

Rules for establishing the Dean's committee at the Faculty of Materials Science STU

General Provisions

- The Commission as an advisory body to the Dean is a group of employees or staff and students who submitted proposals for the solution of presented complaints and problems from the area, obtained by a vote
 - The commission of the Dean shall be allocated (Annex 1):
 - 1, Duly appointed Dean's commissions - Dean appointed for the term
 - 2, Dean's ad hoc commissions – appointed for the period necessary to address urgent, time-limited notions
 - The authorization who submitted suggestions and problems to solve by the commission of the Dean, to show the status of the committee / commission ad hoc rules
 - To make proposals to be addressed which are presented by the Chairman of the Commission to the Dean to be evaluated
 - If the Commission is governed by generally applicable regulations of the or the MTF the Commission statute / rules are not issued, but will refer to these regulations.
 - In the event that the present initiative goes way beyond the competence of the Commission of the Dean, which are set in the Statute / Regulations of the Dean's Commission, the Commission of the Dean is required to send back a given proposal to the submitter
- ## **2 The Commission of the Dean is paramount**
- ### **2.1 Instructions for setting up a proper commission appointed by the dean**
- The Dean's Commission as an advisory body to the dean, is established at the initiative of the Dean or Vice-Dean of the Faculty, which according to the law, internal regulations of the STU and the faculty, the faculty needs and is approved and appointed by the dean of the faculty
 - The Dean's Commission is established by a decree of the formation of the Commission of the Dean
 - the formation of each letter is duly appointed by the dean of the Commission is subject to disclosure immediately after its release on the link id = 7891 under the name of the commission of the Dean
 - Each duly appointed Commission is required to make its objectives, scope, role, main mission and competence in the document and the number of members - the name of the Statute of the Dean's Commission (draft document structure - 1)
 - ° Terms and method of negotiating the conditions of submitted proposals and a solution and a timetable for negotiations, the Commission is specified and required in its own document - Rules of the Dean's Commission's negotiations (Draft document structure - 2)

2.2 Composition of the properly listed Commission of the Dean

- The Commission of the Dean consists of the chairman of the Dean's commission, Secretary and members of the Dean's Commission.
- Number of members of the Commission arising from the role and mission of the Commission of the statute commission
- List of duly appointed committees to develop, register and update the Dean's office.
- The Board members including the chairman and the Secretary of the Dean , proposes to approve, the appointed or dismissed by the Dean of the Faculty.

2.3 The Chairman of the Dean's committee

- The Chairman of the committee is usually the vice Dean for the field which the Commission was established, in exceptional circumstances, an employee of the faculty for which the Commission was established
- Chairman of the Commission is confirmed by the decree on the appointment of the chairman of the Dean's committee.
 - this is approved by an electronic original to the chairman, a copy to the secretary of the Dean's office to be saved on the document server
- The Chairman of the Commission convenes and chairs meetings of the Commission on approval in writing from the Dean and on ones own initiative or the initiative of a senior employee of the faculty approved by the Rules of Procedure of the Dean's Commission
- is responsible for setting the status of the Commission's establishment after the establishment of the Dean's Commission, in the case of necessity , also its actualization
- Creates rules of procedure for the establishment of a Commission for the Dean's scope and objectives on the basis of what has been established by the Commission
- Has the right to vote in the commission, in which one chairs. In the event of a tied vote, the Chairman of the Commission shall have the right to use his two votes.

2.4 The Secretary of the Commission of the Dean

- Secretary of the Commission of the dean is an employee of the faculty from the field for which the Commission was established
- Functions of the Dean's committee secretary is approved by the appointment decree for Secretary of the Commission
 - the electronic original to the secretary, a copy to the Dean's secretary for saving on the document server.
- All duly appointed Dean's Commissions must have their own secretary
- The Dean's secretary of the Commission handles the minutes of Commission meetings, after the approval of the minutes by the chairman of the Dean's committee, the minutes are saved to the document server.
- Minutes of meetings of committees are not subject to disclosure on the Web
- The secretary of the Deans Commission is obliged to deliver documents electronically created by the dean's committee chairman (statute of the Deans committee,) standing order of the Dean's committee) to the dean's office- is liable to be published on the web.

