First, the Faculty Council
Based on the provisions of Law No. (10) Of 2008, the Law of the Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government, the Faculty shall have a council consisting of the following and the council shall be the highest authority of the faculty:

Dean of the Faculty	President
Assistant Dean	Member
Head of Scientific Departments	Member
Faculty Representative	Member

The Faculty Council assumes the following duties:
1. Proposing annual admission plans.
2. Propose the introduction of scientific departments and their merging or abolition.
3. Assign scientific department plans regarding requests of board of lecturers.
4. Propose specific plans for scientific research, preparing, translation, publication and provision of educational materials.
5. Preparation of faculty staff.

1. Higher scientific qualifications and scientific titles or scientific skills and competencies must be taken into account when selecting council members.
2. The head of the department shall be the chairperson of the departmental council and, when necessary, a person with high scientific title or distinguished scientific ability may assume this duty.
3. Members must be selected on the basis of various departmental specialties.
4. After the approval of the head of the department and the dean of the faculty, a waiver may be requested to accept this assignment.
5. Regular meetings of the council shall be held every two weeks in the presence of all members, and the head of the department may call for an extraordinary meeting when necessary.
6. In the absence of any member, he shall explain the reason for his absence to the chairperson of the council.
7. Decisions are made by consensus and a majority opinion is taken in case of differences of opinion on an issue.

Functions of the departmental council
The duties of the departmental council include the following:
1. Implementation of the Higher Education Act and related guidelines.
2. Setting the scientific strategy of the department in the light of the strategy of the Faculty of Engineering.
3. Preparing of admissions plans.
4. Establish curricula and monitor their implementation.
5. Development of curricula.
6. Approval of faculty research titles.
7. Proposal of ideas for training courses, workshops, conferences, symposiums, and scientific and cultural activities.
8. Proposal to invite external and internal experts for lecturing and activities.
9. Preparation, enrichment, and updating of course books for the upcoming academic semester/year.

10. Developing a plan to align education with the labor market.
11. Commissioning experts for book authoring and translation.
12. Initial approval of book authoring and translation.
13. Preparation of projects and plans according to specialization fields for the government, public sector, and private sector institutions during normal times and crises.
14. Deciding on the amendment, equivalence, exemption, and assignment of study modules/courses.
15. Approval of students' graduation project titles.
16. Preparations for student conferences.
17. Preparation of scientific and cultural activity programs for students.
18. Deciding on student exam paper review appeals.

Assistant Dean for Administrative and Student Affairs

In general, assistant dean oversees the faculty's administration and student affairs while ensuring compliance with university regulations.

Key Responsibilities:

1. Assists the Dean in managing the daily duties of the faculty, allocating resources, and ensuring compliance with university and ministry regulations.
2. Ensures the faculty's adherence to university, ministry, and government policies.
3. Supervises all staff members, defines their duties, and oversees the faculty's administrative operations.
4. Supervises and follows up on inventory affairs and laboratory units.
5. Supervises the maintenance, preservation, and development of the faculty's physical infrastructure and laboratories.
6. Supervises student affairs, including registration, attendance, and addressing student issues.
7. Proposes forms and the content of regulations and protocols related to examination schedules, exam formats, exam results, student review appeal processes, and academic progress evaluations.
8. Supervises the conduct of examinations and ensures fairness and transparency in the examination process.
9. Supervises non-academic student activities to enhance student skills and well-being.
10. Supervises the organization of class schedules, lecture halls, and activity venues.
11. Handles student disciplinary matters and grievances.
12. Oversees the Student Information System (SIS) and serves as the super admin for their respective faculty.
13. Prepares annual faculty statistics for both the fall and spring semesters.
14. Prepares plans for managing and improving the administrative aspect of the faculty.
15. Monitors faculty service operations.
16. Monitors all units from an administrative standpoint.

Head of Department

In general, the main role of the head of an academic department is to provide strong academic and scientific leadership to advance the department to ensure the delivery of the department's strategy within the framework of the faculty's strategy, and achieve the highest attainable standards across all areas. To accomplish this, all department staff must support and coordinate with the head of department.

