

Charles University, Faculty of Social Sciences

**Dean's Measure no. 13/2022**

Title:

**PRINCIPLES OF CAREER GROWTH AT THE  
FACULTY OF SOCIAL SCIENCES OF CHARLES UNIVERSITY FOR EMPLOYING  
ACADEMIC STAFF, RESEARCHERS, AND LECTURERS**

In effect from

1. 7. 2022

In Prague on 27 June 2022

PhDr. JUDr. Tomáš Karásek, Ph.D.

Dean of the Faculty

In accordance with § 33 para 1 of Act No. 111/1998 Coll., on Universities, as amended, the Dean of the Faculty of Social Sciences of Charles University issues the following Dean's Measure:

**PRINCIPLES OF CAREER GROWTH AT THE FACULTY OF SOCIAL SCIENCES OF  
CHARLES UNIVERSITY FOR EMPLOYING ACADEMIC STAFF, RESEARCHERS, AND  
LECTURERS**

This measure defines the principles and procedures of the Faculty of Social Sciences of Charles University (hereinafter referred to as "the Faculty") in the area of employment and career growth of academic staff, researchers, and lecturers. The purpose is to set clear, transparent, and comprehensible requirements for the quality, areas, and scope of their work, to provide them with feedback on their work at the Faculty through regular evaluation, to motivate them to further professional growth, and thus to contribute to the enhancement of the quality of the Faculty's creative and educational activities. At the same time, these principles contribute to the stability and predictability of the professional growth of staff members regardless of changes in the leadership of the faculty, institutes, or departments.

The career regulations draw on superior, generally binding and internal legal regulations<sup>1</sup> and specify the requirements that the faculty imposes on an employee in a given position. The Dean decides (upon discussions in the collegium) on the personnel agenda on the basis of an internal agreement between the Rector and the Dean regarding the implementation of the provisions of § 24 para 4 of Act No. 111/1998 Coll., on Universities and on Amendments and

---

<sup>1</sup> In particular, [the Act on Universities](#), [the Labour Code](#), [Rector's Measure No. 28/2021 Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University](#), [Rector's Measure No. 56/2021 Catalogue of Jobs and Positions for Staff Members at Charles University](#), [the Code of Ethics of Charles University](#), [the Internal Wage Regulations of Charles University](#)

Supplementations to Other Acts (the Act on Universities), as amended (hereinafter referred to as “the Act on Universities”). This measure aims to provide a binding framework, not to cover in detail all the situations that may arise in practice. The specific needs of individual study fields will be further specified in the annexes relating to individual institutes<sup>2</sup>, in particular as regards the definition of work agenda and workload of individual positions, a specific procedure for the regular evaluation of staff members, and the criteria for regular biannual performance remuneration.

Along with improving the quality of its educational and creative activities, the Faculty strives to reconcile the work, family and personal life of its employees and allows them to flexibly distribute their working hours. It is sensitive to the specific needs of employees after maternity/parental leave, long-term incapacity for work due to illness, or care for a family member. This understanding is reflected in the endorsement of part-time work and other arrangements intended to facilitate a return to work. It also takes these circumstances into account when assessing compliance with the criteria within the regular evaluation.

## **Article 1**

### **Activities of Staff Members**

1) The work agenda of academic staff members, researchers<sup>3</sup>, and lecturers is based on the superior university regulations and is further specified for the needs of the faculty and its study fields in this measure or in the regulations of institutes and units. Where required, the determination of the work agenda for a particular position arises from the terms of the selection procedure for that position. Work agenda is further specified in the job description of the staff member and the individual career growth plan (hereinafter referred to as the “ICGP”), including additions and modifications made to the ICGP resulting from regular or extraordinary evaluations.

International cooperation and other internationalisation activities form an integral part of the faculty's educational and creative activities. This requires a good working knowledge of at least one foreign language, usually English. *Other language requirements may be determined by the institutes according to the needs and practices of their respective study fields.*

2) The activities of a staff member in AP or L2 positions include three basic areas:

- teaching activity,
- creative activity,
- other activities.

