

Çankırı Karatekin University
Faculty of Economics and Administrative Sciences
Department of Finance and Banking
Quality Work Schedule (01.01.2024 – 31.12.2024)

Description of Work	Responsible	Schedule
Determining departmental social contribution policies, strategies and targets or revising them if necessary	Department Head / Department Quality and Social Contribution Representative / Academic Staff	January 2024
Preparation of the department self-assessment report and submission to the quality coordinator	Department Head / Department Quality and Social Contribution Representative / Academic Staff	January 2024
Preparation of the 2023 evaluation report of the department's strategic plan	Department Head / Academic Staff	January 2024
Establishment of department commissions and coordinators or revision if necessary	Department Head / Academic Staff	January – February 2024
Determination of internal and external stakeholders of the department	Department Head / Department Quality and Social Contribution Representative / Academic Staff	March 2024
Collecting feedback from internal and external stakeholders of the department	Department Head / Academic Staff / Internal and External Stakeholders	April 2024
Planning and carrying out activities in line with the department's social contribution goals.	Department Head / Department Quality and Social Contribution Representative / Academic Staff	April – May 2024
Implementation of department, course/teacher and ECTS evaluation surveys in the spring term	Department Head / Department Quality and Social Contribution Representative / Department Web Page Manager / Academic Staff	May 2024
Preparation of the first six-month monitoring report of the department's strategic plan for 2024	Department Head / Academic Staff	July 2024
Evaluation of the results of the surveys conducted in the previous fall semester within the scope of the 2024-2025 fall semester improvement studies	Department Head / Department Quality and Social Contribution Representative / Academic Staff	September 2024
Organizing an orientation program for newly registered students	Department Head / Academic Staff	October 2024
Implementation of department, course/teacher and ECTS evaluation surveys in the fall semester	Department Head / Department Quality and Social Contribution Representative / Department Web Page Manager / Academic Staff	December 2024