



Teacher's duty instructions

Document № QKU/IEIS/VT/19

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Amendment date:00

Page 3/5

- To utilize all available resources within the scope of the subject taught in order to foster students' development as creative individuals and to promote the advancement of their logical thinking;
- To hold additional consultation hours when necessary; to conduct individual sessions if a student is not adequately prepared for examinations;
- To strive by all means to cultivate and develop professional qualities in students. To this end:
- To familiarize students with the objectives and tasks of the subject, as well as the course syllabus and calendar plan;
- To introduce students to the existing bibliography related to the subject and its characteristics;
- To teach students methods of using literature (such as annotation, summary, citation, etc.);
- To instruct students on how to locate necessary literature in the library and how to prepare bibliographies on assigned topics.
- To teach students how to prepare abstracts and summaries based on the literature studied on a given topic;
- To prevent unjustified absences from classes. In case of a justified absence, to inform the dean's office in advance and arrange for a make-up session; to not allow students to leave the classroom during the session;
- To prepare 80-100 (or the required number of) exam questions for the subject at least 30 days before the exam, submit them for approval at the department, and then hand them over to the examination center;
- To be present at the workplace for the prescribed working hours;
- To participate in the examination session



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Page 4/5

- To conduct scientific research activities.
- To review scientific research works and dissertations;
- To supervise students' scientific research activities and take measures related to their upbringing;
- To perform other tasks assigned by the university administration.

2. Knowledge requirements

- A complete higher education degree in the relevant specialty;
- Proficiency in MS Windows and MS Office;
- Knowledge of Russian, English, and Turkish languages (desirable); depending on the subject taught, knowledge of Persian and Arabic languages may be required;
- Ability to communicate effectively with students;
- Understanding of labor organization principles, internal disciplinary rules, occupational health and safety regulations, industrial sanitation, fire safety standards, waste segregation procedures in the work process, and civil defense regulations;
- Familiarity with ISO 9001, ISO 14001, and ISO 45001 standards;
- Knowledge of business communication and professional etiquette.

3. Qualification Requirements for Payment Grades

A person appointed to the position of Lecturer must have a higher education degree in the relevant field and at least five years of work experience in that field.

4. Resources

_____ The teacher of the department is provided with the following resources and equipment to perform their job functions:

- Teaching resources – educational materials, computing tools, access to internet and intranet services (internet connection, email service, file server service, etc.);

	<h2>Teacher's duty instructions</h2>	Document № QKU/IEIS/VT/19	
		Publication № 01 Publication date :01.05.2023 Amendment №:00 Amendment date:00	Page 5/5

- Organizational supplies – furniture, communication devices (telephone, fax), printer, scanner, photocopier, and necessary office supplies.

5. Rights

- To represent West 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 resources necessary for maintaining normal working conditions at WCU and for the provision, supervision, security, and maintenance of services in the relevant field;
- To inform the department leadership about any deficiencies encountered at work.

6. Responsibility

- To carry out complex tasks in accordance with the approved work and activity plan;
- To ensure timely, high-quality, and efficient completion of tasks assigned by the university administration to the department;
- To perform the duties and functions stipulated in the job description and employment contract accurately and on time;
- To comply with internal disciplinary rules, occupational safety, technical safety, sanitation, and fire safety norms and regulations in the course of work;
- To adhere to requirements regarding the sorting and management of waste generated during work processes;
- To safeguard the resources—equipment, machinery, and office supplies—entrusted for the fulfillment of duties and functions specified in the job description.

	Teacher's duty instructions	Document № QKU/IEIS/VT/19	
		Publication № 01 Publication date :01.05.2023 Amendment №:00 Amendment date:00	Page 6/5

Acknowledged the instruction:

 (N.P.S.) (signature)
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