Supervision and Management of the Department

The primary duties of the head of department include:

1. Preparing all requirements for the annual student admissions plan in coordination with the faculty.
2. Taking responsibility for establishing and developing the department's academic strategy in line with the faculty's strategic plan.
3. Participating in the Faculty Council regarding all aspects of faculty supervision and management, and carrying out all required and approved tasks for specific duties.
4. Supervising the preparation of the weekly schedule and instructor assignments in coordination with the scientific committee of the department and the faculty.
5. Monitoring study programs and ensuring the completion of the required percentage of lectures and course topics.
6. Supervising the students' summer training and directing them to appropriate placements.
7. Supervising department committees in coordination with faculty members, students, and the faculty deanery (e.g., Scientific Committee, Curriculum Development Committee, and Department Activities Committee).
8. Representing the faculty both internally and externally.
9. Submitting regular monthly reports to the Faculty Dean regarding the department's activities and challenges in an organized and required manner.
10. Overseeing the department's quality assurance process.
11. Monitoring the teaching and learning process within the department.
12. Staying informed about the latest guidelines regarding modules, assessments, and examinations.
13. Ensuring that every student is treated in accordance with the department's rules, regulations, and plans.
14. Providing guidance and advice to students regarding study modules and subjects.
15. Coordinating with other departments to exchange and share resources and guidelines.
16. Ensuring proper and standard archiving and maintenance of the department's documents, files, and correspondence.
17. Communicating and clarifying faculty decisions to the teaching staff and department personnel.
18. Providing extra-curricular learning opportunities such as scientific field trips and inviting guest experts to the faculty.
19. Proposing development programs and training courses for the department staff.

Department Coordinator

The department coordinator plays a vital central administrative role in the university. This position acts as the backbone of departmental operations, serving as a bridge between the strategic vision of the Head of Department and the daily realities faced by faculty members, staff, and students.

Key Responsibilities of the Department Coordinator:

1. Class Scheduling: Creating teaching schedules, allocating lecture halls, and arranging exam invigilating timetables.
2. Resource Allocation: Allocating shared teaching and learning resources, such as laboratory space, equipment, and common areas.
3. Course book Supervision: Supervising the preparation of course books and ensuring their availability prior to the start of each academic semester.
4. Accreditation Documentation: Gathering and organizing the extensive documentation required for accreditation.
5. Teaching Load Calculation: Calculating faculty teaching loads (teaching quotas), administrative duties, and proctoring hours to ensure fair distribution among faculty members.
6. Annual Performance Review: Assisting in the annual review of departmental performance and contributing to the evaluation of exams.
7. Conflict Resolution: Serving as the primary point of contact for resolving conflicts among students, staff members, or between staff and students.
8. Student Progress Tracking: Monitoring student progress, including ECTS credits earned, exam attempts, and graduation timelines.
9. Practical Training Coordination: Coordinating the placement of summer internships and student career development projects.
10. Alumni Relations: Maintaining contact with alumni.
11. Acting Head of Department: Serving as Acting Head of Department in the absence of the Head of Department.
12. Statistical Reporting: Preparing statistical reports on student attendance, graduation rates, and research output for the Head of Department to submit to the Faculty Dean.

Faculty Member (Academic Staff)

In general, permanent faculty staff must remain committed to professional and institutional work at the faculty on a continuous basis throughout their employment. This commitment includes the time dedicated to teaching, conducting research, supervising students, participating in faculty activities, and providing various services within or outside the faculty, such as professional service, advisory, and administrative roles. It is the duty and responsibility of faculty members to familiarize themselves with their activities, duties, and responsibilities both inside and outside the faculty. Furthermore, faculty members must be

familiar with the regulations and guidelines governing study and the faculty, as well as all matters related to them.

