

ORGANIZATIONAL RULES

of the
Institute of Philosophy of the Slovak Academy of Sciences

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Article I Introductory Provisions

- (1) The Establishment Plan of the Institute of Philosophy of the Slovak Academy of Sciences (hereinafter "the Institute") determines the details of the internal organizational structure, its governing bodies, their powers and responsibilities, as well as the interrelationships among them.
- (2) This plan applies to employees who have an employment relationship with the institute, doctoral students of the Institute and employees emeriti of the Institute.

Article II Bodies and Officials of the Institute

- (1) The legal representative of the Institute is the Director. He or she performs his or her function and powers in accordance with Act no. 133/2002 Coll. on the Slovak Academy of Sciences.
- (2) The other bodies and officials (whose competences cover the entire institute) are the following:
 - a) the Vice-director,
 - b) the Economic Secretary,
 - c) the Research Secretary of the Institute,
 - d) the Guarantor of Doctoral Studies,
 - e) the Scientific Council,
 - f) the Director's Board,
 - g) the Attestation Commission,
 - h) the International Advisory Board.
- (3) The position of the Vice-director of the Institute is appointed and removed by the Director. The Vice-director shall perform her or her duties and responsibilities and exercise authority, including the authority to act on behalf of the Institute in industrial and other legal relations, under the authority of the Director. The Vice-director also secures grant projects and other academic projects and establishes foreign relations or partnerships for the Institute.
- (4) The position of the Economic Secretary of the Institute is appointed and removed by the Director. The Economic Secretary of the Institute prepares the budget plans of the Institute for the coming periods and is responsible for their adherence. He or she implements the economic strategy of the Institute to ensure that all its activities are included in the budgetary rules of the organization and participates in the preparation of the annual report of the Institute. He or she performs consulting services for all organizational units and grant leaders.
- (5) The position of the Research Secretary of the Institute is appointed and removed by the Director after consultation with the Scientific Council of the Institute. The Research Secretary of the Institute participates in the formulation and implementation of the scientific and research strategy of the Institute. Further, the Research Secretary ensures the scientific, research and educational activities of the Institute, and draws up the annual report of the Institute. To the extent determined by the Director of the Institute, he or she coordinates the cooperation of the Institute's management with the Scientific Council of the Institute.

- (6) The position of the Guarantor of Doctoral Studies of the SAS is appointed and removed by the director after consultation with the Scientific Council of the Institute and after approval by the *Council for Education and Doctoral Studies of the SAS*. The SAS guarantor must meet the requirements set by the *Internal Quality System of Doctoral Study of the SAS*. In cooperation with the Director, the Research Secretary, and the Scientific Council of the Institute, the Guarantor supervises the selection of supervisors for doctoral studies. He or she submits for approval the selection of topics for doctoral study proposed by the supervisors. He or she regularly checks the course of doctoral studies to make sure that it is in accordance with the *Internal Quality System of Doctoral Study of the SAS* and communicates with universities regarding the doctoral studies.
- (7) The Institute will have a Scientific Council. The competences and activities of the Scientific Council are governed by its statutes. The Scientific Council has 7 elected members, and, in accordance with § 18, par. 3 of Act no. 113/2002 Coll. on the Slovak Academy of Sciences, at least one quarter and at most one third of the members of the Scientific Council should be representatives of universities and other legal entities carrying out research and development. The process of the election of the members of the Scientific Council is regulated by the *Electoral Regulations of the Scientific Council of the Institute*.
- (8) The Institute will also have a Director's Board. This is an advisory body to the Director of the Institute. The members of the Director's Board are the heads of the departments of the Institute, the Research Secretary and the Economic Secretary of the Institute, a representative of the trade union, a representative of the Institute in the SAS Assembly and the SAS Presidium (if the Institute has one), the project leaders of the Institute (APVV and international projects) with a large number of researchers (10 and more), and the editors-in-chief of the journals *Filozofia* and *Organon F*. Pursuant to Art. I par. (4) of the *Statutes of the Scientific Council* of the Institute, the chairman of the Scientific Council of the Institute also attends the meetings of the Director's Board. The Director's Board discusses the internal regulations of the Institute, the scientific-research strategy of the Institute, and issues and problems associated with its implementation.
- (9) The Institute will also have an Attestation Commission. The chairman of the Commission is the Director of the Institute. The majority of the members of the Commission are members of the staff of the Institute; a representative of the basic organization of the trade union at the Institute is also a member of the Commission, or, if the basic organization of the trade union at the Institute is not established, a representative of the Institute's researchers will be a member of the Commission. The Attestation Commission performs regular audits of researchers of the Institute, usually once a year. The goal of these audits is to assess the quality and quantity of scientific outputs and other activities of researchers according to the *Regulations for the Evaluation of Researchers of the IP SAS*. Based on this assessment, the Commission can propose a reduction in the number of working hours, or can recommend an increase in the working hours of the researcher in question. The Commission also discusses and recommends proposals for the reassignment of employees to higher qualification levels and submits them for approval to The Commission of SAS for the Assessment of the Academic Qualifications of Employees.
- (10) The Institute will also have an International Advisory Board. This Board helps to formulate and implement the scientific research strategy of the Institute, especially in the field of academic and project cooperation with academic workplaces abroad. The International Advisory Board has at least three members, who are appointed and removed by the Director after consultation with the Scientific Council of the Institute. The office of a member of the International Advisory Board shall be honorary and is unpaid.
- (11) The Director may, if necessary, set up additional bodies.

