

	JOB DESCRIPTION OF THE HEAD OF DEPARTMENT	Document No: WCU/IIMS/JD/11	
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WESTERN CASPIAN UNIVERSITY

APPROVED BY

Executive Vice-Rector of Western Caspian University

_____ **Rashad Bagirov**

"01" May 2023

INTEGRATED MANAGEMENT SYSTEMS

Instruction No: WCU/IIMS/JD/11

«“Job Description of the Head of Department”»

Prepared:			Checked:		
Position	Signature	Date	Position	Signature	Date
Human Resources Department		01.05.2023	Appointed representative		01.05.2023

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1. Job Responsibilities

- The job responsibilities of the Head of the Department of _____ at Western Caspian University (WCU) are as follows:
- Oversees the activities of department members in organizing and conducting lectures, laboratory and practical sessions across all forms of education, final state examinations, internships, course and graduation projects, students' independent work, examinations and monitoring, as well as in organizing extracurricular and educational activities among students;
- Allocates teaching loads according to the individual plans of the academic staff, and organizes their discussion and approval;
- Supervises the development of course syllabi for the subjects taught within the specialties offered by the department, ensures their approval, facilitates the preparation of textbooks, teaching materials, and methodological resources in accordance with these syllabi, and establishes professional collaboration with other departments;
- Creates conditions for students and academic staff to conduct scientific research in line with approved plans, holds discussions on research results, and monitors the application of those results in the teaching process and in industry;
- Organizes departmental discussions related to the recruitment of academic staff through competitive selection and submits proposals to the university administration regarding the appointment of specialists to vacant positions within the department;
- Organizes the discussion of dissertations at the department, including those of researchers from other institutions referred by the WCU administration, as well as those of the department staff;
- Establishes professional partnerships with enterprises and organizations and arranges internships for students at these institutions;
- Ensures the establishment of continuous relations with graduates at various educational levels and organizes the periodic participation of department members in professional development, retraining courses, and internships;

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- Prepares proposals for equipping the department’s educational laboratories with modern equipment;
- Ensures compliance with occupational safety, technical safety, industrial hygiene, and fire protection regulations;
 - Complies with requirements regarding the sorting and management of waste generated during the work process;
 - Participates in initiatives aimed at strengthening labor discipline and internal regulations.

2. Must Be Knowledgeable About

- State and government decisions, orders, and directives related to education and training, including higher education;
 - Normative documents and methodological guidelines related to the organization of higher education and the functioning of the department;
 - Rules for the distribution of teaching load among academic staff, and procedures for developing curricula and course syllabi;
 - The content and organization of extracurricular activities carried out by the department’s teaching and support staff;
 - Methodology for organizing scientific research activities of instructors and students, and the procedures for supervising such activities;
 - The study and implementation of best practices from other departments and educational institutions;
 - Rules for using technical teaching aids during the educational process, and supervision of the research activities of PhD candidates and dissertation students;
 - The Law of the Republic of Azerbaijan “On Education”;
 - Orders, decisions, and directives issued by the Executive Vice-Rector;

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- Fundamentals of labor organization, internal disciplinary rules, regulations on occupational safety, technical security, industrial hygiene, fire protection, waste sorting and management during work processes, and civil defense procedures;
- Requirements of ISO 9001, ISO 14001, and ISO 45001 standards;
- Rules of professional communication and work ethics.

3. Qualification requirements for payment rates

A person with a scientific or pedagogical experience, academic degree and academic title of not less than 5 years is appointed to the post of head of the department in the specialties (or related specialties to them) in which the training of specialists is carried out at the Department.

4. Tools and Resources

The Head of the Department is provided with the following tools and equipment to perform their job functions:

- Information and Communication Tools – personal computer, computing devices, access to internet and intranet systems (internet connection, email service, file server service, etc.);
- Organizational Tools – furniture, communication devices (telephone, fax), printer, scanner, photocopier, and necessary office supplies.

5. Rights

- To represent Western Caspian University (WCU) in other organizations regarding matters within their authority, in accordance with established procedures;
- To request necessary information from departments that interact with the department;

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- To submit proposals to the administration concerning the certification of department , salary increases, rewards, disciplinary actions for violations of labor discipline, and inclusion in the “reserve list” for leadership positions;
- To be provided with tools and resources to ensure normal working conditions at WCU and to perform service, supervision, security, and maintenance in the relevant field;
- To inform the administration about any deficiencies identified in the workplace;
- To participate in the preparation of current and annual work plans of WCU in the relevant field;
- To participate in the formation of decisions made by the administration related to activities in the relevant field.

6.Responsibilities

- For the implementation of comprehensive tasks in accordance with the approved work and activity plan;
- For the timely, high-quality, and efficient fulfillment of the tasks assigned by the university administration to the head of the department;
- For the timely and proper execution of the duties and functions specified in this job description and the employment contract;
- For adherence to internal disciplinary rules, occupational safety, technical safety, sanitary standards, and fire protection regulations in the course of their duties;
- For compliance with the requirements regarding the sorting and management of waste generated during work processes;
- For the safekeeping of entrusted resources—equipment, technology, and office supplies—related to the fulfillment of duties and functions outlined in the job description.

Acknowledged and familiarized with the instructions:

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