
Dean's Directive No. 14/2021

Title:	Amendment to the Dean's Directive No. 15/2020: Organisational Regulations of the Faculty of Humanities of Charles University
To implement:	Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act), as amended; Statutes of Charles University; Organizational Regulations of Charles University
Date of effect:	1 November 2021

Amendment to the Dean's Directive No. 15/2020: Organisational Regulations of the Faculty of Humanities of Charles University

Article 1: Subject matter of the directive

This Dean's Directive No. 14/2021 amends and supplements Dean's Directive No. 15/2020 of 1 October 2020.

Article 2: Specific amendments and additions to Dean's Directive No. 15/2020

In Article 6(2), point (d) is amended as follows:
"d) the Department of Applied Social Sciences,"

Article 3: Final provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 1 November 2021.

Prague, 27 October 2021

Ing. arch. Mgr. Marie Pětová, Ph.D.
Dean

******* FULL TEXT *******

Full text of Dean's Directive No. 15/2020 as amended by Dean's Directive No. 14/2021: Organizational Regulations of the Faculty of Humanities of Charles University

Title:	Organizational Regulations of the Faculty of Humanities of Charles University
To implement:	Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act), as amended; Statutes of Charles University; Organizational Regulations of Charles University
Date of effect:	1 October 2020 (Dean's Directive No. 15/2020 as amended by Dean's Directive No. 14/2021 shall take effect on November 1, 2021.)

Organizational Regulations of the Faculty of Humanities of Charles University

Article 1: Introductory provisions

1. The Organisational Regulations of the Faculty of Humanities of Charles University (hereinafter referred to as "the Faculty") regulate the details of the organisation, management and activities of the Faculty.
2. It follows the system of organisation and management of universities established by Act No. 111/1998 Coll, On Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), the Statute of Charles University (hereinafter referred to as the "University Statute"), the Organisational Regulations of Charles University (hereinafter referred to as the "UK Organisational Regulations"), the Regulations of the Selection Procedure of Charles University (hereinafter referred to as the "Selection Procedure Regulations") and the Statute of the Faculty of Humanities of Charles University (hereinafter referred to as the "Faculty Statute").
3. The Organizational Regulations of the Faculty specify some of the provisions of the above-mentioned legal regulations in the field of organization and management, and determine the scope and powers of departments and functions at the faculty level.

Article 2: Faculty seat

The seat of the faculty is Pátkova 2137/5, 182 00 Prague 8.

Article 3: Faculty Bodies

1. The self-governing academic bodies of the Faculty are:
 - a. Dean,
 - b. Academic Senate,
 - c. Scientific Council,
 - d. Disciplinary Committee.
2. Another body of the Faculty is the Secretary.
3. The Dean's advisory bodies are:
 - a. Dean's College,
 - b. an expanded Dean's College,
 - c. the editorial committee,
 - d. Commission on Research Ethics,
 - e. liquidation committee,
 - f. claims commission.

Article 4: Faculty Departments

1. The faculty is divided into three types of departments:
 - a. the dean's office,
 - b. scientific and pedagogical departments,
 - c. other departments.

Article 5: Dean's Office

Details of the organisation, activities, powers and responsibilities of the Dean's Office staff are regulated by the Organisational Regulations of the Dean's Office issued by a directive of the Dean.

Article 6: Scientific and Pedagogical Departments

1. Scientific and pedagogical workplaces are departments and doctoral study centres.
2. The following departments operate at the faculty:
 - a. Department of Philosophy,
 - b. Department of Historical Studies,
 - c. Department of Languages and Literature,
 - d. Department of Applied Social Sciences,
 - e. Department of Psychology and Life Sciences,
 - f. Department of Social and Cultural Anthropology,
 - g. Department of Sociology,
 - h. Department of Theory of Art and Artworks.
3. The Department provides educational and scientific activities at the bachelor, master and doctoral levels of study.
4. The Department is managed by a Head of Department, who is appointed and dismissed by the Dean on the basis of a selection procedure.
5. The term of office of the Head of Department is five years. The Head of the Department may serve a maximum of two consecutive terms, and may be confirmed for the second term without a selection procedure.

6. In exceptional cases, the dean may appoint an academic to head a department without a selection procedure for a maximum period of one year.
7. The head of the department shall appoint a deputy to act in his/her absence.
8. The Head of Department is responsible to the Dean for:
 - a. the fulfilment of the scientific, pedagogical and scientific-pedagogical (academic) time commitments of the individual staff members of the department. To this end, he/she cooperates with the guarantors of those study programmes in whose teaching the department staff are involved and coordinates their requirements. It also cooperates with the coordinators of the scientific programmes in which the department's staff are involved.
 - b. coordinating the concept and strategy for the development of the discipline or disciplines in which the Department's staff are involved, and actively pursuing interdisciplinary and cross-disciplinary cooperation. Creates conditions for obtaining and solving grant and other scientific projects. The Head of the Department cooperates with the Department of Science and Research in monitoring and evaluating the outputs of scientific and creative activities in the field.
 - c. submitting proposals in personnel and salary matters of the staff assigned to the department.
9. For the purposes of conceptual work, the head of the department may establish a council consisting of, for example, supervisors, habilitated staff and experienced members of the department or members of the relevant scientific programme.
10. The head of the department discusses fundamental issues related to the pedagogical and creative activities of the department and the development of the scientific disciplines represented in the department with the department staff. He/she convenes a meeting of the department at least once a semester.
11. The departments have administrative staff who are non-academic employees of the faculty. They carry out the tasks set by the head of the department, in labour relations they are subject to the secretary of the faculty.

Article 7: Other departments

1. The faculty has the following other departments:
 - a. Civic Education Centre,
 - b. Centre of Longevity and Long-term Care,
 - c. Library.
2. Departments referred to in paragraph 1 shall be managed by the Director.
3. The Director is appointed and dismissed by the Dean.

Article 8: Library

1. The faculty has a library, which is the faculty's workplace for providing professional information collections and access to electronic information resources.
2. The library may be divided into departments.
3. The director is responsible to the dean for the operation of the library.
4. The director is appointed and dismissed by the Dean.

Article 9: Final provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 1 October 2020.
3. This directive repeals Dean's Directive No. 8/2017 as of its effective date.

Prague, 25 September 2020

Ing. arch. Mgr. Marie Pětová, Ph.D.
Dean

The first full text is effective from 1 November 2021.