

Charles University in Prague, Faculty of Arts

The Dean's Provision no. 18/2015

Honorary Affiliations to the Faculty of Arts, Charles University in Prague

No. 1

Introductory Provisions

1. The aim of this provision is to reinforce excellence and internationalization of science and teaching at the Faculty of Arts, Charles University in Prague (hereinafter referred to as the "Faculty" and the "University"). At the same time, its goal is to support maintenance of the traditional long-term professional and personal sense of belonging to the academic community of the academic faculty who have retired.
2. This provision complements the University-established categories of visiting and Emeritus professors of the Charles University¹ with other categories of honorary affiliations to the Faculty with the aims mentioned above.

No. 2

Categories of Honorary Affiliation, Conditions of its Conferment and its General Substance

1. Honorary affiliation to the Faculty includes these categories:
 - a) an Affiliated faculty member,
 - b) an Emeritus faculty member (hereinafter collectively referred to as an "affiliated member").
2. The Dean of the Faculty can appoint an affiliated faculty member for a limited period of time (usually five year). The appointed affiliated members may be foreign academic faculty or domestic experts from specialized institutions or private individuals who can make a significant contribution to the pedagogical or scientific activity of the Faculty.
3. The Dean of the Faculty can appoint an Emeritus faculty member for an unlimited period of time. This appointment can be conferred to former academic faculty or scientific researchers of the Faculty who had been employed by the Faculty for at least ten years and who acquired rights to retirement pension or were in receipt of retirement pension by the day this appointment enters into force.
4. An employee of the Faculty, a visiting professor of the Charles University or an Emeritus professor of the Charles University cannot be appointed an affiliated member. An employee of the Faculty is understood here to be a person who has concluded a standard contract of employment with the Faculty; short-term contracts without the status of employment are in this case irrelevant. The appointment of an affiliated member does not establish any employment or similar relationship between the appointed person and the Faculty.

¹ The name and status of "visiting professor of the Charles University" is defined in Article 42 in the Constitution of the University. Honorary title "Emeritus Professor of the Charles University" and its use is defined in Article 60 in the Constitution of the University.

5. An affiliated member shall not enjoy any other rights of a member of the academic community of the Charles University or of the Faculty² except for those constituted in this provision.
6. An affiliated member is always assigned to one of the departments of the Faculty.
7. In exceptional and duly justified cases, the Dean of the Faculty may change the rules of this provision concerning the appointment of an affiliated member.

No. 3

Rights and Obligations of an Affiliated Member

1. There is no legal claim assuring the appointment of an affiliated member.
2. An affiliated member of the Faculty has the following rights:³
 - a) to use the title an “affiliated member of the Faculty of Arts, Charles University” or an “Emeritus member of the Faculty of Arts, Charles University”,
 - b) to participate in regular activities of the department of the Faculty to which the affiliated member of the Faculty was assigned to, including meetings and assemblies in an advisory capacity,
 - c) to teach at the Faculty,
 - d) to use the Faculty's computer network,
 - e) to use the Faculty's e-mail address,
 - f) to use the wireless network Eduroam,
 - g) to use services of the Faculty's library,
 - h) to use electronic information resources accessible at the Faculty.
3. The rights listed in paragraph 2, covered by the letters e) to h) can only be gained if the affiliated member of the Faculty acquires the external user's ID card of the Charles University.⁴
4. An affiliated member has the following obligations:
 - a) to advance the good name of the Faculty and the University,
 - b) to be of good moral repute,
 - c) to follow the ethical rules of scientific work,
 - d) to follow regulations essential for the operation of the Faculty, especially the generally applicable health and safety regulations at work, fire prevention and civil protection regulations, the University's regulations and the Faculty's regulations,

² § 3, § 25 sect. 3 and related of Law no. 111/1998 Coll. on Higher Education Institutions and on the Amendment and Supplementation of Other Laws (Higher Education Act), as amended, Article 5 and related of the Constitution of the Charles University in Prague, Article 3 and related of the Constitution of the Faculty of Arts, Charles University in Prague.

³ Over time, rights related to the activities of the University as a whole may be changed by the University regardless the Faculty's volition.

⁴ ID cards are issued by the University Information, Advisory and Social Centre.

- e) concerning the operation of the Faculty, the affiliated member of the Faculty is obliged to follow the instructions of the head of the department of the Faculty to which he or she was assigned to.
- 5. An affiliated member is registered with this status in the WhoIS database.
- 6. By accepting the status of an affiliated member, the appointee gives the Faculty his permission to use the information concerning his affiliation to the Faculty for promotional purposes. The appointee also approves the publication of his name, visual representation, substance of his affiliation and his professional profile on the Faculty's websites and in printed promotional materials.
- 7. An affiliated member is liable for any damage caused to the Faculty in accordance with rules and regulations of the Czech Republic.

