

Unofficial translation

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC  
"SALYMBEKOV UNIVERSITY" INSTITUTION**



**AGREED**

at the Academic Council of the  
"Salymbekov University"

Protocol No. 02/19 dated on "02" September 2019  
2019

**APPROVED**

by order of the Rector of the  
"Salymbekov University"

No. 02/19 dated on "03" September

# **JOB DESCRIPTIONS of Faculty Dean**



**BISHKEK 2019**

## **I. GENERAL REGULATIONS**

1.1 The Dean belongs to the category of managers.

1.2 A person with a higher professional education and experience of scientific and pedagogical work or practical activity in the profile of at least 5 years is appointed to the position of dean.

1.3 The position of the Dean is elective. Persons from among qualified specialists of the relevant profile with an academic degree or title are elected to this position. The procedure for election to this position is determined by the University's Charter. The elected dean is appointed to the position by the rector's order of the university.

1.4 The Dean - organizes and runs the work of the faculty.

1.5 The Dean should know:

- The Constitution of the Kyrgyz Republic;
- Labor Code of the Kyrgyz Republic;
- Laws, government resolutions and regulations of the Ministry of Education of the Kyrgyz Republic on education and upbringing of students;
- state educational standards for relevant higher education programs;
- basic educational programs of higher professional education;
- internal regulations of the university;
- local regulations of the university;
- theory and methods of educational systems management;
- the procedure for preparing curricula;
- fundamentals of pedagogy, psychology, physiology and hygiene;
- rules for maintaining documentation on academic work;
- modern forms and methods of education and upbringing;
- technology of organization of methodical, scientific-methodical and research work;
- financial and economic activities of the university, the basics of administrative and labor legislation;
- a culture of communication and professional ethics;
- rules and regulations on labor protection and fire safety, sanitary and hygienic standards and rules.

### **1.6 The Dean is guided by:**

- Legislation of the Kyrgyz Republic;
- The Law of the Kyrgyz Republic "On Education";
- The Law of the Ministry of Education and Science of the Kyrgyz Republic "On higher and postgraduate professional education";
- Orders of the Ministry of Education and Science of the Kyrgyz Republic;
- state educational standards of higher professional education;
- the Charter of the university;
- internal regulations of the university;
- decisions of the Academic Council of the university and faculty;
- orders of the university management;
- orders, instructions of the vice-rector for Academic Affairs and other regulatory, administrative acts of the university's administration;
- regulations on the faculty of the university;
- this job description.



1.7 The Dean reports directly to the Vice-Rector for Academic Affairs of the University.

1.8 During the absence of the dean (illness, vacation, business trip), his duties are performed by a vice, or another person is appointed by the management's written order.

## II. JOB RESPONSIBILITIES

### **The Dean is obliged to:**

- 2.1. to carry out the general management of the faculty;
- 2.2. to carry out planning, organization and control of educational, educational-methodical, scientific-methodical, scientific and research work of the faculty;
- 2.3. directly manage the educational, methodical, scientific-methodical, scientific and educational work at the faculty;
- 2.4. to ensure the full implementation of educational and professional programs in the specialties (directions) assigned to the faculty;
- 2.5. to monitor the conduct of all types of training sessions, practices, final certification of students of the faculty;
- 2.6. organize accounting of the current monitoring of academic performance, intermediate certification of students and attendance of classes by students;
- 2.7. make timely submissions for the expulsion of students, documents for transfer, reinstatement and admission to senior courses in accordance with the procedure established by the relevant regulations;
- 2.8. organize the work of the social commission;
- 2.9. to manage the work of the leaders of groups;
- 2.10. conduct educational work with students;
- 2.11. to improve methods and forms of educational work with students of the faculty;
- 2.12. to work with letters and statements of citizens on the issues of study and life of students;
- 2.13. approve work schedules of heads of departments, dean's office staff, schedules of independent work of students;
- 2.14. to ensure timely execution of the works specified in the regulations of standard procedures for managing the educational process;
- 2.15. carry out work on the selection, placement and education of personnel;
- 2.16. monitor the professional development of the teaching staff at the faculty;
- 2.17. monitor the condition of the teaching and laboratory facilities assigned to the faculty and maintain them in working condition;
- 2.18. to carry out decisions to strengthen and develop the material base of the faculty;
- 2.19. to control the maintenance of the faculty's documentation according to the nomenclature of the faculty's affairs;
- 2.20. to take part in the organization and conduct of the admission of applicants;
- 2.21. to take the necessary decisions to coordinate the work of the faculty with the scientific departments of the university. Organize the necessary decisions to implement the results of research.
- 2.22. to coordinate communication with graduates of the faculty, as well as with the enterprises in which they work, in order to timely adjust the educational process at the faculty;
- 2.23. to promptly bring to the attention of the departments' heads and staff the orders, documents of the dean's office, the rector's office concerning the activities of the faculty, the university and monitor their execution by faculty staff;
- 2.24. to monitor and take all necessary decisions for labor safety, sanitation and fire safety in educational, scientific works, complete exclusion of job injuries and diseases of faculty staff;
- 2.25. to develop a strategy for the development of the faculty's activities in the areas of training, strengthen and develop external relations with employers and educational authorities;



