Istanbul Technical University
School of Foreign Languages

Job Descriptions
Academic Year 2020

School of Foreign Languages
Maçka Campus
Maçka, 80200
Istanbul - Turkey

Phone: 212-232-4727
Fax: 212-232-1770
Web Site: http://www.ydy.itu.edu.tr

DIRECTOR

Appointment: The Director is appointed by the Rector of ITU for a term of three years.

Qualifications:

- Holds a Ph.D. (preferably in the field of Education).
- Strong interpersonal skills.
- Experience working with governmental or non-governmental organizations at the administrative level.
- Experience in managing large scale academic programs or projects.
- Experience in working with diverse staff groups.
- Strong communication skills.
- Strong organizational skills.

Responsibilities:

- Responsible for overseeing the planning and implementation of all academic, financial, and administrative affairs of the School of Foreign Languages (SFL).
- Responsible for international relations directly concerning the School.
- Responsible to the Administration of ITU for all programs and activities of the School.
- Responsible for the overall administration and academic management of the School of Foreign Languages, safeguards and improves the quality of the academic programs and student services.
- Oversees and confirms the effective performance of all staff within the School, whereby all required duties are fulfilled.
- Appoints two Vice-directors once in office, and submits their names to the University Administration for approval.
- Appoints all administrative officers.
- Holds monthly meetings with the School's Academic Offices.
- Stays in compliance with the position of the Academic Offices for all major academic decisions.
- Creates strategies to accomplish academic and administrative objectives and provides guidance for goal attainment.
- Delegates tasks and decision-making power, as seen necessary, to effectively coordinate issues that fall within his/her jurisdiction of job responsibilities.
- Serves as chief liaison and representative at various ITU activities and Faculties.
- Attends all ITU Board meetings upon invitation
- Attends all ITU Senate meetings.
- Prepares the orientation program for new students

VICE DIRECTOR (2)

Appointment: Appointed by the Director and proposed to the ITU Administration for approval for a term of three years. The Director reserves the right to change this officer if deemed necessary.

Qualifications:

• Experience in managing and coordinating staff duties, meetings and activities involved in running a large-scale project/School
• Ability to work effectively with various staff groups
• Strong inter-personal skills
• Strong communication skills
• Strong organization skills
• Highly committed to the advancement of the program
• Master's Degree

Responsibilities:

• Responsible to the Director of the SFL for all actions carried out by personnel.
• Responsible for the planning and implementation of all academic affairs of the School
• Attends School Academic meetings.
• Oversees the planning and execution of examinations
• Prepares a monthly report for the Director upon the request of the Director
• Represents the Director in his / her absence
• Delegates tasks and decision-making power, as seen necessary, to effectively coordinate issues that fall within his / her jurisdiction of job responsibilities with the consent of the Head.
• Implements and oversees the regulatory decisions made by the Council of Higher Education and the administration of the university regarding his / her job responsibilities.
• Oversees the preparation of the ABET folders for the Advanced English courses
• Conducts work for the SFL accreditation
• Prepares an academic calendar for office work, deadlines, meetings etc.

Specific responsibilities of Vice Director:

• Responsible for the implementation of the following activities carried out by relevant coordinators:

1) The preparation of course schedules
2) The preparation of instructors' schedules
3) The grading process
4) Testing and examination activities
5) Curriculum evaluation activities
6) Materials development projects related to the curriculum
7) All issues related to the Administrative Coordinators Office
8) Resource development projects
9) Organizes and implements the evaluation process of School employees
10) Processes feedback with School employees regarding their professional evaluations

• Responsible for the planning and running of the Summer School Program
• Responsible for the implementation of the following activities carried out by relevant coordinators:

1) Program installation and lab activities
2) Social and financial activities

- Resource development projects carried
- Responsible for the planning and implementation of all administrative issues related to the School
- Responsible for personnel affairs, (appointment, reappointment of old and new personnel) oversees all affairs that directly affect the building such as maintenance, classrooms and conference use etc.

