

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Deputy Chairmen

For Administrative, Social and Educational Work

Ye. Shakhman

**DEPUTY DEAN FOR SCIENTIFIC WORK OF THE FACULTY**

**Non-profit Joint Stock Company "Toraighyrov University"**

**Pavlodar**

**2020**

**Preface**

1 DEVELOPED by the Working Group.

2 DEVELOPERS

2.1 Head of the Working Group: Bykov P.O. - Acting Deputy Chairmen of the Board-Rector for Academic Affairs.

2.2 Zhakisheva A.E. - Director of HR Services.

2.3 Pfeifer N.E. - Secretary of the University Academic Council.

3 SUBMITTED BY the HR Service.

4 APPROVED by Order No. \_\_\_ dated \_\_\_ 20\_\_ year.

5 PUT INTO EFFECT SINCE \_\_\_ 20\_\_ year.

6 INTRODUCED IN the first instance.

7 EXPERT GROUP

7.1 Head of the Expert Group: Abukenov T.S. - Head of the Department for Legal Support, Public Procurement, and Accreditation.

7.2 Uakhitov Zh.Z. - Chairmen of the Trade Union Committee of "Toraighyrov University."

7.3 Regulatory Document Control: Bayakmetova G.S. - Quality Engineer of the Accreditation Office and Quality Management System.

8 FREQUENCY OF REVIEW of regulations: once every 3 years.

**General Provisions**

1.1 The Deputy Dean for Scientific Work of the Faculty belongs to the category of management.

1.2 The Deputy Dean for Scientific Work of the Faculty is appointed and dismissed by the order of the Chairperson of the Board-Rector of the Non-Profit Joint Stock Company (hereinafter referred to as the "Company" or "University") “Toraighyrov University,” based on the recommendation of the Chairperson of the Academic Affairs Board and the Faculty Dean.

1.3 The position of Deputy Dean for Scientific Work of the Faculty is filled by an individual with a higher (or postgraduate) education, academic degree, academic title, and at least three years of work experience in managerial positions in educational organizations or in the relevant field.

1.4 The Deputy Dean for Scientific Work of the Faculty reports directly to the Faculty Dean.

1.5 The Deputy Dean for Scientific Work of the Faculty must be knowledgeable of and guided by:

* The Constitution of the Republic of Kazakhstan (RK) of August 30, 1995;
* The Civil Code of the Republic of Kazakhstan dated December 27, 1994;
* The Civil Code of the Republic of Kazakhstan (Special Part) dated July 1, 1999 No. 409;
* The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V LAW OF RK;
* The Code of the Republic of Kazakhstan "On the Health of the People and the Health Care System" dated September 18, 2009 No. 193-IV;
* The Teacher's Code of Ethics;
* The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III;
* The Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV;
* The Law of the Republic of Kazakhstan "On the Commercialization of the Results of Scientific and (or) Scientific-Technical Activities" dated October 31, 2015 No. 381-V LAW OF RK;
* The Law of the Republic of Kazakhstan "On Copyright and Related Rights" dated June 10, 1996 No. 6;
* The Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated July 11, 1997 No. 151-1;
* The Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 No. 410-V LAW OF RK;
* The Law of the Republic of Kazakhstan "On Culture" dated December 15, 2006 No. 207-III;
* The Law of the Republic of Kazakhstan "On State Youth Policy" dated February 9, 2015 No. 285-V LAW OF RK;
* The Law of the Republic of Kazakhstan "On Social Protection of Persons with Disabilities in the Republic of Kazakhstan" dated April 13, 2005 No. 39-III;
* The State Compulsory Standard of Higher Education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018, No. 604;
* The Qualification Requirements for Educational Activities and the list of documents confirming compliance with them, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated June 17, 2015, No. 391;
* The Qualification Handbook of Positions for Managers, Specialists, and Other Employees, approved by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated May 21, 2012, No. 201-e-m;
* The Standard Rules for the Activities of Higher and Postgraduate Education Organizations, approved by the Government Decree of the Republic of Kazakhstan dated May 17, 2013, No. 499;
* The Standard Rules for the Activities of Higher and Postgraduate Education Organizations, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 29, 2018, No. 592;
* The Standard Qualification Characteristics of Positions for Pedagogical Workers and Equivalent Persons, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated July 13, 2009, No. 338;
* The Standard Rules for Admission to Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018, No. 600;
* The Standard Rules for Conducting Ongoing Performance Assessments, Interim, and Final Attestations of Students, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated September 25, 2018, No. 494;
* The Rules for Organizing the Educational Process Using Credit-Based Learning Technology, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018, No. 563;
* The Rules for the Transfer and Restoration of Students by Types of Educational Organizations, approved by the Government Decree of the Republic of Kazakhstan dated January 20, 2015, No. 19;
* The Rules for Organizing the Educational Process Using Distance Learning Technologies, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015, No. 137;
* The Rules for Granting Academic Leaves to Students in Educational Organizations, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 10, 2017, No. 510;
* The Rules for Developing Modular Educational Programs in the University, approved by the Rector of the University on January 15, 2013.
* The Classifier of Fields of Study for Higher and Postgraduate Education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018, No. 569;
* Other normative legal acts of the Republic of Kazakhstan;
* The Charter of the University;
* The University's internal and labor regulations;
* The collective agreement between the employees and the employer of the University;
* The University's Mission, Policy, and Goals;
* The University's Strategic Development Plan;
* The University's organizational and administrative documents;
* International standards in the field of quality management systems;
* The goals of the faculty and department;
* Documents ensuring the functioning of the University's quality management system;
* The hierarchy of the University's structure and areas of activity;
* The regulations of the department;
* This job description;
* National and international achievements in the field of education and training;
* The theory and methods of managing educational systems;
* The rules for organizing methodological, scientific-methodological, and research work;
* The rules for maintaining academic documentation;
* The methodological foundations of pedagogy, physiology, psychology, and the methods of professional education;
* Modern forms and methods of teaching and educating students;
* The basics of economics and labor law;
* Methods for improving academic work;
* Key scientific issues related to the relevant specialty;
* The algorithm for developing and approving curricula and programs for groups of specialties and specializations;
* The rules and standards of labor protection, safety, and fire protection.