The table below gives an indication of the share of these activities in the work agenda of individual categories of staff members. *The shares of individual activities may be further specified within a set range by the regulations of the institutes, depending on the specific needs of individual workplaces and study fields.*

---

<sup>2</sup> Where this regulation refers to the definition of specific conditions at individual institutes, it refers to the annexes regulating career growth at the Institute of Economic Studies, the Institute of Communication Studies and Journalism, the Institute of International Studies, the Institute of Political Studies, and the Institute of Sociological Studies. Where this measure refers to specific adjustments at the institutes, such possibility also applies, to an appropriate extent, to the Language Centre.

<sup>3</sup> Postdoctoral fellows within the meaning of [Rector's Measures No. 23/2021](#) and [3/2022](#) are also regarded as academic or scientific staff members, depending on how they are constituted and defined in the employment contract.

	Teaching activity*	Creative activity**	Other activity***
AP1 ASSISTANT –	30–50 %	30–50 %	10–20 %
AP2 ASSISTANT PROFESSOR –	20–50 %	20–50 %	10–30 %
AP3 ASSOCIATE PROFESSOR –	20–50 %	20–50 %	20–30 %
AP4 PROFESSOR -	20–50 %	20–50 %	20–30 %
L1 - LECTURER	80–100 %	0 %	0–20 %
L2 - LECTURER	60–80 %	10–30 %	10–30 %
VP 1, 2, 3 - RESEARCHER	According to the project agenda		

\* Teaching activity - especially teaching (lectures, seminars, practical seminars), including teaching in English, including teaching at workplaces abroad, preparation of teaching and study materials, organisation of teaching (including preparation of documents for accreditation), preparation of new courses and innovation of the existing ones, consultations, revision of student's theses in courses, testing, supervising and reviewing bachelor's, master's, rigorosum, and doctoral theses, teaching in lifelong learning programmes (hereinafter referred to as "LLP")

\*\* Creative activity - especially basic and applied research, publishing research results, serving on editorial boards of scientific and academic journals, reviewing activities, participation in conferences, contract research, artistic activities

\*\*\* Other activities - in particular participation in the organisational and administrative operation of the faculty, institute, department or another unit (including serving on their management and other bodies, such as academic senate, scientific council, dean's or rector's collegium), guaranteeing study programmes, obtaining financial (grant) resources and managing scientific projects, technology transfer and cooperation with the application sphere, popularisation of science, coordination of international and internationalisation activities, coordination of international degree programmes, management of secondary school professional activities, work in outside-university professional bodies (grant agencies, editorial boards, professional societies, etc.), organizing professional workshops and conferences, both domestic and international, expert public speaking, promoting and spreading the good reputation of the faculty or university.

## **Article 2 Career Advancement, Career Change**

Career growth includes career advancement and career change. Career advancement entails a vertical move to a higher job position, while career change is a horizontal move to a different

career path. Career advancement is decided by the employee's supervisor on the basis of the regular evaluation of the employee or the results of another procedure during which all areas of the employee's activity are comprehensively assessed (e.g. habilitation or appointment procedures). The right to career advancement is guaranteed if the employee fulfils the requirements and obligations imposed by the employment contract and set out in the individual career growth plan.

A career change of an academic staff member occurs either at his/her request or if, on the basis of a regular evaluation of the employee, it is concluded that s/he is not fulfilling the requirements and obligations imposed by the employment contract or set out in the individual career growth plan. At the same time, the employee must have a demonstrable track record of performance in the activities required for a career change (e.g. an adequate scientific record for a move to a VP position or an adequate teaching record for a move to an L position) and the respective workplace must be able to make the career change at that time. In the case of a career change, the employee is placed in the job rank corresponding to the position s/he has previously reached in the career path of an academic staff member (e.g. AP2 > VP2 or L2; AP3 > VP3). Alternatively, the employment relationship with the faculty member may be established on another legal basis (agreement to perform work/agreement to complete a job).

A possible career change can also include the move from the position of a lecturer or researcher to an AP position. In this case, there is always an obligation to fill the AP position through an open and transparent selection procedure, and any other conditions must be met (e.g. habilitation for the move to an AP3 position).

### **Article 3** **Academic Staff Members (an AP position)**

Hiring a new employee to the faculty for the position of AP takes place on the basis of an open selection procedure (see [Řád výběrového řízení Univerzity Karlovy](#) / the Regulations of the Selection Procedure of Charles University). The only exception may be a temporary substitute for a staff member on maternity/parental leave, on long-term incapacity for work, on a long-term internship abroad, etc.

