

## **Field-Specific Requirements in Habilitation and Appointment Procedures in Fields Implemented at the Faculty of Social Sciences of Charles University**

The purpose of this instruction is to specify the aspects of the habilitation and appointment procedures recommended by Charles University in its internal regulations,<sup>1</sup> taking into account the specifics and practices of the study fields nurtured at the Faculty of Social Sciences of Charles University (hereinafter referred to as FSV UK), and to consider outstanding publications and other outputs of creative activities of candidates for habilitation and appointment procedures, and to clearly explain some terms used in the internal regulations. The regulation herein is addressed to the members of the Scientific Board of FSV UK, chairpersons and members of habilitation and appointment commissions and, last but not least, to the candidates for habilitation and appointment procedures in the fields developed at FSV UK.

### **I. Habilitation Thesis**

1. Except for the study field of Modern History, habilitation theses in the form of a set of published studies, or studies that have been demonstrably admitted for publication, are accepted in all study fields developed at the faculty.

2. In the study fields of International Area Studies, Political Science, and Modern History, the habilitation thesis is required to analyse - notwithstanding the possibly identical time horizon and territorial framework - different aspects of social development, possibly on a different heuristic basis and with different theoretical methodological approaches than the ones the candidate had applied in his/her dissertation thesis. In other study fields developed at the Faculty, the habilitation thesis may build on the topic of the dissertation thesis, but it must bring new substantial outputs of the candidate's creative activity. Of course, everything that the habilitation thesis adopts from the dissertation thesis is cited in a standard way. In case of obvious proximity between the dissertation and the habilitation theses, the Faculty will ask the candidate to supplement the habilitation documentation with an electronic copy of his/her dissertation thesis. The chair of the habilitation commission will decide whether to make the text of the dissertation thesis available to the external reviewers and whether to ask them to comment explicitly on the relationship between the topics of the two theses in their report.

3. For the purposes of the habilitation procedure, the term "set of studies" is understood by the Scientific Board of FSV UK as a collection of selected articles of the candidate that have a common thematic or methodological denominator and are arched by an introduction that formulates the research aim or hypothesis of the thesis as a whole and summarizes the state of research on the given topic. The set may include studies of which the candidate is either the sole author or co-author as the main or corresponding author, or, in justified cases, studies of which s/he is co-author with less than 50 % share. Especially in the latter case, s/he will explicitly explain in the introduction his/her contribution to the individual studies. The habilitation commission may invite the external reviewers to evaluate the candidate's contribution to the submitted studies separately in their reports on the habilitation thesis. A

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<sup>1</sup> Rector's Measure No. 35/2019 Recommended evaluation aspects for habilitation procedure and professor appointment procedure and minimum requirements for the content of the justification of the habilitation commission and professor appointment commission, including the specifications of the submitted materials of Charles University.

study that has been part of another qualification work, e.g. a dissertation thesis, cannot be part of the set.

## **II. Publication Activity**

1. Candidates for the habilitation procedure in the study fields of Area Studies and Media and Communication Studies must be authors or co-authors with a share of at least 50% of at least one professional book. If such a publication is not part of their overall publication output, the submitted habilitation thesis must be in the form of a professional book of which the candidate is the sole author or co-author with a share of at least 50 %. Candidates for the appointment procedure in the study fields of Area Studies, Media and Communication Studies and Modern History must be authors or co-authors with at least 50 % of at least one professional book.

2. The total publication output also includes publications of which the candidate is the main or corresponding author, which the University regulation explicitly defines as “the leader of the author team who conceived the research and report, coordinated the work, and wrote or created a significant share of the text or work.” Given the current trends in the social sciences and humanities, where co-authored and team publications are becoming more common, publications with less than 50% of the candidate’s share may be counted. The habilitation or appointment commission will assess the significance of this share and will explicitly justify in its assessment why it considers it appropriate to count in the overall publication output the publications with the candidate’s smaller share in the final result than suggested by the above definition of the “main author.”

3. In order to enhance the motivation to achieve high quality results in the study fields developed at the faculty and to take into account the results of the candidates focused more significantly on interdisciplinarity, the number of publications recommended by Charles University will be reduced by:

- 3 items for each study published in a professional journal that is - at the time of publication of the study - in the 1<sup>st</sup> decile according to WoS in the study field in which the habilitation or appointment procedure is being conducted, and 2 items for each study published in a professional journal that is - at the time of publication of the study - in the 1<sup>st</sup> decile of a related/connected study field.

- 2 items for each study published in a professional journal that is - at the time of publication of the study - in the 1<sup>st</sup> quartile (outside the 1<sup>st</sup> decile) of the WoS in the study field in which the habilitation or appointment procedure is being conducted, and 1 item for each study published in a professional journal that is - at the time of publication of the study - in the 1<sup>st</sup> quartile (outside the 1<sup>st</sup> decile) of a related/connected scientific study field. A candidate for appointment procedure in Economic Theory must demonstrate a minimum of two publications in the 1st quartile according to AIS.