ADMINISTRATIVE COORDINATOR

Appointment: Appointed by the Director who reserves the right to change this individual if deemed necessary.

Qualifications:

- Computer literate
- Proven organisational skills
- Effective communication skills

Responsibilities:

- Responsible to the Director of School of Foreign Languages.
- Oversees the acquisition and return of attendance folders by all faculty members.
- Maintains attendance records for all faculty members in the School.
- Provides substitute instructors when necessary for the Prep Program.
- Monitors data entry of student attendance and grades.
- Serves as sole contact person to receive all student health reports and maintains them on file.
- Communicates directly with Testing Office regarding student health report (excuses) issues.
- Works collaboratively with the Student Affairs Office to provide updated information about students on attendance and grade status.
- Oversees internet announcements.
- Responsible for the monthly data entry of health reports on the student files.
- Oversees the posting of all office hours of Academic and Administration staff, Co-ordinators and Program Offices, and maintains the master file.
- Provides monthly reports.
- Oversees room assignments for all departments.
- Supervises the distribution of class lists.
- Provides excuse slips for students for school matters.
- Enters and keeps track of student attendance, making the necessary announcements to the students and instructors to do with cancellations or changes.

ACADEMIC OFFICES

1-   CURRICULUM DEVELOPMENT OFFICE

Appointment: Appointed by the Director who reserves the right to change this individual if deemed necessary.

Purpose:

The Curriculum Office has been established to collect feedback regarding various dimensions of the teaching-learning process within the SFL, and to formatively adjust the curriculum for the following academic year to provide a more effective curriculum. Curriculum dimensions covered by the Office are as follows: a) amount of material covered per week; (pacing of the program), b) subject matter and programmatic content; and c) supplementary materials, including those produced by individual instructors. This Office is ultimately responsible to the Director and the Vice Directors.

Qualifications for Head:

- Minimum 2 years' experience at the ITU SFL required
- Previous experience in curriculum development, and / or M.Ed. in Curriculum and Instruction preferred
- Strong communication skills
- Computer literate
- Proven organisational skills
- Ability to work with various staff groups
- Long term planning skills

- The CDO Head is responsible to the Directorate and the basic responsibilities include, but are not limited to:

- Determining the content of the curriculum for the academic year,

- Determining the student learning outcomes based on the goals and objectives,

- Determining educational policies regarding methods of teaching and evaluation,

- Determining the structure of the program,

- Determining the weekly time allocation of the courses,

- Selecting books and materials regarding the goals and objectives,

- Regularly reviewing the syllabi and pacing schedules and apply any required changes,

- Determining the agenda of the level meetings,

- Overseeing that the level coordinators prepare the weekly pacing schedules

- Meeting with the level coordinators on a regular basis to discuss any problems that the instructors have raised during the level meetings,

- Meeting with the administration and respective offices on a regular basis and/or when deemed necessary,

- Working with the level coordinators to design and implement basic course and writing portfolio assignments according to the current curriculum,

- Proofreading proficiency exams,

- Uploading and updating the web page of CDO regularly,

- Being in contact with respective offices regarding integration of curricular content and applications,

- Communicating with the Statistical Analysis Office for the organization of instructor & student surveys,

- Providing the Testing Office with the Testing Checklists of the respective academic year,

- Deciding on the test content together with the Testing Office,

- Deciding on the content and frequency of the additional materials together with the materials producers to supplement the current curriculum,

- Conducting instructor surveys and organizing meetings for curriculum evaluation,

- Conducting year-end evaluation meetings with the instructors,

- Interpreting the survey outcomes and communicating the outcomes to the instructors,

- Making necessary changes in the curriculum according to the oral and written feedback received from the instructors,

- Monitoring and reviewing the program throughout the year by collecting systematic feedback from the instructors,

- Updating the Curriculum Guide every academic year,

- Updating the relevant part in the Instructors' Handbook every academic year,

- Revising, editing and/or preparing the Summer School materials,

- Reporting regularly to the school administration about the curricular activities applied in the respective month including the reports of level meetings.