Article III
Roles of Different Bodies in Relation to Internal Rules

- (1) *The Statute of the IP SAS* is proposed by the Director of the Institute, discussed by the Scientific Council of the Institute, approved by the Academic community of the Institute and the management of the 3rd Department of Sciences of the SAS, and issued by the Director of the Institute.
- (2) *The Establishment Plan of the IP SAS* is proposed by the Director of the Institute, discussed by the Scientific Council of the Institute, approved by the management of the 3rd Department of Sciences of the SAS, and issued by the Director of the Institute.
- (3) *The Regulations for the Evaluation of Researchers of the IP SAS* are proposed by the director, discussed by the Director's Board, approved by the Scientific Council of the Institute, and issued by the Director of the Institute.
- (4) *The Staff Regulations of the IP SAS* are proposed by the Director, discussed by the Scientific Council of the Institute, approved by the Director's Board, and issued by the Director of the Institute.
- (5) *The Statute of the Scientific Council of the IP SAS* is proposed by the chairman of the Scientific Council, discussed by the Scientific Council of the Institute, approved by the Academic community of the Institute, and issued by the Director of the Institute.
- (6) *The Electoral Regulations of the Scientific Council of the IP SAS* are proposed by the chairman of the Scientific Council, discussed by the Academic Council of the Institute, approved by the Academic community of the Institute, and issued by the Director of the Institute.
- (7) The status of researcher emeritus of the Institute is proposed by the Director, approved by the Scientific Council of the Institute, and issued by the Director of the Institute.
- (8) The regulations for the application and selection procedures for filling the positions of researchers are proposed by the Director, discussed by the Scientific Council of the Institute, approved by the Director's Board, and issued by the Director of the Institute.
- (9) The publication and entry into force of the internal regulations of the Institute is regulated by Art. IX of the *Statute of the IP SAS*.
- (10) The Director of the Institute may also issue other internal directives and regulations, which are not subject to approval by the bodies of the Institute, to ensure the smooth operation of the Institute. These directives are usually issued in connection with changes in legislation. Such directives are, for example: Registry no. IS 1/2019, Directive for the Procurement of Low Value Contracts no. IS 2/2019, Principles of Information Security (GDPR) no. IS 2/2019, Internal Directive for taking annual leave no. IS 1/2020. These internal directives and regulations do not need to be published on the Institute's website.

Article IV

Internal Structure of the Institute

- (1) The Institute is internally divided into the following organizational units:
 - a) The Department of Analytic Philosophy
 - b) The Department of the History of Slovak Philosophical and Political Thinking
 - c) The Department of Environmental Philosophy
 - d) The Department of Social Philosophy and Philosophical Anthropology
 - e) The Department of Normativity and Human Rights Research
 - f) The Journal *Filozofia*
 - g) The Journal *Organon F*
 - h) The Library
 - i) Administration
- (2) The Department of Analytic Philosophy focuses on scientific research in the field of analytic philosophy, philosophy of language, philosophy and methodology of science, philosophical logic, analytic metaphysics and analytic epistemology.

