

SPECIFICATION OF CRITERIA FOR HABILITATION AND PROFESSORSHIP APPOINTMENT PROCEDURES IN FIELDS OFFERED AT FSV UK

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| DIRECTIVE S_OV_011 | | |
| Version: 001 | | |
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| Related regulations and documents: Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University Statutes of FSV UK Rules of Procedure of the Scientific Council of FSV UK OR 55/2023 Prevention of Conflict of Interest in Habilitation and Professorship Appointment Procedures OD FSV UK 32/2023 Measures to Prevent Conflicts of Interest in Habilitation and Appointment Procedures at FSV UK | | |
| Repealed regulations: | | |
| A lead (unit, staff member): prof. PhDr. Arnošt Veselý, Ph.D.; vice-dean for science and research Elaborated by: prof. PhDr. Arnošt Veselý, Ph.D.; vice-dean for science and research Bc. Simona Šubrtová, DiS.; Research Office staff member Ing. Michaela Banzelová, MBA; Executive Assistant to the Faculty Secretary | | |
| Appendices: SOV011_v001_P01 Point-Based Evaluation of Publication Activity | | |
| Brief summary of the regulation: Specific criteria for the habilitation procedure and professorship appointment procedure at FSV UK. | | |
| 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. Michaela Banzelová, MBA; Executive Assistant to the Faculty Secretary 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 and Explanation of Changes

| Content of the Change | Point |
|-----------------------------|-------|
| Issuance of a new Directive | |

2. Purpose and Scope of the Measure

- 2.1. This measure specifies the criteria for habilitation procedures and procedures for appointment as professor (hereinafter referred to as “appointment procedure”) at the Faculty of Social Sciences, Charles University (hereinafter “FSV UK”), in accordance with Rector's Measure No. 6/2025, Article 10.
- 2.2. This Directive is intended for members of the Scientific Council of FSV UK, chairs and members of habilitation and appointment commissions, and candidates applying for habilitation and appointment procedures in study fields offered at FSV UK.
- 2.3. This Directive reflects specific characteristics and traditions of the study fields offered at FSV UK, takes into account the outstanding publication and other creative achievements of candidates for habilitation and appointment procedures, and provides clear interpretations of certain terms used in internal regulations.
- 2.4. This Directive is based on the assumption that, in habilitation and appointment procedures, candidates must be evaluated comprehensively, taking into account interrelated aspects, and allowing for the possible balancing of criteria across creative activity, teaching performance, and the so-called third role of the university. Statistical and quantitative indicators serve only a supporting role in the process and represent just one of the elements considered in evaluating a candidate’s application.
- 2.5. This measure **does not apply** to habilitation and appointment procedures initiated before this measure comes into force.

Part II – Basic Terms and Roles

3. Definition of Terms and Roles

- 3.1. **The habilitation procedure** refers to the process of actions associated with the awarding of the title of ‘*docent*’ (Associate Professor).
- 3.2. **The appointment procedure** refers to the process of actions associated with the awarding of the title of Professor.
- 3.3. **A candidate** refers to a person who has submitted the required documents to initiate a habilitation procedure or an appointment procedure.

- 3.4. **The Scientific Council of the Faculty of Social Sciences** is a self-governing academic body of the Faculty of Social Sciences, as defined in § 25 para 1 letter c) of the Higher Education Act. The powers and composition of the Scientific Council are specified in the Statutes of the Faculty of Social Sciences, Charles University.
- 3.5. **The commission for habilitation and appointment procedures** is established by the Dean of the Faculty upon approval by the Scientific Council of the Faculty. The **commission** is composed of professors, associate professors, and other prominent figures in the study field specified by the candidate or in a related study field. The rules for selecting members of the habilitation and appointment commission are set out in Article 9 of this Directive.

Part III - Criteria for Habilitation and Appointment Procedures

4. Habilitation Thesis

- 4.1. Except for the study field of *Modern History*, in all study fields developed at the Faculty, a habilitation thesis may also be accepted in the form of a collection of published studies or studies that have been officially accepted for publication. In the study field of *Modern History*, the habilitation thesis must be a monograph authored solely by the candidate.
- 4.2. In the study fields of *Area Studies*, *Political Science*, and *Modern History*, the habilitation thesis must address different aspects of social development than the candidate's dissertation thesis, even if the timeframe or geographic focus is similar, and must use a different heuristic base and theoretical-methodological approach. In other study fields offered at the Faculty, the habilitation thesis may build upon the topic of the dissertation thesis, but must bring significant new outputs of the candidate's creative work. If there is an apparent thematic proximity between the dissertation and the habilitation thesis, the Faculty will ask the candidate to supplement the habilitation materials with an electronic copy of the dissertation thesis. The chair of the habilitation commission will decide whether to make the dissertation thesis available to the reviewers and whether to request that they explicitly comment on the relationship between the two works in their reports.
- 4.3. For the purposes of the habilitation procedure, the term "collection of studies" refers to a set of selected articles by the candidate that share a common thematic or methodological denominator and are framed by an introduction outlining the research objective or hypothesis of the work as a whole and summarizing the current state of research on the given topic.
- 4.4. A collection of studies may include articles where the candidate is the sole author or a co-author acting as the lead or corresponding author (with a contribution of 50% or more), as well as articles where the candidate is a co-author with a contribution of less than 50%. In the introduction, the candidate must explicitly state and comment on their contribution and percentage share for each study, particularly in the latter case. The habilitation commission may request that reviewers separately assess the candidate's contribution to the submitted studies in their reviews of the habilitation thesis.
- 4.5. In cases where co-authored articles are included, especially when the candidate's share is less than 50%, it is recommended that the candidate provide written consent from all co-authors, both for using the article in the habilitation thesis and for acknowledging the candidate's declared percentage contribution. This recommendation does not apply if the individual contributions of all authors are clearly specified in the personal bibliographic database of Charles University (OBD).