- The CDO Head also helps and oversees the material producers in:
- Creating materials, devising and writing activities, designing the layout of the pages and saving them in the designated folder,
- Planning, prioritizing and pacing of the work of the whole office so that materials are ready for each level before the instructors need to use them,
- Making materials available on Ninova in a timely manner,
- Providing the instructors with practice exams before major tests and exams by getting feedback from the level coordinators,
- Evaluating and proof-reading the work of the other members in the office,
- Updating the website as materials are created paying attention to the organization of materials

2- **PROFESSIONAL DEVELOPMENT UNIT**

Appointment: Appointed by the Director for an unfixed term. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Teacher training experience, including both training and observations
- Proven organizational skills
- Long term planning skills
- Strong communication skills
- Preference given to DELTA or DELTA-equivalent holders

Responsibilities:

- Responsible to the director
- Organizes all aspects of main training sessions in September
- Organizes on-going training throughout the school year
- Observes new teachers and offers feedback and support where required
- Where time permits, observes continuing teachers
- Organizes peer observations
- Assists with teacher standardization projects

3-   TEST OFFICE

Appointment: Appointed by the Director who reserves the right to change these individuals if deemed necessary for three years.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Solid experience in testing evaluation
- Proven organizational skills
- Experience in developing testing procedures, preferably an MA in testing
- Long term approach to problem solving
- Effective interpersonal skills
- Basic word processing skills necessary
- Leadership qualities
- Strong communication skills
- Ability to work effectively with various staff groups

Each tester:

- Is responsible to the Test Office Head.
- Plans scheduling of exams for the academic year.
- Reviews syllabus and decide on the material to be tested for each skill area.
- Writes out specifications for each section of the test.
- Writes the test sections and type them up.
- Prepares parts of other exams.
- Writes level change and bi-weekly quizzes, cumulative and end of semester exams.
- Discusses each section of a test for suitability of individual questions or parts of the test with appointed instructors.
- Writes graders' names on the envelopes.
- Prepares test information announcements for the bulletin boards and web
- Prepares test instructions for proctors.
- Prepares notes regarding any last-minute mistakes discovered.
- Prepares answer keys.
- Collates and staples answer keys together. Puts them in appropriate envelopes.
- Sorts papers and envelops at the end of a test day so that graders can pick up their papers.
- Evaluates the test.
- Holds meetings with the instructors to go over the key and discuss how various parts of the test went/were received to gather "verbal" feedback.
- Files the test papers in the appropriate test files.

- After the tests have been graded, collects the exams and stores them.
- Collects the grading sheets and store them.
- Is responsible for all data entry of exams (quizzes, cumulative tests, proficiency's, statistical analysis, etc.) on a weekly basis and giving a copy to the Administrative Coordinator.
- Prepares a monthly report to the Administration.

Responsibilities of the Head Tester:

- Directly responsible to the Directorate.
- Works closely with the CDO, setting guidelines for quizzes, cumulative, end-of-semester and proficiency exams.
- Attends meetings held by the Administratio.
- Assists level testers in preparing their exams.
- Works with individual testers when there are problems with quizzes or cumulative exams.
- Proofreads and gives feedback on level exams.
- Oversees proctor notes for quizzes and exams.
- Prepares three proficiency exams (Additional quota, Research Assistants, and first semester proficiency) during the fall term and three proficiency exams (June, July and September) during the spring term.
- Works with the team of proofreaders who read the proficiency exam and prepare the final version of each proficiency exam.
- Prepares parts of instructor exams and extra exams (such as AISEC); organize which testers are responsible for other parts.
- Proofreads all exams.
- Coordinates with the Proficiency Exam writing team leaders.
- In conjunction with Administration provides tests for and communicates with examining bodies outside the Prep Program, esp. AIESEC.
- Provides monthly assessment to the Administration.
- Prepares an academic calendar for office work, deadlines and meetings with Test office members and other offices.

