

**Dean's Measure no. 03/2022**

Title: **General Principles of Career Development of Academic and Research Staff and Lecturers at HTF UC**

To implement: Rector's Measure no. 28/2021

Date of effect: 1 July 2022

In accordance with Rector's Measure no. 28/2021, *General Principles of Career Development of Academic and Research Staff and Lecturers at Charles University*, these General Principles of Career Development of Academic and Research Staff and Lecturers (hereinafter referred to as the "General Principles") are hereby stipulated for the Hussite Theological Faculty (hereinafter referred to as the "Faculty"):

**Article 1**

**Introductory Provisions**

The aim hereof is to provide the employees with clear and understandable rules for their career development at the Hussite Theological Faculty of Charles University and, in accordance with the Strategic Plan of the Faculty, to contribute to improving the quality of the core activities of the Faculty.

**Article 2**

**Career Development**

The basic job description of academic and research staff and lecturers is included in the Catalogue of Work for Academic and Research Staff and Lecturers. The job description may be specified in a typical job description for each pay band (e.g. "required profile"), determined by the Faculty. The individual requirements regarding the activities of specific members of staff are specified in detail in their contracts and job descriptions, or in their career development plan or the conclusions of their evaluation.

**1. Career Development of Members of Academic Staff (pay bands AP1 to AP4)**

The activities of the academic staff include three basic components: pedagogical activities,<sup>1</sup>

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<sup>1</sup> Pedagogical activities include direct pedagogical activities, i.e. direct teaching (e.g. lectures, seminars, exercises, practicals, oral consultations), and other activities related to the pedagogical activities carried out at the University, such as providing guidance, consulting or supervising final theses and other work with students.

creative activities<sup>2</sup> and other activities<sup>3</sup>. The positions of academic staff are filled on the basis of an open and transparent competitive hiring procedure in accordance with the Competitive Hiring Process Code of Charles University.

**a) Assistant - AP1**

The first employment contract with a new employee is made for a definite time period of up to 3 years, with the possibility to extend 2x. The contract may be extended for the maximum of 3 years (section 39 of the Labour Code) each time. A good evaluation result is a prerequisite for such an extension without an open competitive hiring procedure. A position may be kept for up to 8 years (until the completion of the doctoral studies), however, the position is usually retained for a shorter period of time.

**b) Assistant Professor - AP2**

This period is considered as a preparatory period for the habilitation. The employment contract is made for a definite period of the maximum of 3 years and may be extended twice. The contract may be extended for the maximum of 3 years (section 39 of the Labour Code) each time. A good evaluation result is a prerequisite for such an extension. If it is no longer possible to make a contract for a definite period of time with the employee, specific work tasks will be assigned to the employee, usually for the period of 3 years. The fulfilment of these tasks will be assessed in the evaluation.

9 years of full-time employment without interruption (such as due to a long-term incapacity to work, maternity or parental leave) should be sufficient to meet the conditions for the habilitation procedure. Assistant professors, who do not meet the requirements for habilitation, even though there have been no objective obstacles to their work, may remain in their position for more than 9 years only in exceptional cases and if they defend their position in an open competitive hiring process. The decision is subject to the approval of the Dean of the Faculty. If an open-ended contract was made with them, they will be assigned specific work tasks, usually for the period of 3 years. The fulfilment of these tasks will be assessed in the evaluation.

In exceptional cases, and where the needs of the Faculty so require, based on an agreement with their head of unit and the Dean of the Faculty, the employees may remain in their position in the long term in the AP2 pay band. In this case, they will be assigned specific work tasks, usually for a period of 3 years. The fulfilment of these tasks will be assessed in the evaluation.

The transition from the AP2 pay band position to the AP3 pay band position is one of the most important career milestones as it typically involves making an open-ended contract. Therefore the evaluation during this transition is very important and should serve as a filter to identify

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<sup>2</sup> Creative activities is a legislative abbreviation for scientific and research, development and innovation, artistic and other creative activities. In addition to publishing or research activities in the narrow sense, creative activities also include activities such as working on textbooks and teaching aids, and creative activities related to the application of scientific knowledge.

