



## **COLLECTION OF DECISIONS AND ORDINANCES OF THE DEAN OF FTH USB**

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### **FTH USB DEAN'S ORDINANCE DEFINING THE POWERS, DUTIES AND RESPONSIBILITIES OF FACULTY POSITIONS AND BODIES**

#### **Article 1 Basic provisions**

The Dean's ordinance defines the scope of powers, duties, and responsibilities of degree programme guarantors, subject guarantors, department heads, and lecturers.

(2) The measure also determines the agenda of the Dean's Board, the Degree Programme Board and the Lifelong Learning Accreditation Committee.

#### **Article 2 Degree programme guarantor**

(1) Programme guarantors are conceptual workers responsible for the development of individual programmes at the faculty and for the administration associated with their implementation. The guarantor, therefore, keeps track of developments in the field in an international context and of how similar programmes are implemented at other higher education institutions in CR. They publish regularly in the given field, participate in professional conferences and seek development and scientific research grants. They also strengthen the international dimension of the degree programme. In this area, they cooperate with key teachers for the given programme so that research work in this area is covered both in terms of publications and grants.

(2) The guarantor of the degree programme is appointed and dismissed by the Dean after consultation with the Vice-Deans, and the USB Internal Evaluation Board is immediately informed of any change of guarantor (cf. the valid internal regulations of the USB on quality assurance in educational and creative activities). Methodologically (i.e. in terms of deadlines, administrative requirements, communication with the Rectorate, etc.), he or she is subordinate to the FTH USB quality coordinator.

(3) The guarantor of the degree programme is responsible for preparing the accreditation and re-accreditation of the relevant degree programme at the accreditation proposal stage and for its implementation in accordance with the valid accreditation file. He/she discusses the necessary changes with the guarantors of the subjects and the heads of departments and sections, and, if necessary, also discusses them with the Degree Programme Board (DPB). In cooperation with the division of the Vice-Dean for Accreditation and Internal Evaluation, the guarantor also prepares control and self-evaluation reports for the guaranteed programmes.

(4) He or she proposes the number of students to be admitted to the Dean and is responsible for preparing admission and state final examinations in accordance with the accreditation file and the conclusions of DPB meetings.

(5) The guarantor of the degree programme regularly and actively participates in DPB meetings.

(6) In accordance with University regulations, the guarantor of the degree programme appoints and manages the board of the guaranteed programme; in the case of doctoral studies, he or she manages the study field board. In cooperation with the board, he or she ensures the quality of instruction and evaluates feedback related to the instruction of courses in the degree programme.

(7) The guarantor cooperates with the guarantors of other programmes to ensure continuity and permeability between programmes at the faculty, primarily the connection between bachelor's and master's programmes.



(8) Cooperates with the heads of departments and offices on issues related to staffing for instruction.

(9) He or she expresses his or her opinion on the recognition of examinations or credits obtained at another higher education institution or higher vocational school, on the transfer of students between forms of study and study plans, and, where applicable, on various contentious issues relating to a student's study plan. He or she works with students in planning their studies abroad.

(10) The degree programme guarantor determines the areas for state final examinations in accordance with the accreditation file and proposes the composition of the state final examination committee.

(11) The programme guarantor's duties include participation in the matriculation ceremony, graduation ceremony and other important faculty events.

### **Article 3 Course guarantor**

(1) Course guarantors are responsible for the content, quality and implementation of courses in accordance with the accreditation applications and the concept of the programmes for which the course is taught. In terms of course content, they work closely with the guarantors of the degree programmes for which the course is taught.

(2) The course guarantor is an internal educator appointed by the head of the department. Guaranteeing courses at other departments is only possible with the consent of the head of the department of which the guarantor is a member. In disputed cases, the question of appointing a guarantor is discussed within the DPB or with the Dean of the faculty. The DPB also comments on the entire composition of course guarantors within a specific programme when preparing an accreditation plan or re-accreditation application.

(3) Each course has one guarantor who, in the case of profiling core courses, participates in its instruction; in the case of basic theoretical subjects of the profiling core, the guarantor participates in instruction in a fundamental way (see the methodological guidelines of the National Accreditation Bureau for the preparation of accreditations). In the case of other courses, based on the decision of the head of the department, they may methodically supervise instruction provided by another employee. If a given subject is taught by more than one teacher, the guarantor is responsible for their methodological guidance.

(4) The requirements for the course guarantor are governed by the methodological guidelines set out in the documents of the National Accreditation Bureau.

(5) The guarantor of a course is responsible for the accuracy and timeliness of the data on their courses in the IS STAG database.

(6) He or she is responsible for the existence, updating and quality of study materials for their courses, created – unless circumstances require otherwise – in Moodle USB.

(7) He or she shall have an overview of the literature in the faculty library relating to the course and shall propose additions to the collection to ensure the supply of up-to-date information in the given field.

### **Article 4 Heads of departments and offices**

(1) Everything stated below for heads of departments also applies, to an extent appropriate to the nature of the workplace, to heads of offices providing instruction activities.

(2) The head of department is appointed by the Dean for a three-year term on the basis of an internal selection procedure. There is no limit to the number of consecutive terms. The process of appointing heads of departments is governed by a special regulation.



(3) The head of department is a managing employee within the meaning of the USB Workplace Regulations, i.e. he or she is authorised to set and assign work tasks to subordinate employees, organise, manage, and supervise their work and give them binding instructions for this purpose, taking into account their workload. He or she is entitled to a management bonus. Heads of departments are responsible for ensuring the quality of staffing, coordinating the instruction process and research work in the field covered by the department, and for the professional growth of department members. He or she is a member of the Dean's Board.

