

Language Education Quality Assurance and Accreditation Coordination Office: Role Description

The Office has been established to set up a quality system and to foster a culture of quality in order to deliver the mission and vision of the Pamukkale University School of Foreign Languages. To ensure the establishment and sustainability of this culture, the Office monitors national and international accreditation criteria and standards and prepares the corresponding action plan. To maintain transparency and alignment among units, it tracks the progress of the coordination offices and facilitates the flow of information between management and the coordination offices.

Duties and Responsibilities (pre-accreditation / during accreditation)

1. Inform academic staff-covering key definitions, the accrediting body and the accreditation process-to support the establishment of the quality system and culture.
2. Guide the work of the School's coordination offices in line with national and international accreditation criteria and standards, and ensure continuity.
3. Hold meetings with the coordination offices in accordance with a pre-announced calendar during the academic year, and share reports with management.
4. Prepare a preliminary action plan for the accreditation process.
5. Share, across the coordination offices, the content of accreditation training received by the Quality Coordination function during the process.
6. Draw up an accreditation work schedule and disseminate it to the coordination offices.
7. Under the leadership of management, assign report-writing responsibilities within the coordination offices during the accreditation process.