

## **AAU President Directive No. 1 of 2017**

### **Assignment of Responsibilities to Vice-Presidents and Deans of Schools**

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**Whereas** The AAU Board of Trustees at the session held on May 15th, 2017 adopted the Motion No. 3 by which it approved the document *AAU Governance Structure PJP V3B 170503* as a basis for new composition of the top AAU management, including distribution of responsibilities between President, Vice-Presidents and Deans of Schools: and

**Whereas** The AAU Founders expressed their readiness to make corresponding changes on the AAU Founding Document after collecting sufficient experience with the new management structure during the transitional period of time: and

**Whereas** The AAU Board of Trustees is expected to issue amended AAU Statute based upon amended AAU Founding Document: and

**Whereas** The AAU Founders decided to shift the provisions related to distribution of responsibilities of AAU top management from the draft of the amended AAU Founding Document to the new AAU Statute: and

**Whereas** The WSCUS initial accreditation binds AAU to operate under well-defined shared governance: and

**Whereas** The internal operations of AAU must be based on full mutual trust and clear distribution of rights and responsibilities between AAU President and those AAU officers, who are explicitly defined in the Founding Deed to form the AAU top management: and

**Whereas** The AAU Board of Trustees elected me, Petr Jan Pajas, to the position of the AAU President for the interim period of time until new AAU President shall be appointed following a regular international tender for that position: and

**Whereas** The AAU President fulfils the role of the AAU statutory body; and

**Whereas** The Czech Civil Code assigns to a statutory body of any legal entity all rights which are not assigned to other bodies or officials of the legal entity by law or founding documents of the legal entity;

**Now, therefore,** I have decided to issue this AAU President Directive, by which the distribution of roles and responsibilities between AAU Vice-Presidents and AAU Deans of Schools, as well as expected cooperation of these top managers of AAU is stipulated in detail as expected to be included to the AAU Statute:

## **1. The Structure and Responsibilities of the AAU Top Management**

### **1.1. President (in Czech "rektor")**

#### ***1.1.1. Exclusive responsibilities of AAU President***

Unless otherwise provided by the AAU Founder's Deed, the law, by the decision of the public authority or this Directive, the entire scope of authority belongs to the President as the AAU statutory body.

As a statutory body of a higher education institution, President exercises also competences within the scope of the authority provided to the University Rector under the Higher Education Act.

President:

- i. Manages activities and monitors performance of AAU Vice-Presidents and of the Director of the AAU Library, and concludes contracts on position performance with them
- ii. Appoints and recalls the Deans of Schools based on a proposal submitted by the Vice-President for Faculty and Study Affairs
- iii. Establishes other positions in the management structure of the AAU upon proposals submitted by a vice-president and after consulting the President Collegium in its Executive Format
- iv. Issues directives and other AAU regulations in accordance with the Founder's Deed , AAU Statute and this Directive
- v. Decides on the determination of the beginning of the academic year
- vi. Decides on appeals in the study and other disciplinary matters
- vii. Decides on appeals against decisions about invalidity of the state examination or a part of it or invalidity of a defence of a dissertation thesis
- viii. Decides on awarding of scholarships unless otherwise stipulated in AAU Academic Codex upon recommendation of the VPSA and/or Deans
- ix. Decides on awarding of scholarships unless otherwise stipulated in AAU Academic Codex upon recommendation of the VPSA and/or Deans. resides over the Academic Council (hereafter also "AC") and the Council of Internal Quality Supervision, unless delegated to the person
- x. Submits supporting documents for meetings of the AAU Board of Trustees (hereafter also "BoT" ) and Academic Council as prepared by the AAU officials
- xi. Negotiates cooperation agreements with other universities, colleges and scientific institutions
- xii. Ensures communication with the public administration of the Czech Republic, unless otherwise determined in this Directive

President represents AAU independently with respect to third parties, unless otherwise specified in this Directive. When signing on behalf of AAU, the Presidents adds his signature to the denomination of his position and the AAU name.

President may authorise other AAU officials and other AAU staff to represent AAU in accordance with the internal regulations, unless otherwise specified in the Founder's Deed or this Directive.

### ***1.1.2. Limited responsibilities of AAU President***

The independence of President's decision is limited with respect to issues where there is required a prior consent of the AAU BoT as follows from the Civil Code or Founder's Deed.

With previous approval of the AAU BoT the President shall act when:

- i. Appoints and recalls Vice-Presidents and Deans of Schools
- ii. Declares the AAU budget as approved or amended

- iii. Decides upon remuneration limits for VPs and officials reporting to them
- iv. Decides about tuition and other fees related to accredited study programs provided by AAU
- v. Acquires, disposes of or encumbers real property
- vi. Acquires or issues financial resources or acquires or disposes of other movables, or establishes an easement or right of first refusal on a movable asset if the value of the completed action exceeds that of a small-scale public contract in accordance with the law regulating public contracts
- vii. Acquires or disposes of copyright or industrial rights
- viii. Establishes another legal entity and deposits financial or non-financial assets into this entity.

