



T.C.
KARABÜK UNIVERSITY
Job Description Form

Doküman No	UNİKA-FRM-0211
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

Department	FACULTY OF BUSINESS
Title/Name-Surname	Prof. Dr. Elif ÇEPNİ / Business Administration Department Chair
Reporting Manager	Dean
Personnel to Act in Her Absence	Doç. Dr. Ozan BÜYÜKYILMAZ

Brief Job Description

Department Chair of Business Administration

Works in accordance with the goals and principles determined by the senior management of Karabük University to ensure that all activities of the department are carried out in line with efficiency and productivity principles. Responsible for the organized and efficient execution of all levels of education, instruction, and research activities within the department.

Duties, Authorities, and Responsibilities

- Chairing departmental meetings.
- Reporting the needs of the department to the Dean's Office in writing.
- Ensuring proper communication between the Dean's Office and the department.
- Coordinating among the departments within the departmental subfields.
- Ensuring a balanced distribution of courses among the faculty members.
- Ensuring the smooth conduct of education and training in the department.
- Ensuring the timely and accurate preparation of overtime and exam fee schedules.
- Identifying and conveying the educational problems of the department to the Dean's Office.
- Conducting evaluation and quality improvement studies in the department and presenting reports to the Dean's Office.
- Ensuring the improvement of established standards.
- Conducting necessary activities for the accreditation of programs within the faculty.
- Collaborating with the Faculty Evaluation and Quality Improvement Unit to carry out accreditation efforts for programs affiliated with the department.
- Fostering a communicative environment among faculty members in the department to facilitate efficient and effective educational and scientific research activities.
- Providing necessary information to the Faculty Academic General Assembly regarding the department.
- Closely addressing the educational problems of department students.
- Ensuring that student-faculty relationships within the department are conducted regularly and healthily in line with the objectives of education.
- Ensuring the implementation of undergraduate education, training, and examination regulations and directives in accordance with their spirit.
- Ensuring that faculty members conduct their classes regularly.
- Ensuring the planning and implementation of Erasmus, Farabi, and Mevlana programs in the department.
- Undertaking other tasks assigned by the Dean's Office.

Criteria:

- Having the general qualifications specified in the Law No. 657 on Civil Servants and Law No. 2547 on Higher Education.

PROCESS SERVER	APPROVAL
I confirm that I have read the job description outlined in this document and I accept and undertake to fulfill it.	
... / ... / 2022	... / ... / 2022
Signature	Signature



T.C.
KARABÜK UNIVERSITY
Job Description Form

Doküman No	UNİKA-FRM-0211
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

Department	FACULTY OF BUSINESS
Title/Name-Surname	Prof. Dr. Canan HAMURKAROĞLU / Actuarial Sciences Department Chair
Reporting Manager	Dean
Personnel to Act in Her Absence	Prof. Dr. Hasan Alp ÖZEL

Brief Job Description

Actuarial Sciences Department Chair

Conducts activities aimed at ensuring that all activities of the department are carried out in accordance with the goals and principles determined by the senior management of Karabük University, in line with the principles of efficiency and productivity. Responsible for the regular and efficient conduct of all levels of education, teaching, and research activities of the department.

Duties, Authorities, and Responsibilities

- Presiding over departmental boards
- Reporting the department's needs to the Dean's Office in writing
- Ensuring all correspondence between the Dean's Office and the department is conducted properly
- Coordinating between the departments and related sub-disciplines
- Ensuring balanced distribution of courses among teaching staff
- Ensuring the smooth conduct of education and teaching in the department
- Ensuring timely and accurate preparation of additional class and exam fee schedules
- Identifying and reporting education-related issues of the department to the Dean's Office
- Conducting evaluation and quality improvement activities of the department and presenting reports to the Dean's Office
- Ensuring the improvement of established quality standards
- Conducting necessary efforts for the accreditation of programs within the faculty
- Coordinating accreditation efforts of programs affiliated with the department in collaboration with the Faculty Evaluation and Quality Improvement Unit
- Fostering a communication environment among teaching staff in the department to achieve efficient and effective educational and scientific research goals
- Providing necessary information related to the department for the Faculty Academic General Assembly
- Addressing closely the education-related issues of department students
- Ensuring that student-teacher relationships in the department are conducted regularly and healthily in line with the goals of education
- Ensuring the implementation of regulations and guidelines for undergraduate education and exams
- Ensuring regular conduct of courses by teaching staff
- Planning and executing Erasmus, Farabi, and Mevlana programs of the department
- Performing other duties assigned by the Dean's Office related to the area of responsibility.

Criteria:

Having the general qualifications specified in the State Civil Servants Law No. 657 and the Higher Education Law No. 2547.

