

Administrative Coordination Unit Job Description

The Administrative Coordination Unit is responsible for the following tasks:

- ensuring the coordination between the Student Affairs Office and the CFL Student Affairs Office to make the list of students who will take the proficiency exam,
- appointing an examiner, faculty officer, hall president and invigilator for the proficiency exam,
- ensuring the coordination between the relevant faculties and CFL via college secretary in order to make necessary preparations for proficiency exam to run smoothly,
- creating the classes at the beginning of each academic semester and providing the distribution of instructors according to levels / faculties and classes together with the vice directors and the chair of the Department of Basic Languages,
- determining which faculties instructors will take their additional course fees from, checking monthly payrolls and being in contact with related faculties,
- keeping regular records of the instructors who cannot come to the school due to the medical report or legal permission and deducting the additional course fees of the related instructors at the end of each payroll period,
- following and keeping the records of the entry-exit hours, and informing the vice directors about them on a weekly basis,
- being in contact with the instructors in unexpected situations such as tardiness, illnesses and accidents and informing the relevant units about them,
- assigning the substitute instructor to the relevant class when necessary,
- dealing with the disciplinary problems faced by students and instructors and forwarding them to the Directorate of CFL,
- checking the buildings every day and informing the college secretary about the problems related to physical conditions such as cleaning and lack of materials in the classrooms,
- working in coordination with the relevant units in the conduct of the courses to be given within the College of Foreign Languages (summer courses, courses for various foreign language proficiency exams, etc.),
- checking and following the announcements to be made via the website or e-mail,
- working in coordination with the relevant units in all procedures of the proficiency exam, which will be applied to the students who have registered for departments with compulsory preparatory class at Gazi University via additional placement, lateral transfer, vertical transfer, YÖS (Examination for International Students) or TCS (Examination of Turkish Republics and Related Communities) and Gazi University students,
- preparing reports on the number of instructors available or needed and the number of classrooms available or needed at CFL, preparing the statistical data and reports of achievement analysis of the students studying at the CFL together with the Student Affairs Office,
- preparing administrative part of the orientation programs for newly recruited instructors of CFL.

The Professional Development and Research Unit Job Description

The Professional Development and Research Unit is responsible for:

- organizing and carrying out in-service training programs for the newly recruited teachers, facilitating their adaptation process
- doing needs analysis to identify the needs of teachers with regard to professional development, organizing and carrying out various in-service development activities, addressing the needs of all teachers,
- keeping records of the professional development activities
- informing teachers about any relevant training facilities such as symposiums, workshops and seminars in foreign language teaching,
- following and participating in relevant professional development activities,
- facilitating the participation of the instructions in the process by offering options with different professional development tools such as blog, social media, newsletter, observation activities,
- managing research activities within and outside the institution (obtaining permission for research, conducting surveys and applications, keeping records),
- sharing the midterm exams average scores with the instructors regularly during the academic year in order to be able to see the performance of students and comparing them with the overall achievement score at CFL.

Materials Development and Programme Unit Job Description

The coordinator is responsible for the administration of the unit and has the prior responsibility towards the administration of College of Foreign Languages.

Program and Materials Development Unit of Gazi University CFL is responsible for:

- the preparation of the syllabus, the course materials, portfolio assignments, and the implementation of them by the instructors smoothly,
- selecting, preparing, distributing and evaluating materials for each level (A1-A2-B1) (corresponding to a range from 22-29, 30-42,43-58 on the GSE) to be used inside or outside the classroom,
- preparing weekly, quarterly and annual course syllabi for each level in parallel with the Common European Framework of Languages (CEFR) / GSE,
- determining and announcing the deadlines for portfolio assignments, and ensuring their application,
- doing regular meetings with instructors of each level for which the coordinators are responsible and ensuring that the syllabus / curriculum is implemented simultaneously in all classes,
- being continuously in contact with Testing and Assessment Unit to report changes in the program / curriculum (if any),
- receiving feedback from the instructors about the program and portfolio studies throughout the year and making the necessary arrangements in line with this feedback,
- cooperating with other units and following their activities,

- attending regular meetings with the instructors, making announcements about the weekly and quarterly programs, gathering and considering the instructors' suggestions / complaints,
- keeping track of the innovations done in the field in accordance with the vision of Gazi University CFL and reflecting them to the weekly / quarterly / annual program.

Testing and Assessment Unit Job Description

The coordinator is responsible for the administration of the unit and has the prior responsibility towards the administration of College of Foreign Languages.

The responsibilities of the Testing and Assessment (TAU) are as follows:

- checking the questions he / she receives, generating questions in the required sections and giving feedback to the relevant examiner (In this respect, s/he gives the exam back to the examiner for making the necessary changes and ensures that it is ready for printing),
- placing the announced and unannounced quiz dates determined by the academic coordinators and the TAU coordinator into the exam calendar,
- attending the weekly meetings with the examiners (The coordinator of TAU participates in the
- meetings of all levels alternately),
- making the distribution, control and correction of the content of the exams requested by the Rectorate from TAU and making it ready for printing,
- preparing exam questions which are similar to the types of questions in the workbook, weekend and weekday materials and textbooks,
- The examiners submit the exam documents they prepared to the TAU coordinator. The coordinator examines the exam documents and, if any, specifies the changes to be made on the exam documents in written, and the examiners return the corrected exam documents back to coordinator. The coordinator gives the final forms of the exam document together with the examiner by looking at the final version of the exam again.
- collecting the exams from the examiners of the relevant level after the exams are applied, and keeping them in the external hard drive of CFL,
- preparing assessment rubrics for writing and speaking skills,
- keeping in touch with academic and administrative coordinators during the academic year.

Accreditation Unit Job Description

The duties of the accreditation unit are as follows:

- collecting the necessary documents for the accreditation process,
- keeping the official reports of the meetings,
- preparing the handbooks,
- collecting and filing evidence,
- making the necessary updates for the annual quality review visit,
- working in coordination with the relevant units in this process.