- 4.6. A study that was part of another qualification thesis, such as a dissertation thesis, may not be included in the collection.
- 4.7. The language of the habilitation thesis is Czech or English. In justified cases, another major world language essential to the respective study field may be used, provided it is specified in accordance with the accreditation file of the habilitation field. The habilitation file must be linguistically unified, even if the individual studies were published in different languages.

5. Publication Activity

- 5.1. For the purpose of assessing the scientific and creative competence of the candidate, recommended minimum quantitative requirements for publication activity have been established.
- 5.2. In cases of exceptional scientific excellence of the candidate on an international scale, the habilitation or appointment commission may decide not to apply the quantitative criteria set out in this measure. Exceptional scientific excellence refers, in particular, to the following: (a) scientific publications in prestigious international journals and monographs; (b) obtaining and managing prestigious international grants; (c) receipt of significant international awards; (d) substantial international citation impact.
- 5.3. To enhance transparency, publication activity is converted into publication points (PP). Standard peer-reviewed publications are assigned a value of "1." High-quality outputs are scored as specified in Appendix 1.
- 5.4. The recommended criteria for publication activity also include outputs of applied and contract research, as specified in Appendix 1. A maximum of five such outputs may be counted.
- 5.5. The minimum number of publication points required for the habilitation procedure is set at 20.
- 5.6. The minimum number of publication points required for the appointment procedure is set at 40.
- 5.7. The minimum number of publication points in international publications is set at 5 for the habilitation procedure and 15 for the appointment procedure. An international publication refers to a publication issued abroad (outside the Czech Republic and Slovakia).
- 5.8. In addition to the above-mentioned criteria applicable to all study fields at FSV UK, further specific criteria are established for the study field of *Economic Theory*, as follows.:
 - a) The candidate for the habilitation procedure in the study field of *Economic Theory* must have a minimum of two publications ranked in at least the second quartile (Q2) of the Web of Science database according to the AIS, in the categories *Economics* or *Business, Finance*.
 - b) The candidate for the appointment procedure in the study field of *Economic Theory* must have a minimum of two publications ranked in the first quartile (Q1) of the Web of Science database according to the AIS, in the categories *Economics* or *Business, Finance*.
 - c) In the study field of *Economic Theory*, publication points may be awarded only for publications in scientific journals in the categories listed as "J-Jimp" in Appendix 1 (i.e., journals indexed in the Web of Science).

- 5.9. In addition to the above-mentioned criteria applicable to all study fields at FSV UK, further specific criteria are established for the study fields of *Media and Communication Studies* and *Modern History*, as follows.:
- a) Candidates for the habilitation procedure in the study field of *Media and Communication Studies* must be authors or co-authors (with a contribution of at least 50%) of at least one scholarly book. If such a publication is not included in their overall publication record, the submitted habilitation thesis must take the form of a scholarly book, authored solely by the candidate or co-authored with a contribution of at least 50%.
 - b) Candidates for the appointment procedure in the study field of *Modern History* must be the sole authors of at least one scholarly book.
- 5.10. The classification of a publication as "In-field" or "Out-of-field" is carried out as follows.
- a) In the study field of *Economic Theory*, only publications classified under the categories *Economics* or *Business, Finance* according to the Web of Science are considered in-field publications.
 - b) In other study fields, the candidate will indicate the classification of publications as "In-field" or "Out-of-field." The correctness of this classification will be evaluated by the habilitation and appointment commissions.

6. Definition of Co-Authorship

- 6.1. For the purpose of fulfilling the recommended criteria, only co-authored publications that meet the conditions specified in this article may be included in the publication activity.
- 6.2. For all publications where the candidate is not the sole author, the percentage of authorship must be explicitly specified, in accordance with the data recorded in the university-wide database system OBD.
- 6.3. Only those publications that comply with all of the following principles are considered authored publications:
- a) A significant contribution by the author to the conception or writing of the work, or to the analysis or interpretation of the data for this work;
 - b) Elaboration of a part of the work or a significant intellectual input in terms of substantive content;
 - c) Final approval of the version intended for publication;
 - d) Consent to take responsibility for all aspects of the work.
- 6.4. Publications in which the author's role was limited solely to data collection, general supervision, provision of funding, or other similar supporting roles cannot be explicitly considered authored publications.
- 6.5. Co-authored publications that meet the above conditions and in which the author's share is at least 30% are included in the publication output.
- 6.6. Works with an authorship share of less than 30% may also be counted toward the publication output, provided that at least one of the following conditions is met:
- a) The author was the lead of the group of authors;
 - b) The author demonstrably contributed to the final outcome in such a way that the work could not have been published without their intellectual input.

