

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
<b>DIRECTIVE No. 2/2024</b>	
Subject:	Rules of Procedure of the Editorial Board of the FChT
Applies to:	all departments of the FChT
Effective from:	1 <sup>st</sup> February 2024
Reference number:	sfcht/32/24
Written and submitted by:	doc. Ing. Martin Adam, Ph.D., Senior Editor of the FChT, prof. Ing. Liběna Tetřevová, Ph.D., Vice-Dean for Internal Affairs
Approved by:	prof. Ing. Petr Němec, Ph.D., Dean of the FChT

### **Article 1 Introductory Provisions**

- (1) This Directive regulates the scope and activities of the Editorial Board of the Faculty of Chemical Technology (hereinafter referred to as "EB") which was established for the purpose of coordinating and regulating activities related to the preparation, creation, publication, and distribution of documents issued by the Faculty of Chemical Technology through the Publishing Centre of the University of Pardubice.
- (2) The activities of the EB are in accordance with the Directive No. 7/2013, as amended by the Amendment No. 1, Regulation of Publishing Activities at the University of Pardubice.

### **Article 2 Editorial Board**

- (1) Members of the EB are the Senior Editor, Vice-Dean for Research and Creative Activities, and Vice-dean for Education. Members of the EB are appointed and removed by the Dean. The Dean appoints and removes the Chair of the EB from among the members of the EB.
- (2) The Senior Editor provides administrative support to the EB, authors, and reviewers.
- (3) The EB's responsibilities include:
  - a) creation and approval of the editorial plan,
  - b) appointment of reviewers through the Senior Editor,
  - c) evaluation and approval of proposed publications,
  - d) monitoring and evaluation of publication sales.

### **Article 3 Proceedings of the Editorial Board**

- (1) The EB meets as needed, but at least once a year.
- (2) The Chair of the EB convenes meetings of the EB, prepares the agenda, and informs members of the EB about the meetings.

- (3) The activities of the EB are governed by its Chair or, if appointed, by a designated representative.
- (4) The EB is quorate only if all members are present. If it is not possible to ensure the personal presence of all members of the EB at a meeting, decisions on the matters under discussion may be made per rollam.
- (5) In case of no clear consensus among all members of the EB, a simple majority decides.
- (6) The Chair of the EB prepares and archives the minutes of the meetings of the EB, which are sent to all members of the EB before publishing. The members of the EB may address their comments on the minutes to the Chair of the EB within three working days of receiving them.
- (7) The Chair of the EB informs the Dean of the conclusions reached at the meetings of the EB.

**Article 4**  
**Final Provisions**

- (1) Rules of procedure of the Editorial Board from 30<sup>th</sup> January 2020 shall be revoked.
- (2) This Directive shall become valid and effective on 1<sup>st</sup> February 2024.

Pardubice, 23<sup>rd</sup> January 2024

prof. Ing. Petr Němec, Ph.D.  
Dean