



Middle East Technical University
School of Foreign Languages

Department of Modern Languages

JOB DESCRIPTIONS
2007 - 2008

ACADEMIC AND ADMINISTRATIVE OFFICERS

Chairperson : Aylin Graves

Assistant Chairperson 1 : Nil Zelal Akar

Assistant Chairperson 2 : Tamay Ergüven Orhan

Course Coordinators

ENG 101 & 102 : Elif Şeşen

ENG 211 : Canan Duzan

ENG 311 : Oya Sezginer

Testing Unit Coordinator : Nükte Öcal Durhan

Teacher Education Unit : Reyhan Atasever

Research Unit Coordinator : Şahika Tarhan

Elective Courses Coordinator : Pelin Akalan

Computer Coordinator : Ümit Sarıoğlu

JOB DESCRIPTIONS

A. ADMINISTRATION

1. Chairperson

The Chairperson reports to the Director of School of Foreign Languages. S/he is responsible for maintaining the daily operation of the department as well as long-term oversight of planning and development. The main goals and responsibilities of the post include:

1. Delegating responsibility and supervising the activities of the department,
2. Overseeing the development of the department mission, vision and priorities, and managing institutional change,
3. Calling and chairing academic and administrative meetings,
4. Ensuring a quality education for students,
5. Encouraging department members to grow professionally,
6. Dealing with instructors' academic and non-academic issues,
7. Overseeing the recruitment of new staff members,
8. Guiding ENG 101 and 102 course coordinator,
9. Acting as liaison between members of the department and senior management.

More specifically:

1. Delegating responsibility and supervising the activities of the department by:
 - a. assigning and supervising Assistant Chairpersons and course coordinators,
 - b. assigning and supervising members of the Testing, Syllabus and Teacher Education Units,
 - c. establishing and supervising other academic units, as necessary.
2. Developing the department mission, vision and priorities, and managing institutional change by:
 - a. developing departmental policy statements on what is expected/required from members of staff and what the department strives to achieve,
 - b. ensuring that members of staff know and embrace the department mission, vision and priorities,
 - c. ensuring that members of staff are familiar with the curriculum document,
 - d. benchmarking with other national and international institutions of higher education,
 - e. creating capacity for long-term planning.

3. Calling and chairing academic and administrative meetings with:
 - a. Assistant Chairpersons, course coordinators and members of the Testing, Syllabus and Teacher Education Units,
 - b. the Department Council,
 - c. administrative staff.

4. Ensuring a quality education for students by:
 - a. encouraging the development of courses which maximize student competencies in the areas determined by the curriculum document,
 - b. encouraging the development of courses which are responsive to changing social, economic, political, ethical and environmental issues,
 - c. making sure that the syllabi for all courses are complete before the beginning of each semester,
 - d. undertaking student and faculty evaluations and revising courses accordingly.

5. Encouraging department members to grow professionally by:
 - a. providing for career-long professional development within and outside the department,
 - b. supporting interaction between members of staff and with professionals in the field,
 - c. supporting research, publication and presentation endeavors of members of staff.

6. Dealing with instructors' academic and non-academic issues including keeping personnel records, preparing the overtime ledger, granting annual and short-term leaves and taking disciplinary action when necessary.

7. Overseeing the recruitment of new staff members by:
 - a. announcing vacancies and accepting applications from candidates,
 - b. shortlisting appropriate candidates to take the recruitment examination(s),
 - c. establishing and chairing a recruitment committee to prepare examination(s) and judge candidate performances.

8. Guiding ENG 101 and 102 course coordinator,

9. Acting as liaison between members of the department and senior management (i.e. the Director and Assistant Directors of the School of Foreign Languages).

2. Assistant Chairpersons 1 and 2

The Assistant Chairpersons report to the Chairperson. They are responsible for helping the daily operation of the department as well as long-term oversight of planning and development. The main goals and responsibilities of the post include:

1. Contributing to the development of the department mission, vision and priorities, and the management of institutional change,
2. Calling and chairing academic and administrative meetings,
3. Liaising with the Chairperson and Course Coordinators to ensure a quality education for students,
4. Identifying professional development needs of members of staff and liaising with the Chairperson and teacher educators to meet these needs,
5. Guiding ENG 211 and 311 course coordinators and overseeing course evaluation and design activities,
6. Participating in the recruitment process for new staff members,
7. Liaising with the appropriate offices of the university for class scheduling,
8. Preparing and distributing instructors' programs at the beginning of each semester,
9. Ensuring that all instructors submit their grade sheets on time and complete the interactive grading procedure at the end of each semester.

B. ACADEMIC UNITS

1. Syllabus Committees

A. Course Coordinators

Course coordinators report to the administrator in charge of the course they are coordinating. For the 2007-2008 academic year, ENG 101 and 102 course coordinator reports to the Chairperson; ENG 211 and 311 course coordinators report to the Assistant Chairpersons. Their main goals and responsibilities include:

1. Overseeing the development, evaluation and revision of course content,
2. Overseeing the production of course books and other materials,
3. Chairing course meetings when requested by the administration,
4. Delegating work within their committees for the above-mentioned responsibilities,
5. Working in collaboration with the Testing and Teacher Education Units,
6. Keeping abreast of changes regarding their courses in the national and international arena,
7. Teaching a limited course load.

B. Syllabus Committee Members

Syllabus committee members report to the relevant course coordinator. Their main goals and responsibilities include:

1. Developing, evaluating and revising course content,
2. Producing course books and other materials,
3. Chairing course meetings when requested by the course coordinator,
4. Keeping abreast of the changes regarding their courses in the national and international arena,
5. Teaching a limited course load.

