

T. C.
KİLİS 7 ARALIK UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
TASK DESCRIPTION FORM

Duty	Dean
A	RESPONSIBILITIES
01	The dean selects at most two of the faculty's monthly academic staff as vice deans to assist him in his studies.
02	To chair the faculty boards, to implement the decisions of the faculty boards and to ensure regular working among the faculty units,
03	To report to the rector about the general condition and functioning of the faculty at the end of each academic year and when requested,
04	To inform the Rectorate of the Faculty's allowance and staff needs together with its justification, to submit the proposal regarding the Faculty budget to the Rectorate after receiving the opinion of the Faculty Board of Directors,
05	To carry out general oversight and supervision duties on the units of the Faculty and staff at all levels,
06	To perform other duties assigned to him by laws and regulations.
B	
01	A rational teaching capacity of the faculty and its affiliated units in the way it is used and developed
02	By taking security precautions when necessary, in the provision of necessary social services
03	In the regular execution of educational, scientific research and publication activities
04	It is the first degree responsible to the Rector for the surveillance and supervision of all activities, for monitoring and controlling them and for obtaining their results.