

**The First Consolidated Version of
the Code of Procedure for the Research Board
of the Faculty of Arts of Charles University
dated 29 May 2020**

In accordance with Section 27(1b) and Section 33(2d) of Act no. 111/1998 Sb., on institutions of higher education, and changes to other acts, as amended (the Higher Education Act), and Article 13(7) of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted this Code of Procedure for the Research Board of the Faculty of Arts of Charles University as its internal regulation:

**Part I
General provisions**

**Article 1
Introductory provisions**

1. This procedure regulates the details relating to the activities and meetings of the Research Board of the Faculty of Arts of Charles University (the “Board”, the “Faculty”, the “University”).
2. The activities, structure, and powers of the Board are regulated, in particular, by the Higher Education Act¹, the Constitution of the Faculty², the Code of Procedure for the Granting of Associate Professorship and Full Professorship of the University, and other regulations of the University and the Faculty.

**Article 2
Meetings**

1. The Dean sets the schedule of the meetings of the Board for each academic year. This schedule is published in the public section of the Faculty’s web pages.
2. The Dean or a deputized vice-dean convenes the meetings of the Board at least seven times during the academic year, as a rule, once a month.
3. The Dean of the Faculty or a deputized vice-dean must convene extraordinary meetings of the Board if requested by at least one third of the members of the Board.

¹ In particular, Sections 29, 30, 72, and 74 of the Higher Education Act

² Article 13 of the Constitution of the Faculty

4. The members of the Board are invited to each meeting by a written invitation sent electronically at least five days in advance. The invitation contains the agenda of the meeting and the materials for the specific points of the agenda, either as attachments or links to where the attachments are stored in the non-public section of the Faculty's web pages.
5. In exceptional cases, especially in the event of justifiable time constraints or urgency of the issues, the materials may be submitted to the members at a later time or distributed at the meeting of the Board.
6. The Dean or a deputized vice-dean chairs the meetings of the Board.
7. The members of the Board are required to participate in the meetings of the Board and actively contribute to its activities. If a member is absent and not excused in advance from meetings of the Board three times, the Dean requests the consent of the Academic Senate of the Faculty to recall the member from the Board.
8. If required by the nature of the deliberated matters, the Dean may also invite other people to a meeting of the Board.

Article 3 Progression of meetings

1. Each meeting of the Board is organized with an agenda drafted by the Dean or a deputized vice-dean as a part of the invitation to the meeting and approved at the start of the meeting by the Board.
2. A member of the Board is entitled to propose additional points to the agenda. If there are written materials for deliberating these points, the member of the Board provides these sufficiently in advance to the Dean or a deputized vice-dean. In the cases set out in Article 2(5) of this procedure, the materials may be provided to members of the Board at the meeting of the Board.
3. A member of the Board, a member of the Board of the Faculty's Academic Senate or a member of the Senate authorized by the Faculty's Academic Senate, the Rector, a vice-rector, the Bursar of the University, a vice-dean, the Bursar of the Faculty, and an honourable member of the Board may always present their information or proposal at the meeting of the Board. If not otherwise stipulated in this code, other persons may present only if the Board consents to this.
4. The meetings of the Board are public, if not otherwise stipulated by this code. Upon proposal of the Dean or a vice-dean who has been authorized by the Dean to chair the

meeting or a member of the Board, the Board may decide that the entire meeting or a part thereof will be declared closed.

5. To formulate the text of the resolution and opinions or to prepare or assess certain discussed materials, especially for assessing materials and lectures as a part of the procedures for associate professorship or full professorship, the Board may elect a working group for the Board. Before electing this working group, the problem or task that the working group should take up must be specifically formulated and the term for submitting the working group's proposal must be set. The working group decides on a spokesperson for submitting to the Board the results of the activities of the working group.

Article 4 Resolutions

1. The Board expresses its will through resolutions.
2. The Board constitutes a quorum if an absolute majority of its members entitled to vote are present.
3. The draft resolutions are decided on by voting. The usual form of voting is public voting by way of an electronic voting device or by raising hands. If voting is secret, votes are cast through an electronic voting device or by ballot. Voting through an electronic voting device is administered by a person authorised by the chair. If ballots are used for voting, secret voting takes place, and the results are determined by a three-member committee from among the members of the Board. The Board decides by secret ballot in cases stipulated by the Higher Education Act, the University's internal regulation, this code, or if it has resolved to do so. If there is a tie vote, the proposal is deemed not adopted. Proposals for resolutions are put to the vote in the order in which they were submitted.
4. If not stipulated otherwise in the Higher Education Act,³ in an internal regulation of the University, or in this code, a resolution is adopted if an absolute majority of the present members of the Board vote in favour.
5. Procedural issues may be voted on in the form of tacit consent. In such a case, the numerical results of voting need not be calculated. This form of voting may not be used if any member of the Board expresses reservations.

