

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE No. 2/2026	
Subject:	The Organisational Regulations of the Faculty of Chemical Technology of the University of Pardubice
Applies to:	All Departments/Institutes of the FChT
Effective from:	1 st June 2026
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Written and submitted by:	prof. Ing. Liběna Tetřevová, Ph.D., Vice-Dean for Internal Affairs
Approved by:	prof. Ing. Petr Němec, Ph.D.

Article 1 Introductory Provisions

The Organisational Regulations of the Faculty of Chemical Technology of the University of Pardubice (hereinafter referred to as the “Organisational Regulations”) govern the fundamental principles of management of the Faculty of Chemical Technology of the University of Pardubice (hereinafter referred to as the “Faculty”) in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Higher Education Act”), and other generally binding legal regulations. In accordance with the Statutes of the Faculty of Chemical Technology of the University of Pardubice (hereinafter referred to as the “Faculty Statutes”) and other internal regulations of the faculty, these Organisational Regulations further specify and regulate the internal organisational structure of the faculty.

Article 2 Principles of Organisation and Management of the Faculty

- (1) The faculty is headed by the Dean, who acts and decides in matters concerning the faculty unless otherwise stipulated by the Higher Education Act.
- (2) In accordance with Article 10(4) of the Faculty Statutes, the Dean appoints the Vice-Dean for Education, the Vice-Dean for Research and Creative Activities, the Vice-Dean for External Relations, and the Vice-Dean for Internal Affairs.
- (3) The advisory body of the Dean is the Faculty Management Board. Its members are the Dean, the Vice-Deans and the Secretary of the Faculty.
- (4) A managerial employee of the faculty is any employee who directly supervises at least one subordinate employee within employment relations. A managerial employee is authorised to assign work tasks to subordinate employees, organise, manage and supervise their work, and issue binding instructions for this purpose.
- (5) Direct management consists in assigning work tasks from a higher level of management to a lower level within the direct line of organisational subordination. Direct management includes, in particular, issuing instructions or orders, monitoring their implementation, supervising performance and evaluating results.

- (6) Methodological management consists in delegated authority to make expert decisions, determine methods for the performance of professional activities and supervise their outcomes.
- (7) The Faculty Management also performs managerial and organisational activities through a system of internal regulations, in particular directives, orders, measures and notices.

Article 3

Organisational Structure and Division of the Main Units of the Faculty

- (1) The basic organisational structure of the faculty is shown in the Annex – Organisational Structure Chart of the Faculty of Chemical Technology of the University of Pardubice.
- (2) The faculty comprises twelve departments/institutes:
 - a. Department of Analytical Chemistry (abbreviated as “DAICh”),
 - b. Department of Inorganic Technology (abbreviated as “DInT”),
 - c. Department of Biological and Biochemical Sciences (abbreviated as “DBBS”),
 - d. Department of Economy and Management of Chemical and Food Industries (abbreviated as “DEMCh”),
 - e. Department of Physical Chemistry (abbreviated as “DPCh”),
 - f. Department of General and Inorganic Chemistry (abbreviated as “DGInCh”),
 - g. Department of Graphic Arts and Photophysics (abbreviated as “DGAP”),
 - h. Institute of Applied Physics and Mathematics (abbreviated as “IAPM”),
 - i. Institute of Energetic Materials (abbreviated as “IEnM”),
 - j. Institute of Chemistry and Technology of Macromolecular Materials (IChTMM):
 - Department of Paints and Organic Coatings (abbreviated as “DPOC”),
 - Department of Synthetic Polymers, Fibers and Textile Chemistry (abbreviated as “DSPFTCh”),
 - k. Institute of Environmental and Chemical Engineering (abbreviated as “IEnviChE”):
 - Department of Chemical Engineering (abbreviated as “DChE”),
 - Department of Environmental Protection (abbreviated as “DEnvIP”),
 - l. Institute of Organic Chemistry and Technology (abbreviated as “IOChT”):
 - Department of Mechanisms of Organic Reactions (abbreviated as “DMOR”),
 - Department of Organic Materials (abbreviated as “DOM”),
 - Department of Organic Technology (abbreviated as “DOT”).
- (3) The Dean may appoint a Head of Department from among the academic staff. The Head of Department shall be responsible to the Head of the Institute/Department for the activities and operation of the department.
- (4) The shared facilities participating in the creative activities of the faculty are:
 - a. Joint Laboratory of Analysis and Evaluation of Polymers (abbreviated as “JLAP”),
 - b. Joint Laboratory of NMR Spectroscopy (abbreviated as “JLNMR”).
- (5) The faculty centre is the Centre of Materials and Nanotechnologies (CEMNAT).

Article 4
Organisational Structure of the Dean's Office

- (1) The Dean's Office consists of organisational units ensuring the administrative, operational, economic and supervisory activities of the faculty. These include administrative, economic, operational and other units managed by the Dean, the Vice-Deans and the Secretary of the Faculty.
- (2) The Dean directly manages the activities of the Secretariat of the Dean, the Vice-Deans, the Secretary of the Faculty, the Heads of Departments, Institutes and the Faculty Centre, and the Editorial Officer.
- (3) The Vice-Dean for Education directly manages the activities of the Study Department.
- (4) The Vice-Dean for Research and Creative Activities directly manages the activities of the Office for Research and Creative Activities.
- (5) The Vice-Dean for External Relations directly manages the activities of the Office for External Relations.
- (6) The Vice-Dean for Internal Affairs directly manages the activities of the Office for Internal Affairs.
- (7) The Secretary of the Faculty directly manages the activities of:
 - a. the Economic and Operations Department,
 - b. the Development Workshops,
 - c. the Storehouse.

Article 5
Final Provisions

- (1) Should a dispute arise concerning the performance of an activity or responsibility for an activity not explicitly specified in the Organisational Regulations, a valid internal regulation or a Faculty directive, the matter shall be decided by the nearest superior employee.
- (2) This Directive shall enter into force and effect on 1st June 2026.

Pardubice, 26th May 2026

prof. Ing. Petr Němec, Ph.D.
Dean

Annex: Organisational Chart of the Faculty of Chemical Technology of the University of Pardubice

Organisational Chart of the Faculty of Chemical Technology of the University of Pardubice

