

	<b>Job Description of an Associate Professor</b>	Document № WCU/IMS/JD/21	
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## WESTERN CASPIAN UNIVERSITY

**APPROVED BY**  
**Executive Vice-Rector**  
**of West Caspian University**  
 \_\_\_\_\_ **Rashad B.**  
**“01” May 2023**

## INTEGRATED MANAGEMENT SYSTEMS

**Instruction № WCU/IMS/JD/20**  
**Associate Professor's**  
**Job Description**





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### 1. Duties and Responsibilities

The responsibilities of an Associate Professor of the Department of \_\_\_\_\_ at Western Caspian University (WCU) are as follows:

- Conducts lectures, seminars, laboratory and practical sessions in accordance with the curriculum requirements of their specialty across all forms of education;
- Supervises the content and methodological quality of laboratory and practical sessions conducted by other instructors for courses in which they deliver lectures;
- Oversees students' industrial internships, course projects, graduation theses, independent work, and master's dissertations; conducts semester-long assessments to evaluate student knowledge; participates in student evaluations as a member of state attestation commissions and specialized academic councils;
- Carries out scientific research in accordance with the department's approved research plans; provides feedback on research work and dissertations; supervises students' scientific projects and contributes to their academic development;
- Authors textbooks, teaching manuals, and methodological guidelines; develops curricula; publishes research results in reputable academic journals; and presents findings at scholarly forums;
- Actively contributes to the enhancement of the department's material, technical, and methodological resources for the teaching process;
- Performs other duties as assigned by the university and department leadership.
- Complies with occupational safety, technical safety, industrial sanitation and hygiene, and fire safety regulations;
- Participates in activities aimed at strengthening labor discipline and internal workplace regulations.

### 2. Bilməlidir

3. Higher education degree in the relevant specialty;
4. Proficiency in MS Windows and MS Office;
5. Knowledge of Russian, English, and Turkish (desirable), and depending on the taught subject, Persian and Arabic;
6. Ability to communicate effectively with students.



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7. Fundamentals of labor organization, internal disciplinary regulations, occupational safety, technical safety rules, industrial sanitation, fire safety standards, waste segregation procedures during work processes, and civil defense regulations;
8. ISO 9001, ISO 14001, and ISO 45001 standards;
9. Business communication and professional ethics.

### 3. Specialty Requirements Based on Salary Levels

A person with higher education in the relevant field and at least 5 years of work experience in this field may be appointed to the position of Associate Professor.

### 4. Resources

\_\_\_\_\_ The following tools and equipment are provided to the Associate Professor of the Department for the fulfillment of their job functions:

- Teaching resources – teaching materials, computing tools, access to internet and intranet services (internet connection, email service, file server service, etc.);
- Organizational tools – furniture, communication devices (telephone, fax), printer, scanner, photocopy machine, and necessary office supplies.

### 5. Rights

- To represent Western Caspian University (WCU) in other organizations on matters within their authority, in accordance with established procedures;
- To request necessary information from departments interacting with the department;
- To be provided with the means necessary to ensure proper working conditions, as well as services, supervision, safety, and maintenance in the relevant field at WCU;
- To report any deficiencies or issues arising during the work process to the department leadership.

### 6. Responsibility

- To carry out complex tasks in accordance with the approved work and activity plan;
- To ensure timely, high-quality, and efficient implementation of the tasks assigned to the department by the university administration;
- To fulfill and properly execute the duties and functions specified in this job description and the employment contract in a timely manner;



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- To comply with internal regulations, occupational safety, technical safety, sanitation, and fire safety standards in the course of their activities;
- To adhere to the requirements for the sorting and management of waste generated during the work process;
- To ensure the proper use and protection of the tools and equipment — including technical devices and office supplies — entrusted for fulfilling the duties outlined in the job description.

### Acknowledged and Read:

\_\_\_\_\_ (S.F.P) \_\_\_\_\_ (signature)  
" \_\_\_\_ " \_\_\_\_\_ 20\_\_ year.