

Rules for Procedures for Granting Associate and Full Professorship Faculty of Science, University of Hradec Králové

PART ONE – PROCEDURE FOR GRANTING ASSOCIATE PROFESSORSHIP

Article I

General provisions for the procedure for granting associate professorship

- 1) Procedure for granting associate professorship at the Faculty of Science of the University of Hradec Králové (hereinafter the PřF UHK) are open to experts in accredited fields of study who meet the conditions set out in Act No. 111/1998 Sb. on Higher Education Institutions and on amendments and supplements to other acts, as amended (hereinafter the "Higher Education Institutions Act") and provided that they have previously obtained the scientific degree of CSc., Ph.D., PhD. or Dr. after the name, or DrSc. and DSc.
- 2) The procedure for granting associate professorship is initiated upon the candidate's proposal sent to the Dean of the PřF UHK. The proposal with annexes pursuant to Section 72(2) of the Higher Education Institutions Act includes:
 - An application indicating the subject-area of associate professorship;
 - Structured CV;
 - Evidence of higher education qualifications and relevant degrees;
 - Documents certifying teaching experience;
 - A list of scientific and professional papers;
 - A list of completed scientific and professional internships, both domestic and foreign, and other documents certifying scientific and professional qualifications, if applicable;
 - A list of his/her citation responses;
 - A completed form "*Evaluation criteria for granting associate and full professorship at the PřF UHK*";

- A proposal of three possible topics for the associate professorship lecture;
 - Associate professorship thesis in five copies.
- 3) If the candidate is not working as an academic employee at the PřF UHK, the Dean of the PřF UHK may request an opinion evaluating the candidate's teaching abilities from the Dean of the Faculty or the Rector of the University at which the candidate works.
 - 4) In the procedure for granting associate professorship, the candidate's scientific qualifications and teaching competence are evaluated. The "*Evaluation Criteria for Granting Associate and Full Professorship at the PřF UHK* " are attached to this decision.
 - 5) The associate professorship thesis submitted by the candidate must meet all the requirements set out in Section 72(3) of the Higher Education Institutions Act.
 - 6) If the proposal does not have the statutory requirements, the Dean of the PřF UHK (hereinafter the "Dean") will invite the candidate in writing to eliminate the identified deficiencies. If the candidate fails to remedy the deficiencies within three months of the date on which the Dean's invitation was delivered to him, the procedure shall be terminated. The Dean shall then return the documents submitted and all copies of the associate professorship thesis to the candidate.
 - 7) The candidate may withdraw his/her proposal at any stage of the procedure.

Article II

Opening of the procedure for granting associate professorship

- 1) The PřF UHK Scientific Board (hereinafter the "Scientific Board") has the decisive competence in the procedure for granting associate professorship.
- 2) After becoming acquainted with the candidate's request to initiate the procedure for granting associate professorship, the Dean prepares a proposal for the appointment of the associate professorship committee and its chair. This proposal will be submitted at the next possible meeting of the Scientific Board.
- 3) The associate professorship committee is composed of five members. It consists of professors, associate professors or eminent representatives of the given or related field. The chair of the associate professorship committee must be appointed from among professors. At least three members of the committee must not be employees of the University of Hradec Králové (hereinafter the UHK) or of the institution of which the candidate is an employee.

- 4) Upon approval of the proposal for the composition of the associate professorship committee by the Scientific Board, including its chairperson, the Dean sends all members of the associate professorship committee a notification that their appointment has been approved by the Scientific Board and sends them all the documents necessary for the assessment of the candidate's scientific qualifications and teaching competence for the award of the title of associate professor within the meaning of section 72(8) of the Higher Education Institutions Act .

Article III

Activities of the associate professorship committee

- 1) The associate professorship committee is convened by its chair.
- 2) The associate professorship committee shall have a quorum if at least four members are present. A resolution of the committee is adopted if at least three members of the committee agree with it in a secret ballot.
- 3) The associate professorship committee, in the composition approved by the Scientific Board, appoints three reviewers of the associate professorship thesis. Only one reviewer may be appointed from the UHK. Only one reviewer may be appointed from the higher education institution at which the candidate is employed. The chair of the associate professorship committee shall send the reviewers a request for a reviewer's report without delay, together with the candidate's associate professorship thesis.
- 4) On the basis of the documents submitted by the candidate, the reviewers' opinions and the assessment of the quality of the candidate's teaching, scientific and organisational work, the associate professorship committee decides whether or not to recommend the proposal for appointment as associate professor to the faculty's Scientific Board. It shall submit its decision with the reasons and the result of the vote to the Dean. The committee shall also recommend to the Dean the topic of the associate professorship lecture from the three options proposed by the candidate. The proposal with the justification shall be presented by the chairperson or a member of the committee authorised by him/her to the Scientific Board.
- 5) If the proposal for appointment as associate professor does not receive a majority of the votes of the members of the associate professorship committee, the committee will recommend that the procedure be discontinued.