Key Responsibilities:

1. Planning and preparing course materials for the assigned classes.
2. Conducting and delivering lectures at the specified times and schedules.
3. Completing the established curriculum within the designated timeframe.
4. Designing and implementing strategies to foster a sense of responsibility (self-responsibility), independence, and self-reliance among students.
5. Providing students with opportunities to demonstrate and apply what they have learned.
6. Utilizing diverse teaching methods and techniques to enhance students' learning capabilities.
7. Serving as a member of the departmental planning team to determine course offerings for each academic year.
8. Updating and adapting course materials in line with the latest research.
9. Evaluating and grading assignments, and coordinating with other instructors to ensure the accuracy and integrity of the assessment process.
10. Communicating with the Department Coordinator, Head of Department, Quality Assurance, and student representatives to ensure that course requirements are met.
11. Addressing student requests for academic support whenever appropriate.
12. Participating in exam invigilation and supervision.
13. Actively participating in the strategic and administrative development of the faculty.
14. Preparing and submitting proposals for curriculum design, curriculum changes, and the establishment of new units and departments.
15. Endeavoring to conduct scientific research on topics related to the faculty member's specialization.
16. Consulting and coordinating with fellow instructors to deliver the best and most appropriate academic programs and courses.

Dean's Secretariat

First: Head of the Dean's Secretariat

Key Responsibilities:

1. Serves as the primary administrative officer of the Dean's Secretariat, ensuring daily operations, communication management, and the execution of secretariat affairs.
2. Manages and organizes the Dean's schedule, meetings, interviews, and official events.
3. Drafting, reviewing, and archiving official documents and reports.
4. Coordinating faculty meetings and Faculty Council meetings by preparing agendas, writing and preparing minutes, and following up on decisions to ensure their implementation.
5. Coordinating between departments and the Dean's Secretariat to ensure effective and clear communication across faculty departments.
6. Communicating with university administration to ensure that Faculty Council decisions align with university regulations.
7. Issuing administrative orders regarding the formation of scientific committees within the faculty.

8. Directing correspondence and issuing necessary administrative orders for various purposes to the University Presidency, other faculties, scientific departments, administrative units, and other governmental and non-governmental entities.
9. Responding to all correspondence addressed to the Dean from the University Presidency, other faculties, scientific departments, administrative units, and other institutions.
10. Organizing the Dean's schedule and preparing necessary documentation for meetings.
11. Recording and distributing meeting minutes.
12. Following up on action items and deadlines resulting from meetings or communications.
13. Receiving visitors, screening phone calls, and handling inquiries.
14. Updating notice boards, faculty website sections, and announcements under the supervision of the Dean's Office.
15. Supporting the preparation of faculty reports (e.g., annual reports, strategic plan progress, staff lists).
16. Archiving all correspondence and recording incoming and outgoing times; notably, the office maintains its own incoming and outgoing mail logs where all letters must be registered.
17. Issuing letters of appreciation from the Dean to faculty members and staff for faithful and selfless performance of their duties.
18. Sending and receiving minutes of Faculty Council meetings, as well as receiving minutes of University Council and Ministry of Higher Education and Scientific Research Council meetings.
19. Forming disciplinary committees regarding faculty members and staff.
20. Forming disciplinary committees regarding students.
21. Preparing annual faculty statistics for both the first and second semesters.
22. Maintaining updated records of faculty personnel (academic and administrative staff).
23. Tracking incoming and outgoing official letters and documentation.
24. Ensuring proper archiving of reports, meeting minutes, and policies in accordance with university regulations.

Second: Administrative Assistant (Human Resources Affairs)

In general, the following constitute part of the Human Resources duties:

1. Supporting the daily administrative operations of the faculty, assisting in document preparation, and carrying out necessary communications.
2. Assisting in drafting official correspondence and memos, maintaining faculty records, and ensuring accurate logging and documentation of faculty tasks in a professional and digital manner.
3. Assisting the Head of Secretariat in preparing council meeting agendas and minutes, as well as following up on them.
4. Assisting the Assistant Dean with required duties and tasks.
5. Processing employee leave requests.
6. Issuing administrative orders and directives for employees.
7. Directing correspondence to faculty units/departments as deemed necessary.
8. Numbering and registering all outgoing correspondence issued by the faculty.
9. Numbering and registering all incoming correspondence addressed to the faculty.
10. Archiving faculty member and staff personnel files.
11. Electronically archiving all incoming correspondence addressed to the faculty.
12. Electronically archiving all outgoing correspondence issued by the faculty.