PROCESS SERVER	APPROVAL
I confirm that I have read the job description outlined in this document and I accept and undertake to fulfill it.	
... / ... / 2022	... / ... / 2022
Signature	Signature



T.C.
KARABÜK UNIVERSITY
Job Description Form

Doküman No	UNİKA-FRM-0211
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

Department	FACULTY OF BUSINESS
Title/Name-Surname	Prof.Dr. Mehmet İSLAMOĞLU/ Banking and Finance Department Chair
Reporting Manager	Dean
Personnel to Act in Her Absence	Doç. Dr. Hasan TEKİN
Brief Job Description	
Banking and Finance Department Chair Works to ensure that all activities of the department are carried out in accordance with the objectives and principles determined by the senior management of Karabük University, aiming for effectiveness and efficiency. Responsible for the regular and efficient conduct of all levels of education, teaching, and research activities within the department.	
Duties, Authorities, and Responsibilities	
<p>- To serve as the chairperson of departmental committees, To report the needs of the department to the Dean's Office in writing, To ensure that all correspondence between the Dean's Office and the department is conducted effectively, To coordinate among the sub-departments within the department, To ensure a balanced distribution of courses among the teaching staff of the department, To ensure the regular conduct of education and teaching in the department, To ensure timely and accurate preparation of schedules for extra courses and exams, To identify and communicate to the Dean's Office any issues related to education and teaching in the department, To conduct evaluation and quality improvement activities of the department and submit reports to the Dean's Office, To ensure the improvement of established standards, To carry out necessary efforts for the accreditation of programs within the faculty, To coordinate with the Faculty Evaluation and Quality Improvement Unit to carry out accreditation efforts for programs affiliated with the department, To facilitate communication among teaching staff in the department to ensure efficient and effective education and scientific research, To provide necessary information related to the department for the Faculty Academic General Assembly, To closely address the educational issues of department students, To ensure that the relationships between students and teaching staff in the department are conducted regularly and healthily in line with the objectives of education and teaching, To ensure the implementation of regulations and directives for undergraduate education and examinations in line with their spirit, To ensure that teaching staff conduct their classes regularly, To plan and implement Erasmus, Farabi, and Mevlana programs within the department, To carry out other duties assigned by the Dean's Office within the scope of responsibilities.</p> CRITERIA: To possess the general qualifications specified in the State Civil Servants Law No. 657 and the Higher Education Law No. 2547.	

PROCESS SERVER	APPROVAL
I confirm that I have read the job description outlined in this document and I accept and undertake to fulfill it.	
... / ... / 2022	... / ... / 2022
Signature	Signature



T.C.
KARABÜK UNIVERSITY
Job Description Form

Doküman No	UNİKA-FRM-0211
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

Department	FACULTY OF BUSINESS
Title/Name-Surname	Prof. Dr. Hasan UYGURTÜRK / Entrepreneurship Department Chair
Reporting Manager	Dean
Personnel to Act in Her Absence	Doç. Dr. Serhan GÜRKAN

Brief Job Description

Entrepreneurship Department Chair

Works to ensure that all activities of the department are carried out in accordance with the objectives and principles determined by the senior management of Karabük University, in line with the principles of efficiency and productivity. Responsible for overseeing all levels of education, teaching, and research activities within the department, ensuring the regular and efficient execution of all activities belonging to the department.

Duties, Authorities, and Responsibilities

- To serve as the chairperson of departmental committees,
- To report the needs of the department to the Dean's Office in writing,
- To ensure that all correspondence between the Dean's Office and the department is conducted effectively,
- To coordinate among the sub-departments within the department,
- To ensure a balanced distribution of courses among the teaching staff of the department,
- To ensure the regular conduct of education and teaching in the department,
- To ensure timely and accurate preparation of schedules for extra courses and exams,
- To identify and communicate to the Dean's Office any issues related to education and teaching in the department,
- To conduct evaluation and quality improvement activities of the department and submit reports to the Dean's Office,
- To ensure the improvement of established standards,
- To carry out necessary efforts for the accreditation of programs within the faculty,
- To coordinate with the Faculty Evaluation and Quality Improvement Unit to carry out accreditation efforts for programs affiliated with the department,
- To facilitate communication among teaching staff in the department to ensure efficient and effective education and scientific research,
- To provide necessary information related to the department for the Faculty Academic General Assembly,
- To closely address the educational issues of department students,
- To ensure that the relationships between students and teaching staff in the department are conducted regularly and healthily in line with the objectives of education and teaching,
- To ensure the implementation of regulations and directives for undergraduate education and examinations in line with their spirit,
- To ensure that teaching staff conduct their classes regularly,
- To plan and implement Erasmus, Farabi, and Mevlana programs within the department,
- To carry out other duties assigned by the Dean's Office within the scope of responsibilities.

CRITERIA:

To possess the general qualifications specified in the State Civil Servants Law No. 657 and the Higher Education Law No. 2547.

