



LECTURER JOB DESCRIPTION

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The Lecturer is responsible for delivering the course(s) included in the educational programs of Cyprus Aydın University in accordance with the Associate and Undergraduate Education Regulations and the relevant course descriptions specified in the Educational Information System (EBS). The Lecturer is also responsible for conducting any required practical applications and providing academic advising to students within their department/program, thereby contributing to the enhancement of the quality of education and instruction.

MAIN RESPONSIBILITIES

1. To conduct and supervise teaching, learning, and practical studies at undergraduate, associate degree, and graduate levels in accordance with the University's aims and principles; and to manage project preparation activities and seminars.
2. To conduct scientific research and publish scholarly work.
3. To provide academic advising services to students under their responsibility.
4. To announce office hours to students at the beginning of each semester and adhere to the stated schedule.
5. To act in accordance with the Cyprus Aydın University Academic Advising Directive.
6. To provide students with guidance on academic matters and support them in addressing other educational concerns.
7. To complete or update course descriptions and course content forms in the Educational Information System (EBS) before the start of each semester.
8. To prepare measurable learning outcomes for courses and align them with program competencies.
9. To specify the primary and supplementary course materials in the EBS course descriptions and content.
10. To determine and approve the courses to be taken by advisee students at the beginning of each semester.
11. To monitor course assignment procedures through the CAU360 system.
12. To obtain information about advisee students through CAU360 and monitor their academic progress.
13. To administer examinations (quizzes, midterms, finals, etc.) as specified in the course description and announce results in a timely manner.
14. To record class attendance in CAU360 and maintain signed attendance records for each course.
15. To review the results of academic advisor evaluations completed by advisee students and make efforts to address any negative feedback.

- 16.** To act in accordance with the relevant provisions of the Cyprus Aydın University Associate and Undergraduate Education and Examination Regulations, particularly when advising irregular students (e.g., transfer students or students repeating multiple courses).
- 17.** To follow all documentation developed by the relevant university units regarding online teaching and initiate and monitor preventive and corrective actions to avoid disruptions in synchronous or asynchronous courses.
- 18.** To ensure that all information maintained in YÖKSİS, EBS, KİUS, and any other university information systems remains accurate and up to date.
- 19.** To ensure that the course is delivered in accordance with the descriptions and content specified in EBS.
- 20.** To submit a signed end-of-semester course report to the relevant department chair.
- 21.** To regularly follow KİUS announcements and notifications, complete required procedures on time, and take necessary actions based on issued notices.
- 22.** To continuously monitor students' academic performance and encourage them toward success.
- 23.** To investigate the circumstances of unsuccessful or problematic students and contribute to resolving their difficulties.
- 24.** To support students' career development.
- 25.** To be familiar with and comply with all University Regulations and Directives.
- 26.** To perform all duties in accordance with information security objectives, policies, and Information Security Management System documentation.
- 27.** To carry out duties assigned by authorized bodies of the University.
- 28.** To fulfill all academic duties assigned under applicable laws, bylaws, and regulations.
- 29.** The Lecturer is accountable to the relevant Department/Program Chair and the Dean of the Faculty or the Director of the School/Vocational School.

Prepared By	Reviewed By	Approved By
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