

RULES FOR INTERNAL EVALUATION OF CREATIVE ACTIVITIES AT THE UNIVERSITY OF HRADEC KRÁLOVÉ

Article I

Levels of Evaluation of Creative Activities at the UHK

Internal evaluation of creative activities at the University of Hradec Králové (hereinafter the UHK) shall be performed at several levels:

- a) Evaluation of the academic staff, including the research and development workers;
- b) Evaluation of faculty departments/institutes and research centres;
- c) Evaluation of faculty and the UHK creative activities;
- d) Evaluation of the university-wide research programmes/tenders/projects.

Article II

Frequency of Evaluation

Individual workers and faculty worksites shall be evaluated at least once in a year. Creative activities of faculties and university shall be evaluated at least once in five years. The frequency of the university-wide research programmes/tenders/projects evaluation shall be determined by the conditions of the relevant programme/tender/project.

Article III

Competence to Evaluate

Individual workers shall be evaluated by the head of the department/institute, head of the research centre, and the Dean. Creative activities of faculty departments/institutes and research centres shall fall within the Dean's powers; creative activities of faculties and university shall fall within the Deans' and Rector's

powers. Evaluation of the university-wide research programmes/tenders/projects shall fall within the powers of the relevant programme/tender/project committee.

Article IV

Evaluation Criteria

Criteria of evaluation of the academic staff and faculty workers shall be determined by the faculty Dean through his/her decree published at the faculty website. Criteria of faculties and the UHK evaluation are based on Article 7 (8-17) of the Rules of the System of Quality Assurance and Internal Quality Evaluation at the UHK. If need be, the criteria may be refined or amended through another decree or guidelines. Evaluation criteria of the university-wide research programmes/tenders/projects shall fall within the powers of the relevant evaluation committee.

Evaluation of the academic staff, departments/institutes and faculty research centres shall be performed through the Schedule of Personal and Career Development of Workers and Evaluation of the Worksite Creative Activities for which the heads of departments/institutes and research centres shall be responsible.

Faculties shall submit the evaluation of their creative activities in form of a Report of the Faculty Creative Activities.

Evaluation of the UHK creative activity shall be based on reports on faculty creative activities and shall take account of scientific disciplines related to the respective degree programmes. Evaluation shall also respect different publication and citation practices of the individual scientific disciplines.

Article VI

Publication of Creative Activities Evaluation

Creative activities evaluation shall form an integral part of regular faculty and the UHK annual reports. The main results of the Report on Creative Activities shall be published at the UHK website.

Article VII

Final Provisions

Other details of creative activities evaluation related to the previous Articles may be specified by internal documents of the UHK and individual faculties.

In Hradec Králové on 27 September 2017

Prof. Ing. Kamil Kuča, Ph.D.

Intended for: All UHK employees