### ***1.1.3. President Office (in Czech "Kancelář rektora")***

As a support unit there is created a President Office, consisting of

- Deputy AAU President (in Czech "zástupkyně rektora")
- Assistant to AAU President (in Czech "asistentka rektora")
- Specialist on Documents Management (part-time and shared) (in Czech "správce dokumentů")

**Deputy AAU President** acts in absence of AAU President on his behalf, unless otherwise decided by the AAU President or stipulated in this Directive.

#### **Assistant to AAU President**

- provides full administrative and organisational support to AAU President, unless otherwise stipulated in this Directive
- is responsible for time scheduling of AAU President meetings and takes minutes of them, whenever needed
- acts as administrator for the President Collegium in Executive Format (see Part 1.5.1)
- is entitled to request information from all AAU employees and contractee whenever requested by AAU President
- performs under separate remuneration scheme a function of AAU BoT Secretary; for activities following from this function reports to BoT Chair and Chairs of the BoT Committees or BoT members, as stipulated by the BoT By-Laws or as follows from BoT Motions.

#### **Specialist on Documents Management**

- Develops, implements and maintains the AAU Document Register
- Is responsible for proper collecting, labelling, storing, archiving and shredding of all legally important documents issued or received by AAU, AAU President Office, unless otherwise stipulated in specific AAU internal regulations.
- Provides consulting services to all departments of AAU as regards proper manipulation with official documents
- Oversees all separately kept document storages

- Is entitled to propose and implement legally required controlling and monitoring overseeing system related to all AAU documents kept in paper or electronically, unless otherwise decided by competent AAU authority.

## **1.2. Academic Vice-Presidents**

As follows from the approved AAU Governance Structure, there are the following top management positions created to deal with issues related to the academic and accredited activities of AAU, all in the rank of a Vice-President (hereafter only VP):

- VP for Faculty and Study Affairs (“VPFSA”) (in Czech ”prorektor pro záležitosti výuky”)
- VP for Student’s Affairs (“VPSA”) (in Czech ”prorektor pro záležitosti studentů”)
- VP for Research (“VPR”) (in Czech ”prorektor pro vědu a výzkum”)
- VP for Academic Quality (VPAQ”) (in Czech ”prorektor pro akademickou kvalitu”)
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## **1.3. Non-Academic Vice-Presidents**

As follows from the approved AAU Governance Structure, there are the following top management positions created to deal with issues related to the non-academic activities of AAU, as well as overall operation and administration management and for relations with non-academic third parties, all in the rank of a Vice-President (hereafter only VP):

- VP for Administration and Operations (“VPAO”) (in Czech ”kvestor”)
- VP for Development and Communication (“VPDC”) (in Czech ”prorektor pro rozvoj a komunikace”)

## **1.4. Academic Vice-Presidents Support Office**

As a support unit for all VPs there is established the VPs’ Support Office, which takes over most of the functions until recently assigned to the Provost Office. The capacity of working hours of the VPs Support Office shall be divided between the academic Vice-Presidents so that every of them shall have the right to make use of not less than 20% after negotiating working time and hours between themselves. It is expected that the time and work division shall be regularly updated according to the needs. If necessary, the disputes are to be solved on PresColl-A and appealed to AAU President.

Details shall be provided under separate regulation, unless specified directly in the part 1.5.2. of this Directive.

## **1.5. Deans of Schools**

The current structure of AAU study programs organisation is based upon division into Schools, headed by Deans of Schools (in Czech “vedoucí škol”).

There are currently the following Schools operating at AAU

- School of Business Administration (“SBA”)
  - Prague MBA Program (operating under supervision of and according to academic programs approved by the Chapman University (California, United States of America))
- School of International Relations and Diplomacy (“SIRD”)
- School of Humanities and Social Sciences (“SHSS”)
- School of Journalism and Communications (“SJC”)
- John Carrey II. School of Law (“JCSL”); this school operates under supervision of and according to academic programs approved by Universities of London /United Kingdom)

## **1.6. Advisory bodies of the AAU President**

### ***1.6.1. President Collegium - Executive Format***

As follows from the approved AAU Governance Structure, AAU President creates and presides the President Collegium in Executive Format (“PresColl-E”), whose *ex officio* members are all VPs. The administrative support to the PresColl-E is secured by the Assistant to AAU President.