- 6) The Dean will include the procedure for granting associate professorship in the agenda of the next possible meeting of the Scientific Board.

Article IV

Associate professorship proceedings before the Scientific Board

- 1) The procedure for granting associate professorship continues before the Scientific Board after the submission of complete documents, three reviewers' opinions and the opinion of the associate professorship committee.
- 2) The actual Procedure For Granting Associate Professorship before the Scientific Board consists of the following consecutive acts:
 - a) Opening of the meeting.
 - b) Establishment of a two-member secret ballot counting committee. The members of the committee shall be elected by the Scientific Board from among its members by acclamation.
 - c) A speech by the chairman of the associate professorship committee in which the candidate's professional activities are briefly introduced and the associate professorship committee's resolution is formulated together with the justification.
 - d) Presentation of the associate professorship lecture including the defence of the associate professorship thesis for a maximum of 30 minutes.
 - e) Presentation of reviewers' opinions.
 - f) Debate, in which the candidate has the opportunity to comment on the opinions and respond to questions from the reviewers, the associate professorship committee, members of the Scientific Board and possibly the guests present.
 - g) Closed debate
 - h) Secret ballot of the members of the Scientific Board.
 - i) Announcement of the result of the vote.
- 3) Actions under paragraph 2, letters g) and h) take place in a closed meeting of the Scientific Board without the participation of the candidate and the public, but with the possible participation of members of the associate professorship committee and reviewers of the associate professorship thesis. The other acts referred to in paragraph 2 shall take place in a public meeting of the Scientific Board.

- 4) In the event that the Scientific Board meets with less than two-thirds of its full members, the candidate may request that the associate professorship proceedings before the Scientific Board be postponed until the next possible meeting.
- 5) The procedure for granting associate professorship is successful if more than half of all members of the Scientific Board vote in favour.
- 6) The procedure for granting associate professorship is unsuccessful unless a majority of all members of the Scientific Board vote in favour in a secret ballot. In this case, the Scientific Board shall terminate the procedure for granting associate professorship.
- 7) The Dean shall forward the proposal for appointment as associate professor together with the resolution of the associate professorship committee and the result of the vote in the Scientific Board to the Rector of the UHK without delay, in the manner described in more detail in the relevant Rector's Decree.
- 8) If the procedure for granting associate professorship is discontinued, then the Dean sends the unsuccessful candidate a notice of discontinuation of the procedure for granting associate professorship together with a justification. At the same time, he/she shall return to the candidate all copies of his/her associate professorship thesis together with all documents requested from the candidate for the procedure for granting associate professorship.
- 9) The candidate may file an objection against the procedure for granting associate professorship within 30 days. If the Dean does not accept the objections, he/she shall forward them to the Rector for a decision; the Rector's decision is final. The decision of the Rector or the Dean must be justified.

PART TWO – PROCEDURE FOR APPOINTMENT AS PROFESSOR

Article I

General provisions

The procedure for appointment as a professor is based on the pedagogical and scientific qualifications of the candidate who is a distinguished and recognised scientific personality in his/her field. The *Evaluation criteria for granting associate and full professorship at the PřF UHK*, approved by the Faculty's Scientific Board, are attached to this decision. The prerequisite for the commencement of the procedure is the previous appointment as associate professor on the basis of the procedure for granting associate professorship, if it included the submission of an associate professorship thesis. In exceptional cases, where someone who is already a professor at a renowned higher education institution abroad is proposed for a professorship, the Rector may, on the proposal of the Scientific Board of the higher education institution, waive the previous appointment as associate professor as a prerequisite for the commencement of the procedure for appointment as professor.

