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|  | <b>FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES</b><br><b>DEPARTMENT OF BUSINESS ADMINISTRATION</b><br><b>QUALITY AND ACCREDITATION COMMISSION</b><br><b>JOB DESCRIPTION FORM</b> | Document No            | ISL-GT-003    |
|                                                                                   |                                                                                                                                                                                       | First Publication Date | 18.11.2025    |
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| <b>Duty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The Quality and Accreditation Commission is responsible for increasing the quality of educational activities in the department, developing strategies to improve academic and administrative processes, ensuring compliance with quality standards, and auditing the effective implementation of the quality assurance system. In this direction, it meets at least once a year, evaluates the strategies that can be put forward, and reports its suggestions to the department board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Superior</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Department Head                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Proxy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Deputy Department Head, Department Faculty Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>Knowing the relevant regulations/directives required by the duty,</li> <li>Knowing how to use necessary computer programs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Relevant Legislation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>Higher Education Quality Assurance and Higher Education Quality Board Regulation</li> <li>Bandırma Onyedi Eylül University Quality Assurance System Directive</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Duties and Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>To regularly evaluate the quality of the education programs, course contents, and teaching methods applied in the department, and to make suggestions for continuously improving the education processes.</li> <li>To conduct analyses on student achievements and academic performance, and to monitor the evaluation processes of exams, assignments, and projects in a transparent, fair, and objective manner.</li> <li>To conduct internal quality evaluations of the department and participate in external evaluation processes (accreditation, audit, etc.), and to align the department with national and international standards.</li> <li>To determine strategies for increasing quality in education, and to continuously develop education and teaching processes by analyzing student feedback.</li> <li>To prepare quality development reports by cooperating with internal stakeholders (students, academic staff, administrative personnel) and external stakeholders (accreditation bodies, sector representatives) within the department, and to share these reports with the administration.</li> </ul> |
| <b>Duties and Responsibilities within the Scope of QMS (Quality Management System)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>To adopt the Mission, Vision, and Quality Policy of the University, act accordingly, and ensure that actions are taken accordingly in its unit,</li> <li>To determine unit quality targets and carry out its share of work to achieve them,</li> <li>To ensure that actions are taken in accordance with BANÜ QMS documents while carrying out its activities and to provide the relevant coordination regarding records,</li> <li>To contribute to the fulfillment of corrective and preventive actions to be carried out in its unit within the scope of QMS,</li> <li>To share improvement suggestions related to its work with the Quality Coordinatorship,</li> <li>To contribute on behalf of the unit to the activities carried out within the scope of QMS studies.</li> </ul>                                                                                                                                                                                                                                                                                                                                      |
| Prepared By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Res. Asst. Ömer Faruk YILDIRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (Controlled By)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Prof. Dr. Metin KILIÇ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (Approved By)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Prof. Dr. Aybeniz AKDENİZ AR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>Powers and Authorities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <ul style="list-style-type: none"> <li>• To initial official correspondence related to its subject,</li> <li>• To receive official correspondence related to the unit and sign the minutes,</li> <li>• To request information and data from academic and administrative units to prepare information, documents, and reports,</li> <li>• It can use its examination and evaluation authorities, when necessary, with the coordination of the Department Head and by getting support from other faculty members/instructors of the Department.</li> </ul> |

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| Prepared By                    | (Controlled By)       | (Approved By)                |
| Res. Asst. Ömer Faruk YILDIRIM | Prof. Dr. Metin KILIÇ | Prof. Dr. Aybeniz AKDENİZ AR |