

Appendix No. I

To the CONSTITUTION OF THE FACULTY OF MATHEMATICS AND PHYSICS OF CHARLES UNIVERSITY

RULES FOR INTERNAL GOVERNANCE

of 14 June 2017

Article 1 Introductory Provision

These Rules provide the details of the structure and organisation of the Faculty of Mathematics and Physics of Charles University (“the Faculty”), the divisions, and other units of the Faculty.

Article 2 Divisions

1. The Faculty is divided into three divisions: the Division of Physics; the Division of Computer Science (Informatics); and the Division of Mathematics. Workplaces of the Faculty in the sense of section 27 (1) (a) of the Higher Education Act are workplaces of the divisions, mentioned in Article 3 (2) of the Constitution, and other workplaces mentioned in Article 3 (3) (c) of the Constitution.
2. The divisions are further divided into workplaces for educational and creative activities in the given subject area (in particular into academic departments and Faculty institutes). Workplaces charged with specific partial tasks in ensuring the educational and creative activities of the division (offices, service units, etc.) may also form part of the divisions. A workplace of a division may also be charged with ensuring other specific activities.
3. Every division is headed by a Vice-Dean in charge of the given division (“division Vice-Dean”). The powers of the division Vice-Dean are defined in Article 4 of these Rules and in a Dean’s directive.

Article 3 Workplaces

1. Workplaces either form part of a division of the Faculty or may be separate from the divisions.
2. Workplaces are separate units; their activities are managed by a head of the workplace whose powers are defined in these Rules and in a Dean’s directive. A head of a workplace is responsible for his activities to the Dean. If the workplace is a Faculty institute, the head of such workplace is referred to as director of (Faculty) institute.
3. The head of the workplace is appointed by the Dean based on the result of a competitive hiring process. Only a full professor or associate professor may be a head of academic department or faculty institute if such department or institute forms part of a division of the Faculty, and he may be appointed after obtaining the opinion of the Scientific Board of the Faculty.

*Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

4. If it is not possible to appoint a head of the workplace due to serious reasons, the Dean may put a designated head in charge. The period for which a workplace is not managed by a head appointed based on a competitive hiring process must not exceed two years.
5. The term of office of a head of a workplace which forms part of a division, or is an academic department, Faculty institute, or an office separate from the divisions, is no more than four years; the term of office is determined by the Dean. The position of head of academic department or director of Faculty institute may be held by the same person for no more than two subsequent terms of office. If a head of a workplace becomes the Rector, Vice-Rector, Dean, or Vice-Dean, he ceases to be the head of the workplace.
6. In particular, the head of the workplace:
 - a) Is responsible to the Dean for the educational activities of the workplace if the workplace provides such activities;
 - b) Is responsible to the Dean for the implementation of study programmes, if the workplace ensures or coordinates such programmes. Appoints teachers of subjects offered by the workplace with the consent of the division Vice-Dean (or in the case of a workplace which does not form part of a division, a member of the Faculty management designated by the Dean) and of the relevant guarantors;
 - c) Is responsible to the Dean for the creative activities of the workplace if the workplace develops such activities;
 - d) Creates the conditions for obtaining grants and carrying out research within the grants and other scientific projects in which the workplace is involved;
 - e) Manages the allocated funds in accordance with the financial management rules of the Faculty;
 - f) After discussion with the division Vice-Dean (or in the case of a workplace which does not form part of a division, with a member of the Faculty management designated by the Dean), submits to the Dean the proposals for initiating competitive hiring processes for hiring new employees of the workplace;
 - g) After discussion with the division Vice-Dean (or in the case of a workplace which does not form part of a division, with a member of the Faculty management designated by the Dean), submits to the Dean proposals concerning wages and other employment matters of the workplace staff;
 - h) Assigns tasks to the employees of the workplace and checks the performance of the tasks.
7. A deputy to the head of a workplace (with the exception of special-purpose facilities) acts on behalf of the head of the workplace in the full scope of his powers and is appointed by the Dean upon a proposal of the head of the workplace.

Article 4

Powers of the Division Vice-Dean

1. The division Vice-Dean acts on behalf of the Dean in relation to the heads of workplaces of the given division within the scope defined in these Rules and in a Dean's directive. In particular, the division Vice-Dean:

- a) Proposes to the Dean the guarantors or members of the board of guarantors for programmes of study falling within the powers of the division;
 - b) Is responsible to the Dean for coordinating the instruction in the programmes of study falling within the powers of the division and, in cooperation with the heads of workplaces and the relevant guarantors, determines which workplaces will ensure the instruction of specific subjects;
 - c) Proposes to the Dean the manner of distribution of institutional funds for the purposes of the division and the workplaces of the division, and manages the funds allocated to the division in accordance with the financial management rules of the Faculty;
 - d) Gives an opinion on the balance sheet of revenues and expenses of the Faculty and on the use of funds for the operation and maintenance of buildings where the division is located in cooperation with the Secretary to the Faculty and the Vice-Dean for development if such position is created at the Faculty, and prepares for the Dean the source documents for the approval of this part of the balance sheet of revenues and expenses of the Faculty by the Academic Senate;
 - e) Submits to the Dean the proposals for the placement and use of premises allocated to the division;
 - f) Submits to the Dean proposals for the resolution of personnel policy issues and the structure of the division;
 - g) Establishes advisory bodies in the form of permanent or temporary commissions as required; the commissions submit to him proposals concerning the defined powers of the division.
2. The division board is a permanent advisory and initiative body of the division Vice-Dean. The heads of workplaces of the given division are members of the division board. In matters stated in paragraph 1 of this Article, the division Vice-Dean acts after discussion with the division board. The division Vice-Dean convenes a meeting of the division board at least twice per semester. The division Vice-Dean convenes an extraordinary meeting of the division board if requested to do so by not less than one third of the board members.