<sup>3</sup> Other activities include, in particular, participation in organising and managing the operation of research groups, units, the Faculty or University, project management, membership in bodies and committees, cooperation with the application sphere, popularization of science, participation in the third role of the University, self-education, etc.

high-quality employees.

**c) Associate Professor - AP3**

In order to be placed in the AP3 pay band, the title of associate professor is required or achieving a comparable position abroad. The employment contract with an associate professor is usually made for an indefinite period of time. However, if the employee is new at the University, a contract for a definite period of time is made with them first. Subsequently, following the first evaluation where they prove their qualities and competences, they may get an open-ended contract.

**d) Professor - AP4**

In order to be placed in the AP4 pay band, the title of full professor is required, or that of an extraordinary professor or achieving a comparable position abroad. The employment contract with a full professor is usually made for an indefinite period of time. However, if the employee is new at the University, a contract for a definite period of time may be made with them first if it is justified. Subsequently, following the first evaluation, in which they prove their qualities and competences, they may get an open-ended contract. On the occasion of a termination of an employment contract or at a later point, an employee may be appointed Professor Emeritus.

**2. Career Development of Researchers (pay bands VP1 to VP3)**

The primary activity of researchers is research and researchers are usually hired to work on research projects.

Researchers may also perform pedagogical (in particular working with doctoral students) or other activities. In such cases, it is necessary to ensure the correct assignment, in particular to assess whether or not the researcher is an academic under the Higher Education Act.<sup>4</sup>

**a) Researcher - VP1, VP2 a VP3**

Researchers in pay bands VP1, VP2 and VP3 are usually hired to work on research projects. Employment contracts are usually made for a definite period depending on the requirements and duration of the projects. A contract for a definite period of the maximum of 3 years can be extended twice, each time for the maximum of 3 years (section 39 of the Labour Code). If necessary, due to the specific nature of the job, several contracts for a definite period of time may be combined (section 39(4) of the Labour Code and the collective agreement). A master's degree is required for the placement in the VP1 pay grade, a PhD or an equivalent degree is required for the VP2 pay band, and associate professorship or full professor ship or achieving a comparable degree abroad is required for the placement in the VP3 pay band.

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<sup>4</sup> See Rector's measure no. 15/2020, The expression "member of academic staff" at Charles University, for further details.

### **3. Career Development of Lecturers (L1 a L2)**

The primary activities of lecturers are pedagogical activities (usually in study programmes and lifelong learning programmes). A lecturer may also perform creative activities (in particular creating educational materials, textbooks, etc.) or other activities. In such cases, it is necessary to ensure the correct assignment of the employee, in particular to assess whether or not the lecturer is an academic under the Higher Education Act.<sup>5</sup>

#### **a) Lecturer - L1, L2**

The first employment contract is usually for a definite period of time (maximum 3 years) and may be extended twice. The contract may be extended for the maximum of 3 years each time (section 39 of the Labour Code). An open-ended contract may be made with employees in the L1 and L2 pay bands who have proven their qualities and competences.

### **4. Postdoctoral Fellows**

Postdoctoral fellows represent a specific category.<sup>6</sup> They are junior members of academic or research staff who are employed for a definite period of time (1-3 years) and who obtained the academic degree of Ph.D. or equivalent no more than eight years before.<sup>7</sup> Postdoctoral fellows are placed in AP2 or VP2 pay bands. Depending on whether or not they carry out pedagogical activities in addition to their research activities, they may or may not be classified as academic staff under the Higher Education Act.<sup>8</sup>

Postdoctoral positions are usually filled according to the specific conditions of the project, for which the postdoctoral fellow is hired. Where postdoctoral fellows are part of academic staff under the Higher Education Act, their positions are filled according to the Competitive Hiring Process Code of Charles University. Preference is given to postdoctoral fellows, who have obtained a Ph.D. or its equivalent at a foreign university, or at another Czech university, or at least at a different department of Charles University than the one they are joining.

