Reviewed by Secretary General Signature</p>	<p>Approved by Rector Signature</p>
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