
“APPROVED”
Rector of the EI “RMU”
cand. of med. sciences
M.Ch. Alymkulov



**JOB DESCRIPTION
OF THE DEAN OF THE EDUCATIONAL
INSTITUTION
“ROYAL METROPOLITAN UNIVERSITY”**

Bishkek — 2024

1. GENERAL PROVISIONS

1.1. This Job Description has been developed and approved in accordance with the provisions of the Labor Code of the Kyrgyz Republic and other regulatory acts governing labor relations in the Kyrgyz Republic.

1.2. The Dean of the Faculty belongs to the category of faculty and teaching staff.

1.3. The Dean of the Faculty is appointed to the position by order of the Rector.

1.4. In their work, the Dean of the Faculty is guided by the Law of the Kyrgyz Republic "On Education", the Code of Corporate Ethics of employees and learners, the Internal Regulations of EI "RMU", the regulatory and administrative acts of the management of EI "RMU", and this Job Description.

1.5. The Dean may be a member of the Admissions Committee of EI "RMU" and of the State Attestation Commissions for the faculty's specialties (areas) of training. The Dean of the Faculty is a member of the Academic Council of EI "RMU" ex officio.

1.6. The Dean of the Faculty organizes the work of and directly manages the faculty.

1.7. The Dean of the Faculty must know:

- the laws and other regulatory legal acts of the Kyrgyz Republic on higher education issues;
- the resolutions, orders and other guiding and regulatory documents of higher authorities concerning educational, scientific-innovative, international and upbringing activities;
- the local regulatory acts governing educational, scientific-innovative and other types of activities;
- the policy and goals of EI "RMU" in the area of quality;
- the state educational standards of higher education;
- the procedure for compiling curricula;
- the technology of organizing educational, methodological, research and international work;
- the rules and norms of labor protection, safety, industrial sanitation and fire protection;
- the rules and procedure for nominating learners (students) for state and named scholarships and awards;
- the regulatory documents governing the status of scientific, teaching and managerial staff of educational institutions;
- the specifics of regulating the work of teaching staff;
- the basics of personnel and project management;
- the financial and economic issues of educational institutions;
- the basics of administrative and labor legislation.

1.8. During the absence of the Dean of the Faculty (leave, illness, etc.), their duties are performed by a person appointed by order of the Rector. This person acquires the corresponding rights and bears responsibility for the qualitative and timely

performance of the duties assigned to them.

2. JOB DUTIES

The Dean of the Faculty:

2.1. Develops the faculty development strategy in accordance with the strategy of EI "RMU", ensures systematic interaction with employers, state and executive authorities, education administration bodies, organizations and enterprises.

2.2. Studies the market of educational services and the labor market in the areas (specialties) of training specialists at the faculty, ensures that labor market requirements are taken into account in the educational process at the faculty.

2.3. Organizes and conducts career-guidance work and ensures the admission of students to the faculty.

2.4. Monitors the conducting of educational, research, methodological, international and upbringing work at the institute.

2.5. Directs the work of the Faculty's Academic Council, preparing its meetings.

2.6. Develops the faculty's work plans, coordinates them with the work plans of EI "RMU", is responsible for their implementation, and reports to the Academic Council of EI "RMU" on all types of faculty activities.

2.7. Promptly informs heads of departments and faculty employees of the orders, instructions and other documents of the faculty dean's office concerning the activities of the faculty of EI "RMU", and monitors their execution by faculty employees.

2.8. Organizes and monitors the work on the development and implementation of the main educational programs based on the requirements of state educational standards.

2.9. Monitors compliance with the requirements and state educational standards.

2.10. Monitors the work on creating educational and instructional-methodological support for the educational process.

2.11. Participates in improving the quality system for training specialists.

2.12. Directs the activities of the educational and scientific units that are part of the faculty.

2.13. Submits curricula and main educational programs implemented at EI "RMU" to the management of EI "RMU" for approval.

2.14. Approves the programs of disciplines taught at EI "RMU", the topics and working programs of elective disciplines and elective courses.

2.15. Approves students' individual study plans and the topics of final qualifying works.

2.16. Directs the work on drawing up the schedule of examinations and tests, monitors and summarizes their results.

2.17. Monitors and regulates the organization of the educational process, educational practicums and other types of practice.

2.18. Organizes the monitoring and analysis of the implementation of students' individual curricula.

2.19. Attends elective classes, as well as the holding of examinations and tests.

2.20. Makes decisions on the early taking and retaking of intermediate attestation, nominates learners for transfer from one year to the next.

2.21. Makes decisions on admitting students to the final state attestation.

2.22. Submits learners for admission, expulsion, reinstatement and transfer, and grants them academic leave.

2.23. Organizes contact with graduates and the study of the quality of training of specialists graduating from the faculty.

2.24. Participates in developing the faculty's staffing schedule, taking into account the volume and forms of pedagogical, educational and other types of work performed at the faculty.

