

DPU SCHOOL OF FOREIGN LANGUAGES

ACADEMIC STAFF DUTIES AND RESPONSIBILITIES

1. To perform duties and responsibilities in accordance with the principles, objectives, and fundamentals specified in the Higher Education Law and relevant regulations.
2. To adhere to the educational philosophy and mission of DPU SFL in the execution of courses.
3. To ensure that assigned courses are conducted in accordance with the scheduled hours, and that examinations are administered precisely on the dates and times specified in the academic schedule.
4. To take part in the planning, implementation, assessment and evaluation, and continuous improvement phases of all educational activities carried out within the School of Foreign Languages.
5. To participate in student advising services and to assist students in adapting to the department and the university environment.
6. To contribute to the quality assurance and accreditation activities of the School, and to adapt to the changes and developments arising within this framework.
7. To participate in train-the-trainer and in-service training activities, as well as to take part in their organization.
8. To ensure the diligent use and preservation of physical assets and resources in classrooms, computer laboratories, and other facilities of the School, and to obtain necessary approvals and permissions from the Department Chairmanship in a timely manner regarding any modifications in these spaces.
9. To ensure the efficient, effective, and economical utilization of resources.
10. To contribute to internationalization efforts at both the University and School levels, and to fulfill duties related to Erasmus and other student/staff exchange programs.
11. To attend to the academic and administrative needs of students with disabilities, disadvantaged students, and international students.
12. To process official correspondence via the Electronic Document Management System (EBYS) and to take required actions in a timely manner.
13. To comply with the ethical rules of the University and the School, and to perform sensitive and high-risk duties by strictly observing occupational health and safety regulations.
14. To contribute to maintaining a harmonious and productive working environment; to maintain a positive, harmonious, and professional attitude in interactions with students, colleagues, and administration; and to provide constructive feedback.

15. To serve on various commissions representing the University or the School, and to actively participate in the activities conducted by these commissions.

16. To perform tasks assigned by the Directorate of the School and the Department Chairmanship, and to attend meetings designated by the Directorate and the Department Chairmanship.