

	HEAD OF DEPARTMENT Job Description	Document No:	AK-GT.012
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The Head of Department ensures the orderly and efficient management of all academic matters concerning the Department.

MAIN RESPONSIBILITIES

1. To work in cooperation with the institute with which the Department is affiliated,
2. To inform and, where necessary, assign the academic staff within the Department in accordance with the decisions taken by the institute,
3. To support the professional development of the academic staff within the Department and monitor their performance,
4. To oversee incoming and outgoing correspondence of the Department and carry out the necessary official communications,
5. To lead coordination meetings at the beginning of each academic term and make course allocations,
6. To determine the courses to be offered in the Department each academic term and identify the academic staff responsible for delivering those courses, and to submit this information to the Institute Directorate,
7. To prepare the Department’s activity report at the end of each academic term and submit it to the Institute Directorate,
8. To carry out all duties and responsibilities in accordance with information security objectives, policies, and information security management system documentation,
9. To be knowledgeable about and comply with CAU regulations and directives,
10. To perform other duties of a similar nature as assigned.
11. The Head of Department is accountable to the Institute Director.

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