### **5. Heads of Units**

Any head of a unit (head of a unit, department, institute, etc.) may remain in their position for the maximum period of 5 years. After the expiry of the period, it may be extended for a further fixed period on the basis of a positive evaluation, which takes place 3-6 months prior to the end of the fixed period.

In addition to the duties stipulated in the job description for the heads of units, their

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<sup>5</sup> See Rector's measure no. 15/2020, The expression "member of academic staff" at Charles University, for further details.

<sup>6</sup> See Rector's measure no. 23/2021, The expression "post-doctoral researcher" at Charles University, for further details.

<sup>7</sup> This period does not include the period of maternity leave or parental leave, military service, period of care for a dependent person, period of serious medical condition or similar serious obstacles.

<sup>8</sup> See Rector's measure no. 15/2020, The expression "member of academic staff" at Charles University, for further details.

responsibilities include:

- translating the goals of the institution into the goals of the unit, department and individuals,
- ensuring and improving the quality of creative and publishing activities,
- ensuring and improving the quality of educational activities,
- leading the unit in a managerial way, including regular feedback and evaluation of subordinates, professional development and increasing the qualification of their subordinates, with a view to ensuring the continuity of their unit, and identifying suitable candidates for possible additions to the staff,
- cooperation with other units.

## **6. New Employees**

New employees are entitled to an adaptation period, i.e. the initial training and further support. The new employee's immediate superior or a person designated by them play a key role in the process. Usually no later than 14 days before the end of the probationary period, the immediate superior is obliged to inform the employee about the evaluation criteria or areas, and to prepare the *Career Development Plan* with the employee.

## **7. Late Stages of Career**

The conclusion of one's career is an equally important stage of the career. In view of the financial possibilities of the Faculty and staff turnover, it is advisable to make the most of the experience of retired employees in the form of part-time or other positions in addition to the standard retirement. Professors over 65 years of age may be appointed Emeritus Professors<sup>9</sup> by the Rector and continue to participate in the activities of the University without obligations related to employment.

### **Article 3 Career Development Plan**

1. The Career Development Plan (CDP) serves to plan the careers of individual employees with respect to their individual job assignments and career goals more efficiently. It provides motivation for the employees to perform better and develop by giving them a clear idea of what is expected of them.
2. The career development plan is evaluated and updated during the employment relationship, usually following the employee's evaluation. The CDP is prepared by the employee in cooperation with their superior. The CDP contains objectives, which help the employee plan their career and motivate them to a continuous professional growth. The objectives must be in line with the minimum standards for pedagogical and creative activities. The CDP

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<sup>9</sup> Article 41 of the Constitution of Charles University.

objectives are binding and their fulfilment is subject to a subsequent evaluation. Therefore, the areas of the Career Development Plan should reflect the areas of the staff member's evaluation. The employee's CDP is discussed by the Dean's Board and approved by the Dean.

3. Career Development Plans are not prepared for employees who are hired under a definite period contract without the intention of staying at the University, such as postdoctoral fellows.

## **Article 4 Employee Evaluation**

### **1. Basic Principles**

- b) The work of academic staff, researchers and lecturers is subject to regular evaluation.
- c) The evaluation schedule for any given academic year is determined by the Dean in the form of a Dean's measure.
- d) Only staff with weekly working hours of 16 hours or more are subject to evaluation.
- e) Employees with contracts for a definite period who wish to continue their employment are evaluated six months before the end of their employment.
- f) For associate professors, professors and other permanent staff, the evaluation takes place every five years; for other permanent staff, who work under an open-ended contract, every three years. Appointment as associate professor or professor may replace the evaluation process the staff member would otherwise need to undergo at that point.
- g) Evaluations may be carried out at a time other than the regular evaluation period during the course of employment at the request of the staff member, their superior or the management of the faculty or a Faculty unit. The Dean shall decide concerning such a request for an extraordinary evaluation.
- h) In the evaluation for the past period the employee's workload as well as any long-term incapacity to work, maternity or parental leave, a stay abroad, sabbatical and other circumstances worthy of special consideration must be taken into account.