PROCESS SERVER	APPROVAL
I confirm that I have read the job description outlined in this document and I accept and undertake to fulfill it.	
... / ... / 2022	... / ... / 2022
Signature	Signature



T.C.
KARABÜK UNIVERSITY
Job Description Form

Doküman No	UNİKA-FRM-0211
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

Department	FACULTY OF BUSINESS
Title/Name-Surname	Doç.Dr. Doğan AYDOĞAN / Public Relations and Promotion Department Chair
Reporting Manager	Dean
Personnel to Act in Her Absence	Doç. Dr. Sırma Oya TEKVAR

Brief Job Description

Public Relations and Promotion Department Chair

Conducts work in accordance with the objectives and principles determined by the senior management of Karabük University, ensuring that all activities of the department are carried out in line with efficiency and productivity principles. Responsible for overseeing all levels of education, teaching, and research activities within the department, ensuring the orderly and efficient execution of all activities belonging to the department.

Duties, Authorities, and Responsibilities

- Presiding over departmental boards
- Reporting the department's needs to the Dean's Office in writing
- Ensuring all correspondence between the Dean's Office and the department is conducted properly
- Coordinating between the departments and related sub-disciplines
- Ensuring balanced distribution of courses among teaching staff
- Ensuring the smooth conduct of education and teaching in the department
- Ensuring timely and accurate preparation of additional class and exam fee schedules
- Identifying and reporting education-related issues of the department to the Dean's Office
- Conducting evaluation and quality improvement activities of the department and presenting reports to the Dean's Office
- Ensuring the improvement of established quality standards
- Conducting necessary efforts for the accreditation of programs within the faculty
- Coordinating accreditation efforts of programs affiliated with the department in collaboration with the Faculty Evaluation and Quality Improvement Unit
- Fostering a communication environment among teaching staff in the department to achieve efficient and effective educational and scientific research goals
- Providing necessary information related to the department for the Faculty Academic General Assembly
- Addressing closely the education-related issues of department students
- Ensuring that student-teacher relationships in the department are conducted regularly and healthily in line with the goals of education
- Ensuring the implementation of regulations and guidelines for undergraduate education and exams
- Ensuring regular conduct of courses by teaching staff
- Planning and executing Erasmus, Farabi, and Mevlana programs of the department
- Performing other duties assigned by the Dean's Office related to the area of responsibility.

Criteria:

Having the general qualifications specified in the State Civil Servants Law No. 657 and the Higher Education Law No. 2547.

PROCESS SERVER	APPROVAL
I confirm that I have read the job description outlined in this document and I accept and undertake to fulfill it.	
... / ... / 2022	... / ... / 2022
Signature	Signature



T.C.
KARABÜK UNIVERSITY
Job Description Form

Doküman No	UNİKA-FRM-0211
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

Department	FACULTY OF BUSINESS
Title/Name-Surname	Doç.Dr. Hakan VARGÜN / International Trade and Finance Department Chair
Reporting Manager	Dean
Personnel to Act in Her Absence	Dr. Öğr. Üyesi Neşe YILDIZ
Brief Job Description	
International Trade and Finance Department Chair The International Trade and Finance Department Chair conducts activities in accordance with the objectives and principles set by the senior management of Karabük University, aiming to ensure that all activities of the department are carried out in line with efficiency and productivity principles. They are responsible for overseeing all levels of education, teaching, and research activities within the department, ensuring the orderly and efficient execution of all activities belonging to the department.	
Duties, Authorities, and Responsibilities	
<ul style="list-style-type: none">- Presiding over departmental boards- Reporting the department's needs to the Dean's Office in writing- Ensuring all correspondence between the Dean's Office and the department is conducted properly- Coordinating between the departments and related sub-disciplines- Ensuring balanced distribution of courses among teaching staff- Ensuring the smooth conduct of education and teaching in the department- Ensuring timely and accurate preparation of additional class and exam fee schedules- Identifying and reporting education-related issues of the department to the Dean's Office- Conducting evaluation and quality improvement activities of the department and presenting reports to the Dean's Office- Ensuring the improvement of established quality standards- Conducting necessary efforts for the accreditation of programs within the faculty- Coordinating accreditation efforts of programs affiliated with the department in collaboration with the Faculty Evaluation and Quality Improvement Unit- Fostering a communication environment among teaching staff in the department to achieve efficient and effective educational and scientific research goals- Providing necessary information related to the department for the Faculty Academic General Assembly- Addressing closely the education-related issues of department students- Ensuring that student-teacher relationships in the department are conducted regularly and healthily in line with the goals of education- Ensuring the implementation of regulations and guidelines for undergraduate education and exams- Ensuring regular conduct of courses by teaching staff- Planning and executing Erasmus, Farabi, and Mevlana programs of the department- Performing other duties assigned by the Dean's Office related to the area of responsibility.	
Criteria: Having the general qualifications specified in the State Civil Servants Law No. 657 and the Higher Education Law No. 2547.	

PROCESS SERVER	APPROVAL
I confirm that I have read the job description outlined in this document and I accept and undertake to fulfill it.	
... / ... / 2022	... / ... / 2022
Signature	Signature

T.C.
KARABUK UNIVERSITY
Job Description Form