No. 4

The Appointment of an Affiliated Member

1. The Dean of the Faculty can appoint an affiliated member on his or her (the Dean's) own initiative or by a proposal (hereinafter collectively referred to as "proposal") of:
 - a) a member of the college of the Dean,
 - b) the head of a department of the Faculty,
 - c) a member of the Research Board of the Faculty,
 - d) a member of the Academic Senate of the Faculty.
2. The proposal shall be submitted to the Dean of the Faculty and it shall contain the following elements: the statement of the category of honorary affiliation, professional CV including publications and one-page profile of the proposed person, a photography of the proposed person, the proposed person's consent with the proposal and with conditions laid down by this provision, a justification of the proposal and an opinion of the head of the respective department of the Faculty (the proposal and the consent including all annexes can be submitted in an electronic form). In addition, the status regarding the retirement pension shall be proved in a suitable way if the Emeritus membership is being proposed. A sample proposal is contained in Annex I of this provision.
3. The Dean of the Faculty shall refer the proposal to the Human Resources Office to check the compliance with terms stated in this provision. If the conditions are not fulfilled, the Dean shall inform the proponent and the proposal shall be suspended. Otherwise, the Dean shall discuss the proposal with the Dean's college and afterward the Dean shall present the proposal to the Faculty's Research Board. After the Faculty's Research Board has responded to the proposal, the Dean shall decide on the appointment.
4. Prior to taking a decision, the Dean of the Faculty may ask the Faculty's ethical commission for their opinion concerning the proposal.
5. The Dean is entitled to suspend the proposal at any point during the negotiations of the proposal.
6. The Dean shall inform the proponent, the person proposed, Dean's college, the head of the respective department of the Faculty and the Faculty's Research Board of his decision to either appoint the proposed person as an affiliated member or to suspend the proposal.

7. The appointment of an affiliated member can only be finished if the proposed person signs an agreement by which he or she accepts the conditions of this honorary affiliation to the Faculty; Annex II of this provision contains a sample agreement.
8. The appointee shall receive a diploma by which he or she is appointed as an affiliated member. The diploma is customarily handed over to the affiliated member during a meeting of the Research Board of the Faculty.
9. There is no right of appeal against the Dean's decision to appoint the proposed person as an affiliated member nor against the decision to suspend the proposal. The proposer and the person proposed can only request a statement from the ethical commission no later than 30 days after receiving the information about the appointment or about the suspension of the proposal; the commission may invite the Dean to revise his or her decision. No later than 30 days after the appointment of an affiliated member, any member of the academic community of the Faculty may request the Faculty's ethical commission to give its opinion of the affiliated member, due to the circumstances unknown to the Dean at the time of the appointment. The Faculty's ethical commission can call upon the Dean to dismiss the affiliated member.
10. If the affiliated member was appointed for a limited period of time, the Dean may choose to prolong the duration of the appointment in a way similar to that explained in the preceding paragraphs of this article. The proposal must include an evaluation of the work which the affiliated member has done within the framework of the affiliation so far.

No. 5

Termination of the Status of an Affiliated Member

1. A person ceases to be an affiliated member in the following cases:
 - a) the period for which the person was appointed has expired, this is applicable only if the person was appointed for a limited period of time,
 - b) the person has concluded an employment contract with the Faculty,
 - c) the Rector's decision to allow the person to use the title "visiting professor of the Charles University" has entered into force,
 - d) the person has been appointed an Emeritus Professor of the Charles University,
 - e) the affiliated member has renounced his or her status, the person loses the status the day his or her statement is delivered to the Dean of the Faculty,
 - f) the Dean of the Faculty dismisses an affiliated member at the call of the Faculty's ethical commission according to the article 4 section 9 of this provision.
 - g) the Dean of the Faculty has dismissed the person based on the infringement of the rules arising from this provision.
2. In the procedure provided for in the Article 5 section 1g of this provision, the Dean of the Faculty can dismiss an affiliated member on his or her (the Dean's) initiative or on a proposal of a member of the academic faculty. Before the Dean decides, he shall ask the Faculty's ethical commission for their opinion on that matter.

No. 6

Responsibility for Activities Related to the Agenda of Honorary Affiliations

1. The head of a department of the Faculty to which an affiliated member was assigned to shall:
 - a) coordinate the involvement of the affiliated member in the Faculty's affairs,
 - b) evaluate the work done by the affiliated member within the framework of the Faculty,
 - c) immediately inform the Dean of the Faculty if the affiliated member infringes the obligations arising from this provision.
2. The Human Resources Office shall:
 - a) manage the agenda of affiliated members,
 - b) manage the information about affiliated members in the WhoIS database,
 - c) update the information about affiliated members on the Faculty's websites,
 - d) manage the Faculty's websites along with information about the affiliated members and about visiting and Emeritus professors of the Charles University who are active at the Faculty,
 - e) issue a certificate confirming the appointment for the needs of the affiliated members,
 - f) inform all the affected offices and departments both in the event of the appointment of an affiliated member and in the event of the suspension of an affiliated membership.
3. International Office provides the information for the Faculty's websites about the visiting professors of the Charles University active at the Faculty; the websites are managed by the Human Resources Office.
4. Research Office provides the information for the Faculty's websites about the Emeritus Professors of the Charles University active at the Faculty; the websites are managed by the Human Resources Office.