Article 5 Other Workplaces

1. *The Department of Language Studies* is a workplace providing in particular instruction in foreign languages to Faculty students. The department head is responsible for the activities of the department to a Vice-Dean designated by the Dean.
2. *The Department of Physical Education* is a workplace providing in particular physical education for Faculty students. The department head is responsible for the activities of the department to a Vice-Dean designated by the Dean.

Article 6 Special-Purpose Facilities

1. *The Faculty Library* is a workplace providing in particular library and information services as basic support for the educational and creative activities of the Faculty. The library provides

access to the current state of knowledge in the fields of physics, computer science (informatics), mathematics, and related branches to the professional community, as well as study premises. It also ensures the registration of publications of the Faculty. It is structured into the departments of physics, computer science (informatics), mathematics, and the department of the history of natural sciences. The Faculty Library is managed by a head of the Library who is responsible for the activities to a Vice-Dean designated by the Dean.

2. *The Faculty Reprographic Centre* is a workplace providing technical services in the field of printing and reproduction technologies, in particular the printing of publications, journals, and advertising material published by the Faculty. Its activities are governed by a code of operation issued by the Dean of the Faculty. The Reprographic Centre is managed by a head who is responsible for the activities to the Secretary to the Faculty unless a Dean's directive states otherwise.
3. *The House of the Professed Conference and Social Centre* is a workplace providing technical support for the holding of graduation ceremonies in the hall of the building located in Prague 1, Malostranské náměstí 25, as required by Charles University; further it provides technical support for conferences, culture events, social, and work-related meetings, etc. held in the above premises and other appropriate premises of the Faculty. The centre also ensures the operation of guest rooms in the Faculty buildings. It uses the free capacity for other organisations and natural persons in accordance with the relevant regulations. The head of the centre is responsible for the activities to the Secretary to the Faculty unless a Dean's directive states otherwise.
4. The employment matters of the employees of special-purpose facilities fall within the powers of the Secretary to the Faculty unless a Dean's directive stipulates otherwise.

Article 7 Dean's Office

1. The Dean's Office is the administrative and economic workplace of the Faculty. A Dean's directive provides for the division of the Dean's Office into departments and states the nature of their activities.
2. The Dean's Office is managed by the Secretary to the Faculty within the scope stipulated in the Dean's directive; the Dean's directive may also stipulate that the heads of certain departments are responsible for the expert aspects of their activities to a Vice-Dean designated by the Dean. The Vice-Dean assigns specific work tasks to them within the scope defined by the Dean, and informs the Secretary of the tasks assigned.

Article 8 Advisory Bodies of the Faculty Management

1. *The Editorial Commission* is an advisory body of the Dean or a Vice-Dean designated by the Dean for the editorial activities of the Faculty. The members of the Editorial Commission and its chair are appointed by the Dean from among the members of the academic community of the Faculty and other employees of the Faculty.
2. *The Library Board* is an advisory body of the Dean or a Vice-Dean designated by the Dean for library and information services. The members of the Library Board and its chair are

appointed by the Dean from among the members of the academic community of the Faculty and other employees of the Faculty.

3. *The Promotion Commission* is an advisory body of the Dean or a Vice-Dean designated by the Dean for promotion. The members of the Promotion Commission and its chair are appointed by the Dean from among the members of the academic community of the Faculty and other employees of the Faculty.
4. *The Timetable Commission* is an advisory body of the Dean or a Vice-Dean designated by the Dean for the creation of timetable. The members of the Timetable Commission and its chair are appointed by the Dean from among the members of the academic community of the Faculty and other employees of the Faculty.
5. *The Student Survey Commission* is an advisory body of the Dean or a Vice-Dean designated by the Dean for the field of evaluation of teaching by students. The members of the Student Survey Commission and its chair are appointed by the Dean from among the members of the academic community of the Faculty and other employees of the Faculty.
6. *The Student Grants Commission* is an advisory body of the Dean or a Vice-Dean designated by the Dean for the field of awarding scholarships and bursaries. The members of the Student Grants Commission and its chair are appointed by the Dean from among the members of the academic community of the Faculty and other employees of the Faculty.
7. *The Compensation Commission* is an advisory body of the Secretary to the Faculty for the field of resolution of loss events. The members of the commission and its chair are appointed by the Secretary from among the employees of the Faculty.
8. *The Inventory and Liquidation Commission* is an advisory body of the Secretary to the Faculty for the field of inventory and liquidation of the Faculty property. The members of the commission and its chair are appointed by the Secretary from among the employees of the Faculty.
9. The Dean establishes other commissions and working groups as advisory bodies as required.