

Dean's Directive No. 4/2015

DIRECTIVE

*of the Dean of the Faculty of Informatics and Management
at the University of Hradec Kralove
on habilitation proceedings and proceedings for the appointment as professor*

This directive on habilitation proceedings and proceedings for the appointment as professor is based on:

- Act No. 111/98 Coll., on Higher Education Institutions and on the Amendment and Supplementation of Other Acts, as amended (hereinafter referred to as "the Act"),
- Criteria applied by the Research, Development and Innovation Council in the evaluation of research and development results.

Article 1

General Requirements for Applicants for Habilitation or for the Appointment as Professor

Applicants must in their proposal on habilitation proceedings and proceedings for the appointment as professor demonstrate results of their work in the following areas:

- A. creative and research activities,
- B. recognition of these activities by the professional community,
- C. university-level teaching,
- D. professional, organizational, and managerial activities.

Details for each activity area are specified in the self-evaluation criteria (appendix). The self-evaluation table includes required minimum point values for selected criteria and an overall minimum score. These criteria are supporting documents and not solely decisive. Final evaluation is carried out by the Habilitation Committee and the Research Board of the faculty.

Article 2

Commencement of the Habilitation Proceedings

The habilitation process begins at the applicant's request submitted to the dean of FIM. The application must contain documents outlined in § 72(2) of the Act, including:

- 1) application specifying the field of habilitation,
- 2) structured CV,
- 3) copies of higher education diplomas and relevant academic titles,
- 4) documents proving teaching experience,
- 5) list of research/professional publications,
- 6) summary of academic/professional internships (domestic and abroad),
- 7) possibly other documents proving scientific qualifications,
- 8) overview of teaching activities,
- 9) overview of research assignments and projects,
- 10) habilitation thesis (5 copies).

The habilitation thesis can be:

- a) a research study written specifically for habilitation and which provides new research findings, or
- b) a set of at least five published research studies with a unifying commentary, or
- c) a published monograph with new research findings in which the applicant has at least 50% contribution.

Also required:

- a) completed self-evaluation table with full supporting documentation for the evaluation of individual criteria,
- b) originals or copies of five key publications,
- c) three proposed topics for the habilitation lecture.

Requirements to initiate the habilitation proceedings:

- previous attainment of the scientific degree CSc., Dr., or Ph.D.,
- at least four years of university teaching (two years in the field of habilitation, two years post-doctorate),
- Fulfillment of minimum point requirements from the self-evaluation table (consult the Appendix).

The Habilitation Committee assesses the applicant comprehensively based on a detailed description of his/her scientific-research and teaching activities in accordance with this directive.

Article 3

Process of the Habilitation Proceedings

1. The habilitation procedure is initiated on the basis of a written proposal submitted by the applicant to the dean of the faculty, along with the habilitation thesis, documents, and materials listed in Article 1. The proposal must specify the field of habilitation, which must correspond to a field in which the faculty is authorized to conduct habilitation procedures.
2. The written proposal submitted by the applicant is recorded by the Dean's Office at the faculty. The dean or a delegated staff member reviews the completeness, formal and factual accuracy, and the quality of the submitted documentation.
3. If the written proposal and supporting documents do not meet all formal requirements, the dean shall invite the applicant to complete them. If the applicant fails to provide the missing documents **within one month**, the dean will terminate the procedure and return the habilitation thesis and accompanying documents to the applicant.
4. If all necessary requirements are met, the dean submits a proposal to the faculty Research Board for the appointment of a five-member Habilitation Committee. The Committee is chaired by a professor and consists of professors, associate professors, and other distinguished experts in the relevant or related field. At least three members must be from institutions other than UHK.
5. The Research Board approves the Habilitation Committee and its Chair by secret ballot. The Committee is then appointed by the dean.
6. In accordance with § 75(1) of the Act, the dean shall promptly publish on the official notice board information regarding the initiation of the habilitation procedure and the date of the relevant public session of the Research Board. Information on the conclusion of the procedure is also published without delay.
7. In accordance with § 75(2) of the Act, once approved by the Research Board, the dean shall forward a notification of the initiation, progress, and conclusion of the habilitation procedure to the Rector, who then submits it to the Ministry of Education, Youth and Sports.
8. The Habilitation Committee, as approved by the Research Board, appoints three reviewers of the habilitation thesis and submits the thesis to them for review. Only one of the reviewers may be from UHK. The chair of the Committee informs the dean in writing of the names of the reviewers, and the dean ensures their registration with the responsible person in the faculty management.
9. The Habilitation Committee may ask the applicant to submit additional documents, such as selected publications from the provided list, in order to verify the point-based evaluation of activities listed by the applicant in the self-evaluation criteria table.
10. The Habilitation Committee evaluates the applicant's pedagogical and scientific qualifications in the relevant field and, based on the reviewers' reports, assesses the quality of the habilitation thesis. The Committee adopts a resolution by secret ballot on whether the applicant should be appointed associate professor. If the proposal does not receive a majority of votes from all members, the Committee is deemed to recommend termination of the procedure. The justification for termination must also be approved by a majority vote. If the Committee issues a positive recommendation to proceed with the habilitation, it must also approve the topic of the applicant's habilitation lecture.
11. The chair of the Habilitation Committee, or a delegated member, presents either the proposal for the appointment as associate professor or the proposal to terminate the procedure with justification to the faculty Research Board. This is done in written form and includes a summary of the applicant's teaching, research, and professional activities, the originality of

their publications and projects, a summary of the reviewers' reports (if deemed necessary by the Committee), and a clear conclusion regarding the fulfillment of the requirements for appointment as associate professor.