Third: Assistant for Media, IT, and Information Affairs

Key Responsibilities:

Media responsibilities include the following duties:

1. Managing the faculty website.
2. Managing the faculty's social media pages.
3. Announcing and organizing seminars for faculty teaching staff.
4. Supervising all faculty activities.
5. Publishing and announcing faculty activities.
6. Managing the seminar venue and preparing it when needed.
7. Supporting the digitization process, managing the website and data, and handling IT-related work for the faculty.
8. Maintaining and managing records of students, teaching staff, and academic activities.
9. Supporting and assisting students and faculty members regarding email and document digitization.

Fourth: Assistant for Postgraduate Studies and Quality Assurance

The primary role of Quality Assurance is to manage and focus on the quality of the faculty's centers and units, as well as the fundamental principles of sustainability and achieving quality for students, teaching, academic programs, and the faculty's reputation. The Quality Assurance Unit encompasses the following duties and responsibilities:

1. Ensuring the timely and orderly execution of the seasonal and annual feedback processes.
2. Participating in preparations for internal and external program reviews.
3. Ensuring that faculty members and students are informed about rules and guidelines related to student and teacher feedback.
4. Preparing and implementing quality assurance guidelines and monitoring steps for student progress, graduation rates, labor market outcomes of programs, and faculty graduates.
5. Coordinating with the University Presidency and the Ministry of Higher Education and Scientific Research regarding quality assurance requirements and updates.
6. Preparing and implementing a specific mechanism for seasonal evaluation of programs and academic affairs.
7. Providing and facilitating support for obtaining accreditation.
8. Preparing and implementing a system for quality assurance of examinations and student evaluation.
9. Preparing and implementing a system for quality assurance of educational services.
10. Preparing and implementing a self-evaluation program.
11. Ensuring the proper and compliant execution and monitoring of the quality assurance process according to guidelines.
12. Evaluating and considering the recommendations of scientific departments regarding academic affairs.
13. Proposing the establishment, modification, or closure of scientific programs.
14. Supervising the administrative affairs of postgraduate studies and quality assurance for faculty programs.
15. Supporting postgraduate affairs regarding current student enrollment and university alumni, thesis documentation, and research management.
16. Providing assistance and support for the Master's and Ph.D. thesis defense processes.
17. Supporting accepted students regarding the extension of study leave and Master's thesis deadlines.
18. Opening academic files for accepted postgraduate students.

19. Monitoring and staying informed about the postgraduate education process.
20. Working to implement Key Performance Indicators (KPIs) to track the effectiveness of programs and postgraduate affairs.
21. Working with the Accreditation Assistant to ensure compliance of teaching staff, departments, and the faculty with accreditation process requirements.

Fifth: Assistant for Communication and Accreditation Process

Key Responsibilities:

1. Supporting accreditation process operations and ensuring faculty compliance with national accreditation standards and university requirements.
2. Establishing relations with external entities and coordinating with government agencies and international partners.
3. Preparing accreditation reports and collecting necessary information and documentation for the accreditation body.
4. Monitoring adherence to university standards and ensuring faculty programs fulfill institutional requirements.
5. Working with the Quality Assurance Assistant to ensure compliance of teaching staff, departments, and the faculty with internal quality assurance requirements as part of the accreditation process.
6. Endeavoring to implement Key Performance Indicators (KPIs) to track the effectiveness of programs and postgraduate affairs.
7. Coordinating with the University Presidency, the Ministry of Higher Education and Scientific Research, and the Kurdistan Accreditation Body regarding accreditation requirements and updates.