The Administrative Test Office Member:

- Prepares proctor lists for each exam.
- Arranges for standby instructors for each exam.
- Arranges classrooms in the SFL building and the faculties for proficiency exams.
- Works with each tester on the printing and collating of all exams.
- Works closely with the directors in organizing end of semester and proficiency exams.
- Obtains office supplies from the Purchasing Office.
- Determines which instructors will be entering the grades and attendance.
- Works closely with instructors, informing them of extra duties.
- Proofreads when possible.
- Posts announcements for instructors and students for quiz and exam updates.
- Oversees exam arrangements (classrooms, instructors, assignments etc).
- If needed helps with the writing of exams and assists the head tester in his/her duties.

4. STATISTICAL ANALYSIS OFFICE

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Master's Degree, preferably in the field of Education
- SPSS knowledge
- Proven organizational skills
- Long term planning skills
- Computer literate
- Strong communication skills

Responsibilities:

- Responsible to the Director
- Attends meetings with the Administration
- Collects data from all offices regarding questionnaires and tests
- Conducts analyses of the quantitative and qualitative data
- Supports any program when deemed necessary
- Prepares, applies, evaluates and reports online questionnaires
- Prepares and prints the codes for students
- Prepares and sends the links to instructors
- Prepares reports on the correlation between the Proficiency/TOEFL exams and exams conducted throughout the academic year

5. INDEPENDENT LEARNING CENTER (2)

Appointment: Appointed by the Director. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:

- An interest in student development and promotion of student autonomy in learning
- Proven organizational skills
- Long term planning skills
- Computer literate and interested in the use of technology for educational purposes
- Strong communication skills

Responsibilities:

- Provide orientation sessions informing students about the services of the SLC
- Keep the SLC website and social media accounts current, engaging, and informative
- Do ongoing outreach and promotion of SLC services and events
- Encourage teachers to use the SLC as a supplement to their teaching
- Manage the teachers on the Speaking Events Commission
- Create semester schedules for commission-led speaking events
- Manage the peer tutoring program

- Assist and encourage students in using the peer tutoring program
- Recruit students to become peer tutors
- Develop services for the support and encouragement of student autonomous learning
- Keep statistics on SLC usage
- Participate in end-of-term surveys for students and instructors to get feedback for development
- Write end of term and end of year progress reports to assess effectiveness and develop action plans

SEM (CONTINUAL EDUCATION CENTER) COORDINATOR

The SEM Coordinator is appointed upon the request of the SFL Director and is then approved by the SEM Dean.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Proven organizational skills
- Long term planning skills
- Computer literate
- Strong communication skills

Responsibilities:

- Responsible to the SFL Director and SEM Dean
- Attends meetings with the Administration
- Designs the curriculum
- Prepares the SEM teaching schedules
- Arranges instructors for the program
- Prepares and distributes materials
- Deals with student issues
- Prepares a monthly report to the Administration

PREP PROGRAM COORDINATORS

1- The UPP is run by the Vice Directors.

Qualifications:

- Minimum 3 years' experience at the ITU SFL required
- Master's Degree, preferably in the field of Education
- Previous experience in other SFL offices preferred
- Experience in CDO preferred
- Proven organizational skills
- Leadership qualities
- Experience in managing and co-ordinating staff duties, meetings, and activities involved in running a program effectively
- Experience in working with various cultural staff groups.
- Strong interpersonal skills
- Strong communication skills
- Long term planning skills

- Computer literate

Responsibilities:

- Responsible to the Director.
- Responsible for all Academic issues pertaining to the UPP
- Responsible for academic counselling
- Attends meetings held by the Administration
- Holds bi-weekly meetings with all Level Co-ordinators, and Academic Office Heads.
- Serves as Co-ordinator for the Summer School Program upon request.
- Oversees the implementation of the curriculum.
- Oversees adjustments to the current curriculum to ensure consistency.
- Oversees the organisation and changes to the future curricula,
- Proposes candidates for UPP Level Co-ordinator positions to the Administration.
- Responsible for the student and staff orientation programs at the beginning of each academic year.
- Oversees the implementation of instructor and student surveys conducted by the SAO and TTO
- Prepares monthly reports to the Administration
- Prepares instructor schedules for UPP.
- Proofreads tests prepared by the Test Office.
- Updates and maintains the Prep Program Web site.
- Collects monthly reports from all the offices and presents them to the Vice Directors
- Prepares an academic calendar for office work, deadlines and meetings with instructors and offices