The newly hired academic staff member will prepare his/her individual career growth plan in accordance with the instructions of the head of department and in accordance with the job description no later than two weeks before the end of the trial period. The head of the department will then discuss the plan with him/her, will modify it if necessary and submit to the director of the institute for approval (*the mutual roles of the head of department and the director may be adjusted by the institutes according to their specific needs*). The purpose of the plan is to specify the planned activities of the academic staff member, taking into account the needs of his/her department, his/her individual job placement, and the general intention to motivate the staff member to advance his/her career. The ICGP is based on the criteria by which the staff member's performance will be evaluated, sets specific objectives for their achievement, and establishes a timeframe for their fulfilment. For staff members in AP2 position, the ICGP is drawn up for the period of time specified for the fulfilment of the conditions for habilitation procedure; for staff members in AP3 and AP4 positions, the ICGP is drawn up for at least the standard evaluation period for the respective position. The plan may be modified or updated either by mutual

agreement at the request of the staff member or on the basis of a supervisor's instruction, generally following regular evaluation of the staff members (see Article 6 of this measure). *The institutes determine the specific form and structure of the individual career growth plan in accordance with their specific needs.*

### **1) Assistant (AP1 job rank)**

The position of assistant is filled only exceptionally and only for a definite period of time, e.g. by employees without a completed doctoral degree (but with a clear prospect of completing it), or it is intended for employees who are temporarily substituting an employee on maternity/parental leave, on long-term incapacity for work, on a long-term internship abroad, etc. The job agenda is identical to that of an assistant professor. However, if the staff member is still a doctoral student, priority is given to the completion of his/her studies. The first employment contract with a new employee is concluded for a definite period of time, up to 3 years, and can be extended two times. Each extension of the contract is again viable for a maximum of 3 years. A staff member may be employed as an assistant for a maximum of eight years (i.e. until the maximum duration of the doctoral studies has expired). In general, however, the holding of the position is much shorter.

### **2) Assistant professor (AP2 job rank)**

The position of assistant professor is considered a career stage in preparation for habilitation procedure. The employment contract for this position is normally concluded for a definite period of time for the duration of 3 years and can be extended two times. Extension is conditional on a positive evaluation of the job performance for the respective period. *The institutes may decide that, in the event of a smooth fulfilment of the ICGP, the contract may be extended for indefinite period of time already after the first evaluation.* Such a decision to enter into a contract concluded for an indefinite period of time must be justified in writing by the head of department and approved by the director of the institute.

A full-time assistant professor should be employed for a maximum of nine years. This term is interrupted at the written request of the employee addressed to the head of the department and the director of the institute for the duration of maternity/parental leave, long-term incapacity for work, care for a long-term ill household member or close relative, etc. The term does not include time spent in the management of the faculty (dean, vice-dean or member of the collegium, chair of the academic senate) and of the institute or a unit (director, head of the unit). *Institutes will determine any adjustments to the calculation of the term for the heads of the departments and guarantors of study programmes.*

The nine-year period is defined as the period for meeting the conditions for the habilitation procedure and its initiation, when the employee is employed full-time or has a combination of part-time workloads in academic institutions (e.g. at Charles University and another university or at the Academy of Sciences of the Czech Republic), which together constitute a full-time workload. *The institutes will determine how the period for meeting the conditions for habilitation procedure is extended for part-time AP2 staff.*

In the event that after nine years in the position of AP2 the employee has not started the habilitation procedure, but has long been successfully meeting the objectives set out in the ICGP and has fulfilled a significant majority of the criteria for the start of the habilitation procedure, the director of the institute may, upon a justified proposal of the head of the department, decide to

extend his/her contract in the position of AP2 until these criteria are fulfilled and the habilitation procedure is started. *The institute may set general conditions under which the director (in accordance with the requirements stated above) will extend the contract.* As part of the extended working in the AP2 position, the conditions for the prompt achievement of habilitation procedure are set out in an updated ICGP, which also sets the deadlines for their fulfilment.

### **A typical work agenda of AP2:**

#### *Teaching activity*

S/he teaches or guarantees and develops the quality of courses in bachelor's and master's degree programmes (or in lifelong learning programmes) in accordance with the valid accreditations of study programmes, while applying the current results of scientific research in his/her teaching activities.

S/he participates in the preparation of new courses and the innovation of the current courses.

S/he provides consultations on the courses taught.

