

DUTIES OF ACADEMIC UNITS AND COMMISSIONS

Foreign Languages Department Head Unit

The Foreign Languages Department Head Unit at the School of Foreign Languages is responsible for planning, organizing, and monitoring the educational activities within the department. This team, consisting of a department head and two vice heads, works together to ensure the academic operations of the department run efficiently. The head and their deputies are responsible for organizing academic programs, updating course content, coordinating among teaching staff, and maintaining constant communication between academic and administrative personnel. They coordinate all processes related to education and ensure that all activities are carried out completely. Additionally, they evaluate the needs of students and faculty, offer solutions to meet academic needs, manage exam processes, monitor academic performance, and plan and execute events within the department. Through these responsibilities, the Department Head Unit aims to continuously enhance the quality of education and improve the experiences of both instructors and students during the learning process.

Main Assessment and Evaluation Unit

The Main Assessment and Evaluation Unit oversees the assessment and evaluation activities in the English Preparatory Program at our school. This unit is responsible for preparing and administering end-of-term exams and proficiency tests. It also organizes the printing of quizzes that measure students' knowledge levels and oversees the printing and administration of all exams. Continuous improvements and audits are conducted to ensure these processes are carried out reliably and objectively.

Course Coordinators

Course Coordinators ensure that the academic and administrative processes at each level (course) in the English Preparatory Program are carried out smoothly. They are responsible for preparing, updating, and distributing all course materials used in their respective courses. They also coordinate the assignment of tasks among teaching staff and establish effective communication between administrative personnel and the teaching team. Organizing course schedules, overseeing assessment and evaluation processes, and providing solutions to students' academic needs are also among the duties of the course coordinators. They make all necessary administrative and academic arrangements to enhance the experiences of students and teaching staff during the education process.

Course Assessment and Evaluation Units

The Course Assessment and Evaluation Units manage the assessment and evaluation processes for each level (course) in the English Preparatory Program. They revise exam content based on the needs of each course and continuously develop evaluation processes. These units coordinate the preparation, review, and proofreading of exams (quizzes, writing exams, etc.) for their respective courses. They also maintain communication with and collaborate with the Main Assessment and Evaluation Unit during the review, proofreading, and printing processes of end-of-term and small exams.

Accreditation Commission

The Accreditation Commission works to align the educational quality of our school with national and international standards. This commission coordinates the accreditation processes, prepares the necessary documentation to ensure program quality assurance, and communicates with relevant institutions. It is also responsible for preparing accreditation applications, tracking the application process, and evaluating audit reports.

Web Information Commission

The Web Information Commission works to ensure that the school's website is up-to-date, accurate, and student-friendly. This commission ensures that the information provided by academic and administrative units is accurately reflected on the website and manages content processes. Additionally, they make improvements to enhance the quality of the information services offered to students and other stakeholders via the school's website.

Student Orientation Commission

The Student Orientation Commission supports the integration of newly enrolled students into the institution. This commission organizes orientation programs at the beginning of each academic year, introducing students to the general operations of the English and Russian Language Preparatory Programs, the school's rules, and available resources, helping them adapt to academic, social, and cultural life.

Quality and Strategy Development Commission

The Quality and Strategy Development Commission works to improve the academic and administrative processes of our school and achieve long-term strategic goals. This commission prepares strategic plans in line with the institution's vision and mission, conducts performance evaluations, and audits quality assurance processes. Additionally, it conducts analyses and research to implement continuous improvement and innovative approaches.

Academic Incentive Preliminary Review Commission

The Academic Incentive Preliminary Review Commission conducts the preliminary assessment of academic staff's incentive applications and checks their compliance with relevant criteria. This commission ensures that applications are prepared accurately and completely, offering corrections and recommendations when necessary. They also carry out the necessary reviews before the applications are submitted to upper committees for approval by the school management.

Internal Unit Evaluation Commission

The Internal Unit Evaluation Commission supports the academic units of our school in managing their internal evaluation processes. This commission reviews the annual performance reports of units and provides recommendations for improving the quality of education. It also evaluates the performance of units in areas such as academic activities of faculty, student satisfaction, and other quality indicators, reporting the results.

Russian Language and Literature Preparatory Unit

The Russian Language and Literature Preparatory Unit aims to prepare students who will study in the undergraduate Russian Language and Literature program by equipping them with the language skills necessary for their academic studies. This unit is responsible for all educational activities in the Russian Language and Literature Preparatory Program. With comprehensive courses that develop grammar, vocabulary, speaking, listening, reading, and writing skills, the unit ensures that students effectively learn Russian. It also offers cultural activities and language practices to familiarize students with Russian culture and prepare them for literary texts in the language. Furthermore, this unit prepares and administers proficiency exams, end-of-term exams, and other assessment tools to continuously monitor students' progress in language learning and provide support as needed.

External Relations Commission

The External Relations Commission works to strengthen the global connections of the School of Foreign Languages by establishing collaborations with international educational institutions and organizations. The commission aims to facilitate student and faculty exchange programs, organize

international events, enhance the school's international recognition, and build bridges with different cultures through academic and cultural ties with foreign universities.

In-Service Training Commission

The School of Foreign Languages at Erciyes University places great importance on the professional and personal development of its teaching staff. Through the work of the In-Service Training Commission, the school aims to enhance the professional knowledge and skills of its instructors to facilitate student learning and increase motivation. The In-Service Training Commission operates in two main areas:

1. Orientation and training for newly appointed teaching staff at the School of Foreign Languages at Erciyes University.
2. Activities aimed at current teaching staff at the School of Foreign Languages at Erciyes University.

1. Orientation and Training for Newly Appointed Teaching Staff

The In-Service Training Commission undertakes various activities to ease the integration of newly appointed teaching staff at the School of Foreign Languages into the institution and its processes.

- An experienced teaching staff member from the commission is assigned as an advisor to each new instructor.
- A meeting is held between the advisor and the newly appointed staff.
- The new instructors are provided with guidance and information on the vision and mission of the School of Foreign Languages at Erciyes University, the commissions and their functions, course materials, lesson procedures, lesson durations, assignments and assignment tracking, attendance, and the use of classroom computers and projectors.

After the basic orientation about the School of Foreign Languages at Erciyes University, new instructors plan their in-class observation process with their advisors. To improve their professional knowledge and skills, new instructors are required to meet with experienced instructors and observe at least two different experienced staff members in different skill-based lessons. After the observations, they complete observation forms and share them with both the observed instructors and their advisors.

Instructors who complete their observations of experienced instructors are themselves observed by their advisors at least twice in pre-scheduled lessons (informed) and once in an unscheduled lesson (uninformed). Meetings are held with advisors before and after observations, where the observation forms filled out by the advisors are shared with the new instructors and feedback is provided.

2. Activities for Current Teaching Staff

The In-Service Training Commission also aims to enhance the professional knowledge and skills of current teaching staff at the School of Foreign Languages at Erciyes University and keeps them informed about developments in the field. To achieve this, the following activities are carried out:

Workshops: Workshops are organized by current teaching staff at the School of Foreign Languages based on their interests and needs. Additionally, expert trainers are invited to hold workshops to facilitate language teaching and provide more effective instruction.

Reading Groups: The teaching staff on the In-Service Training Commission identify studies conducted in the field of language teaching as needed and share these with other staff members. Those who are interested in voluntarily participating gather on designated days and times to discuss these studies, sharing their knowledge and opinions.