12. The date, time, and location of the habilitation lecture must be published on the official notice board at least 7 days prior to the meeting of the Research Board.
13. The habilitation lecture and the defense of the habilitation thesis take place at a public session of the Research Board, with the presence of the chair or a delegated member of the Habilitation Committee. The procedure begins with the habilitation lecture, followed by the defense of the thesis. After a brief and clear presentation of the new scientific knowledge introduced in the thesis, a discussion follows, during which the applicant must have the opportunity to respond to the reviewers' reports, defend the thesis, and comment on their research and teaching activities.
14. After the defense, the Research Board (in a closed session) votes by secret ballot on the Committee's proposal to appoint the applicant as associate professor in the given field. If the Research Board, by a majority of all members, agrees with the proposal, the Committee's justification becomes the Board's official reasoning. Otherwise, the Board terminates the procedure, and the justification must be approved by a majority of all members.
15. If the Research Board decides to terminate the habilitation procedure, the dean informs the applicant of the decision and returns the habilitation thesis along with the accompanying documents.
16. The proposal for the appointment as associate professor is forwarded by the Research Board of the faculty to the Rector through the dean.

Article 4

Commencement of the Proceedings for the Appointment as Professor

Procedure for the appointment as professor is initiated by the applicant's proposal to the dean and must include documents from § 74(2) of the Act, including:

- 1) application specifying the field of the appointment as professor,
- 2) structured CV,
- 3) copies of higher education diplomas and relevant academic titles,
- 4) documents proving teaching experience,
- 5) list of research/professional publications,
- 6) overview of teaching activities,
- 7) overview of research assignments and projects,
- 8) summary of academic/professional internships (domestic and abroad), possibly other documents proving scientific qualifications.

Also required:

- a) at least two written recommendations from professors of the same or related field (unless exempted under § 74(2)),
- b) completed self-evaluation table, the appendix of which contains a complete list of documents for the evaluation of individual criteria,

c) originals or copies of ten key publications.

The requirement specified in point a) does not have to be fulfilled under § 74(2) of the Act if the proposal is submitted to the faculty Research Board by the dean of the faculty or the Rector, or if the proposal is submitted on the initiative of the Research Board of the faculty or the university.

A prerequisite for initiating the procedure for the appointment as professor is:

- previous appointment as associate professor in the same or related field, provided that it included the submission of a habilitation thesis,
- at least 5 years of university teaching (3 years post-habilitation),
- fulfillment of minimum points in the self-evaluation table (consult the Appendix).

The evaluation committee assesses the applicant comprehensively based on a detailed description of his/her scientific-research and teaching activities in accordance with this directive.

Article 5

Process of the Appointment as Professor

1. The dean shall submit to the faculty Research Board a proposal for a five-member evaluation committee composed of professors, associate professors, and other prominent representatives of the relevant or related field (including information about their institution, position, and professional focus). The chair of the committee must be a professor, and at least three members must be from institutions other than UHK. The Research Board shall approve this proposal by secret ballot.
2. The applicant shall submit to the committee ten of his/her most significant studies, selected at his/her own discretion. These studies shall remain available for the purposes of Research Board's meetings.
3. After assessing the applicant's qualifications, the evaluation committee shall vote by secret ballot on whether to recommend the applicant for appointment as professor. The proposal must receive a majority vote from all committee members. If it does not, the committee shall recommend that the procedure be terminated.
4. The evaluation committee shall adopt the justification for the proposal by a majority vote of all its members.
5. The chair of the evaluation committee shall send the proposal, including its justification, to the dean.
6. The Dean shall set the date for the meeting of the faculty Research Board at which the proposal will be discussed and shall request the chair or a designated member of the evaluation committee to present the proposal.
7. The procedure for appointment as professor, held during a public session of the faculty Research Board, includes:
 - introduction of the applicant,
 - presentation of the evaluation committee's proposal as outlined in point 6,
 - a professorship lecture in which the applicant presents the results of his/her scientific,

creative, and teaching activities, his/her contribution to the development of the field, and outlines a concept for future scientific/creative work and teaching in the field of appointment,

- a moderated public discussion involving all attendees regarding the professorship lecture,
 - the applicant's response to the evaluation committee's proposal.
8. During a closed session of the faculty Research Board, a discussion is held, followed by a secret vote on the proposal to appoint the applicant as professor. The proposal must receive a majority vote from all members of the Research Board. If the proposal does not receive the necessary majority, the appointment procedure is terminated. If the Research Board is not quorate (i.e., the majority of members are not present), the dean shall schedule a new meeting and the procedure shall resume from point 7.
 9. The result of the appointment procedure is announced at the session of the Research Board. The dean informs the Rector and, in the case of a positive outcome, requests the scheduling of a meeting of the university Research Board to consider the proposal.
 10. The designated vice-dean is responsible for promptly submitting the necessary documents for the university-level procedure to the UHK Department of Science and International Relations. They also ensure that the chair of the evaluation committee, or a designated member, is invited to present the evaluation report at the meeting of the faculty Research Board.

Article 6

Transitional and Final Provisions

1. The directive was approved by the Research Board of FIM UHK on 10 June 2015.
2. The directive shall be effective for proceedings started after 1 January 2016.
3. On the effective date of this directive, Directive No. 1/2010 shall cease to be valid, except as specified in point 4 of this article.
4. Habilitation proceedings and proceedings for the appointment as professor initiated before the effective date of this directive shall be completed in accordance with Directive No. 1/2010.
5. Directive No. 1/2010 shall be repealed on the date of completion of the procedures referred to in Article 4.

In Hradec Kralove on 29 September 2015

doc. Ing. Václav Janeček, CSc.

dean

Appendix:

Self-evaluation criteria and mandatory minimum point values for the habilitation procedure and the procedure for the appointment as professor at the Faculty of Informatics and Management, University of Hradec Kralove.