S/he prepares materials for the courses taught, including study materials such as peer-reviewed textbooks and university textbooks, Moodle, etc.

S/he supervises and reviews bachelor's, master's, rigorosum and, in justified cases, doctoral theses.

S/he carries out assessment of studies, is a member of the committees for entrance and state final examinations, and exceptionally, in justified cases, is also the head of committees.

As an advisor, s/he participates in the supervision of students in doctoral study programmes. S/he can only become a supervisor on the basis of proper justification (e.g. if the habilitation procedure is approaching).

#### *Creative activity*

S/he works independently or as member of a research team and regularly publishes in quality journals, including international journals included in the Scopus or WoS databases and/or in monographs (especially those published by renowned international publishers), while demonstrating in his/her publications and other scientific activities a clear perspective of professional growth towards meeting the criteria for habilitation procedure.

S/he actively participates in professional conferences, especially the international ones.

S/he is the head researcher or co-researcher of grant projects and participates in their preparation.

#### *Other activities*

S/he participates in the operation of the department/research team, or in academic self-government, in justified cases in leading positions, s/he can be a guarantor of a bachelor's degree programme or a coordinator of a degree programme, s/he participates in the popularisation of science, in the preparation of tests for entrance and other examinations and works in the organising committees of conferences, etc.

### **3) Associate professor (AP3 job rank)**

An employee in this position holds the academic title of 'docent' (associate professor), or has achieved a comparable position abroad, or has been appointed by the Rector as an extraordinary professor of Charles University. S/he has demonstrated to be capable of independent scientific work at the international level, has experience with a workplace abroad and is capable of independently carrying out teaching activities in the entire scope of the given field. The employment contract of associate professors who have sufficiently demonstrated their qualities and competences under previous employment contract(s) concluded for a definite period of time

is signed for an indefinite period of time; in order to evaluate their work and obtain feedback from the management of the department and institute, a continuous evaluation is subsequently carried out - usually once every 5 years, *unless the institute stipulates a shorter period for its staff members.*

### **A typical work agenda of AP3:**

#### *Teaching activity*

S/he frames the concepts for the teaching of study programmes.

S/he teaches or guarantees and develops the quality of courses in bachelor's, master's and doctoral degree programmes (or in lifelong learning programmes) in accordance with the valid accreditations of study programmes, while applying the current results of scientific research in his/her teaching activities.

S/he participates in the preparation of new courses and the innovation of the current courses.

S/he provides consultations on the courses taught.

S/he prepares materials for the courses taught, including study materials such as peer-reviewed textbooks and university textbooks, Moodle, etc.

S/he supervises and reviews bachelor's, master's, rigorosum and dissertation theses.

She carries out testing, both written and oral, and is a member or chairperson of committees for entrance and state final examinations.

S/he guides students of doctoral degree programmes as a supervisor, serves in the subject boards and examination committees of doctoral degree programmes.

#### *Creative activity*

S/he works independently or as member of a research team or leads such teams.

S/he regularly publishes in quality international journals in WoS and/or in monographs published by renowned international publishers.

S/he develops international scientific cooperation.

S/he regularly participates in international conferences, also in the form of invited lectures.

S/he obtains and researches grant projects - as a member of the research team and as the head researcher/coordinator.

S/he mentors and supports colleagues heading for habilitation procedure.

#### *Other activities*

S/he participates in the operation of the department/research team, or in the activities of the academic self-government, including in leading positions, s/he guarantees bachelor's, master's or doctoral degree programmes and organises their activities, s/he is a member of scientific councils, expert committees, committees of professional societies, evaluation panels and grant councils, editorial boards of journals (including the international ones), s/he participates (also conceptually) in the popularisation of science, organises national and international conferences, etc.

### **4) Professor (AP4 job rank)**

An employee in the position of professor holds the academic title of professor, or has been appointed by the Rector as an extraordinary professor of Charles University, or has achieved a comparable position abroad. In addition to being capable of independent scientific activity at the highest level, conducting high-quality teaching and leading scientific teams (including the interdisciplinary ones), s/he has also gained significant international experience and is a professionally and personally respected figure with a long-term vision in the Czech and international context. The employment contract of professors who have sufficiently demonstrated their qualities and competences under previous employment contract(s) concluded for a definite

period of time is signed for an indefinite period of time; in order to evaluate their work and obtain feedback from the management of the department and institute, a continuous evaluation is subsequently carried out - usually once every 5 years, *unless the institute stipulates a shorter period for its staff members.*

#### **A typical work agenda of AP4:**

##### *Teaching activity*

S/he frames the concepts for the teaching of study programmes.

