

	<b>Job Description of Head Teacher</b>	Document No: WCU/IEIS/VT/14	
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**WESTERN CASPIAN UNIVERSITY**

**APPROVED BY**  
 Executive Vice-Rector  
 of Western Caspian University  
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 "01" May 2023

**INTEGRATED MANAGEMENT SYSTEMS**

Instruction No. WCU/IMS/MT/14

**"Job Description of the Senior Lecturer"**

**Prepared by:**

**Reviewed by:**

**Position**  
 Human Resources  
 Department

**Signature**    **Date**  
 \_\_\_\_\_  
 01.05.2023

**Position**  
 Authorized  
 Representative

**Signature**    **Date**  
 \_\_\_\_\_  
 01.05.2023



## 1. Job Responsibilities

The job responsibilities of the Senior Lecturer at Western Caspian University (WCU) include the following:

- Conducting lectures, seminars, laboratory, and practical classes in accordance with the curriculum and individual teaching plan;
- Supervising student internships;
- Guiding students' independent work;
- Being responsible for the assessment of students' knowledge (both in-class and extracurricular activities);
- Conducting scientific research and providing reviews for scientific work and dissertations;
- Supervising students' research work;

Additionally, contributing to the formation and development of students' professional qualities by all possible means. For this purpose:

- Introducing students to the objectives and aims of the subject taught, the course syllabus, and the academic calendar;
- Informing students about the list of available literature and its characteristics relevant to the course;
- Teaching students how to use academic sources (e.g., annotation, summary, citation);
- Instructing students on how to locate necessary literature in the library and how to prepare bibliographies based on assigned topics;
- Teaching methods for writing abstracts and summaries based on the literature;
- Ensuring no classes are missed without a valid excuse. In the case of a justified absence, notifying the dean's office in advance to schedule a make-up session. During classes, students are not to leave the classroom without permission;
- Preparing 80–100 (or a necessary number of) exam questions for the subject at least 30 days before the exam, submitting them to the department for approval, and then to the exam center;
- Being present at the workplace during designated hours;
- Participating in the examination period;
- Conducting research work;
- Reviewing scientific works and dissertations;
- Supervising student research activities and engaging in educational events for student development;
- Fulfilling other tasks assigned by university management.

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## 2. Required Knowledge and Skills

- A completed higher education degree in the relevant specialty;
- Proficiency in MS Windows and MS Office;
- Knowledge of Russian, English, and Turkish is desirable (depending on the subject, knowledge of Persian or Arabic may also be required);
- Strong communication skills with students;
- Familiarity with the principles of labor organization, internal regulations, occupational safety, technical safety rules, industrial sanitation, fire safety standards and procedures, and waste sorting methods developed during the work process, as well as civil defense procedures;
- Knowledge of ISO 9001, ISO 14001, and ISO 45001 standards;
- Adherence to business communication and professional ethics.

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## 3. Qualification Requirements for Pay Grades

A person with a higher education degree in the relevant field and at least 5 years of work experience in the specialty may be appointed to the position of Lecturer.

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## 4. Resources Provided

The department provides the following tools and equipment to fulfill the functions of the lecturer:

- **Educational resources** – teaching materials, computing tools, access to internet and intranet systems (internet connection, email services, file server, etc.);
- **Organizational resources** – furniture, communication tools (phone, fax), printer, scanner, copier, and necessary office supplies.

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## 5. Rights

- To represent WCU in other organizations on matters within their authority;
- To request necessary information from departments in cooperation with the faculty;
- To be provided with resources ensuring a safe and functional working environment and service relevant to the field;
- To report deficiencies identified during work to the head of the department.

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## 6. Responsibilities

- Implementation of comprehensive tasks in accordance with the approved work and activity plan;
- Timely, quality, and efficient execution of tasks assigned by university management to the department;
- Timely and proper fulfillment of duties and functions defined in this job description and the employment contract;
- Compliance with internal rules of conduct, occupational safety, technical safety, sanitation, and fire safety standards;
- Adherence to waste sorting and management requirements during the work process;
- Safeguarding equipment, technology, and office supplies entrusted for the performance of duties outlined in this instruction.

### Acknowledged and Read:

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(Name, Surname)

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(Signature)

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