The PresColl-E is an advisory body to AAU President, which might be either consulted as regards concrete executive issues to be decided by President or to express its position as a body to issues, where AAU President is required according to the provisions of the Founding Deed or this Directive to consult or seek support of the PresColl. In such cases the PresColl-E may adopt decisions by voting, or, when asked for by the President, by providing explicit position of its individual members that shall be recorded in the minutes of the PresColl session.

Within the capacity of providing administrative support to PreColl-E the Assistant to AAU President

- reports to AAU President
- is responsible for preparation of the agenda after consulting the AAU President and all members of the PresColl-E
- prepares documents to be discussed at the PresColl-E Session and/or distributes them to all participants of the session (members and invited experts or reporters to individual items of the agenda), unless this is done by participants themselves
- takes minutes of the session, unless otherwise decided by AAU President or the VP charged by presiding the session of the Collegium
- monitors fulfilment of the decisions made by AAU President based upon discussion or vote of the PresColl-E
- is entitled to request information concerning issues related to approved decisions as concerns responsibility taken over by PresColl-E Session participants
- cooperates with Administrator of the PresColl-A in matters of joint interests and within the directives issued by AAU President.

### ***1.6.2. President Collegium - Academic Format (“PresColl-A”)***

As follows from the approved AAU Governance Structure, AAU President creates and presides the President Collegium in Academic Format (“PresColl-A”), whose *ex offi-*

*cio* members are all academic VPs, complemented by the Deputy President - Provost Emeritus, Deans of Schools and Director of AAU Library. The President of the AAU Faculty Senate or another member of it may be delegated to PresColl-A in a position of an observer.

The PresColl-A is an advisory body to AAU President, which might be either consulted as regards concrete academic issues to be decided by President acting as a University Rector or to express its position as a body to issues, where AAU President is required according to the provisions of the Founding Deed or this Directive to consult or seek support of the PresColl(A). In such cases the PresColl-A may adopt decisions by voting, or, when asked for by the President, by providing explicit position of its individual members that shall be recorded in the minutes of the PresColl session.

The former position of the Director of Provost Office is changed into a position of the Head of the VPs Support Office

The Head of VPs Support Office

- reports directly to VPFSa in matters of running the VPs Support Office
- provides administrative and organisational support to VPFSa, VPSA, VPR and VPAQ
- serves as Administrator of the PresColl-A and thus
  - is responsible for preparation of the agenda after consulting the AAU President and all members of the PresColl(A)
  - prepares documents to be discussed at the PresColl(A) Session and/or distributes them to all participants of the session (members and invited experts or reporters to individual items of the agenda), unless this is done by participants themselves
  - takes minutes of the session, unless otherwise decided by AAU President or VP charged by presiding the session of the PresColl(A)
  - monitors fulfilment of the decisions made by AAU President based upon discussion or vote of the PresColl(A)
- Communicates with Assistant to AAU President in all issues related to cooperation between the two formats of the PresColl.

## **2. The Fields of Operations and Responsibilities of Vice-Presidents**

### **2.1. Vice-President for Academic (Faculty and Study) Affairs**

Vice-President for Faculty and Study Affairs (“VPFSa”):

- i. Manages the accreditation agenda and further development, modernisation and overall coordination of AAU accredited study programs
- ii. Oversees performance of AAU Deans of Schools and AAU faculty, unless otherwise stipulated in this Directive
- iii. Is responsible for regular annual update of the content of AAU Catalogue, taking into account capacity potential and budgeted resources as consulted with VPAO
- iv. Concludes and terminates contracts with faculty members after consulting VPAO; in cases of faculty hired to serve as teachers on the research track, the VPAA has to take into considerations the proposals and/or opinion of the VPR
- v. Coordinates the activities of Schools

- vi. Provides teaching in the General College Course, unless this is entrusted to one of the Deans of Schools
- vii. Evaluates performance of the faculty members and takes appropriate measures in cooperation with the Faculty Senate
- viii. Decides on imposing a disciplinary measure to an AAU faculty member in cases reported by other VPs, Deans of Schools, Student Council or Alumni Council thing into account the provisions of the AAU Academic Codex
- ix. Decides about issuing the background materials for the promotion of study plans and controls their use in the AAU activities
- x. Provides background materials for the formation of the budgets of the schools based on the expected student recruitment outcomes and tuition fees and on the necessary costs associated with securing the teaching in courses to which students are enrolled.
- xi. Prepares the AAU Annual Activity Report as required by the Higher Education Act.

## **2.2. Vice-President for Student Affairs**

Vice-President for Student Affairs (“VPSA”):

- i. Manages the activities of the Admissions Office, Student Services Centre (Registrar), Career Centre and Student Life Office
- ii. Oversees management of students exchange programs
- iii. Administers the Study Information System and use of the related software
- iv. Is responsible for preparation of the Academic Calendar and coordinates the creation of study timetables
- v. Is responsible for regular annual updates of the AAU Academic Codex
- vi. Proposes on awarding of scholarships unless otherwise stipulated in AAU Academic Codex
- vii. Decides on imposing a disciplinary measure to an AAU student based on the recommendation of the Disciplinary Committee established according to AAU regulations.