S/he teaches, or guarantees the courses in bachelor's, master's and doctoral degree programmes (or in lifelong learning programmes) in accordance with the valid accreditations of study programmes, while applying the current results of scientific research in his/her teaching activities.

S/he participates in the preparation of new courses and the innovation of the current courses.

S/he provides consultations on the courses taught.

S/he prepares materials for the courses taught, including study materials such as peer-reviewed textbooks and university textbooks, Moodle, etc.

S/he supervises and reviews bachelor's, master's, rigorosum and dissertation theses.

She carries out testing, both written and oral, and is typically a chairperson of committees for entrance and state final examinations.

S/he guides students of doctoral degree programmes as a supervisor, serves in the subject boards and examination committees of doctoral degree programmes.

##### *Creative activity*

S/he is a leading scientific figure who contributes significantly to the development of the given field on an international scale and develops international scientific cooperation.

S/he leads research teams.

S/he regularly publishes in the leading international journals in WoS and/or in monographs published by renowned international publishers.

S/he develops scientific collaboration, including the interdisciplinary one, and projects within and outside the faculty.

S/he regularly and actively participates in international conferences, with an emphasis on participation in the form of invited lectures and serves as a member and possibly chairperson of scientific committees of conferences.

S/he obtains and researches significant grant projects (national and international), especially as the head researcher/coordinator.

S/he mentors and supports colleagues heading for habilitation procedure.

##### *Other activities*

S/he participates in the operation of the department/research team, or in the academic self-government, especially in leading positions, s/he is a member of scientific councils, professional committees, committees of professional societies, grant councils, editorial boards of journals (including the international ones), s/he participates conceptually and systematically in the popularization of science, organizes major professional conferences with an international impact, etc.

## **Article 4 Lecturers**

The first employment contract of lecturers (L1, L2 job ranks) is usually concluded for a definite



period of time of 3 years. For staff members who have sufficiently demonstrated their qualities and competences in the previous contract(s) concluded for a definite period of time, a contract for an indefinite period of time is subsequently concluded; in order to evaluate their work and obtain feedback from the management of the sub-organisational unit (institute/centre) and the faculty, a continuous evaluation is subsequently carried out, usually once every 3 years.

The main work agenda of the lecturer is teaching and assessing the studies in bachelor's or post-bachelor's degree programmes and in lifelong learning programmes.

Filling the job positions with lecturers is possible in cases worthy of special consideration and after discussing the personnel situation and prospects for further development of the respective department by the management of the institute. In most cases, it involves transferring an assistant professor who is a quality teacher and significantly contributes to the organisational and administrative support of the department (but it is not realistic for him/her to achieve habilitation) to the L2 position. Alternatively, the lecturer position can be used to employ a staff member with significant practical experience but without major research ambitions. With the exception of specific study fields with a significant proportion of profession-related education, it is not envisaged to announce selection procedure for the L1 position. To fill the L2 position, a selection procedure is announced and the employee in this position is an academic staff member within the meaning of the Act on Universities.

#### **A typical work agenda of L1:**

The faculty envisages the primary use of this position for language teaching within the Language Centre, i.e. their involvement in teaching, preparation of new courses and innovation of the current courses, and possibly in the preparation of study materials.

#### **A typical work agenda of L2:**

##### *Teaching activity*

S/he teaches in the bachelor's and post-bachelor's degree programmes, in particular conducting practical exercises, some seminars and possibly selected lectures.

S/he guarantees some non-profiling, in particular compulsory and elective courses.

S/he is involved in the preparation of study materials (e.g. peer-reviewed textbooks and university textbooks, Moodle materials, etc.) and in the preparation of new courses and innovation of the current courses.

She supervises and reviews bachelor's and master's theses.

S/he participates in the preparation of tests for entrance examinations as well as in the assessment of studies, in particular in the preparation and/or correction of tests, awarding of credits, etc., including participation in the committees for entrance or final state examinations.

##### *Scientific, research, and other creative activities*

S/he participates to a limited extent in research work (especially in connection with teaching) and professional publishing activity.

S/he participates in (or is the head researcher of) grant projects aimed at the development and modernisation of teaching.

