

# **CODE OF PROCEDURE FOR THE RESEARCH BOARD of the Protestant Theological Faculty of Charles University of 25 September 2018**

*Under sections 27 (1) (b) and 33 (1) (d) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), as amended ("Act"), the Academic Senate of the Protestant Theological Faculty of Charles University adopted this Code of Procedure for the Research Board as an internal regulation of the faculty:*

## Article 1

This Code regulates in detail the meetings of the Research Board of the Protestant Theological Faculty of Charles University ("Research Board", "Faculty", and "University").<sup>1</sup>

## **General Provisions**

### Article 2

1. The schedule of meetings of the Research Board for an academic year is set out by the Dean.
2. For each meeting, an invitation in writing, with an agenda and the relevant documents for individual items on the agenda, will be sent to the members of the Research Board no later than seven days in advance. In exceptional cases, particularly due to time constraints or in matters of urgency, the relevant documents may, upon the Dean's decision, be delivered later or distributed during the opening of the meeting.
3. If warranted by the nature of the matter discussed, the Dean may invite other persons to the meeting.

### Article 3

1. The meetings of the Research Board are chaired by the Dean or a Vice-Dean authorised by the Dean.
2. A member of the Research Board or a body of the Faculty may propose an item for the agenda. The member or the body will deliver the relevant written documents to the Dean well in advance if such documents are necessary for the consideration of an item.

### Article 4

1. The following persons may speak at a meeting of the Research Board: a member of the Research Board, a member of the Board of the Academic Senate of the Faculty, a consultant from among the students<sup>2</sup>, a Vice-Dean, and also persons invited to consider individual items on the agenda. Unless otherwise provided in this Code, other persons may speak at the meeting only if the Research Board agrees to it.
2. Each member of the Research Board and other persons under paragraph 1 may express their opinions on the questions considered during the debate. Where a written opinion of a member of the Research Board who is not present is available, it must be read aloud.
3. The meetings of the Research Board are public. The Research Board may decide to hold the entire meeting or a part thereof as a closed meeting if the openness of the meeting could jeopardise the personality rights of an individual, or an important interest of the Faculty; in that case the Research

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<sup>1</sup> 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.

<sup>2</sup> Article 13 (3) of the Constitution of the Faculty.

Board will determine who may participate in the closed meeting.

4. The Research Board has a quorum if an absolute majority of its members is present. Honorary members of the Research Board are not included in the number of members.

5. The vote is public. In cases stipulated by the law, or where agreed by the Research Board, the Research Board votes by secret ballot.

6. Unless otherwise provided in the Act<sup>3</sup> or an internal regulation of the University, a resolution is passed if an absolute majority of the members of the Research Board present vote in its favour. Honorary members of the Research Board are not included in the number of members in this case.

#### Article 5

#### **Remote Voting**

1. In the case of urgent matters which are not subject to a secret ballot and with respect to which it is not possible or appropriate to convene a meeting of the Research Board, the Research Board may vote remotely provided that the following requirements are met:

a) The notice of the voting, the text of the proposal, and a ballot paper is sent to the members of the Research Board by the Dean via closed electronic conference. The notice stipulates the time limit for voting which is not less than one week of the distribution of the notice. Upon request, the proposal is also sent to a member of the Research Board in writing.

b) The vote is public. A completed ballot paper includes the name and surname of the voter and the vote (in favour/against), otherwise his vote is invalid.

c) A proposal is considered to be approved under remote voting if an absolute majority of all members of the Research Board voted in its favour. Honorary members of the Research Board are not included in the number of members in this case.

d) The record of the remote voting is approved by the Research at its following regular meeting. The record of the remote voting includes the list of names of the members of the Research Board and their vote.

2. Any member of the Research Board may raise an objection to the remote voting within one week of the announcement of the notice of the vote. In such a case, the vote is terminated and the proposal is added to the agenda of the next meeting of the Research Board.

#### Article 6

#### **Meetings concerning Associate and Full Professorship Appointment Procedures**

1. A proposal concerning associate or full professorship appointment is not considered where less than two thirds of the members of the Research Board participate in a meeting.

2. The Dean invites the applicants for associate or full professorship to the respective meeting of the Research Board. The proposal may not be considered if the invited applicant fails to participate in the meeting.

3. The Dean invites the Chair of the Associate Professorship Commission or the Evaluation Commission to the respective meeting of the Research Board. The proposal may not be considered if the invited Chair or a member of the commission authorised by the Chair fails to participate in the meeting.

4. The meeting of the Research Board during the vote, and any debate on the reasoning for the result of the vote, is closed.

5. The voting of the Board in matters of associate and full professorship appointment is always carried out by secret ballot.

6. The Research Board recommends the appointment of associate or full professors where an absolute majority of all its members approves the appointment. Honorary members of the Research Board are not included in the number of members in this case.

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<sup>3</sup> Section 72 (10) and Section 74 (6) of the Act.

#### Article 7

##### **Meetings concerning Accreditation**

The Dean invites, to the meeting concerning the accreditation of study programmes and the accreditation of branches of associate and full professorship appointment procedures, persons who are authorised, based on the report submitted, to provide a detailed explanation of the draft application for accreditation. These persons answer the questions of members and have the right to speak in the debate.

#### Article 8

##### **Commission of the Research Board**

1. The Research Board may, upon a proposal by the Dean, establish a commission of the Research Board ("Commission").
2. Commissions are advisory bodies of the Research Board and they may be established as permanent or temporary.
3. The composition of a Commission is approved by the Research Board upon the Dean's proposal; the Commission is made up of, in particular, members of the Research Board.

#### Article 9

##### **Minutes**

1. The minutes of a meeting of the Research Board are drafted by a minute taker designated by the Dean.
2. The minutes are verified by the Dean.
3. The minutes are sent to the members of the Research Board, Vice-Deans, and the President of the Senate. A resolution of the Research Board is sent to other persons or bodies if it directly concerns them.
4. Any member of the Research Board may request that his dissenting opinion be recorded in the minutes. Such request may not be denied.
5. After incorporating the suggestions made by the members of the Research Board, the minutes are approved at the following meeting of the Research Board, and published on a publicly accessible part of the Faculty's website.

#### Article 10

##### **Final Provisions**

1. The Code of Procedure for the Research Board of the Protestant Theological Faculty of 7 May 2013 is hereby repealed.
2. This Code was approved by the Academic Senate of the Protestant Theological Faculty on 25 September 2018.
3. This Code enters into force on the date of its approval by the Academic Senate of Charles University.<sup>4</sup>
4. This Code becomes effective on the first day of the calendar month following the date of coming into force.

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<sup>4</sup> The Academic Senate of Charles University approved this Code on 14 December 2018.

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