- (3) The Department of the History of Slovak Philosophical and Political Thinking focuses on the development of philosophical and political thinking in Slovakia in the 19th and 20th centuries in the Central European context.
- (4) The Department of Environmental Philosophy focuses on issues related to the relationship between man and nature, the place of man and society in the host ecosystem, and critical reflection on the causes and socio-political consequences of various forms of environmental degradation.
- (5) The Department of Social Philosophy and Philosophical Anthropology focuses on research in the field of social philosophy, philosophical anthropology and philosophy of history. The history of philosophy, the philosophy of art and aesthetics are also organic parts of the department's research.
- (6) The Department of Normativity and Human Rights focuses on ethics, applied ethics, philosophical problems of human rights, the area of social and special conative facts, normative aspects of the philosophy of social knowledge, the application of logic in law, and the theory of mind with regard to sources of normativity.
- (7) The editors of the journal *Filozofia* focus their activities on publishing the journal *Filozofia* and its supplements.
- (8) The editors of the journal *Organon F* focus their activities on publishing the journal *Organon F* and its supplements.
- (9) The Library focuses on the registration of the publishing activities of the Institute's staff and on the acquisition, cataloguing and storage of scholarly publications. It provides library and information services to the research staff of the Institute.
- (10) The Administration helps create the conditions for the effective work of the Director. It also facilitates the scientific research, publishing and educational activities of the Institute for all its employees.

Article V

Classification of Employees into Organizational Units of the Institute

- (1) The departments are led by the heads of the departments. The journal *Filozofia* is led by its editor-in-chief. The journal *Organon F* is also led by its editor-in-chief.
- (2) The immediate superior of the staff of the Administration is the Director. The immediate superior of the Library staff is the head of the Administration.
- (3) The persons referred to in paragraph 1 shall be appointed and removed by the Director. The director appoints the heads of departments after consultation with the members of the department.
- (4) The persons referred to in paragraph 1 are considered to be senior employees in accordance with the meaning of the Labour Code and Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.
- (5) The persons referred to in paragraph 1 designate and impose work tasks on subordinate staff who are organizationally classified into organizational units pursuant to Article I, paragraph 1. They organize, manage and control the work of subordinate staff and give them binding instructions for that purpose.
- (6) The persons referred to in paragraph 1 may, on the basis of a mandate from the Director, perform legal acts in specified matters on behalf of the Institute.
- (7) The organizational structure of the Institute includes employees of the Institute, researchers emeriti and internal and external doctoral students.
- (8) The persons referred to in paragraph 7 shall report directly to the head of the organizational unit to which they are assigned.
- (9) The Director shall assign persons to the organizational units pursuant to Paragraph 7 by his or her decision after consultation with the head of the organizational unit and the assigned person pursuant to paragraph 7.
- (10) The Director may decide that certain persons referred to in paragraph 7 will not be assigned to an

organizational unit but shall report directly to the Director.

- (11) The Director may assign one person to more than one organizational unit in accordance with paragraph 7, after consultation with the heads of these organizational units and the person in question.

Article VI
Giving the Expertise and Opinions of the Institute and
the Use of the Logo of the Institute

- (1) The expertise and scientific opinions (hereinafter referred to as “expertise”) of the Institute may only be given by the Director or the Vice-director, or an authorized person in accordance with the meaning of paragraph 1, and the staff who processed the expertise.
- (2) The senior researchers of the Institute may give expertise other than that referred to in paragraph 2 only in their own name; this expertise is not the Institute’s expertise, and these researchers should not be understood as speaking in the name of the institute.
- (3) Only with the prior consent of the Director or Vice-director may the staff of the Institute use the logo of the Institute and state their affiliation indicating their employment relationship with the Institute. Moreover only with the prior consent of the Director or Vice-director may the staff of the Institute state the number and title of the completed grant project, when giving expertise, either in written documents or in electronic form, the content of which does not relate to the performance of the Institute’s tasks.

Article VII
Final Provisions

- (1) This Establishment Plan was discussed by the Scientific Council of the Institute on the 14th of May 2020.
- (2) This Establishment Plan was approved by the management of the 3rd Department of sciences of the SAS on the 25th of June 2020.
- (3) This Establishment Plan comes into force one day after its publication on the Institute’s website.
- (4) When this Establishment Plan comes into force, the previous Establishment Plan from the 15th of October 2018 is repealed.

Bratislava, 26 of June 2020

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Director of IP SAS