

MEASURES FOR AVOIDANCE OF CONFLICTS OF INTEREST IN HABILITATION AND FULL PROFESSORSHIP APPOINTMENT PROCEDURES AT FSV UK

DIRECTIVE S_OV_010		
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Issued by Dean's Measure: 32/2023		
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Related regulations and documents: Code of Procedure for the Granting of Associate Professorship and Full Professorship at Charles University Statutes of FSV UK Rules of Procedure of the Scientific Council of FSV UK		
Repealed regulations:		
A lead (unit, staff member): prof. PhDr. Arnošt Veselý, Ph.D., vice-dean for science and research		
Elaborated by: Mgr. Eva Horníčková., head of the Research Office Ing. Monika Mandová, head of SD&KT (only version 001)		
Appendices:		
Brief summary of the regulation: This Directive, issued by the Dean's Measure, regulates the rules for the avoidance of conflicts of interest, in relation to the obligation to ensure that, in the context of procedures for granting associate professorship and full professorship, there is no conflict of interest between individual bodies of the university and the faculty, members of habilitation commissions, members of commissions in the procedures for granting full professorship, reviewers of habilitation dissertations, and drafters of written recommendations and the interests of candidates in these procedures.		
Discussed with AS FSV UK: Not requested	Approved by AS FSV UK: Not requested	Discussed with trade unions: Not requested
Discussion with or approval by another body: Not requested		
In charge of accuracy: prof. PhDr. Arnošt Veselý, Ph.D., vice-dean for science and research JUDr. Jindra Pavlová, Legal Office Ing. Monika Mandová, head of SD&KT Ing. Ondřej Blažek, Faculty Secretary		
Issued by: PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

Part I – Information about the Regulation

1. Reasons for and Explanation of the Changes

Content of the change	Point
Issuance of a new directive	

2. Purpose and Scope of the Measure

This measure issues a new Directive - Measures for Avoidance of Conflicts of Interest in Habilitation and Full Professorship Appointment Procedures at FSV UK, which regulates, in relation to Article 19 para 3 of the Code of Procedure for the Granting of Associate Professorship and Full Professorship at Charles University, the rules for the avoidance of conflicts of interest, in relation to the obligation to ensure that, in the context of procedures for granting associate professorship and full professorship, there is no conflict of interest between individual bodies of the university and the faculty, members of habilitation commissions, members of commissions in the procedures for granting full professorship, reviewers of habilitation dissertations, and drafters of written recommendations and the interests of candidates in these procedures.

Part II – Basic Terms, Common and Temporary Provisions

3. Definition of Terms

- 3.1. **Habilitation procedure** means the process of acts related to the award of the title of associate professor (docent).
- 3.2. **The procedure for the appointment as a professor** means the process of acts related to the award of the title of professor.
- 3.3. **Candidate** means a person who has submitted documents for the commencement of the habilitation procedure or for the commencement of the procedure for the appointment as a professor.
- 3.4. **The Scientific Council of the Faculty of Social Sciences** is a self-governing academic body of the Faculty of Social Sciences within the meaning of § 25 para 1 letter c) of the Act on Universities. The competence of the Scientific Council and its composition are laid down in the Statutes of the Faculty of Social Sciences of Charles University.

4. Common Provisions

- 4.1. The candidate, the chairperson, or a member of the habilitation commission or the commission in the procedure for the appointment as a professor, the reviewer of the habilitation dissertation, or the drafter of the written recommendation are obliged to notify the Dean or the chairperson of the habilitation commission or the commission in the procedure for the appointment as a professor of the possibility of a conflict of interest immediately after they become aware of it. This also applies to persons to be appointed to these positions.

- 4.2. In case of ambiguity in the assessment of conflicts of interest at the faculty level, the Dean assesses the conflict of interest. In the case of a possible conflict of interest of the Dean, the conflict of interest is assessed by the Scientific Council.
- 4.3. A co-author of up to one-fifth of all publication outputs listed in the documents submitted by the candidate at the commencement of the habilitation procedure or the procedure for the appointment as a professor is not considered a frequent co-author.
- 4.4. For the purposes of the composition of habilitation commissions and commissions in the procedure for the appointment as a professor, an emeritus professor of Charles University is also considered an employee of the university. For the same purposes, a person employed under one of the agreements on work performed outside the labour relations is not considered an employee of the university.

5. Temporary Provisions

- 5.1. This measure does not apply to habilitation procedures and procedures for the appointment as a professor initiated before this measure comes into force.

Part III – Rules for Avoiding Conflicts of Interest

6. Chairperson and Members of Commissions

- 6.1. A direct superior or direct subordinate of a candidate may not be appointed as the chairperson of a habilitation commission or a commission in the procedure for appointment as a professor.
- 6.2. A co-author of a work submitted by a candidate as a habilitation thesis cannot be appointed as a chairperson or member of the habilitation commission.
- 6.3. A frequent co-author of the candidate's publication outputs listed in the documents submitted by the candidate at the commencement of the habilitation procedure or the procedure for the appointment as a professor cannot be appointed as the chairperson or a member of the habilitation commission or the commission in the procedure for the appointment as a professor.
- 6.4. A person close to the candidate under the Civil Code may not be appointed as the chairperson or member of a habilitation commission or a commission in the procedure for appointment as a professor.
- 6.5. The Dean of the faculty cannot be appointed as the chairperson of the habilitation commission or the commission in the procedure for appointment as a professor.

7. Reviewers of the Habilitation Dissertation

- 7.1. A direct superior or direct subordinate of a candidate may not be appointed as the reviewer of the habilitation dissertation.
- 7.2. A co-author of a work submitted by a candidate as a habilitation dissertation may not be appointed as the reviewer of the habilitation dissertation.
- 7.3. A frequent co-author of the candidate's publication outputs listed in the documents submitted by the candidate at the commencement of the habilitation procedure may not be appointed as the reviewer of the habilitation dissertation.

- 7.4. A person close to the candidate under the Civil Code may not be appointed as the reviewer of the habilitation dissertation.
- 7.5. At least 2 of the reviewers should not be members of the habilitation commission.

8. Drafters of Written Recommendations

- 8.1. A written recommendation in the procedure for the appointment as a professor cannot be provided by the candidate's immediate superior or immediate subordinate.
- 8.2. A written recommendation in the procedure for the appointment as a professor cannot be provided by a person close to the candidate under the Civil Code.