

Charles University, Faculty of Social Sciences
Institute of Political Studies

Notice of the Director no. 1/2021

(substitutes Notice of the Director no. 2/2018)

Title:

Establishment of Rules for Consultation Hours at IPS FSV UK

In effect from: 1.2.2021

In Prague on 19 January 2021

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Director of the Institute

The rules for the scheduling and subsequent observance of consultation hours at IPS FSV UK are as follows for all academic staff members and lecturers under workload:

- a) Consultation hours are reported to the secretariat prior to the beginning of each semester, special changes are reported there as well (alternatively, academic staff and lecturers can publish such special changes themselves in the News section on the IPS website <http://ips.fsv.cuni.cz>).
- b) The secretariat will ensure that the reported consultation hours are entered into the faculty database and posted on the door of the respective office.
- c) Academic staff and lecturers will enter the reported consultation hours into SIS.
- d) In case of vacation, business trip, incapacity of an academic staff member/lecturer, information about the absence is always available for students in the News section on the IPS website <http://ips.fsv.cuni.cz>.
- e) Consultation hours always take place in the buildings used by FSV UK, usually where academic staff members/lecturers conduct their teaching.
- f) The presence of the academic staff member/lecturer is not conditioned by anything during the consultation hours. It is neither necessary nor compulsory to make an appointment for consultation hours in advance.
- g) Consultation hours of full-time staff members amount to at least 80 minutes per week, for part-time staff members they are reduced accordingly based on the amount of workload (i.e. 60 minutes for 0.75 workload; 40 minutes for 0.5 workload; 20 minutes for 0.25 workload).

h) In the event that an academic staff member/lecturer has above-standard teaching duties stipulated by the department and requiring a larger extent of consultation hours, it is up to the head of the department to determine - upon agreement with the academic staff member/lecturer - an appropriate extension of consultation hours beyond the limit specified in point g) of the Director's Notice no.2/2021.

i) Since the summer semester of 2020/2021, doctoral students and external staff members who participate in teaching in a given semester are obliged to offer a minimum of 1 hour of consultation per month.

Heads of Departments are responsible for compliance with this Notice.