Dean, chairman of the Commission created by Dean (Dean Statute of the Commission's Rules Procedure of the Commission's dean) Dean of the Secretariat - are subject to disclosure under the letter head of the commission

- The secretary of the Dean's committee does not have a vote in any of the dean's committee

2.5 A Member of the Commission of the Dean

- A commission member is an employee of the faculty who works in the area for which the commission established
- The function of members of the Dean's committee is approved by the Dean's decree as appointed for the members of the dean's committee - electronic original to the member, a copy to the Dean's office to be saved on the document server
- Has the right to vote – one vote in the commission of the Dean, who is a member

2.6 Termination of a duly appointed Dean's commission, functions and memberships in the Dean's commission, commission of work place

- the Deans Commission is cancelled by the dean's decision or by the integration of the Dean's committees and the creation of a new Dean's commission by the document-decision about canceling of the deans committee being or finishing the Deans function, merger commissions and the creation of a new Dean's Commission concerning document called Decision repealing the Commission of the Dean. Expiry of the term of the Dean, by which this commission was established
- The decision to cancel the Dean's Commission must be published on the web – updates by the Deans office
- In the event of a merger of several commissions into the one commission of the Dean, the procedure for appointing a chairman of the Dean's Commission, the Secretary of the Commission and members of the Dean's Commission is the same as the newly established Dean's Commission
- If the Dean's Committee on a proposal from the Dean and approval by the leadership of the faculty and is changing to the commission of the relevant workplace, the decision to cancel the Commission as a commission of dean and then to appoint as a commission of the corresponding workplace.
- Any workplace which has established the Commission is obliged to issue a document that deals with the governance rules of the Commission, the composition of the Commission, issue, registration, documentation and the rules governing the commission.
- Any institution, which has under its purview, managed the Commission, shall appoint one employee who will manage records relating to the management within the Commission documentation of the Dean's office
- The process of appointing the Chairman of the Commission, Secretary and members of the Commission in the workplace is consistent with the processes of the Commission of the Dean. In this case, approval by the Dean is replaced by the approval of the head employee of the relevant workplace
- Membership, secretary in the commission expires by recalling by a member of the Dean's commission after the suggestion and approval by the Dean of the faculty after a dissolution or merger of Commissions
- The function of Chairman of the Commission expires after submission and approval of the Dean of the Faculty, after revocation, merger of commissions
- Cancellation of membership, the Chairman and Secretary is approved by a notification letter from the Dean of the faculty about termination of membership / function in the commission of the Dean
- Dean notification letter about termination of membership / function in the Dean's commission is electronically delivered to the persons and stored on a document server

