

	Job Description of a Professor	Document № WCU/IMS/JD/20	
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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 Professor's Job Description

Prepared by:			Checked by:		
Position	Signature	Date	Position	Signature	Date
Human Resources Department		01.05.2023	Authorized Representative		01.05.2023

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1. Duties and Responsibilities

The job responsibilities of the Professor of the _____ Department at Western Caspian University (WCU) are as follows:

- Delivers lectures and leads practical, laboratory, and seminar sessions for courses in accordance with curricula and programs across all forms of education;
- Supervises the activities of associate professors, senior lecturers, lecturers, assistants, as well as subordinate laboratory and technical staff;
- Oversees the content and methodological quality of laboratory and practical sessions conducted by other instructors in the subjects where they deliver lectures;
- Supervises students' industrial internships, graduation theses, master's and doctoral dissertations, and participates as a member of state attestation commissions and specialized councils in student evaluations;
- Conducts interim monitoring, performs scientific research in accordance with individual plans, provides expert reviews on the scientific works and dissertations of other faculty members, and supervises the research activities of doctoral candidates, graduate students, and undergraduate students;
- Organizes student educational and extracurricular activities, authors textbooks, teaching materials, methodological recommendations, and develops curricula for the courses taught;
- Presents reports and papers at scientific symposia, conferences, meetings, and other academic forums both nationally and internationally related to their research problems, and publishes research results in reputable journals;
- Actively participates in strengthening the material-technical and methodological base of the educational process.
- Complies with occupational safety, technical safety, industrial sanitation and hygiene, fire safety, and civil defense regulations;
- Participates in measures aimed at strengthening labor discipline and internal regulations;
- Performs other duties as assigned by the university and department leadership.

2. Required Knowledge

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



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- 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;
- ISO 9001, ISO 14001, and ISO 45001 standards;
- Business communication and professional ethics.

3. Specialty Requirements Based on Salary Levels

- A person appointed to the position of Professor must hold a higher education degree in the relevant field and have at least 5 years of work experience in this area.

4. Resources

_____ The following tools and equipment are provided to the Department Professor to perform their job functions:

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

5. Rights

- To represent Western Caspian University (WCU) in other organizations on matters within the scope of their authority, in accordance with established procedures;
- To request necessary information from units that interact with the department;
- To be provided with the necessary tools and resources to ensure appropriate working conditions, services, supervision, safety, and maintenance within the relevant area at WCU;
- To inform the department leadership about deficiencies or issues identified in the course of work.

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6. Responsibilities

- Implementation of comprehensive tasks in accordance with the approved work and activity plan;
- Timely, high-quality, and efficient fulfillment of tasks assigned by the university administration to the department;
- Timely and proper execution of the duties and functions specified in this job description and in the employment contract;
- Compliance with internal disciplinary regulations, occupational safety, technical safety, sanitation, and fire safety standards in the course of duties;
- Adherence to the requirements for waste segregation and management during the work process;
- Proper use and safeguarding of the equipment, devices, and office supplies assigned for the fulfillment of the duties outlined in this instruction.

Acknowledged and Read:

 (S.F.P)

 (signature)

" ___ " _____ 20__ year.