S/he may participate in research grant projects.

##### *Other activities*

S/he participates in the operation of the department, possibly in the academic self-government, in the popularisation of his/her study field and its outputs, in the lifelong learning programmes and other events intended for the public, etc.

## **Article 5 Researchers**

Positions of the researchers (VP1, VP2, VP3 job ranks) are usually filled by staff members hired to work on specific scientific programmes and grant projects or contract research projects. In such cases, the employment contract is concluded for a definite period of time depending on the needs and duration of these projects. Placement in the respective job rank is based on the nature of the research and other tasks of the respective staff member, with formal qualifications corresponding to the requirements for placements in the AP1 to AP3, or AP4 job ranks.

Research is the primary job of researchers. They participate in teaching (especially supervising doctoral students and master's degree graduates) and other activities depending on the specific conditions of the project they have been hired to work on.

## **Article 6 Regular Evaluation of Staff Members**

The work of all academic staff members and lecturers is subject to regular evaluation. Successful completion of the habilitation procedure, the appointment procedure or successfully passed selection procedure for the head of the department or director of the institute replaces the regular evaluation in the given period of time. The performance of researchers is evaluated on an ongoing basis in relation to the performance of the projects in which they are involved. There is no evaluation for the staff members with contracted weekly working time of up to 16 hours (incl.).

Exceptionally, the evaluation may be carried out during the employment relationship at a time other than the regular term at the request of the employee, his/her supervisor or the faculty management.

The evaluation for the past period must take into account the amount of workload as well as any long-term incapacity for work, maternity or parental leave, care for a family member, stay abroad, taking creative leave and other circumstances worthy of special consideration.

### *1) Evaluation of academic staff members and lecturers with an employment contract concluded for a definite period of time*

In the case of staff members under the employment contract concluded for a definite period of time, who are interested in continuing their employment, the evaluation will generally take place six months before the end of their employment relations. An evaluation committee of at least three members, appointed by the Dean of the faculty on the proposal of the director of the institute and consisting of the head of the department and the director of the institute or his/her representative and other members *according to the conditions specified by the institute*, will assess the fulfilment of the individual career growth plan on the basis of the data collected by the institute's management and the self-assessment completed by the staff member. The outcome of the

evaluation is basically determined by the following scale: the employee 'has met and significantly exceeded the requirements set out in the ICGP ' - 'has met the requirements set out in the ICGP ' - 'has partially failed to meet the requirements set out in the ICGP ' - 'has largely failed to meet the requirements set out in the ICGP '. A positive evaluation usually leads to an extension of the employment contract. A largely negative evaluation will result in holding a selection procedure to fill the given position, where the assets of the respective staff member will be compared with any other possible candidates. In the case of 'has partially failed' and 'has largely failed to meet the requirements set out in the ICGP' evaluations, an oral interview will always take place with the evaluated staff member after the examination of the written documents. *Any other sub-steps of the evaluation may be further specified by the institutes.*

## *2) Evaluation of academic staff members and lecturers with an employment contract concluded for an indefinite period of time*

For the staff members under the employment contract concluded for an indefinite period of time, regular evaluations are carried out depending on the job positions, once every 3 years for AP2 positions and once every 5 years for AP3 and AP4 positions (unless the institutes stipulate a shorter period for these positions). The evaluated period is extended at the request of the employee if the employee has been incapacitated for work for more than 6 months, or in the case of employees after maternity/parental leave, or on creative leave.

An evaluation committee of at least three members, appointed by the Dean of the faculty on the proposal of the director of the institute and consisting of the head of the department and the director of the institute or his/her representative and other members *according to the conditions specified by the institute*, will assess the fulfilment of the individual career growth plan on the basis of the data collected by the institute's management and the self-assessment completed by the staff member. The outcome of the evaluation is basically determined by the following scale: the employee 'has met and significantly exceeded the requirements set out in the ICGP ' - 'has met the requirements set out in the ICGP ' - 'has partially failed to meet the requirements set out in the ICGP ' - 'has largely failed to meet the requirements set out in the ICGP '. In the case of 'has partially failed' and 'has largely failed to meet the requirements set out in the ICGP' evaluations, an oral interview will always take place with the evaluated staff member after the examination of the written documents. *Any other sub-steps of the evaluation may be further specified by the institutes.*

The evaluation results in a written report by the evaluation committee, which evaluates all aspects of the employee's performance and formulates guidelines and recommendations for his or her future work and career growth. The staff member has the opportunity to respond in writing to the conclusions of the evaluation and has the right to request a discussion of his/her evaluation with the evaluation committee. In the event of a negative evaluation implying a gross failure to comply with the ICGP, the director will issue a written reprimand in accordance with § 52 letter f) of the Labour Code and will set a reasonable period for remedying the situation in the updated ICGP. The Dean of the faculty will be informed of this procedure sufficiently in advance.