1.6 In the temporary absence of the Deputy Dean for Scientific Work of the Faculty (due to illness, vacation, or business trip), their duties are performed by a person appointed by the order of the Chairperson of the Board-Rector.

**2. Job Responsibilities of the Deputy Dean for Scientific Work of the Faculty**

**2.1 General Duties**

2.1.1 Carries out a set of activities to organize research work within the faculty. Organizes the conduct of comprehensive scientific research involving specialists from different departments of the faculty.

2.1.2 Oversees the compliance of the teaching staff (hereinafter referred to as TS), faculty employees, and students with the following:

2.1.3 The university charter, internal regulations, and rules for using classroom facilities.

2.1.4 Ensures careful handling of university property.

2.1.5 Prepares reports on the faculty's work within their areas of responsibility.

2.1.6 Ensures the prevention of corruption risks.

2.1.7 Ensures the confidentiality of official information.

2.2 Scientific Work

2.2.1 Plans and monitors the scientific and innovative activities of the department.

2.2.2 In collaboration with the dean and department heads, drafts, plans, and develops current and long-term plans for funded and exploratory research projects (hereinafter referred to as R&D) of the faculty and prepares R&D reports.

2.3 Preparation and Implementation of Funded Scientific Projects

2.3.1 Facilitates the participation of the faculty’s TS in various competitions for fundamental and applied research, grant competitions within scientific programs, tenders, and price offers.

2.3.2 Encourages the attraction of funding for R&D by organizing the active participation of the TS in competitions for national programs and grants of various levels (basic, targeted, grant financing, etc.) and by securing contracts with enterprises and organizations.

2.3.3 Ensures the execution of state-budgeted and contract-funded research projects.

2.4 Commercialization of the Results of Scientific and Innovative Activities

2.4.1 Promotes the implementation and commercialization of research results by organizing the active participation of the department’s TS in national competitions for the commercialization of scientific and innovative activities and by securing commercial contracts with interested external stakeholders.

2.4.2 Facilitates the organization of work on filing patent applications and registering intellectual property objects for the department.

2.4.3 Facilitates the organization of the transfer of original implementation acts for production and the educational process achievements of the faculty's teaching staff to the Department of Science and Innovation.

2.5 Research Work of Doctoral, Master's, and Undergraduate Students

2.5.1 Oversees the research activities related to the publication of scientific works by doctoral, master's, and undergraduate students of the faculty.

2.5.2 Coordinates with academic supervisors to ensure the timely writing of doctoral dissertations and the publication of their results in scientific journals according to PhD dissertation requirements.

2.5.3 Provides timely information to doctoral and master's students about participation in national and international scientific events.

2.5.4 Informs students in a timely manner about opportunities to participate in national and international scientific project competitions and academic olympiads.

2.5.5 Monitors the participation of doctoral and master's students in methodological seminars related to research activities.

2.6 Publication of Research Results

2.6.1 Oversees the execution of plans for publishing scientific monographs.

2.6.2 Monitors the timely publication of articles by the faculty's teaching staff, including those with a non-zero impact factor.