2-   DDP COORDINATOR

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:

- Minimum 3 years' experience at the ITU SFL required
- Previous experience in other SFL offices preferred
- Experience in CDO preferred
- Proven organizational skills
- Leadership qualities
- Experience in managing and co-ordinating staff duties, meetings, and activities involved in running a program effectively
- Experience in working with various cultural staff groups.
- Strong interpersonal skills
- Strong communication skills
- Long term planning skills
- Computer literate

Responsibilities:

- Responsible to the Director
- Responsible for academic counselling

- Attends meetings held by the Administration
- Holds regular meetings with DDP instructors, level coordinators and student representatives
- Completes monthly status reports on any related staff or academic issues and gives it to the Director and the Rectorate, if deemed necessary
- Formatively reviews the curriculum of DDP program through evaluation in cooperation with a small task force for each course
- Formatively reviews curriculum and proposes changes and/or adjustments to ensure consistency through the relative teaching staff
- Oversees the implementation of the curriculum
- Prepares teaching schedules for DDP program
- Responsible for the updating and maintenance of the DDP Web site
- Oversees the implementation of instructor and student surveys conducted by the SAO and TTO
- Responsible for the student and staff orientation programs at the beginning of each academic year
- Prepares an academic calendar for office work, deadlines and meetings with instructors, related offices and level coordinators
- Administers and announces TOEFL ITPs
- Informs the Student Registrar's Office about the exam results of the students
- Tracks the success and attendance rates of the DDP students registered in the Dual Diploma Preparatory Program
- Conducts work for the SFL accreditation
- Conducts the placement of the newly registered DDP students into correct language level classrooms
- Supplies instructors, equipment, and classrooms

LEVEL COORDINATORS

Appointment: Appointed by the Director and the DDP Coordinator who reserve the right to change these individuals if deemed necessary.

Qualifications:
- 2 years or more of service at ITU SFL preferred
- Computer literate
- Efficient organizational skills
- Leadership qualities
- Strong communication skills
- Ability to work effectively with a culturally diverse staff group
- Strong interpersonal skills
- Decision-making ability
- Long term planning skills

Responsibilities:

- Responsible to the Head of CDO and/or the DDP Coordinator
- Attends the following meetings:

a)   Meetings with instructors that are held throughout the term to keep track of how the programme is running: i.e., whether everybody is on schedule, whether the material is considered adequate, whether the testing is in line with the curriculum, etc. Receives written feedback from the instructors to this effect,

b) Regular meetings held by the Head of CDO or DDP Coordinator to communicate information and to contribute to long-term decision making,

- Writes a report to the respective head or coordinator concerning the outcomes of level meetings,
- Acts as a communication conduit between the Academic Offices and instructors. Solves test-related problems with the Test Office,
- Proofreads exams at their level,
- Aids the Head of CDO or DDP Coordinator in the preparation of the summer school program and the following year's academic program,
- Formatively reviews curriculum of Prep Programs in co-operation with the Curriculum Development Office and the DDP Coordinator when necessary,
- Ensures availability of all necessary teaching material (CDs, books, etc.),
- Works collaboratively with all program offices to develop the program,
- Helps with the update and maintenance of the Prep Program web site,
- Decides which materials to prepare after faculty meetings,
- Gives details to the material producers about the materials necessary for his/her level, giving 2 weeks' notice,
- When necessary, prepares materials for his/her own level,
- Guides instructors in using materials effectively,
- Oversees editing of prepared material and makes sure that the materials have been shared with the instructors online or as hard copies,