- 1 item for each study published in a professional journal that is - at the time of publication of the study - in the 2<sup>nd</sup> quartile according to WoS in the study field in which the habilitation or appointment procedure is being conducted. A candidate for the habilitation procedure in Economic Theory must demonstrate at least two publications in at least the 2<sup>nd</sup> quartile according to AIS.

- 4 items for a professional book published in a major foreign publishing house in the field in which the habilitation or appointment procedure is being conducted, and 3 items for a scientific monograph in a foreign language published in a major foreign publishing house in a related/connected study field.

- 3 items for a professional book in a foreign or Czech language published in a major Czech publishing house in the field in which the habilitation or appointment procedure is being conducted, and 2 items for a professional book in a foreign or Czech language published in a major Czech or Slovak publishing house in a related/connected study field.

- 2 items for a chapter in a professional book (not in the proceedings) in a foreign language published in a major foreign publishing house in the field in which the habilitation or appointment procedure is being conducted.

The habilitation commission and appointment commission will justify their approach in their evaluation.

4. The term “international/foreign-language publication,” as used in the internal regulations of Charles University, is understood by the Scientific Board of FSV UK as articles, professional books and chapters in professional books published in one of the world languages or in another language key to the given field and published by an entity based outside the territory of the Czech Republic and the Slovak Republic. The habilitation commission or the appointment commission may also take into account articles, professional books and chapters in professional books published in world languages in the Czech Republic or the Slovak Republic, considering the international prestige of the given publication platform and the impact on the international professional community (e.g. professional journals with high AIS). It will justify its approach in its evaluation.

5. The term “major publishing house” (see para II/3) means prestigious foreign publishing houses in the Euro-Atlantic area specialising in the publication of professional literature, or leading publishing houses in the countries/regions, including the Czech Republic, which are the subject of study in a given field or in which a significant part of the scientific discourse determining the further development of research in a given field takes place. A list of such publishers is available at the Faculty’s Research Office. In the event that the habilitation commission or the appointment commission includes some/any other publishing houses in this list, it will justify its approach in its evaluation.

6. In order to enhance the development of the internationalisation of scientific research, the minimum number of “international/foreign language publications” to be reported by the candidate (see para II/4) is set at 5 in the habilitation procedure and 20 in the appointment procedure. In the study field of Modern History, a minimum of 3 international publications is required in the habilitation procedure and a minimum of 15 such publications in the appointment procedure.

### **III. Outputs of Applied and Contract Research**

1. Applied and contract research outputs are also considered as part of the total publication output reported by the candidate, in the types as defined in the 2017+ Methodology. The condition is that the candidate is the sole or main author of this output. The eligibility for inclusion of specific types of results and their quality will be assessed by the habilitation commission or the appointment commission. For this purpose, the commissions may request the full text of these results from the candidate. Candidates may not bring forward any outputs for which the full text cannot be made available for legal reasons.

For each such output, the number of publications listed in the recommended viewpoint of Charles University is reduced by 1 item. In the habilitation procedure, a maximum of three outputs of applied and contract research will be counted towards the total publication output, and their share in the total number of recognised outputs reported may not exceed one sixth. In the appointment procedure, a maximum of five outputs of applied and contract research will be counted towards the total publication output, and their share in the total number of recognised results reported may not exceed one-eighth.

### **IV. Citations**

1. The term “citation in foreign professional literature,” as used in the internal regulations of Charles University, is understood by the Scientific Board of FSV UK as a citation:

- a) by a foreign author in a foreign language in a work published abroad,
- b) by a foreign author in a foreign language in a work published in the Czech Republic,
- c) by a Czech author in a foreign language in a work published abroad.

Any borderline or ambiguous cases counted by the commission will be justified in its standpoint.

2. The minimum number of citations in domestic and foreign professional literature is set at 20 in the habilitation procedure, while at least half of which must be in foreign literature (see para IV/1). The minimum number of citations in domestic and foreign professional literature in the appointment procedure is set at 60, while at least half of which must be in foreign professional literature (see para IV/1). In the case of candidates whose number of publications is lower than the number recommended by the University, the commission will take into account, where appropriate, the exceptionally high professional impact (high citation rate) of the candidate's research work.

### **V. Teaching Activity**

When evaluating the teaching activities of candidates, the habilitation commission and the appointment commission take into account the length of their teaching experience, the number and importance of the courses offered by the candidate in the context of the given field, the number of bachelor's and master's theses supervised and defended, the number of doctoral students supervised and, where appropriate, accompanied to their graduation as a supervisor or consultant, and finally, other activities related to the teaching activity (becoming guarantors of study programmes, coordinating international study programmes, or serving on evaluation bodies in the field of teaching). They will evaluate the overall relevance of candidates in the context of the study programme which s/he has pursued.

In charge of accuracy  
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