

Prague, 12th October 2020

Dean's Decree No. 24/2020

Rules of Procedure of the Editorial Board of Film and TV School of the Academy of Performing Arts in Prague

Article 1

Principal provisions

1. The mission of FAMU's Editorial Board is to ensure that Nakladatelství Akademie múzických umění v Praze (Academy of Performing Arts in Prague Publishing House; "NAMU") releases both publications that foster deeper development of technical and scholarly thinking in the fields taught at FAMU and educationally focused titles needed for the teaching of FAMU's programmes. The Editorial Board's task is to ensure that the publications follow a balanced ratio of technical books useful for the entire faculty as well as highly specialised books intended for FAMU's individual departments. The Editorial Board's task is also to encourage FAMU's academic personnel and doctoral students to publish their own works.
2. This Decree is based on the relevant legal regulations and internal policies of the Academy of Performing arts in Prague ("AMU") and the Film and TV School of Academy of Performing arts in Prague ("FAMU"), including the Statutes of AMU, Rector's Decree No. 9/2020 on the rules for distributing and utilising institutional support for long-term systematic development ("IP DKR") and the Organisational and Operating Rules of NAMU.

Article 2

Activities of the Editorial Board of FAMU

1. NAMU's publication activities connected with FAMU include primarily:
 - a) Technical publications in the fields of cinema, television, photography, audio-visual media in general and any other fields taught as part of FAMU's programmes;
 - b) Technical publications resulting from scholarly research undertaken at FAMU;
 - c) Books and textbooks for programmes taught at FAMU.
2. The Editorial Board of FAMU shall in particular:
 - a) Participate in concept activities related to the publishing of technical books by NAMU,
 - b) Evaluate the adherence to the NAMU editorial plan on an ongoing basis with regard to the segment of books released for FAMU,
 - c) Initiate and approve proposed changes to publishing plans,
 - d) Design and approve proposals for edition ranges and consider titles suitable for inclusion in them,
 - e) Suggest to the CEO of NAMU specialised editors and reviewers for the titles prepared and released titles in relation to FAMU.
3. The Editorial Board approves publication plans for all releases that NAMU publishes for pro FAMU and that are related to the programmes taught by FAMU, including the publications that should result from research and development grants.
4. The Editorial Board reviews publication plans for the publications released in Czech. The Editorial Board reviews suggestions for issuing books in other languages only if a realistic plan for distributing the publication to the readers is in place.

5. The proposed publication plans approved by the Editorial Board of FAMU are subject to the approval by the Editorial Board of AMU prior to their final inclusion in NAMU's editorial plan.
6. The Editorial Board of FAMU is responsible for the technical quality of the titles that it suggests for inclusion in NAMU's editorial plan on behalf of FAMU.

Article 3

Appointment and membership of the Editorial Board of FAMU

1. The Dean appoints and recalls the members of the Editorial Board.
2. The Editorial Board shall have at least five members. Only FAMU's academic and managerial personnel who have publishing experience, or the Dean or vice-deans of FAMU, may be members of the Editorial board.
3. The Editorial Board shall always involve the Vice-Dean for Research and Development, appointed the Chair of the Editorial Board by the Dean. The Chair is represented in their absence by a member of the editorial board authorized by them.
4. Editorial Board members cannot be substituted.
5. Editorial Board members are entitled to financial compensation. The Dean decides on its awarding and amount.
6. The Chair of the Editorial Board appoints a minutes writer to record the minutes of every meeting.

Article 4

Deliberations of the Editorial Board of FAMU

1. The Chair of the Editorial Board of FAMU convenes its meeting at least twice a year.
2. Invitations to the meetings are sent to the members by e-mail at least seven calendar days in advance along with the documents and publication plans to be discussed.
3. If necessary, meetings can be held using electronic means of remote communication.
4. The CEO of NAMU always takes part in the meeting. The Dean of FAMU has the right to take part and is invited to it in an advisory capacity. Other guests may be invited as necessary.
5. The Editorial Board has quorum if a simple majority of its members is present physically or remotely (video call). The Chair manages the meetings. The meetings are not public, unless the Chair decides otherwise.
6. The Editorial Board adopts decision by simple majority of participating members. In the event of an equal vote, the Chair's vote shall prevail.
7. In exceptional cases where a quorate meeting of the Editorial Board cannot be convened, a correspondence vote is possible. In such case the following rules apply:
 - a) The Chair calls the vote.
 - b) The vote is conducted via e-mail.
 - c) The deadline for replying to the questions is seven calendar days.
 - d) Once the vote is completed, the Chair shall send the result of the vote to all members within seven calendar days.
 - e) The result of the vote is included in the minutes of the next meeting of the board.
8. The minutes of the meeting, recorded by the minutes writer and approved by the Chair, shall be published on the Faculty's website within one month after the meeting.

Article 5

Rights and obligations of the members of the Editorial Board of FAMU

1. A member of EB FAMU has the right to:
 - a) Be informed about the agenda of an upcoming meeting and the written documents to be voted on in a sufficient advance (at least seven calendar days in advance),
 - b) Propose new or translated titles to be published by NAMU,
 - c) Participate in systemic decisions of the Editorial Board.
2. A member of EB FAMU has the duty to:

- a) Attend meetings in person, and if they cannot participate, to extend a due excuse to the Chair,
- b) Study the documents sent ahead of the meeting,
- c) Make decisions on the basis of professional criteria,
- d) Represent the Faculty's interests, i.e., encourage NAMU's publication activity beneficial to FAMU's teachers and students.

Article 6

Submission and review of publication plans

1. Publication plans are to be submitted to the Editorial Board always completed in the relevant forms available at NAMU's website (<https://namu.cz/page/o-nas>) for download.
2. The publication plan shall include the expected amount of standard pages, expected date of manuscript completion, annotation and structure (chapters). Any completed manuscripts are attached to the publication plans, either as a whole or a sample of at least 10 standard pages.
3. As a rule, members of the EB and FAMU's academic personnel submit publication plans by sending them to the Chair of the EB. Authors active outside of FAMU may also submit publication plans by sending them to the CEO of NAMU who will forward them to the Chair of the EB FAMU if they find them relevant.
4. The Editorial Board has the right to request an expert's opinion before deciding on whether or not to include a publication in the draft editorial plan.
5. When voting on publishing plans, the EB FAMU takes into consideration:
 - a) Technical and stylistic quality of the publication,
 - b) Relevance of issuing the book considering its benefits for FAMU's academic personnel and students,
 - c) Balanced ratio of books related to the individual FAMU programmes,
 - d) Financial and human resources of NAMU,
 - e) Adequacy of including the book in the editorial plan considering the academic and artistic nature of NAMU's publication profile.

Article 7

Final provision

1. This Decree becomes valid and effective upon signature on 12th October 2020.



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Dean of FAMU