ADVANCED ENGLISH PROGRAMS

1. ADVANCED ENGLISH COORDINATOR

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:
- Proven organizational skills
- Master's Degree, preferably in the field of Education
- 3 years or more of service in the ITU Advanced English Program
- Essential MS Office skills
- Leadership qualities
- Ability to work with various staff groups
- Effective communication skills
- Experience in curriculum development
- Experience in managing and coordinating staff duties, meetings, and activities involved in running a program effectively

Responsibilities: Reporting directly to the Director of the School of Foreign Languages, the Advanced English Coordinator:
- Attends meetings held by the Administration as needed.
- Provides academic counseling.
- Holds meetings with ING 101, 102, 103, 105, 106, 112, 201, 205 & 206 on a regular basis.
- Communicates with the Advanced English instructors on a regular basis.
- Completes monthly status reports on any related staff or academic issues.

- Supervises and reviews curriculum of the Advanced English courses through evaluation in cooperation with a small task force for each course.
- Supervises and reviews curriculum; and proposes changes and/or adjustments to ensure consistency through the relative teaching staff.
- Administers the preparation and implementation of the quizzes, midterm and final exams in coordination with Test Office.
- Supervises the organization and implementation of instructor & student surveys for each semester, and providing feedback to all staff. This should be completed between the 8th and 10th week of classes. Instructor/student survey forms are prepared and the collected data in collaboration with the Statistical Analysis Office.
- Prepares teaching schedules for the Advanced English courses in cooperation with ITU Student Affairs Office and receives approval from the SFL Administration before handing in the schedules to Automation.
- Collects the necessary documents from instructors for ABET (grade sheets & distributions, attendance lists, questionnaires and reports, good, average bad student samples).
- Prepares the ABET folder and the soft copies for each academic year.
- Supervises the updating and maintenance of the Advanced English website.
- Communicates regularly with the Curriculum Office, Test Office and Statistical Analysis Office.
- Prepares term reports to the Director.
- Prepares an academic calendar for office work, deadlines and meetings instructors.

Evaluation
- The coordinator is responsible to the Director and the academic coordinator of the school and he/she gets frequent feedbacks from the Director.

- The Director evaluates the performance of the coordinator. Based on the feedback from various channels, the Director produces written feedback stating the strengths and areas to be improved.

- Since the coordinator is the part of faculty, he/she gets feedback from his/her classes by means of the student's survey.

- Since the coordinator is the part of faculty, he/she gets feedback by means of peer-observation.

- The coordinator is also evaluated by the office member(s) if there are any.

2.   CURRICULUM OFFICE MEMBERS

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:
- Minimum 2 years' experience at the ITU SFL
- Previous experience in curriculum development, and/or preferably a Master's Degree in the field of Curriculum and Instruction
- Strong communication skills
- Essential MS Office skills
- Proven organizational and planning skills
- Ability to work with various staff groups

Responsibilities:
Responsible for program evaluation, content standardization, in-service training and grading standardization, Curriculum Office members:

- Prepare action plans and submit to the Administration at the beginning of each semester.
- Collect feedback regarding the teaching and learning process within the Advanced English Program needed for the updating and alignment of the curriculum for the following academic year.
- Prepare the pacing schedules of the program.
- Supervise the development of the supplementary materials by the teachers in alignment with the department standards.
- Work in close collaboration with the Test Office and Statistical Analysis Office in relation to the curriculum integration.
- Organize Professional Development sessions for instructors in September.
- Organize workshops as needed.
- Conduct writing standardization sessions before the final exams.
- Work in close collaboration with the Test Office in revising of the writing grading criteria.
- Prepare a report to the Administration at the end of each semester.

Evaluation: The office members are evaluated through feedback of the instructors teaching Advanced English Courses, and by the Advanced English Coordinator.

