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| **PURPOSE OF THE UNIT** | The purpose of the Quality Coordination Office is to contribute to our University's Quality Assurance Commission, to ensure that our University's internal quality assurance, program accreditation and institutional accreditation activities are carried out, to carry out all field work and correspondence in this direction, and to organize the necessary meetings, training and internal audit activities. |
| **TITLE OF UNIT MANAGER** | Quality Coordinator |
| **UNIT AFFILIATED** | Firat University Rectorate |
| **DUTIES, AUTHORITIES AND RESPONSIBILITIES*** Coordinating meetings and trainings with quality representatives of academic units,
* To report the needs for increasing and improving quality assurance performance in academic education and R&D processes, to create resources for revolving funds by preparing university-industry cooperation protocols and to provide relevant support to all units within the scope of the decisions taken by the upper commission,
* secretarial support to the Fırat University Quality Assurance Commission , to prepare correspondence to be issued on behalf of the Rector and/or Vice Rector on behalf of the Quality Assurance High Commission,
* To provide active field support for the decisions and practices of the Fırat University Quality Assurance Commission,
* To support the implementation of strategies and policies deemed appropriate by the Fırat University Quality Assurance Commission within the scope of the relevant legislation of the Higher Education Quality Board. To develop and report active quality management strategies and projects on this subject, to submit them to the approval of the higher commission, to support the determination of relevant processes, to provide consultancy in the implementation of these processes and to ensure sustainability,
* Participating in the Rectorate Quality Assurance Commission meetings. Informing the Quality Commission about quality activities at the university and continuing activities to achieve the goals determined by the Quality Commission.
* To carry out office work, to use the ÜBYS quality module and ÜBYS self-assessment module related to the field of duty, to collect, analyze, archive data, prepare documents and guides, make revisions , publish, record, distribute, support institutional memory and institutionalization, organize all kinds of meetings related to the field, provide consultancy services such as conferences, seminars, workshops , training, etc., to organize internal audits, to suggest corrective and preventive activities,
* To officially represent our university in the Presidency, Higher Education Quality Board, Higher Education Council, Adım Universities Union, Trakya Universities Union, other higher education institutions and all relevant public and private institutions and organizations in the commissions related to its field of duty,
* Organizing internal and external stakeholder meetings, conducting relations with external stakeholders and organizations on relevant issues within the scope of our quality assurance practices and working to develop sustainable relationships.
* To prepare the quality internal evaluation plan and to ensure that the internal evaluation is carried out,
* To ensure that internal quality controls are carried out, to ensure that quality representatives and process managers receive training on their fields and quality management systems, and to provide training on the subject,
* To ensure quality assurance coordination between all academic and administrative units of the university,
* Preparing the agenda and inputs for Quality Commission meetings,
* that quality targets are determined by the quality commission and target- based performance measurements are carried out,
* To identify areas of improvement that are necessary to increase the institutional quality of all units of the university, to report them to the Rectorate and to suggest the necessary improvements,
* To determine, implement and maintain the necessary processes for the Quality Management System,
* Reporting on Quality Management System performance and needs for improvements,
* To conduct all kinds of relations with external organizations on issues related to the Quality Management System,
* To monitor the workflow processes and activities of the unit quality commissions based on the institutional internal evaluation report, to determine the necessary updates and to make suggestions and follow up on this matter,
* To ensure the preparation of the Strategic Plan, Activity Report, KIDR and Self-assessment reports,
* To ensure coordination between all academic and administrative units of the university and to provide active mentoring support to all units of our university within the scope of quality assurance studies,
* To contribute to the Rectorate by providing analysis of these data in the implementation of corporate management strategies in the light of performance indicators,
* To make recommendations regarding directive updates and changes and to develop incentive policies for more active management of the quality assurance system,
* Preparing inputs for the management review meeting, supporting the holding of the meeting, writing down the decisions taken and distributing them to the units,
* To follow quality assurance standards in higher education and participate in relevant meetings.
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