

## Our Duties, Authorities and Responsibilities

### DEAN

a) Appointment: The dean, who is the representative of the faculty and its units, is elected by the Council of Higher Education for a period of three years from among three professors from within or outside the university to be proposed by the rector and is appointed with the normal procedure. The dean whose term has expired may be reappointed.

The dean chooses at most two people from among the salaried faculty members of the faculty as vice dean to assist in his/her studies.

Vice deans are appointed by the dean for a maximum of three years. The dean may change the vice deans when he/she deems necessary. When the dean's tenure ends, the vice dean's tenure also ends.

When the dean is not on duty, one of the vice deans deputies. If the vice dean's term of deputation lasts longer than six months, a new dean is appointed.

b) Duties, authority and responsibilities:

1. To preside over the faculty committees, to implement the decisions of the faculty committees and to ensure regular work between the faculty units,
2. To report to the rector on the general situation and routine of the faculty at the end of each academic year and when requested,
3. To inform the rectorate of the appropriation and staff needs of the faculty along with its justification, to submit the proposal which regarding the faculty budget to the rectorate after receiving the opinion of the faculty administrative board,
4. To maintain the duty of general supervision and control over the units of the faculty and personnel at all levels,
5. To perform other duties assigned to him/her by laws and regulations.

Dean is primarily responsible to the rector in the rational use and development of the teaching capacity of the faculty and its affiliated units, providing necessary social services to students by taking security measures when necessary, conducting education, scientific research and publication activities in a regular manner, supervising and making an audit all activities, monitoring and controlling and obtaining the results.

### FACULTY BOARD

a) Establishment and process: Under the chairmanship of the dean, the faculty board consists of the heads of departments affiliated to the faculty, the directors of institutes and schools affiliated to the faculty, if any, and three faculty members to be chosen from among the professors in the faculty, two to be chosen by the associate professors from among themselves,

and a faculty member to be chosen by the assistant professors from among themselves for three years.

The faculty board conducts its regular meetings at the beginning and end of each semester. The dean calls the faculty board to a meeting when he/her deems it necessary.

b) Duties: The faculty board is an academic body and performs the following duties:

1. To decide on the education-training, scientific research and publication activities of the faculty and the principles related to these activities, the plan, the program and the education-training calendar,
2. To elect a member to the faculty board of directors,
3. To perform other duties given by laws and regulations.

#### FACULTY BOARD OF DIRECTORS

a) Establishment and process: The faculty administrative board consists of three professors, two associate professors and an assistant professor to be elected by the faculty committee for three years under the presidency of the dean.

The faculty board of directors convenes upon the call of the dean. When the board of directors deems it necessary, it may establish temporary working groups, education and training coordinators and regulate their duties.

b) Duties: The faculty administrative board is a unit that assists the dean in administrative activities and performs the following duties:

1. To assist the dean in the implementation of the principles determined by the decisions of the faculty board,
2. To ensure the implementation education, plans and programs of the faculty and academic calendar,
3. To prepare the investment, program and budget draft of the faculty,
4. To take decisions on all matters brought by the dean regarding faculty management,
5. To decide on student admissions, course adjustments and expulsions, and procedures related to education and examinations,
6. To perform other duties given by laws and regulations.