**Appointment procedure**

Responsible person: Bc. Simona Voráčková (simona.vorackova@fsv.cuni.cz, phone: +420 222 112 290)

**There are two parts during the procedure:**

**Part 1** - at the Faculty - course: starting at the Scientific Council of Faculty of Social Sciences, getting ready the standpoint by the evaluationt committee, professorial lecture before the Scientific Council of Faculty of Social Sciences.

**Part 2** - at the rectorate - course: to be discussed by the College Rector, professorial lecture before the Scientific Council of Charles University in Prague.

**Materials required for the initiation of an appointment procedure:**

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|  | **Letter to the Dean with a request for initiation of a habilitation procedure**  Including the field of appointment procedure. |
| **1.** | **The written recommendation of at least two professors in the same field or a related field** |
| **2.** | **Structured Curriculum Vitae** |
| **3.** | **Evidence of higher education and the appropriate title (copies of diplomas), proof of acquisition of academic and scientific titles or other professional qualification degrees** |
| **4.** | **Proof of habilitation** (a copy of the decree of appointment) |
| **5.** | **Overview of specific teaching activities**  For the period of 6 years - see the attached design. |
| **6.** | **List of scientific, research papers, textbooks and teaching texts (publications)**  The list is to be divided into chapters - see the attached design. |
| **7.** | **List of citations in both Czech and foreign professional literature**  Recommended format: highlight cited item and bring it directly to specific quotes. |
| **8.** | **Overview of completed scientific (professional) internships (domestic and foreign)**  The overview includes just internships longer than 1 month. |
| **9.** | **Dean’s / Director’s recommendation**  In case the candidate is not from Faculty of Social Sciences or CERGE. |
| **10.** | **Confirmation of employment**  In case the candidate is not from Faculty of Social Sciences or CERGE. |

**MODEL:** Teaching activities

**Academic year** (20.. /20..)

**Study program** (program name, degree program mandatory / optional)

**The overall scope of seminars - specification** (eg. the name of exercise, the scope of the subject, in part, subject, etc.)

**The overall scope of lectures - specification** (eg. compulsory / optional subject, range of lectures, lecture title, etc.)

**Other teaching activities**

Academic year (20.. /20..)

*Here, for example, state : Chairman of the Commission for final state or final examinations, a commission member for the state doctoral examination , the guarantor of the study program, a member of the Board of Guarantors degree programs, doctoral board member, a significant share in the creation of new teaching aids, etc.*

**Management of bachelor thesis**

Academic year (20.. / 20..)

number of held works:

number of defended works:

**Management of theses**

Academic year (20.. / 20..)

number of held works:

number of defended works:

**The management of doctoral students**

Academic year (20.. / 20..)

number of held works:

number of defended works:

Consultatnt:

**Activity in the context of lifelong learning - specification**

**MODEL:** Category breakdown list of publications

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| --- | --- |
| **A** | **scientific monographs,** |
| **B** | **chapters in monographs**, |
| **C** | **original scientific work,** |
| C1 | articles in impact factor journals, |
| C2 | articles in international peer-reviewed journals, |
| C3 | articles in Czech peer-reviewed journals, |
| C4 | studies in peer-reviewed Proceedings, |
| C5 | editor peer-reviewed Proceedings, |
| **D** | **textbooks,** |
| **E** | **other works**, |
| **F** | **"invited speaker" lectures,** |
| **G** | **summaries and reviews of the literature,** |
| **H** | **patents,** |
| **I** | **thesis**, |
| **J** | **dissertation, thesis,** |
| **K** | **abstracts from symposiums and congresses,** |
| **L** | **participations in grants,** |
| **M** | **other publications.**  *(popularization work , major reviews in newspapers, etc.)* |