

**JOB DESCRIPTIONS OF
THE SFL DIRECTOR, ASSISTANT DIRECTORS, AND ADVISOR TO DIRECTOR**

1. Director

The Director is responsible to the President of the University for the smooth, wellcoordinated and efficient running and realization of all the academic and administrative activities, operations and transactions in both departments - Department of Basic English and Department of Modern Languages. In addition to this overall responsibility, the Director will specifically be in charge of

- a. supervising the SFL Teacher Training Center,
- b. coordinating the work assigned to the Assistant Directors,
- c. acting as the Director of the School of Foreign Languages Certificate Program,
- d. being in charge of the marketing / promotion of educational programs,
- e. presiding over the School Council and School Executive Board meetings,
- f. overseeing the METU EPE operations, involving all the phases, and
- g. representing SFL at the university level councils and committees.

2. Assistant Director (1) (AD 1)

This Assistant Director is directly responsible to the Director, mainly for the following:

- a. coordinating and supervising all the projects (such as language courses, exam preparations for other institutions, distance education) of the School of Foreign Languages,
- b. organizing quality assurance activities,
- c. assisting the Director in meeting IT needs of the whole School, especially of the DBE; needs assessments, purchasing, recruiting qualified personnel, helping to develop databases for the School,
- d. carrying out the primary responsibility (with AD2 having secondary responsibility in this domain) for all the activities, operations and transactions of the SFL Proficiency Exam. This involves two separate sets of responsibilities:
 - (i) overseeing the development and administration of the SFL Proficiency Exam on behalf of the Director,

- (ii) research and development work on the SFL Proficiency Exam to maintain quality and to track learner achievement,
- e. coordinating with Assistant Director (2) and acting as second in charge of activities related to 'Curriculum Studies' (see 3c in AD2 job description),
- f. being in charge of preparing the agenda of the School Executive Board meetings (coordinating with the School Secretary),
- g. attending the School Council and School Executive Board meetings,
- h. supervising the effective use and needs of the Self-access Center and carrying other duties as assigned by the Director,
- i. representing the Director, when delegated or in the Director's absence,
- j. acting as the SFL Director's representative during the recruitment process of new instructors to the Department of Basic English,
- k. when required by the Director, seeking information on departmental issues and reporting to the Director,
- l. doing other duties to be assigned by the Director.

3. Assistant Director (2) (AD 2)

This Assistant Director is directly responsible to the Director, mainly for the following:

- a. coordinating and running research projects assigned by the Director,
- b. coordinating with Assistant Director (1) and acting as second in charge of activities related to 'Proficiency Exam' (see 2c in AD1 job description),
- c. carrying out the primary responsibility (with AD1 having secondary responsibility) for all the activities, operations and work related to the curricular studies, design and implementation of education programs in both departments of SFL,
- d. assisting and reporting to the Director on the coordination of the SFL Academic Writing Centre,
- e. attending the School Council and School Executive Board meetings,
- f. acting as the SFL Director's representative during the recruitment process of new instructors to the Department of Modern Languages,

- g. when required by the Director, seeking information on departmental issues and reporting to the Director,
- h. doing other duties to be assigned by the Director.

4. Advisor to the Director

This Advisor to the Director is directly responsible to the Director, mainly for the following:

- a. assuming the primary responsibility for ensuring that all the steps involved in the preparation of the SFL Proficiency Exams are carried out up to the standards and in security. This involves
 - i. organizing and holding EPE Committee meetings
 - ii. contributing to the production and revision of test items,
 - iii. having listening scripts recorded,
 - iv. having final versions of the prepared exams read by administrators and proofreaders,
 - v. the duplication of the exam material and the preparation of exam packs,
- b. assisting Assistant Director (1) in the administration of the exams,
- c. analyzing exam results using statistical tools to determine the validity and reliability of exams,
- d. initiating and/or carrying out research and development work for the enhancement of the quality of the SFL Proficiency Exam test specifications,
- e. reporting to the Director on the running, staffing and other needs of the committee in accordance with the EPE Committee Regulations,
- f. organizing the training of potential item writers whenever necessary,
- g. doing other duties to be assigned by the Director.

5. The Faculty Secretary

The Faculty Secretary is directly responsible to the Director, mainly for the following:

- a. governing documentation through Electronic Records Management System (e.g. directing documents to relevant people, keeping record of correspondences),
- b. overseeing the maintenance of office supplies inventory,
- c. developing organizational policies and supervising staff's work,

- d. managing staff's annual leaves,
- e. communicating with the appropriate personnel if complaints are raised,
- f. scheduling staff meetings as needed,
- g. following the operational process of claiming and distributing certificates (e.g. Pearson Assured completion certificates, if required, occupational health and safety management certificates),
- h. doing other duties to be assigned by the Director.