2.26. to form proposals for improving the educational process conduct according to the profile of the faculty.

### III. RIGHTS

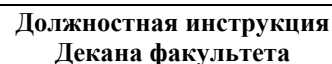
**The Dean of the faculty has the rights:**

- 3.1. to issue orders for the faculty regulating the work, mandatory for all employees, departments and students;
- 3.2. to participate in the work of any structural unit of the university, where issues related to the activities of the faculty are discussed and resolved;
- 3.3. to be elected to the Academic Council of the University and represent the faculty;
- 3.4. to take part in all meetings concerning the work of the faculty, represent the faculty in the councils of the university, the rector's office, the admission committee of the university;
- 3.5. to coordinate and approve individual plans of heads of departments and faculty teachers;
- 3.6. to submit proposals for improving the academic, scientific and other activities of the faculty for consideration by the Academic Council of the Faculty;
- 3.7. to attend all types of training sessions, as well as exams and tests conducted by faculty teachers.
- 3.8. to approve the work schedules of departments and faculty;
- 3.9. to establish, if there are good reasons, individual deadlines for passing exams and tests by students of the faculty;
- 3.10. to allow students to take state exams and (or) to defend their final qualifying work;
- 3.11. to assign scholarships to students taking into account the decisions of the social commission and the Academic Council;
- 3.12. to monitor the students' compliance with the rules of residence in the hostel.
- 3.13. to represent students for academic success and active participation in research and development to various forms of moral and (or) material encouragement, to make proposals to the university management on imposing penalties on the student, up to expulsion from the university.
- 3.14. to require written reports from the heads of departments on any type of planned work performed.
- 3.15. to submit, in accordance with the established procedure, proposals to the Rector of the University for the admission of employees to the faculty, dismissal and relocation of dean's office employees, their moral and material encouragement, to make proposals for the imposition of penalties, up to the dismissal of the employee from work;
- 3.16. to use free of charge the services of social, medical and other departments of the University in accordance with the University Charter and the collective agreement;
- 3.17. to appeal orders, orders of organizational and administrative acts of the university administration in accordance with the established procedure.

### IV. RESPONSIBILITY

The Dean of the faculty is personally responsible for:

- 4.1. Low level of educational, scientific, methodological and scientific work organization of the faculty.
- 4.2. Implementation of educational and professional programs in a smaller volume than prescribed by the state educational standards of higher professional education in the specialties of the faculty.
- 4.3. Poor quality of specialists training in the specialties assigned to the faculty.
- 4.4. The use of the material and technical base of the faculty is not for its functional purpose.
- 4.5. Violation of the rights and academic freedoms of employees and students of the faculty.

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УЧРЕЖДЕНИЕ  
«САЛЫМБЕКОВ УНИВЕРСИТЕТ»

Должностная инструкция  
Декана факультета

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