

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION DEPARTMENT BOARD JOB DESCRIPTION FORM	Document No	ISL-GT-001
		First Publication Date	18.11.2025
		Rev. No / Date	01/21.04.2026
		Page Number	1/2

Duty / Task
The Department Board is the academic decision-making body, chaired by the Department Head, consisting of the faculty members of the department and instructors deemed necessary. It is responsible for discussing, evaluating, and resolving issues related to the education, research, quality improvement, academic planning, and administrative functioning of the department. The board meets at regular intervals during the academic year and puts the taken decisions into effect through the Department Head's Office.
Superior
Department Head
Proxy
Deputy Department Heads
Qualifications
<ul style="list-style-type: none"> Knowing the relevant legislation, regulations, and directives required by the duty, Mastering the academic board processes, Having effective written and verbal communication skills, Having planning, coordination, and decision-making skills, Being able to use necessary computer programs.
Relevant Legislation
<ul style="list-style-type: none"> Higher Education Law No. 2547, Article 21 Regulation on Academic Organization in Universities, Article 15 Bandırma Onyedi Eylül University Associate Degree and Undergraduate Education and Examination Regulation Bandırma Onyedi Eylül University Quality Assurance System Directive
Duties and Responsibilities
<ul style="list-style-type: none"> To discuss and resolve the education, research, and application activities of the department, To evaluate suggestions regarding course plans, curriculum updates, and teaching processes, To ensure the effective execution of department activities within the scope of the academic calendar, To develop suggestions for the efficient use of the physical facilities, equipment, and resources of the department, To evaluate academic personnel needs, course assignments, and coordination issues, To examine student success, advising processes, and student feedback, To contribute to the department's quality studies, accreditation processes, and continuous improvement activities, To monitor the implementation of the decisions taken at the meetings and evaluate their results, To discuss other issues brought to the agenda by the Department Head.
Duties and Responsibilities within the Scope of QMS (Quality Management System)
<ul style="list-style-type: none"> To adopt the Mission, Vision, and Quality Policy of the University and act accordingly, To contribute to the determination of unit quality targets, To support the execution of activities in accordance with BANÜ QMS documents, To contribute to the implementation of corrective and preventive actions, To develop and report improvement suggestions regarding department activities, To share improvement suggestions related to its work with the Quality Coordinatorship, To contribute on behalf of the unit to the activities carried out within the scope of QMS studies.

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

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Powers and Authorities

- To make decisions and express advisory opinions regarding department activities,
- To request necessary information, documents, and reports from relevant persons and units,
- To submit suggestions for the improvement of the academic processes of the department,
- To request the follow-up of the decisions taken and evaluate their results.

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