### **2. Evaluation Commission**

The evaluation commission is appointed by the Dean. It consists of an odd number (3-5 members) of professors (AP4), associate professors (AP3), and possibly other members of the academic staff of the Faculty. The Dean appoints the chair and the required number of the members of the commission according to the subject-area composition requirements. If the evaluation concerns a member of the commission, that member shall not participate in the formulation of the conclusions under article 3, paragraphs c) and d).

### **3. Course of Evaluation**

- a) The employee will prepare the resource documents for the evaluation based on the areas determined by the Faculty (see Employee Evaluation Form). Data from information systems (OBD, SIS, etc.) are used to complete the form. The employee may cooperate with their superior to prepare the documents.
- b) The resource documents are then evaluated by a commission appointed by the Dean. If the commission has questions regarding the documents, it will invite the evaluated employee to an interview, which may be conducted remotely. An interview may also take place on the request of the employee.
- c) The result of the evaluation is a written report including the employee's career development plan for the next period. The employee is entitled to respond in writing if they disagree with the commission's conclusions. The evaluation, including the report of the commission and the employee's response, will then be discussed by the Dean's Board.
- d) The evaluation may result in a recommendation to extend the employment contract, to reassign the employee to a different position or pay band, to award or not to award a financial bonus, a change in personal performance bonus, a reduction in working hours by agreement with the employee, a decision to repeat the evaluation after 1-3 years, a reprimand, or termination of employment under section 52(f) of the Labour Code. The decision is made by the Dean.
- e) The resource documents for the evaluation are kept in accordance with the principles of data protection so that only a limited number of people having a legitimate interest are able to access them.

#### **4. Evaluation Areas and Criteria**

- a) The evaluation is based on the data from the information systems of Charles University and resource documents prepared for the evaluation commission by the employee.
- b) Specific areas of evaluation are listed in the Employee Evaluation Form which is an appendix hereto.<sup>10</sup>
- c) The basic criteria for preparing a career development plan and the evaluation of a staff member are the minimum standards for staff performance, adapted to the employee's

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<sup>10</sup> Employees are evaluated in the following areas:

1. Results of work
  - a) research and other creative activities - publications, significant outputs at conferences, international cooperation, project activities, expert activities, including knowledge and technology transfer, commercialisation, popularisation of science, etc.
  - b) pedagogical activities - guarantor of study programmes or subjects, full-time, part-time and distance learning form of teaching, including e-learning, innovation in teaching, international elements in teaching, pedagogical skills, etc.
  - c) other activities - offices or membership in bodies, evaluation commissions, committees, fulfilling the third role of the university, appearing in media, inter-branch cooperation, mentoring, international mobility, ICT skills, administrative activities, contribution to the operation of the University etc.
2. Soft skills - conduct and behaviour at work, communication, social skills, professionalism, responsibility, proactive approach, flexibility, cooperation etc.
3. Language skills
4. Management skills (superior employees).

workload and applied in connection with each other. The minimum standards are attached as an appendix hereto.

## **Article 6 Final Provisions**

1. All employees will submit their career development plan by 31 October 2022.
2. The plan is not to be prepared and the evaluation is not to be carried out for an employee, who is
  - a) employed exclusively as a researcher in a research project and the performance of their tasks is assessed based on the results achieved and on the opinion of the sponsor;
  - b) employed as a member of the academic staff or a lecturer with an agreed weekly working hours of 16 hours or less.
3. This measure was considered by the Dean's Board on 29 June 2022.
4. This measure takes effect on 1 July 2022.

In Prague on 30 June 2022

doc. ThDr. Kamila Veverková, Ph.D.  
Dean

Appendixes:

Appendix 1 Employee Evaluation Form

Appendix 2 Minimum Standards for Academic Staff, Lecturers and Researchers

Appendix 3 Career Development Plan