In the case of a re-evaluation after the period for remedying a previous negative evaluation has expired, one of the members of the Dean's collegium is also a member of the evaluation committee. If the failure to perform job duties continues, the conclusions of the evaluation will be discussed with the Dean of the faculty, who may decide to issue another written reprimand in

accordance with § 52 letter f) of the Labour Code. A career change and reassignment of the academic staff member to the position of lecturer (L2) or researcher is also possible. A move to an L2 position is possible if the employee's teaching is of good quality and the staffing situation of the workplace allows for his/her employment in this position. A move to the position of a researcher is possible if the staff member displays a sufficiently good scientific results and the staffing situation of the workplace allows for his/her employment in this position.

### 3) *Subject of evaluation*

Evaluated are work outcomes and the fulfilment of job duties, tasks and objectives as stipulated in the requirements set for the given job position or in the individual career growth plan in the case of the positions for which it is drawn up. The evaluation covers all the areas of the employee's activity as defined in this measure, depending on his/her job position.

The main basis for the evaluation are the data collected by the management of the institute and the self-assessment completed by the staff member.

4) *Data collected and self-assessment* (for staff members in L2 positions the structure applies mutatis mutandis, specific requirements are determined by the institutes; for staff members of the Language Centre in L1 position, the evaluation methodology is determined by the head of the centre).

*The institutes will define the processing format and methodology (categorisation) for the evaluation of the inputs received based on the requirements listed below.*

#### a) Evaluation of teaching activity

##### **Data collected:**

- The subjects taught by the academic staff member - divided into lectures and seminars - and the annual volume of teaching
- The number of bachelor's and master's theses currently being supervised
- The number of defended bachelor's and master's theses
- An overview of any achievements and awards of the students supervised
- The number of currently supervised students in doctoral degree programmes
- The number of defended doctoral theses
- Any significant achievements and awards of supervised doctoral students - authorship of teaching materials and texts
- Peer-reviewed study materials (textbooks, university textbooks)
- Guaranteeing or coordinating study programmes
- Feedback from students' evaluation of teaching
- Other relevant data, if applicable

##### **Self-evaluation:**

- Qualitative evaluation of own teaching activities, e.g. with emphasis on teaching innovations and introduction of new teaching practices
- Information on possible involvement in teaching at other faculties and universities (possibly also secondary schools) - scope, work agenda, possible guaranteeing of other study

programmes

- Plans for the next period

## b) Evaluation of creative activity

### **Data collected:**

Publications:

- Articles in journals with IF, including the author's share, placement of the journal in the respective quartile according to IF and placement of the journal in the respective quartile according to AIS
- Articles in journals included in the Scopus database, including the author's share, and placement in the respective quartile according to the current SCImago Journal Rank (SJR)
- Other journal publications, including author's share
- Monographs
- Chapters in monographs

Citation tracking of publications in the last 5 years:

- WoS citations - total, without self-citations, h-index
- SCOPUS citations - total, without self-citations, h-index without primary self-citations

Outputs of applied research

Other significant results of research and other creative activities for the evaluated period:

- Grants obtained (as the head researcher, as a member of the research team)

### **Self-evaluation:**

- Qualitative evaluation of own scientific and publishing activities, including involvement in international scientific cooperation
- The most important presentations at scientific conferences and workshops
- Involvement in scientific activities at other faculties or institutions
- Plans for the next period - current research agenda, texts in progress, etc.