- 6.7. If the author requests the inclusion of a publication in the list of works under Point 6, they are required to explicitly justify this request. The habilitation commission or the appointment commission will assess the legitimacy of the inclusion, providing a clear justification for its decision in the assessment.

7. Citation Impact

- 7.1. The minimum number of citations in domestic and international scholarly literature required for the habilitation procedure is set at 30, with at least half of these citations appearing in international scholarly literature.
- 7.2. The minimum number of citations in domestic and international scholarly literature required for the appointment procedure is set at 60, with at least half of these citations appearing in international scholarly literature.
- 7.3. Self-citations are not included in the citation count. If a publication in which the candidate is solely the editor contains a citation to their other work, such a citation is not considered a self-citation.
- 7.4. The term “citation in international scholarly literature” refers to a citation found in a work published outside the Czech Republic and Slovakia.
- 7.5. Citations from students’ final theses are admissible if they appear in the case of a dissertation thesis; citations from bachelor's and master's theses are not admissible. The exact page number of the citation in the referenced work is not required.

8. Additional Scientific Activities

- 8.1. The candidate will submit a record of completed scientific, scholarly, or artistic internships, both domestic and abroad. The list of internships is divided into stays with a total duration of at least one month (including details of funding) and other shorter stays.
- 8.2. If the candidate has not fulfilled the requirement of the internship, they will provide reasons and document their scholarly engagement abroad through joint publications with foreign authors, organization of international conferences with foreign partners, participation in international grants, research teams, or study programs, etc. The habilitation commission or the appointment commission will comment on this in their statement.
- 8.3. The candidate will submit an overview of awarded and successfully completed grants, distinguishing between grants from external agencies and institutional support grants.

9. Commission for Habilitation and Appointment Procedures

- 9.1. The chair of the commission for the habilitation and appointment procedures is appointed by the Dean upon the proposal of the chair of the respective subject board, or, where appropriate, by the director of the institute to which the study field of the procedure belongs.
- 9.2. The appointed chairperson determines the members of the commission for the habilitation and appointment procedures and submits the composition for approval to the Scientific Council of FSV UK.

- 9.3. The composition of the commission must comply with the rules on conflict of interest, especially OR 55/2023 and OD FSV UK 32/2023.

10. Pedagogical Activity

- 10.1. The commission will assess the relevance of the candidate's pedagogical activities across all levels of study (bachelor's, master's, and doctoral).
- 10.2. Pedagogical activities include teaching conducted at a university in the Czech Republic or abroad.
- 10.3. For the habilitation procedure, continuous pedagogical activity is required during at least the last three years, or a cumulative three-year pedagogical activity within the past five years – in the case of applicants who have taken parental leave, undertaken long-term internships abroad, or interrupted teaching for other justified reasons.
- 10.4. For the appointment procedure, continuous pedagogical activity during at least the last five years is required, or a cumulative five-year pedagogical activity within the last eight years – in the case of applicants who have taken parental leave, undertaken long-term internships abroad, or interrupted teaching for other justified reasons.
- 10.5. When evaluating the pedagogical activities of candidates, the habilitation commission and the appointment commission take into account the length of their pedagogical experience, the number and significance of courses offered by the candidate within the context of the given study field, the number of supervised and successfully defended bachelor's and master's theses, the number of doctoral students supervised or advised, as well as other activities related to teaching (such as program coordination, coordination of international study programs, or participation in evaluation bodies related to teaching). They assess the overall importance of the candidates in the context of the study program in which they are involved.

11. Habilitation and Appointment Lecture

- 11.1. The chairperson of the habilitation commission proposes to the Scientific Council of FSV UK three different topics, each distinct from the topic of the habilitation thesis, which collectively demonstrate the scope of the candidate's research activities. At the same time, the chairperson suggests a preferred language for the lecture, which can be either Czech or English.
- 11.2. The Scientific Council votes on the topic and, if applicable, the language of the lecture.
- 11.3. The candidate frames their topic both within the respective theoretical-methodological framework and in the context of their own previous research.
- 11.4. The duration of the habilitation lecture is set at 20 minutes.
- 11.5. The appointment lecture presents the candidate's research within the general theoretical-methodological framework and international context, including the relevance of the topic addressed and the candidate's research contribution, while also presenting the concept of scientific work in the given field.
- 11.6. The duration of the appointment lecture is set at 20 minutes.

- 11.7. In connection with the lecture, the candidate in the appointment procedure comments on their previous research and pedagogical activities as well as on their future prospects.