(4) The competences of the head of department are defined in particular by the following tasks:

- a. He or she expresses their opinion on the conclusion and termination of employment contracts at the department, on changes in the number of positions or the termination of positions at the department. They consult with the faculty management on the qualification development needs of department staff.
- b. He or she recommends to the Dean the extension of employment contracts or promotion to a higher salary grade for department staff.
- c. He or she regularly evaluates department staff and, as a result, proposes changes in salaries, workloads and bonuses to the Dean.
- d. He or she actively participates in the creation of the department's budget in cooperation with the faculty secretary and approves official documents for the economic and personnel remit related to the department.
- e. He or she supports doctoral supervisors at the department and the active involvement of doctoral students in the department's research work.
- f. He or she is responsible for keeping department members informed about matters concerning the department and the entire faculty that arise from faculty-wide committees.
- g. He or she is responsible for timely and proper notification of the Human Resources, Finance, Project and Student Affairs Offices, or the Accreditation and Internal Evaluation Offices and the International Relations Office, about the current situation and any personnel changes at the department, both in the case of internal and external educators. He or she informs the guarantors of degree programmes affected by these changes.
- h. He or she instructs department members to take holidays and go on business trips related to their work at the department.
- i. He or she appoints the guarantors of the courses provided by the department. He or she consults with the guarantors of the programmes concerned on the staffing of instruction.

(5) The duties of the head of department include participation in the matriculation ceremony, graduation ceremony and similar important events of the faculty.

(6) The head of department may propose to the Dean a secretary from among the members of the department who, with the Dean's consent, will represent him in areas within his competence. These areas are defined in the job description of the secretary. The Dean may grant the secretary a management bonus.

## **Article 5 Dean's Board**

The Dean's Board is an advisory body to the Dean, serving as a forum for information and discussion in the areas of instruction, research and operations.

(2) The members of the Dean's Board are the Vice-Deans, the Faculty Secretary, heads of departments and offices, and the Chair of the Faculty Senate. If necessary, the Dean may appoint additional members to the board.

(3) The Dean's Board shall be informed in a timely manner and to a sufficient extent about essential matters relating to the management of the faculty. It shall express its opinion on these matters. If



appropriate, the Dean may submit certain items to the board for a vote. In such a case, the Dean shall respect the decision of the Board.

(4) The conclusions of the Dean's Board meetings are binding on the heads of departments and sections.

#### **Article 6**

##### **Chair of the State Final Examination Committee**

(1) The chair of the state final examination committee (hereinafter referred to as SFE) is a habilitated faculty member appointed by the Dean on the basis of a proposal by the guarantor of the relevant degree programme. In urgent cases, a habilitated external expert shall be appointed as chair. In such a case (and exceptionally also in the first case), the Dean shall appoint a deputy who shall be responsible for the administrative duties listed below.

(2) In cooperation with the heads of departments and sections, the Vice-Dean for Study and Teaching Activities, and other chairs of SFE committees, he or she prepares the composition of subcommittees for SFE and also a proposal for the assignment of final theses to specific committees.

(3) He or she is responsible for the proper conduct of the SFEs, their quality and impartiality, as well as for the minutes of the SFEs.

(4) He or she is responsible for the timely delivery of documents to the personnel department, which serve as the basis for the payment of personnel costs for external examiners.

(5) He or she informs the Student Affairs Office in a timely manner about changes in the SFE committee and the Finance Office about the provision of external experts for the SFEs (accommodation, meals, etc.).

#### **Article 7**

##### **Faculty Quality Coordinator**

The function of the faculty quality coordinator at FTH USB is performed by the Vice-Dean for Accreditation and Internal Evaluation.

(2) The Faculty Quality Coordinator methodically manages the guarantors of degree programmes, is responsible for the final form of accreditation applications, mediates contacts with other faculties in matters of quality assurance and evaluation, including participation in meetings. He or she communicates with the relevant unit of the USB Rectorate and participates in meetings of faculty quality coordinators.

(3) He or she chairs the faculty Degree Programme Board and the Accreditation Committee for Lifelong Learning (see below).

#### **Article 8**

##### **Degree Programme Board**

The members of the DPB are all guarantors of degree programmes implemented by the Faculty of Theology (including potential guarantors of degree programmes under preparation), the Vice-Dean for Study and Teaching Activities, and other members appointed by the Dean of the FTH USB. It is chaired by the Faculty Quality Coordinator, who also convenes and chairs its meetings.

(2) The DPB meets regularly, at least once per semester, to discuss the vision for the development of degree programmes, coordinate the quality requirements for individual degree programmes, discuss proposals for new degree programmes or the extensions of accreditations of existing degree programmes, and perform tasks assigned by the faculty quality coordinator in accordance with USB's internal regulations on quality assurance. The conclusions of the DPB meetings are binding for the guarantors of degree programmes and courses.



(3) Quality coordinators of faculties which implement areas of education that fully or partially overlap with the areas of education implemented at the FTH USB are invited to DPB meetings as needed.

#### **Article 9**

##### **Accreditation Committee for Lifelong Learning**

The Accreditation Committee for Lifelong Learning (AC LLL) consists of the Vice-Dean for Accreditation and Internal Evaluation (who is also its chair), the head of the FTH Lifelong Learning Office, the Vice-Dean for Study and Teaching Activities, and, where applicable, other members appointed by the Dean (usually the guarantors of bachelor's degree programmes implemented at the faculty) .

(2) The AC LLL meets as needed, at least once per academic year. At its meetings, it discusses the LLL strategy, approves or accredits LLL courses, and evaluates feedback on the LLL.

#### **Article 10**

##### **Final provisions**

(1) This ordinance repeals the validity of the FTH USB's Dean No. 293/2021 of 11 November 2021.

(2) This ordinance shall come into effect on 15 October 2024.

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Dean of the FTH USB