

Head of the Department: Dr. Hossein Fallah

Academic rank: Associate Professor

Last Academic Degree: PhD in Medical Biochemistry

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Description of Responsibilities

1. Providing executive plan, and educational and research duties as well as the services given by the group based on the guidelines of the faculty research council through consultation with the group members prior to the beginning of the semester and submitting its reports to the faculty dean.
2. Disclosing the executive plan, and educational and research duties as well as the services of each group member.
3. Monitoring all educational, research and group services.
4. Developing each semester lesson plans through collaboration with the faculty members and submitting it to the dean of the faculty.
5. Continuous amendment of programs by considering the newest developments and changes, and submitting these programs to the relevant authorities.
6. Holding and managing the meetings of the group council, and sending the work report, approvals, proposals and the group collective comments to the dean of the faculty or institute for executive coordination or proceeding with the legal process and communicating the circulars and bylaws and approvals sent by the Head of the School or School.
7. Offer financial needs of the group to the head of the faculty.
8. Performing all formal correspondence and suggesting supplies, books, publications needed by the department to the head of the college or college.
- 9- To propose research projects that the Department is in charge of, or in collaboration with other groups, to submit to the Head of the Faculty or College for approval by the University Research Council.
10. Evaluating the annual work of the faculty members and reporting them to the head of the faculty or faculty for approval in the Faculty Research Council