3. Third Dean's ad hoc Commission

3.1. Notes on the establishment of an ad hoc commission of the Dean

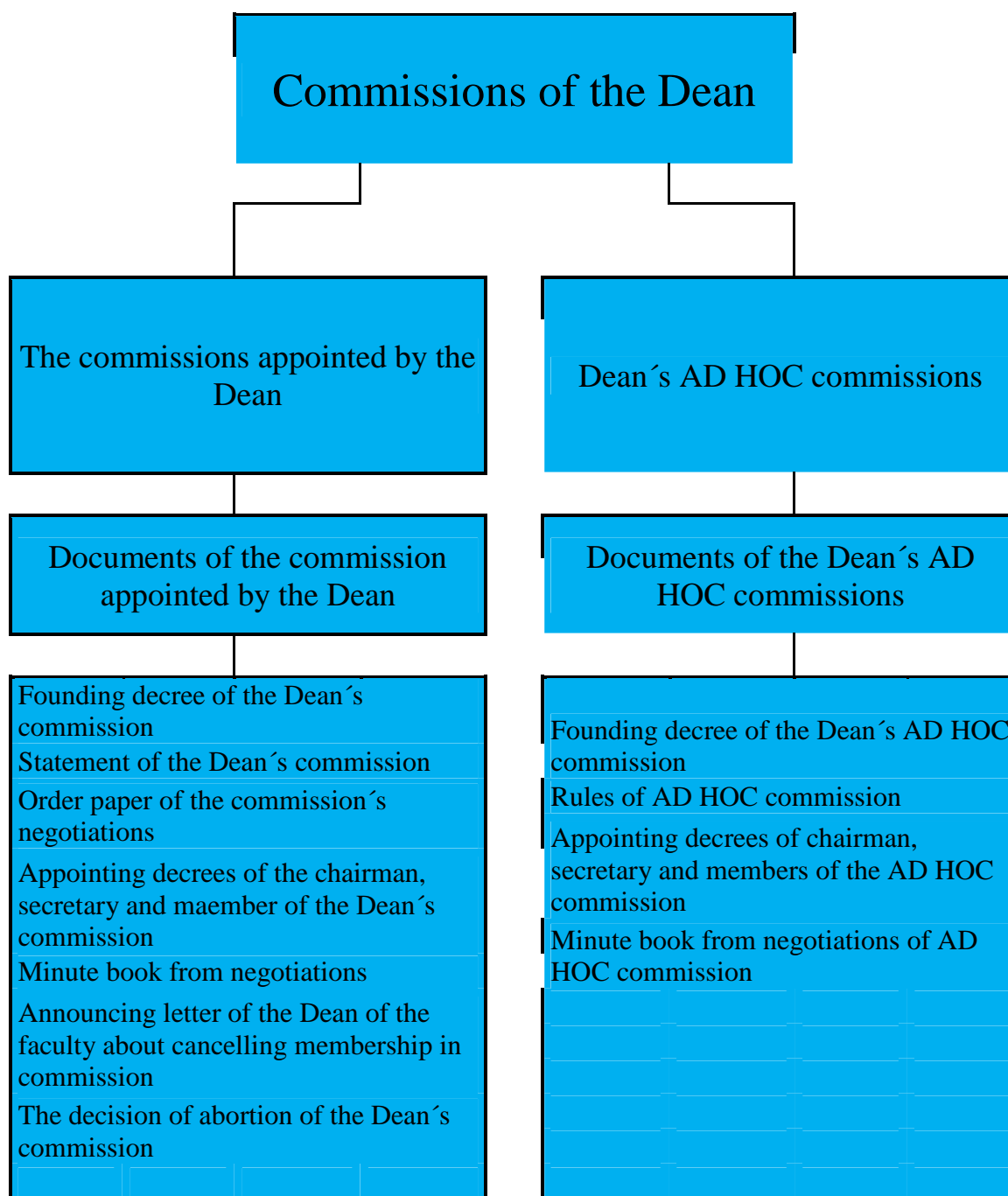
- Dean's ad hoc Commission, an advisory dean is appointed because of solutions to urgent problems and is time-bound
- Dean's ad hoc Commission is established at the initiative of the dean or vice-dean of the faculty after approval by the dean of the faculty
- Formation of each letter of the Dean's ad hoc commission is subject to disclosure as soon as it is edited for the Link ID = 7892 under the name of the commission
- Establishment of an ad hoc commission of the Dean is limited to the period associated with solving problems, or suggestions
- Dean's ad hoc Commission is terminated by the transfer of the of solution of the stated problem
assessment of the Dean

- List of committees appointed dean ad hoc time-bound action
develop, update and electronically stored in the Secretariat of the Dean

3.2 Composition of the ad hoc commission of the Dean

- Dean's ad hoc Commission consists of a chairman, secretary and member of the commission who are appointed by the time of the decree establishing a commission appointed President / Secretary / member of the ad hoc
- Chairman of the panel is mostly Dean for the area which the Commission was established, in exceptional circumstances, an employee of the faculty, for which the Commission established
- Chairman of the establishment of the Commission shall establish rules ad hoc commission of the Dean,
(Design of the structure - Draft # 3), which contain the Commission alleging Dean ad Hoc Commission's objective Dean ad hoc, time defining the scope of the Commission of the Dean ad hoc commission rules of procedure and Dean ad hoc
- Rules of the Commission approved the Dean and electronically stored in the Secretariat Dean under the heading of the ad hoc commission for the transfer secretaries
- Chairman of the Dean's ad hoc has the same status as the President directs
Commission appointed by the Dean
- Secretary and members of the Dean's ad hoc faculty from the employee for
| Which the Commission was established
- All Dean ad hoc commission must have its Registrar
- Secretary of the Commission created an ad hoc Dean minutes of Commission meetings, the final minutes of the Commission Chairman Dean ad hoc it electronically deposited to central document server
- Minutes of meetings of committees are not subject to disclosure on the Web
- Membership, President and secretary of the Dean ad hoc commission dissolved
termination of the Commission's ad hoc and do not report the notification letter

No 1, Dividing the commissions regarding time



No.2, process of issuing and evidence of documentation of the Dean's commissions/ adhoc commissions of the Dean

	Work out documents of the Dean's commission	Approves the documents of the Dean's commission	Registers the documents of Dean's commission	The way of evidence of the documents
Statement of the Dean's commission	Chairman of the Dean's commission	Dean of the faculty	Secretariate of the Dean	electronically/web