3.   *TEST OFFICE MEMBERS*

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:
- Minimum 2 years' experience at the ITU SFL
- Solid experience in testing evaluation
- Proven organizational skills
- Essential MS Office skills
- Experience in developing testing procedures, preferably a Master's Degree in testing
- Long term approach to problem solving
- Effective interpersonal skills
- Basic word processing skills necessary
- Leadership qualities
- Strong communication skills
- Ability to work effectively with various staff groups

Responsibilities: Responsible for the testing system in the Advanced English Program, Test Office members:
- Prepare action plans and submit to the Administration at the beginning of each semester.
- Plan scheduling of exams for the academic year.
- Review syllabi and decide on the material to be tested for each skill area.
- Write out specifications for each section of the test.
- Write the test sections and type them up.
- Write quizzes, midterm, and final exams; summer school exams and make-up exams.
- Discuss each section of a test for suitability of individual questions or parts of the test with appointed instructors.
- Prepare exam packs.
- Prepare test information announcements.
- Prepare test instructions for proctors.

- Prepare notes regarding any last-minute mistakes discovered.
- Prepare answer keys.
- Sort papers and envelops at the end of a test day so that graders can pick up their papers.
- Evaluate the test.
- Organize the proofreading process with proofreaders.
- File the test papers in the appropriate test files.
- Prepare a report to the Administration at the end of each semester.

Evaluation: The office members are evaluated through feedback of the instructors teaching Advanced English Courses, and by the Advanced English Coordinator.

4. *STATISTICAL ANALYSIS OFFICE MEMBERS*

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:
- Minimum 2 years' experience at the ITU SFL
- Master's Degree, preferably in the field of Education or ELT
- Essential MS Office skills
- Ability to use SPSS
- Knowledge and experience with various data collection & data analysis tools
- Proven organizational skills
- Long term planning skills
- Strong communication skills

Responsibilities: Responsible for data analyses collected from instructors and students in terms of program evaluation, Statistical Analysis Office members:
- Prepare action plans and submit to the Administration at the beginning of each semester.
- Prepare of data collection tools.
- Analyze exam results.
- Implement Instructor & Student surveys.
- Analyze data collected from the surveys.
- Prepare evaluation report at the end of each term.
- Coordinate meetings with Curriculum Office, Test Office and the Advanced English Coordinator regarding questionnaires and exams.
- Prepare a report to the Administration at the end of each semester.

Evaluation: The office members are evaluated through feedback of the instructors teaching Advanced English Courses, and by the Advanced English Coordinator.

ELECTIVE COURSES

ELECTIVE COURSES COORDINATOR

Appointment: Appointed by the Director for a term of 3 years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:

- Proven organisational skills
- Master's Degree, preferably in the field of Education
- 3 years or more of service in the ITU Elective Course Program
- Computer literate
- Leadership qualities
- Ability to work with various staff groups
- Effective communication skills
- Experience in curriculum development
- Experience in managing and co-ordinating staff duties, meetings, and activities involved in running a program effectively

Responsibilities:

- Responsible to the Director
- Attends meetings held by the Administration
- Responsible for academic counselling
- Holds meetings with elective course coordinators on a bi-weekly basis.
- Communicates with elective program instructors on a weekly basis
- Completes monthly status reports on any related staff or academic issues
- Formatively reviews curriculum of elective courses through evaluation in cooperation with a small task force for each course
- Formatively reviews curriculum and proposes changes and/or adjustments to ensure consistency through the relative teaching staff
- Prepares teaching schedules for elective courses. This is done in collaboration with the elective courses coordinators. Receives approval from the SFL Administration before handing in the schedules to Automation
- Responsible for the updating and maintenance of the Elective Courses Web site.
- Prepares termly reports to the Director.
- Prepares an academic calendar for office work, deadlines and meetings of the instructors.

SUPPORT SERVICES

1. SOCIAL AND CULTURAL ACTIVITIES CENTER

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this officer if deemed necessary.