2. Testing Unit

A. Testing Unit Coordinator

Testing Unit coordinator reports to the Chairperson. The main goals and responsibilities of the post include:

1. Overseeing the preparation of mid-term and final examinations for each course taught in the regular academic year and the Summer School,
2. Chairing pre-examination meetings with members of staff to give information about the contents of the examination and take suggestions,
3. Submitting examinations for department review and revising them accordingly,
4. Chairing post-examination meetings with members of staff to spot areas of difficulty in marking and develop solutions,
5. Circulating marking guides immediately after the post-examination meeting,
6. Overseeing the printing of the examinations to ensure security,
7. Delegating work within the Testing Unit for any of the above-mentioned responsibilities,
8. Keeping abreast of the changes regarding testing in the national and international arena,
9. Working in close collaboration with the Chairperson, Assistant Chairpersons and course coordinators,
10. Teaching a limited course load.

B. Testing Unit Members

Testing Unit members report to the Testing Unit coordinator. Their main goals and responsibilities include:

1. Preparing mid-term and final examinations for each course taught in the regular academic year and the Summer School,
2. Chairing pre- and post-examination meetings with members of staff when requested by the Testing Unit Coordinator,
3. Revising examinations in line with the feedback obtained from colleagues,
4. Circulating marking guides when requested by the Testing Unit Coordinator,
5. Overseeing the printing of the examinations when requested by the Testing Unit Coordinator,
6. Keeping abreast of the changes regarding testing in the national and international arena,
7. Teaching a limited course load.

3. Teacher Education Unit

Teacher Education Unit Coordinator reports to the designated Assistant Director of SFL.

Teacher educators report to the Assistant Chairperson. They also work closely with the Chairperson. Their main goals and responsibilities include:

1. Designing and implementing a pre-service orientation program for newly hired members of staff before they start teaching in the department,
2. Designing and implementing the CTE program undertaken by newly hired members of staff during their first year of teaching in the department,
3. Conducting workshops in the department, as necessary,
4. Conducting observations of teaching for promotion from “okutmanlık” to “öğretim görevliliği” and holding post-observation meetings,
5. Submitting a written report to the Chairperson at the end of each semester about the activities of the Teacher Education Unit and the progress of each new member of staff,
6. Teaching a limited course load.

4. Research Unit

A. Research Unit Coordinator

Research Unit Coordinator reports to the Chairperson. The main goals and responsibilities of the post include:

1. Planning and conducting research into various aspects of teaching and departmental work as required by the administration,

2. Producing written reports of research undertaken,
3. Disseminating research results to interested parties through written reports or meetings, as decided by the administration,
4. Working in close contact with other departmental units to ensure flow of information,
5. Delegating work within the unit,
6. Teaching a limited course load.

B. Research Unit Members

Research Unit members report to the Coordinator. The main goals and responsibilities of the post include:

1. Planning and conducting research into various aspects of teaching and departmental work as required by the administration,
2. Producing written reports of research undertaken,
3. Disseminating research results to interested parties through written reports or meetings, as decided by the administration,
4. Working in close contact with other departmental units to ensure flow of information,
5. Teaching a limited course load.

5. Elective Language Courses Coordinator

Elective Language Courses Coordinator reports to the Chairperson. The main goals and responsibilities of the post include:

1. Overseeing the daily operation of the elective language courses,
2. Ensuring that the syllabi for all elective language courses are complete before the beginning of each semester,
3. Deciding the pre-requisites for enrolment, course schedules and examination places,
4. Ensuring that all elective language instructors submit their grade sheets on time and complete the interactive grading procedure at the end of each semester,
5. Calling and chairing meetings with elective language instructors when necessary,
6. Overseeing the recruitment of new members of staff to teach elective language courses,
7. Acting as liaison between elective language instructors and the Chairperson.

8. Teaching a full course load.

6. Computer Coordinator

The Computer Coordinator reports to the Chairperson. S/he works closely with Assistant Chairpersons 1 and 2. The main goals and responsibilities of the post include:

1. Ensuring the improvement of the computer network and the PCs in the department, and promptly solving any problem that may arise,
2. Maintaining communication with the Registrar's Office and the Computer Center.
3. Administering the registration and add-drop procedures,
4. Maintaining and improving the department website,
5. Helping the Research Unit with the use of statistical packages and analyses,
6. Planning and conducting computer workshops for members of staff when requested by the administration,
7. Training future and student computer coordinators.

C. INSTRUCTORS

Instructors report to the Chairperson. The main goals and responsibilities of the post include:

1. Providing quality instruction to students,
2. Teaching a full course load (12 hours/week **minimum**),
3. Fulfilling non-teaching related duties as required,
4. Contributing to institutional and professional development.

More specifically:

1. Providing quality instruction to students by:
 - a. integrating the department mission statement into their teaching,
 - b. ensuring that the teaching objectives specified in the curriculum document are met in the best possible way,
 - c. preparing and delivering effective lessons to meet student needs,
 - d. using a range of lesson delivery techniques to inspire and engage students,
 - e. providing timely and constructive feedback to students,
 - f. keeping regular office hours,
 - g. using the department's resources (i.e. video rooms, OHPs, etc.) effectively to foster learning.

2. Teaching a full course load (12 hours/week minimum) accompanied by 2 hours/week office hours for each section taught,

3. Fulfilling non-teaching related duties by:

- a. actively participating in academic and administrative meetings when invited,
- b. strictly protecting the confidentiality of departmental examinations,
- c. maintaining student and class records in designated formats,
- d. following routine department communications via e-mail,
- e. fulfilling other job related duties as they arise.

4. Contributing to institutional and professional development by:

- a. participating in professional development activities within the department,
- b. participating in professional development activities outside the department (such as seminars, conferences, in-service courses, etc.)
- c. contributing to the climate of development in the department,
- d. contributing to a positive working atmosphere in the department.