Sixth: Internal Audit

Key Responsibilities:

1. Ensuring financial and administrative compliance within the faculty by monitoring expenditures, auditing, and executing university strategy.
2. Reviewing faculty budgets and expenses, and ensuring financial transactions conform to university policies.
3. Conducting internal audit procedures and evaluating faculty operations for efficiency and compliance.
4. Monitoring academic and administrative compliance, ensuring policies related to faculty management are followed.
5. Generating financial reports, conducting ongoing audits, and submitting them to the Dean's Office and the University Directorate of Financial Affairs.

Seventh: Assistant for Career Development Center (CDC) Affairs and Student Counseling

Key Responsibilities:

1. Identifying and following up on student issues through coordination with Heads of Department and the Faculty Dean's Office.
2. Referring students to the University Counseling Center or specialized services when necessary.

3. Organizing academic success workshops (e.g., time management, exam preparation, student competencies).
4. Developing mental health initiatives and comprehensive academic support.
5. Serving as the primary faculty focal point with the University Career Development Center (CDC).
6. Coordinating professional readiness workshops, including CV writing, interview skills, and soft skills training.
7. Building and maintaining connections with industry partners and faculty alumni for job opportunities.
8. Publishing job and training opportunities for students.
9. Assisting in establishing a student feedback platform to evaluate and improve student services.
10. Submitting regular reports to the Dean regarding student development, career service outcomes, and counseling activities.
11. Supporting strategic planning efforts by contributing to KPIs related to student well-being and institutional progress.
12. Proposing guidelines specifically related to student affairs and academic affairs.
13. Establishing a Student Advisory/Counseling Center.
14. Raising awareness among students, fostering mutual understanding, and building friendships among students.
15. Promoting a culture of counseling and seeking assistance within the faculty.
16. Helping students adapt to academic demands and environment through the design and delivery of advising programs.
17. Enriching students' educational and learning experiences by supporting personal growth and self-understanding so that they are fully aware of their personal identity, characteristics, and abilities—making them better prepared to face life's demands.
18. Addressing negative personal traits in students through individual and group counseling programs.
19. Offering training courses for students to achieve academic and social success.
20. Strengthening coordination among faculty structures and units to improve the student counseling process.
21. The primary objective of career development, which is to assist students and graduates in finding employment opportunities, and encouraging active participation in the Career Development Center to build their future career roadmaps.
22. Formulating job-search strategies for current students and graduates.
23. Assisting students in writing CVs and cover letters.
24. Training students on job interview preparation and answering interview questions.
25. Connecting students and graduates with the labor market and employers across all regions of Kurdistan.
26. Preparing the annual plan for the center.
27. Offering specialized training courses for students on how to search for jobs and leverage opportunities.
28. Establishing strong coordination with the Dean, heads of scientific departments, and academic instructors to understand their needs.
29. Organizing seminars, workshops, and job fairs to introduce employers to engineering labor forces and specializations while creating employment opportunities for students.
30. Providing continuous guidance to students regarding the job market, human potential development, and soft skills acquisition.
31. Organizing football tournaments for faculty students.
32. Organizing table tennis tournaments for faculty students.
33. Organizing various other recreational/sports tournaments.
34. Assisting students in sports activities and improving their physical fitness.

Presidency of Soran University
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Eighth: Receptionist (Dean's Secretary)

Key Responsibilities:

1. Serving as the primary point of contact for visitors, students, and faculty staff.
2. Managing phone calls, direct inquiries, and welcoming visitors.
3. Assisting students, instructors, and visitors in processing their tasks and addressing their questions.
4. Assisting in planning faculty-level events and ceremonies such as seminars, conferences, and celebrations.
5. Coordinating with relevant departments regarding logistics, invitations, and publicity.
6. Ensuring the smooth execution of activities and managing post-event documentation.
7. Assisting in organizing Faculty Council meetings, committee sessions, and academic workshops.
8. Documenting meeting proceedings and minutes, and ensuring follow-up on assigned tasks.
9. Supporting the Dean in overseeing the academic calendar, course schedules, and reporting faculty workload status.
10. Assisting in gathering information and compiling reports for accreditation, program reviews, or performance evaluations.
11. Coordinating internal communications within the faculty to ensure the Dean's key messages and guidelines are effectively disseminated.
12. Handling office requirements, logistics, and providing support for official faculty visits and events.
13. Maintaining cleanliness and upkeep of the Dean's office and conference/meeting room.
14. Welcoming guests and providing hospitality services.
15. Handling visitor inquiries and fulfilling their requests.

Accountant

Duties and Responsibilities:

1. Distributing payments/fees to lecturers.
2. Collecting tuition fees from parallel-system students and recording them via official receipts.
3. Processing expense receipts for purchases and recording all receipts monthly.
    A- Ensuring proper disbursement of receipt funds and obtaining signatures from the purchasing committee members and head.
    B- Supervising the faculty's monthly estimated petty cash/allowance.
    C- Preparing daily and weekly reports specific to their duties.
    D- Supervising the faculty repository/treasury.

Warehouse and Procurement

This unit reports directly to the Assistant Dean for Administrative and Student Affairs and is managed by a head and staff of the unit. Its primary responsibility is procuring necessary equipment and supplies for all faculty departments and units, logging warehouse entries and exits, protecting inventory from loss, and processing warehouse documentation.

Duties include:

1. Registering faculty goods and equipment in the stock entry accounting ledger (Entry No. 70) and issuing them via the stock exit accounting ledger (Exit No. 71).
2. Conducting annual inventory counts of all faculty equipment and assets.
3. Supervising the faculty warehouse including: distribution, retrieval, and exchange of equipment.
4. Is responsible for maintaining, preserving, and operational readiness of all faculty assets, including:
    - Repairing electrical systems and preventing breakdowns.
    - Repairing the faculty's water and sewage systems.
    - Repairing, maintaining, operating, and changing oil for generators.
    - Organizing and monitoring heating and cooling systems (split units).
    - Procuring and installing central announcement screens and connecting them to a single hub.
    - Installing electrical systems for new scientific department laboratories.
    - Supervising surveillance cameras.
    - Supervising data projectors and screens in lecture halls.
    - Performing any other maintenance work required by the faculty.

Laboratories

This unit reports directly to the Assistant Dean for Administrative and Student Affairs and is managed by a supervisor and specialized staff. The primary duty of this unit is supervising laboratories, monitoring lab equipment, and instructing students on their proper usage.

Its key responsibilities include:

1. Laboratory Management and Maintenance

- Ensuring all laboratory equipment is well-maintained, clean, safe, and fully operational.
- Establishing, organizing, and executing regular inspection schedules, calibration, and equipment servicing.
- Maintaining an updated inventory of equipment, chemicals, and consumables.

2. Teaching and Learning Support

- Coordinating with academic departments to provide laboratory support for undergraduate and postgraduate students.
- Preparing lab setups to ensure smooth execution of experiments and practical sessions.
- Assisting instructors and students in conducting examinations while ensuring correct and safe operation of equipment.

3. Health, Safety, and Compliance

- Enforcing health and safety regulations across all laboratory environments.
- Providing safety training and orientation for students and staff using the laboratories.
- Ensuring adherence to institutional, national, and international safety standards.

4. Technical and Administrative Support

- Providing technical support to researchers and students in research projects.

- Organizing researchers' schedules and managing equipment usage access.

5. Development and Upgrading

- Recommending and assisting in procuring new equipment, tools, and software for continuous improvement.
- Collaborating with academic staff to enhance lab capabilities based on curriculum requirements and research advancements.

6. Support for Research and External Services

- Facilitating lab-based research activities and external testing or consultancy services.
- Assisting faculty members and postgraduate students in designing and executing lab experiments.
- Maintaining records of research utilization and project outcomes involving lab equipment.