Qualifications :

- Interest in extracurricular activities
- Commitment to the development of students as all-round personalities
- Strong interpersonal skills
- Effective communication skills
- Proven organisational skills

Coordinator Responsibilities:

- Responsible to the Director
- Attends meetings held by the Administration
- Co-ordinates the social and cultural activities for the student body
- Serves as resource person for students regarding social and cultural events, in addition to forming ways of encouraging them to participate
- Maintains communication within the University, as well as between the University and outside parties, to remain continuously aware of planned activities approved by the SFL Administration
- Delegates responsibility to volunteers in activities that require a larger task force
- Is aware of existing clubs and other activities (theatrical, musical, sports) that students may endeavour to participate in or organise
- Maintains contact with heads of student groups that concern themselves with already cited activities. The SCC is responsible to the Administration for these activities
- Serves as resource person for the Student Board
- Updates and maintains the web site.
- Prepares an orientation program for new students
- Prepares a termly report to the Director
- Prepares an academic calendar of events, deadlines, meetings and office work

2. GUIDANCE AND PSYCHOLOGICAL COUNSELLING CENTER

Appointment: The PCG Centre is connected to the Rectorate. Office members are appointed through the Rectorate.

ITU Center of Psychological Counselling and Guidance is a student service unit that has offices both in the building of the School of Foreign Languages (Maçka) and in the former building of the Rectorate (Maslak).

Responsibilities

- Supports students in their academic development,

- Helps students to become individuals that are:

  Sensitive and responsible to themselves and others.
  Investigating, questioning and realizing.
  Able to express feelings and thoughts appropriately.
  Able to form positive and constructive interpersonal relationships.
  Able to determine goals and acting in accordance with those goals.
  Respectful of individual differences.

- Follows the main principals of secrecy, trust and respecting individual rights

- Provides services in individual counselling

- Arranges Group Efficient Communication Training

- Arranges Educational Programs for Dealing with Test Anxiety

- Arranges Group Assertiveness Training

- The primary goal of their centre is to apply protective "Programs for Taking Precautions" and prevent problems before they appear.

3. EDUCATIONAL TECHNOLOGY OFFICE

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:
- Minimum 2 years' experience at the ITU SFL
- Knowledge of e-learning software
- Knowledge of web design software
- Experience in using Optical Mark Reader (OMR)
- Experience in Computer Assisted Assessment (CAA)
- Strong communication skills

Responsibilities:
- Responsible to the SFL Director
- Does research on e-learning trends
- Creates digital learning materials
- Conducts the registration process
- Manages the content of the school website
- Manages the attendance and grade database

FACULTY

Qualifications

- Fluent in English: Must have a KPDS/ÜDS score of at least 80/100 , or a TOEFL iBT score of 65/120 for non-native instructors.
- Must have an ALES score of at least 70/100 for non-native instructors
- Must have a B.A or M.A in ELT, English Literature, English Studies, Linguistics, American Culture and Literature, or Translation and Interpreting Studies for non-native instructors. Native speakers should have a B.A or M.A preferably in ELT, English Literature, American Culture and Literature, English Studies, or Linguistics. If not, native speakers should have a recognized TEFL qualification.
- Prior experience in teaching English as a second language
- Effective organisation skills
- Strong communication skills
- Willing to receive additional instructor training if necessary
- Ability to work independently on creating supplementary material for class exercises

Responsibilities

- Directly responsible to respective Level Coordinator
- May be assigned office work (as stated in regulations)
- May serve as substitute instructor upon request
- Must comply with instructor regulations mentioned in the Instructor Handbook (especially regarding work load, teaching hours, attendance, disciplinary actions, in service training etc)
- May have to attend in service training/workshops prepared by TTO
- May be assigned proctoring duty for the final exams of the Advanced English courses
- Must attend meetings held by the Level Coordinators, Academic Offices and the Directorate
- Required to proctor exams scheduled at the beginning of the academic year (including scheduled exams that may coincide with off days)
- Responsible for grading exams and entering grades into DİLNOT

- In the case of absenteeism, required to receive written permission from the Directorate
- Responsible for any missing school documents such as attendance folders, exam papers etc.

❖ The coordinator is appointed by the Director for education given outside the projects of the Preparatory and Advanced English programs.

❖ All program coordinators and office heads are responsible for the relevant accreditation process and work (CEA and/or ABET).