

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION ADVISORY BOARD JOB DESCRIPTION FORM	Document No	ISL-GT-002
		First Publication Date	18.11.2025
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Duty / Task

The Department Advisory Board (internal and external stakeholders) aims to ensure effective cooperation among students, alumni, academic personnel, administrative personnel, business world representatives, public institutions, professional organizations, and other relevant stakeholders in order to improve the department's education, research, quality improvement, and social contribution activities. The board evaluates the current situation of the department, offers suggestions regarding strategic development areas, and contributes to strengthening the harmony between sector expectations and academic processes.

Superior

Department Head

Proxy

Deputy Department Heads / Faculty member assigned by the department

Qualifications

- Knowing the relevant legislation,
- Following academic and sectoral developments,
- Having the knowledge and experience to contribute to institutional development and quality processes,
- Having reporting, communication, and cooperation skills,
- Being able to use necessary computer programs.

Relevant Legislation

- Higher Education Law No. 2547
- Regulation on Academic Organization in Universities
- Bandırma Onyedi Eylül University Associate Degree and Undergraduate Education and Examination Regulation
- Bandırma Onyedi Eylül University Quality Assurance System Directive
- Relevant regulations regarding Bandırma Onyedi Eylül University Advisory Boards

Duties and Responsibilities

- To contribute to the strategic planning processes of the department with opinions and suggestions,
- To support the evaluation of education programs in terms of sector needs, current developments, and graduate competencies,
- To offer suggestions on course plans, applied training, internship processes, and career development,
- To contribute to the development of the department by evaluating the opinions of students, alumni, academic personnel, and external stakeholders,
- To develop cooperation opportunities for the department's research, project, entrepreneurship, and social contribution activities,
- To contribute to increasing alumni employment, sector relations, and external visibility,
- To provide a stakeholder perspective on quality assurance, accreditation, and continuous improvement processes,
- To prepare evaluation reports regarding department activities and submit them to the department head's office,
- To meet at least once a year, when deemed necessary, to discuss the issues on the agenda.

Duties and Responsibilities within the Scope of QMS (Quality Management System)

- To adopt the Mission, Vision, and Quality Policy of the University and act accordingly,
- To contribute to the determination and development of department quality targets,
- To support acting in accordance with BANÜ QMS documents in activities,
- To develop suggestions regarding corrective and preventive actions,
- To ensure that stakeholder feedback is transferred to quality processes,
- To contribute to continuous improvement efforts.

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 express advisory opinions regarding department activities,
- To request information, documents, and data on issues deemed necessary,
- To propose sub-working groups or thematic evaluation meetings,
- To submit prepared reports and suggestions to the Department Head's Office.

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