Article II

Initiation of proceedings

- 1) The procedure for appointment as a professor in accredited subject-areas at the PřF UHK is initiated upon a proposal of the candidate supported by at least two written opinions of professors in the same or related subject-area or upon a proposal of the Dean or Rector submitted to the Scientific Board of the faculty that has accreditation for the said subject-area. The proceedings may also be initiated by the Faculty's Scientific Board on its own initiative.
- 2) The proposal shall include the elements referred to in the second sentence of Section 72(2) of the Act; the proposal shall also specify the subject-area in which the appointment procedure is to be initiated.
- 3) If the procedure is not initiated at the request of the candidate and if the candidate objects in writing to the initiation of the procedure, the procedure shall be terminated.
- 4) If the proposal does not have all the necessary elements, if the prescribed annexes are missing or if these annexes do not meet the specified requirements

of the faculty, the Dean will invite the candidate in writing to eliminate the deficiencies. If the candidate fails to remedy the defects within three months of the date on which the invitation was delivered to him/her, the Dean shall terminate the procedure in accordance with the provisions of Section 72(4) of the Act.

- 5) The commencement of the procedure for appointment as a professor shall be published in accordance with the provisions of Section 75(1) of the Act.
- 6) If the candidate is not working as an academic employee at the PŘF UHK, the Dean may request an opinion from the Dean of the faculty or the Rector of the university at which the candidate is working evaluating the candidate's teaching abilities.

Article III

Procedure for the appointment as a professor

- 1) For the evaluation of the proposal, the Faculty's Scientific Board, on the proposal of the Dean, approves a five-member evaluation committee composed of professors, associate professors and other prominent representatives of the given or related field. The chair of the committee must be a professor and at least three members of the committee must be experts from a department other than the higher education institution at which the procedure is being held.
- 2) The meeting of the evaluation committee shall be chaired by its Chairperson or a member authorised by him/her. A quorum shall be present if at least four members of the evaluation committee are present. A resolution of the Board shall be adopted if at least three members of the Board are in favour of it.
- 3) The evaluation committee will assess the qualifications of the candidate and decide by secret ballot whether the candidate should be appointed as a professor. If the proposal for appointment does not receive a majority vote of all the members of the committee, the evaluation committee shall recommend that the procedure for appointment as a professor be discontinued.
- 4) The proposal of the evaluation committee shall be presented by the chairperson of the committee or a member of the committee authorised by the chairperson to the faculty's Scientific Board that approved the committee. This Scientific Board shall invite the candidate to give a lecture at a public meeting of the Board in which he/she presents the concept of scientific work and teaching in the field. The Faculty Research Council shall be competent to act on the matter if two-thirds of the members of the Research Council are present.

- 5) The actual appointment hearing before the Faculty's Scientific Board consists of the following consecutive acts:
 - a) Opening of the meeting.
 - b) Establishment of a two-member secret ballot counting committee. The members of the committee shall be elected by the Scientific Board from among its members by acclamation.
 - c) Introduction of the candidate.
 - d) Presentation of a lecture in which the candidate presents the results of his/her scientific, creative and teaching work, his/her contribution to the development of the subject-area and presents a concept of scientific/creative work and teaching in the field of appointment. A maximum of 20 minutes is reserved for the lecture.
 - e) Public debate on the lecture by all present.
 - f) Bidder's comments on the evaluation committee's proposal.
 - g) Closed debate
 - h) A secret ballot of the members of the Faculty's Scientific Board, by which they decide on the proposal whether the candidate should be appointed professor.
 - i) Announcement of voting results.
- 6) Actions under paragraph 5, points g) and h) take place in a closed meeting of the Faculty's Scientific Board without the participation of the candidate and the public, but with the participation of the members of the evaluation committee. The other acts referred to in paragraph 5 shall take place in an open meeting of the Faculty's Scientific Board.
- 7) In the event that the proposal for appointment as a professor receives the consent of a majority of all members of the Faculty's Scientific Board in a secret ballot, the Dean will forward the materials to the Scientific Board of the UHK. If the proposal for appointment as a professor does not obtain the necessary majority of votes, the procedure is terminated.
- 8) The candidate may file objections against the procedure for appointment as a professor at the faculty within 30 days, which shall be decided by the Rector. The Rector's decision is final.

Article IV

Final provisions

- 1) The Administrative Code does not apply to associate professorship proceedings or to proceedings for the appointment of professor.
- 2) The "*Evaluation criteria for granting associate and full professorship at the PŘF UHK*", approved for subject-areas focused on education by the Scientific Board of the PŘF UHK on 25 March 2020, are an integral part of this decision.
- 3) This decision shall come into force on the date of its signing and shall take effect on 1 October 2021. It cancels Decision No. 9/2020 of the Dean of the PŘF UHK.

Ass.Prof. RNDr. Jan Kříž, Ph.D.

Dean of the PŘF UHK



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



MINISTRY OF EDUCATION,
YOUTH AND SPORTS