



## Quality Assurance Department

### ***Duties and Functions of the Department:***

- Preparation of measures and proposals aimed at improving the quality of the university, including improving the level of training of teachers and students;
- Participation in projects to improve quality at the university, as well as learning and applying the experience of Azerbaijan and foreign countries;
- Carrying out relevant works on the Rating Assessment of the annual activities of the teaching staff, chairs and deans of the University.

### ***The department performs the following functions to ensure its tasks:***

- Identifies needs for improving the quality in the university, as well as in teacher training field, which appropriate to the university profile;
- Organizes events in line with the needs of the university, as well as the quality of teacher training appropriate to the university profile;
- Helps collect study and produce the necessary information on teacher training which appropriate to the university profile and in the field of education,
- Learns the other countries experience in a field of quality assurance in higher education and prepares proposals for the development of higher education;
- Participates in the development and implementation of the University's strategic development plan;
- Tries on the implementation of “Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)” and examines the results of international organizations' research to ensure quality assurance;
- Participates in preparing project proposals for international and local donors.
- Coordinates the Ranking Evaluation of the annual activity of teaching staff, chairs and deans activities under the rector Commission at the University, organizes relevant work on rating, including the documentation process.

### ***Head of department:***

- Plans and organizes the department's work;
- Participates in the layout of current and perspective work plans;

- Co-ordinates the interaction of the department with other structures;
- Plans and organizes work to improve the material and technical base of the department;
- Controls activity and performance discipline
- Organizes selection, placement and professional development of department staff;
- Organizes preparation of reporting documents.

### ***Authorities***

- To participate in the decision-making process of the department by the management
- To participate in the discussion of duty obligations;
- Submit proposals to management for improve the department's performance;
- To encourage or caution employees of the department;
- Receive information from the heads of other structural subdivisions for the activities of the department;
- To give feedback to the department's employees for advisable time and place to maximize the effectiveness and quality of the department's work.

### ***Head of department should know:***

- Legislative basis for education;
- Internal legal documents of the Azerbaijan State Pedagogical University;
- Educational process of Azerbaijan State Pedagogical University;
- The basics of clerical work;
- Labor law;
- Labor protection normative rules;
- Employees' job responsibilities.

### ***The duties of the specialist:***

- To participate in meetings, events or trainings at/out the University, and abroad;
- To registrate and execution of the incoming and sent documents to the department;
- To participate in implementation of local and international the projects;
- To participate in monitoring process of syllabuses standards compliance with subjects and how students provided by methodological materials and lecture materials compliance with topics included in syllabus;
- To participate in monitoring process of works on adapting curricula to labor market requirements;
- To organize satisfaction surveys among educators and learning feedback and suggestions;

- To monitor the results of the graduate, coordination and career-related services of the University;
- To participate in documentation process of Ranking Evaluation of academic staff;
- To provide placement of information about department at quality policy section and updating on the official website of the University;
- To participate in the activity of the department, in preparation reports to rector;
- To get required information for QA department activities from other structure divisions.

***The head of department and its subordinates are fully responsible for their activities:***

- By the execution of the entrusted works;
- For the improper execution or non-execution of duty obligations;
- For violation of the law during their work time;
- Due to property damage.