2.6.3 Promotes the publication of articles by the department's teaching staff in international scientific journals.

2.7 Enhancing Scientific Qualifications and Recognition of Scientific-Educational Activities

2.7.1 Monitors the scientific internships of the teaching staff.

2.7.2 Assists in organizing and overseeing the participation of teaching and research staff in national scientific competitions for awards and scholarships through the Ministry of Education and Science of the Republic of Kazakhstan and other organizations, including the "Best Teacher" competition.

2.7.3 Ensures the timely notification of the faculty's teaching staff about announced competitions.

2.8 Scientific Events

2.8.1 Facilitates the organization and conduct of scientific events (conferences, seminars, round tables).

2.8.2 Organizes the active participation of the faculty’s teaching staff and students in university scientific events.

2.8.3 Promotes the involvement of scholars from universities in Kazakhstan, the CIS, and abroad in the university’s scientific events.

2.9 Equipping Scientific and Educational Laboratories

2.9.1 Participates in the creation and strengthening of the material and technical base of scientific and educational laboratories necessary for education aimed at forming, developing, and professionally shaping students' personalities based on the achievements of science and practice.

2.10 Providing Information Upon Request by the Department of Science and Innovation

2.10.1 Timely submits faculty reports on the results of the implementation of current and long-term plans, as well as Roadmaps related to research activities.

2.10.2 Timely provides information to prepare responses to requests from the Ministry of Education and Science of the Republic of Kazakhstan, local governments (Akimats), the university administration, and external organizations.

2.11 Reporting

Submits annual reports on the results of the faculty's scientific work and provides information to prepare responses to requests from the Ministry of Education and Science of the Republic of Kazakhstan, local governments (Akimats), the university administration, and external organizations.

**3 Rights**

The Deputy Dean for Scientific Work of the Faculty has the right to:

1. Participate in the work of university divisions where issues related to research activities are discussed and resolved;
2. Request information and documents from the heads of the faculty’s structural divisions as necessary for fulfilling their job responsibilities;
3. Be elected to the faculty council;
4. Submit proposals to the administration to improve faculty operations and enhance the work of the team;
5. Approve documents related to educational and methodological work;
6. Nominate students for various forms of moral and/or material rewards for academic success and propose to the university administration disciplinary actions against students, including expulsion;
7. Improve their qualifications in areas related to their professional activities.

**4 Responsibility**

The Deputy Dean for Scientific Work of the Faculty is responsible for:

1) Failure to submit the annual research report (R&D) on time;

2) Improper performance or non-performance of their duties as outlined in this job description;

3) Violating the internal regulations of the organization;

4) Disclosing information intended for official use within the organization;

5) Committing legal violations during the course of their duties as defined by current laws of the Republic of Kazakhstan;

6) Causing material damage to the organization as defined by the current laws of the Republic of Kazakhstan;

7) Bearing individual responsibility for providing accurate and reliable information when requested;

8) Being responsible for fostering a positive moral and psychological climate within the team;

9) Allowing corruption risks in the performance of duties;

10) Failing to comply with the Code of Ethics for teachers and staff of the organization.

**5 Interactions**

5.1 The Deputy Dean for Scientific Work of the Faculty directly interacts with the Dean of the Faculty, department heads, the Deputy Chairperson of the Board for Research and International Cooperation, and the staff of the R&D HUB.

5.2 Interaction with other officials and departments is carried out with the participation of the heads of the respective departments.

**Appendix A**

(mandatory)

 F CS QMS 4.01.5/01

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| **CONSENT LIST** |
| Position, Full Name | Date of Agreement | Signature |
| Acting Deputy Chairman of the Board for Academic AffairsBykov P. O. |  |  |
| Head of the Department for Legal Support, Public Procurement, and Accreditation.Abukenov T. S. |  |  |
| Director of HR ServiceZhakisheva A. E. |  |  |
| Regulatory Document Control:Quality EngineerAccreditation and Quality Management OfficeBayakhetova G. S. |  |  |

**Appendix B**

(mandatory)

F CS QMS 4.01.5/02

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| **FAMILIARIZATION LIST** |
| Full Name of the Person Who Familiarized Themselves with the Document | Date of Familiarization with the Document | Signature |
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**Appendix C**

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F CS QMS 4.01.5/03

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| **LIST OF PERIODIC CHECKS** |
| Number and Date of Order | Results of checking | Date of record entry | Name and Surname of a person making record entry | Signature of a person making record entry |
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**Appendix D**

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F CS QMS 4.01.5/04

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| **CHANGE AND AMENDMENT REGISTRATION FORM** |
| Change No. | Basis (Order No., Date)  | Effective Date of Change | Date of Entry | Name of Person Making the Change | Signature of Person Making the Change |
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