2.25. Leads the work on forming personnel policy at the faculty, together with heads of departments selects the personnel of the faculty and teaching staff, educational-auxiliary and administrative-economic personnel, and organizes their professional development.

2.26. Provides links with similar educational organizations in order to improve the content, technology and forms of student education.

2.27. Conducts work to strengthen and develop the material and technical base of the faculty.

2.28. Within their competence, issues orders and directives that are binding on all students and employees of the faculty.

2.29. Ensures the preparation and storage of all types of documentation and consolidated reporting on the results of the faculty's activities in accordance with the approved index of cases of the faculty.

2.30. Contributes to creating a normal psychological climate in the team, does not allow personal interest that may lead to a conflict of interest of faculty employees.

2.31. Monitors compliance with labor discipline by their subordinate employees and the compliance by learners and faculty employees with the rules of labor protection, sanitation and fire safety during classes and scientific research.

2.32. Complies with the Internal Regulations of EI "RMU", production and financial discipline, and conscientiously performs their job duties.

2.33. Ensures the safety of the equipment, inventory and educational and production premises assigned to the faculty.

2.34. Takes measures and creates conditions to counter corruption within their authority, ensures the conducting of anti-corruption measures at the faculty.

2.35. Notifies the Rector of all cases of any persons approaching them in order to induce them to commit corruption offenses.

2.36. Does not take actions and does not use available information to the detriment of the interests of EI "RMU", and suppresses attempts to denigrate its business reputation.

3. AUTHORITY

The Dean of the Faculty is authorized to:

3.1. Determine the areas of educational, methodological, scientific, international and upbringing work at the faculty.

3.2. Plan, distribute and monitor the execution of the faculty's budget.

3.3. Give orders and assignments to subordinate employees on the range of issues falling within their functional duties.

3.4. Demand written reports from deputies and heads of departments on any type of planned work performed.

3.5. Approve the individual plans of the faculty's faculty and teaching staff.

3.6. Coordinate the work plans of the departments that are part of the faculty.

3.7. Approve the working programs of academic disciplines.

3.8. Coordinate the curricula and schedules of the educational process.

3.9. Monitor the optimal distribution of workload and functional responsibilities among the employees of the departments.

3.10. Approve the staffing of the structure of the departments, together with heads of departments select the personnel of the faculty and teaching staff, scientific and educational-auxiliary personnel.

3.11. In the established order, submit to the Rector of EI "RMU" proposals on hiring faculty and teaching staff and educational-auxiliary personnel of the faculty's units, proposals on the dismissal and transfer in position of faculty employees, and their moral and material encouragement.

3.12. Monitor compliance with labor discipline by their subordinate employees.

3.13. Require explanations from faculty employees regarding non-performance of job duties and violations of labor discipline.

3.14. Submit proposals on imposing penalties, up to dismissing the employee from work.

3.15. Submit proposals on the leave schedule of faculty employees.

3.16. Sign and endorse documents within their competence.

3.17. Participate in meetings at which issues related to the work of the faculty are considered.

3.18. Nominate learners at the faculty for various forms of moral and/or material encouragement, as well as for imposing a penalty on a learner, up to expulsion from

EI "RMU".

3.19. Submit candidates for appointment as Deputy Deans of the faculty to the Rector and distribute duties among them.

4. RIGHTS

The Dean of the Faculty has the right to:

4.1. Participate in the discussion and resolution of issues related to the specifics of their activities, with the Rector, Vice-Rectors and heads of structural units of EI "RMU".

4.2. Participate in all meetings concerning the work of the faculty, represent the faculty in collegial governing bodies, the Rectorate and the Admissions Committee of EI "RMU".

4.3. Submit to the collegial governing bodies of EI "RMU" issues related to improving the activities of the faculty.

4.4. Improve their qualifications.

4.5. Require from the administration of EI "RMU" organizational and material-technical support for their activities, as well as assistance in the performance of their job duties and rights.

4.6. Appeal against the orders and instructions of the administration of EI "RMU" in the manner established by legislation.

5. RESPONSIBILITY

The Dean of the Faculty is responsible for:

5.1. Non-performance or improper performance of anti-corruption measures in subordinate units and in units over which the Dean of the Faculty exercises general management.

5.2. Improper performance or non-performance of their job duties stipulated by this Job Description, within the limits defined by the labor legislation of the Kyrgyz Republic.

5.3. Offenses committed in the course of their activities, within the limits defined by the administrative, criminal and civil legislation of the Kyrgyz Republic.

5.4. Causing material damage within the limits defined by the labor and civil legislation of the Kyrgyz Republic.

5.5. For untimely and unconscientious performance of their job duties they may be subject to disciplinary liability in the manner established by the current legislation of the Kyrgyz Republic.

6. RELATIONS WITH OTHER UNITS

To perform their functions and exercise their rights, when carrying out the duties assigned to them, the Dean interacts:

6.1. With all structural units.

6.2. With third-party organizations within their competence.