## c) Evaluation of other activities

### **Self-evaluation:**

- The impact of academic work on the wider professional community and society
- Participation in the organisational and administrative support of a faculty, institute, department, research team, study programme or in the bodies of academic self-government
- Participation in lifelong learning programmes
- Transfer of knowledge and technology into practice and cooperation with the application sphere
- Public lectures, publication of popularizing-educational texts
- Reviewing activities, participation in committees, councils, grant agencies, committees of professional societies
- Organisation of various workshops and conferences, other significant activities falling under the so-called third role of the university
- Plans for the next period

## d) Evaluation of soft skills

**Self-evaluation:**

- Identification of additional areas beyond the aforementioned aspects that are related to the work activity of the respective staff member (soft skills and competences)

**5) Evaluation frameworks in the field of creative activities**

AP1 – Outcomes and job performance are determined by the institutes to be adequately based on the definition for the AP2 position, with the work on the dissertation thesis being the basis

AP2 – *The institutes will set a minimum threshold and further levels for the evaluation of publishing performance over a standard evaluation period (3 years), with the general objective being the evaluation of the gradual fulfilment of the habilitation criteria within 9 years following the conclusion of the first employment contract for AP2 position*

==> there is/is not a clear trend towards meeting the habilitation criteria

AP3 – *The institutes will set a minimum threshold and further levels for the evaluation of publishing performance over a standard evaluation period (5 years, unless the institute specifies a shorter period), with the general objective being an emphasis placed on the highest possible quality and impact of publications*

==> the quality and quantity of the activities correspond/do not correspond to the job placement of associate professor.

AP4 – *The institutes will set a minimum threshold and further levels for the evaluation of publishing performance over a standard evaluation period (5 years, unless the institute specifies a shorter period), with the general objective being an emphasis placed on the highest possible quality and impact of publications*

==> the quality and quantity of the activities correspond/do not correspond to the job placement of professor.

Easy-to-follow materials specifying the application of the currently valid quantitative evaluation criteria for the habilitation procedure, or the procedure for the appointment of professor are published on the FSV UK website. In case of part-time staff members, the fulfilment of the criteria is assessed proportionally. In the event of a change (tightening up) of the criteria for the habilitation procedure or the procedure for the appointment of professor during the evaluated period, it is necessary to meet at least the criteria that were originally in force.

## **Article 7 Evaluation of Head Employees**

The managerial work of academic and scientific staff members or lecturers who hold a senior position (director of the institute, head of the centre, or head of the department) is evaluated in evaluation interviews with their immediate supervisor. These interviews are held at least once a year.

Head employees are evaluated in particular with regard to the following activities:

- Transforming the goals of the faculty into the goals of workplaces and individuals,
- Ensuring and enhancing the quality of the creative and publishing activities of the respective workplace,

- Ensuring and enhancing the quality of educational activities of the respective workplace,
- Managerial leadership of the workplace, including regular feedback and evaluation of subordinates, their professional and qualification growth, also with a view to ensuring the continuous development of the workplace,
- Personnel policy and the ability to find quality candidates for positions within the workplace,
- Management skills and abilities, including the quality of the economic management of the unit,
- Cooperation with other units.

The term of office of a head employee is limited in time and usually lasts 4 years. No later than three months before the expiry of this term, the Dean of the faculty will announce a selection procedure for this senior position. The committee for this selection procedure is composed of five members and chaired by a vice-dean or a member of the dean's collegium who is not employed at the institute/unit where the position is advertised.

### **Article 8 Temporary Provisions**

- 1) These career regulations govern the career growth of FSV UK employees with effect from 1 July 2022.
- 2) Annexes specifying the implementation of this measure at individual institutes will be prepared by 30 September 2022. The annexes will focus in particular on the specific definition of the work agenda and workload according to the needs of individual study fields, the conditions and criteria for regular evaluation of staff members as defined in Article 6 of this measure, including the specification of time limits where this measure allows, and on the criteria for regular biannual performance remuneration.
- 3) Current staff members of FSV UK who have been working as an assistant professor (AP2 job rank) for six or more years as to the effective date of these career regulations will have the period for achieving habilitation extended by a further 3 years.
- 4) Individual career growth plans for current employees will be prepared by 31 December 2022 at the latest.

### **Article 9 Final Provisions**

This Dean's Measure was discussed by the Academic Senate of FSV UK on 17 May 2022 and by the Scientific Council of FSV UK on 8 June 2022. It was approved by the Dean of the Faculty after being discussed in the collegium on 27 June 2022.

This measure comes into force and effect on 1 July 2022.

Dean of the Faculty

In charge of accuracy:  
prof. PhDr. Arnošt Veselý, Ph.D.  
Vice-Dean for Science and Research