No. 7

Transitional Provisions

1. By no later than the day when this provision enters into force, the Vice-Dean for information resources shall guarantee that information systems used by the Faculty are ready to fulfill this provision.
2. By no later than the day when this provision enters into force, the Vice-Dean for information resources shall guarantee that responsible employees of the Human Resources Office are provided with training on how to work with the information systems used by the Faculty which are necessary for fulfilling this provision.
3. By no later than the day when this provision enters into force, the Head of the Human Resources Office shall guarantee a creation of the Faculty's websites with information about the affiliated members of the Faculty and about the visiting and Emeritus professors of the Charles University who are active at the Faculty.

4. By no later than the day when this provision enters into force, the Head of the International Office shall provide the Human Resources Office with the information about visiting professors of the Charles University who are active at the Faculty.
5. By no later than the day when this provision enters into force, the Head of the Research Office shall provide the Human Resources Office with the information about the Emeritus professors of the Charles University who are active at the Faculty.

No. 8
Closing Provisions

1. The following annexes form an integral part of this provision:
 - a) Annex I – Sample proposal for the appointment of an affiliated member of the Faculty of Arts, Charles University,
 - b) Annex II – Sample agreement with the terms of appointment of an affiliated member of the Faculty of Arts, Charles University,
 - c) Annex III – English translation of this provision.
2. The Academic Senate of the Faculty made a positive statement concerning the proposal of this provision on September 10th, 2015.
3. The Research Board of the Faculty made a positive statement concerning the proposal of this provision on September 24th, 2015.
4. This provision shall come into force on September 24th, 2015.
5. This provision shall become effective on October 1st, 2015.

Prague, September 24th, 2015

doc. Mirjam Friedová, Ph.D.
The Dean of the Faculty

Annex I – Sample Proposal for the Appointment of an Affiliated Member of the Faculty of Arts, Charles University

Proposal for the Appointment of an Affiliated Member of the Faculty of Arts, Charles University

The proponent:

Name and surname:

Faculty Department:

The person proposed:

Name and surname:

Workplace:

Category of honorary affiliation:

Affiliated member of the Faculty of Arts, Charles University / Emeritus member of the Faculty of Arts, Charles University

The department of the Faculty, to which the person proposed should be assigned to:

Justification of the proposal:

Annexes:

- 1) professional CV of the person proposed including their publications
- 2) professional profile of the person proposed
- 3) a photography of the person proposed
- 4) the status regarding the retirement pension proved in a suitable way, if the Emeritus membership is being proposed
- 5) the consent of the person proposed with the proposal and with the conditions of the honorary affiliations to the Faculty of Art, Charles University which are laid down by this provision (this consent can be submitted in an electronic form)
- 6) the opinion of the head of the department of the Faculty, to which the person proposed should be assigned to

Annex II – Sample Agreement with the terms of the appointment of an affiliated member of the Faculty of Arts, Charles University

Agreement with the Terms of the Appointment of an Affiliated Member of the Faculty of Arts, Charles University

The affiliated member of the Faculty agrees to observe: health and safety regulations at work, fire prevention and civil protection regulations.

I, the undersigned:

Name and surname:

Date of birth:

Address:

E-mail:

declare the following:

- 1) I understand and agree with terms of the appointment of an affiliated member / Emeritus member of the Faculty of Arts, Charles University in Prague and I pledge to observe every regulation regarding this affiliated membership.
- 2) I agree with the assignment to this particular department of the Faculty of Arts, Charles University in Prague: ... I also pledge to observe the instructions of the head of the department relating to my activities within the framework of my affiliated membership.
- 3) I agree with the processing and retention of my personal data listed above and of my visual representation (photograph) by the Charles University in Prague, IN: 00216208, as the administrator of personal data, for the purpose of record keeping, archiving and potentially contacting me for matters related to my affiliated membership. I also approve the use of the information about my affiliation to the Faculty of Arts, Charles University in Prague for promotional purposes and I approve the publication of my name, visual representation, contents of the affiliation and my professional profile at the Faculty's web and in printed promotional materials.
- 4) I am informed of my rights regarding the access to the information and its protection in accordance with § 12 and § 21, Law no. 101/2000 Coll. On the protection of personal data and amending certain other acts, as amended; that is, I understand that I can ask Charles University in Prague for the information on the processing of my personal data and I am entitled to receive this information. I am also aware that I can ask Charles University in Prague to correct my inaccurate personal data, to complete my personal data and to block and delete it.
- 5) I was informed of the health and safety regulations at work and of the fire protection regulations and I pledge to observe them.
- 6) I give my approval as referred to above voluntarily for an unlimited period of time until further notice and I pledge not to withdraw it without urgent cause based on a significant change of circumstances.
- 7) All the above is subject to the laws of the Czech Republic and it shall be interpreted in accordance with those laws. Any potential dispute shall be resolved by a competent court in the Czech Republic.

Done in ...,

.....

Signature