Order paper of the commission's negotiations	Chairman of the Dean's commission	Dean of the faculty	Secretariate of the Dean	electronically/web
Rules of AD HOC commission	secretary of the Dean's commission AD HOC	Dean of the faculty	Secretariate of the Dean	electronically/web
Minute book from negotiations	secretary of the Dean's commission	Chairman of the Dean's commission	secretary of the Dean's commission	electronically/document server
The list of the commissions named by Dean	Secretariate of the Dean	Dean of the faculty/mail	Secretariate of the Dean	electronically/web
The list of AD HOC commissions	Secretariate of the Dean	Dean of the faculty/mail	Secretariate of the Dean	electronically/web

No.3 Process of appointing chairman, secretary, members and the adhoc creation of the Dean's commission.

	Propositions of establishment/designation	Approval	Establishment/designation	Establishment/designation HOW?
Dean's commission	The Dean/vice dean of the faculty	Dean of the faculty	Dean of the faculty	Decree of commission's establishment
Chairman of the Dean's commission	Dean of the faculty	Dean of the faculty	Dean of the faculty	Decree of designation to chairman of commission
Secretary of the Dean's commission	Dean of the faculty	Dean of the faculty	Dean of the faculty	Decree of designation to secretary of commission
Member of the Dean's commission	Dean of the faculty	Dean of the faculty	Dean of the faculty	Decree of designation to member of commission

No.4, Process of abolition of regularly appointed commission and abolition of its members.

	Proposal for abortion/abjuration	Approval	Abortion/abjuration	Abortion/abjuration HOW?
Commission	Dean of the faculty	Dean of the faculty	Dean of the faculty	Statement of abortion of the Dean's commission
Membership/Competences of the chairman and secretary	Dean of the faculty	Dean of the faculty	Dean of the faculty	Notice letter of the Dean about abortion of membership/competences in the Dean's commission

Pattern no. 1 Statute of the Dean's Commission (draft structure document)

Article 1

Basic Provisions

- A brief description of the role of the Dean's Commission (which defines what provides)
- Definition of the binding status to other documents (Rules)

Article 2. Scope and responsibilities of the Commission of the Dean

- Reason for establishment of the Commission and its position
- Definition of areas covered by the Commission of the Dean
- Competences of committees of the Dean

Article 3, The main tasks of the Commission of the Dean

- The Dean's of the Commission shall follow, in particular the following tasks:
 - a)
 - b) Appointment of the Commission's main tasks of the Dean's commission
 - c)

Article 4, Organization of the Dean's Commission

- Organizing the division of the Commission + number the stated number of members with potential and a brief description of the roles of committee members

Article 5, Efficiency and Final Provisions

Pattern no. 2, Rules of Procedures of the name of the Dean's Commission
(draft document structure)

Article 1. Basic Provisions

- A brief description of the role of the Rules of the Procedure and its relation to the status of the Dean's Commission

Article 2, Terms and methods of negotiation

- Specification of the conditions to start negotiations
- Brief description of the negotiation process - defining the method of voting, the number of votes from individual members, the method of choice (secret, public) and evaluation of negotiations

Article 3, Conditions for submission of proposals

- Specification of who, when, where, to whom proposals have been submitted for negotiations

Article 4, Schedule of talks

- Specification of time periods for negotiations of the commission
- The regularity of the negotiations - the establishment of the Commission's negotiations timetable

Article 5. Efficiency and Final Provisions

Pattern no. 3 The name of the Dean's Commission, ad hoc (draft document structure)

Art. 1 Basic Provisions

- Specification and a description of the Commission for creating the Dean's ad hoc commission

- Objective of the Dean's ad hoc commission

Art. 2 Scope and responsibilities

- Definition of areas of work of ad hoc committees
- Definition of responsibilities of the Dean's ad hoc commission
- Conditions for submission of proposals for negotiations, the way the negotiations are made and their scheduling

Art. 3, The main tasks of the ad hoc commission of the Dean

- Dean's ad hoc Commission shall, in particular, follow these tasks:

a)

b) Appointment of the main task of the ad hoc Dean's commission

c)

Art. 4 Organization of ad hoc commission of the Dean

- The organizational division of the dean's ad hoc commission, determination of the number of members and a brief description of their tasks in an ad hoc commission of the Dean

Art. 5 Efficiency and Final Provisions

- The validity of the document and the efficiency of the Dean's commission ad hoc.