## **2.3. Vice-President for Research**

Vice-President for Research (“VPR”):

- i. Manages the implementation of scientific, research and other creative activities organised at AAU or in cooperation with AAU, and supervises these activities and supports their implementation at AAU by available administrative and organisational tools
- ii. Manages the AAU Research Centre and decides about its structure and projects based on Annual Research Plan after consulting the PresColl-A
- iii. Concludes and terminates contracts with AAU Faculty hired to work as Research Fellows without teaching obligations after consulting VPAA and VPAO and provides his opinion on hiring faculty on research track
- iv. Supports other VPs whenever issues of research are involved.



## **2.4. Vice-President for Academic Quality**

Vice-President for Academic Quality (“VPAQ”):

- i. Manages the agendas of WSCUC study programs accreditation
- ii. Acts as mail AAU Liaison Officer with respect to WASC and WSCUC officials
- iii. Is responsible for updates of the Strategic Plan, unless delegated temporarily to another AAU employee
- iv. Monitors implementation of the Strategic Plan via Annual Action Plans, unless delegated temporarily to another AAU employee
- v. Is responsible for the development and implementation of the system of monitoring and enhancement of the quality of AAU’s academic activities
- vi. Nominates members of the AAU Internal Quality Control Board for appointment by the AAU President
- vii. Prepares and presides the sessions of the AAU Internal Quality Control Board, unless AAU President decides to take over the presiding role
- viii. Prepares Report on Internal Quality of Educational, Creative, and Related Activities Assessment
- ix. Manages the Institutional Research Office of AAU.

## **2.5. Vice-President for Administration and Operations**

Vice-President for Administration and Operations (hereafter only “VPAO”):

- i. Manages the non-academic staff of AAU, unless otherwise determined in this Directive
- ii. Concludes and terminates contracts with AAU administration and operations staff
- iii. Is responsible for fulfilment of administrative obligations of AAU, unless otherwise determined in this Directive
- iv. Manages operations of AAU as regards the appropriate usage of facilities and personal capacities of AAU
- v. Oversees the management of the AAU departments dealing with Finances, Budgeting, Operations, Personnel, Payroll, and Information Technology
- vi. Is responsible for negotiating the AAU budget with all AAU stake holders and for its preparation for presentation to BoT under direction of AAU President
- vii. Oversees AAU Budget implementation after its approval by the AAU BoT
- viii. Prepares reports on use of budgeted resources upon request of AAU President of AAU Inspector or AAU BoT
- ix. Oversees the operations of legal entities established by the AAU
- x. Prepares drafts of AAU internal regulations as regards administration and operations



- xii. Prepares AAU Annual Reports with the exception of the Annual Activity Report under the Higher Education Act.

## **2.6. Vice-President for Development and Communications**

Vice-President for Development and Communications (“VPAQ”):

- i. Oversees AAU promotional activities
- ii. Oversees AAU students recruiting activities
- iii. Creates and manages the AAU Human Resources Development Plan and oversees the agenda related to it
- iv. Negotiates and manages the provision of executive or life-long education at AAU
- v. Oversees the implementation and fulfilment of AAU’s Vision
- vi. Couches AAU community to respect of the AAU Values
- vii. Develops AAU’s activities in terms of seeking new forms, content and locations
- viii. Is responsible for cultivating and developing relationships with external stakeholders, including relationships with alumni and donors.

## **2.7. Deans of Schools**

Each Dean of School:

- i. Manages the implementation of study programs of the given School and is responsible for high quality of offered study programs
- ii. Proposes the conclusion and termination of contracts with faculty members assigned to the given School after consulting VPAO, VPAA and VPR
- iii. Decides on the rights and obligations of students enrolled to the study programs of the given School, except for granting scholarships, assessing fees related to the studies and imposing disciplinary measures in cases of serious disciplinary offences
- iv. Confirms the admission of students in the programs within its scope of responsibilities; the AAU Statute and internal regulations stipulate the particularities
- v. Prepares background documents for the formation of the schools budget in relation to the expected student recruitment outcomes and tuition fees collection and to the necessary costs associated with securing the teaching of courses to which the students are enrolled
- vi. Decides on students’ appeals against the evaluation of the study results by the course teacher in accordance with the general rules of the AAU Academic Codex.

## **2.8. Common Provisions for all VPs and Deans of School**

Vice-Presidents and Deans of Schools shall participate in the provision of additional financial resources in the area of their competence.

Given in Prague on September 1<sup>st</sup>, 2017

Petr Jan Pajas, AAU President