Article 5 Minutes and recordings of the meeting of the Board

³ Section 72(10) and Section 74(6) of the Higher Education Act

1. Concise minutes are drawn up of each meeting of the Board, including a precise version of resolutions. In order to draw up the minutes, an audio or audio-visual recording of each meeting is made. The Dean decides on access to this recording in the event of a dispute relating to the content of the minutes.
2. The minutes contain the term of the meeting, which members of the Board attended the meeting, who was excused, who was not present, who was invited to the meeting, who the chair was, what the agenda of the meeting was, who gave the introduction to the points of the agenda, who participated in the discussions, the content of the presented proposals, what resolutions were adopted, and the numerical results of the voting. Upon request of the person drawing up the minutes of the meeting, persons participating in the discussion are required to introduce themselves.
3. The draft minutes are made available to all members of the Board. The Board approves the minutes at the next meeting of the Board. If there are any reservations to any of the points of the minutes, corrections to the minutes can be made with the consent of an absolute majority of the present members. The approved minutes are signed by the Dean or deputized vice-dean.
4. The minutes are published no later than seven days after being approved by the Board in the public section of the Faculty's web pages. Publication must be in accordance with the respective legal regulations.⁴

Article 6

Management of the Board's activities

The activities of the Board are managed in terms of material and administrative matters by the Dean's Office of the Faculty in accordance with the instructions of the Dean of the Faculty or a vice-dean, in particular the PhD and Academic Qualifications Office.

Part II

Special provisions

Article 7

Procedures for the granting of associate professorship and full professorship

1. The procedures for the granting of associate professorship and full professorship are governed by the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University and related measures of the Rector. This Code of Procedure supplements the details relating to the procedures.

⁴ Act no. 101/2000 Sb., on the protection of personal data and on changes in certain acts, as amended

2. If an applicant for associate professorship or full professorship has not paid the respective fee,⁵ the situation is handled similarly to the case where an applicant has not remedied deficiencies in the proposal for commencing the procedure.⁶
3. The associate professorship committee and the full professorship committee may vote electronically⁷ by way of an electronic application ensuring secret voting.
4. The Board decides on the topic of the associate professorship lecture based on a list of topics proposed by the applicant, which the Dean submits in the order of preference after discussing with the Dean's board. After the discussion, the Board votes on the proposed topics at one time, and the resolution on the selection of the topic for associate professorship lecture that receives the most votes as a part of the proposed topics is adopted. In the event of a tie, the order designated by the Dean decides among the options that received the most votes. The Board may also decide to have the applicant submit additional topics for the possible associate professorship lectures. The process of selecting the lecture as a part of the procedure for the appointment of a full professor is the same.
5. In the event of discussing the proposals on whether an applicant should be appointed as an associate professor⁸ and whether an applicant should be appointed as a full professor⁹, the Board constitutes a quorum if at least two thirds of all its members are present.
6. The discussion before the Board's voting on the results of the associate professorship procedure or the full professorship procedure and the voting itself in these matters always take place in a closed meeting, without the Board deciding on it in individual cases. If needed, the Board decides who may participate in the closed meeting in addition to its members.
7. The Board's voting in relation to the associate professorship procedure and full professorship procedure always takes the form of secret voting.
8. In relation to the associate professorship procedure and the full professorship procedure, it is only possible to vote yea or nay, and abstaining from voting is not permitted. When voting with paper ballots, an otherwise altered or not complete ballot is considered to be an invalid vote.

⁵ Section 72(16) and Section 74(10) of the Higher Education Act, Article 8 and Article 18 of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University

⁶ Article 1(5) and Article 10(5) of Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University

⁷ Article 3(5) and Article 12(4) of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University

⁸ Section 72(9) of the Higher Education Act

⁹ Section 76(6) of the Higher Education Act

Article 8
Voting outside the meeting

1. The Dean may announce voting outside the Board's meeting ("voting per rollam") if it involves an urgent matter or proposal whose deliberation would not be possible or practical at a Board meeting. Voting per rollam cannot be used to decide on whether an applicant is appointed an associate professor¹⁰ or a full professor¹¹.
2. The announcement of the voting, the version of the proposal, and the ballot are sent to the members of the Board via electronic conference. The announcement contains the deadline for voting, which is at least five days.
3. The members of the Board electronically send the completed ballot containing the first name and surname of the voting party and their vote, i.e. yea, nay, or abstain, by the deadline pursuant to paragraph 2, otherwise the vote is invalid. A member of the Board may reject voting per rollam in the same manner and by the same deadline.
4. A proposal is considered to be approved if an absolute majority of all members of the Board vote in favour; this does not apply if at least one third of the members of the Board have rejected voting per rollam on the proposal.
5. The minutes of the voting per rollam are a part of the minutes of the next meeting of the Board.

Article 9
Final provisions

1. The Code of Procedure for the Research Board of the Faculty approved by the Academic Senate of the University on 19 February 2010 is hereby rescinded.
2. This regulation was approved by the Academic Senate of the Faculty on 25 May 2017.
3. This regulation comes into force on the day of its approval by the Academic Senate of the University.¹²
4. This regulation comes into effect on the first day of the calendar month following the day it came into force.

¹⁰ Section 72(9) of the Higher Education Act

¹¹ Section 76(6) of the Higher Education Act

¹² Section 9(1b) point 2 of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 2 June 2017.

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Information about amendments

An amendment to the Code of Procedure of the Research Board of the Faculty of Arts of Charles University (first amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 16 April 2020. This amendment came into force on the day of its approval by the Academic Senate of Charles University. It was approved on 29 May 2020 (ref. no. 105/d/2020). The amendment to the regulation came into effect on 1 July 2020.

This consolidated version is a document intended for internal use only. The Legal Services office of the Dean's Office of the Faculty is responsible for its accuracy.