



# **CODE OF PROCEDURE FOR GRANTING ASSOCIATE PROFESSORSHIP AND FULL PROFESSORSHIP AT THE UNIVERSITY OF HRADEC KRÁLOVÉ**

*Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), the Ministry of Education, Youth and Sports registered the Code of Procedure for Granting Associate Professorship and Full Professorship at the University of Hradec Králové on 10 November 2017 under ref. No. MSMT-31098/2017.*

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Director, Higher Education Department

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## **CODE OF PROCEDURE FOR GRANTING ASSOCIATE PROFESSORSHIP AND FULL PROFESSORSHIP AT THE UNIVERSITY OF HRADEC KRÁLOVÉ**

### **Article 1 Introductory Provisions**

As per section 17 (1) (k) of Act No. 111/1998 Sb., on higher education institutions and amendments and supplements to some other acts (hereinafter the Act), and in connection with Article 17 (1) of the UHK Constitution, the Code of Procedure for Granting Associate Professorship and Full Professorship at the University Of Hradec Králové (hereinafter the UHK) is an internal regulation of the UHK and supplements the statutory rules of the procedure for granting associate professorship and full professorship.

### **Article 2 Common Provisions**

1. The list of branches of science for the procedure for granting associate and full professorship, divided according to faculties accredited for the individual associate and full professorship branches of science is available in the publicly accessible section of the UHK website.
2. Details of cooperation between the university and individual faculties in the procedure for granting associate and full professorship are specified by guidelines issued by the Vice-Rector in charge of creative activities.
3. Information about commencement of the procedure for granting associate and full professorship and dates of public meetings of the faculty or UHK research board are published by the relevant faculty at the UHK public website. The

faculty also publishes, without undue delay, information about the procedure completion.

### **Article 3**

#### **Procedure for Granting Associate Professorship**

1. The procedure for granting associate professorship is commenced by the applicant's filing an application to the Dean of the faculty accredited for the associate professorship branch of science specified by the applicant.
2. The procedure for granting associate professorship is performed by the faculty in accordance with section 72 of the Act, this Code of Procedure, rules of order of the faculty research board and the UHK Research Board, and other internal faculty standards.
3. The applicant's scientific qualification and pedagogical competence is evaluated by the faculty accredited for the given associate professorship branch of science in accordance with its criteria for the procedure for granting associate professorship.
4. The lecture to qualify for associate professorship granting and the dissertation defence is held at a public meeting of the faculty research board.
5. The nomination for associate professorship, if having obtained approval by the majority of members of the faculty research board is sent to the Rector by the Dean. The details of the nomination for associate professorship and required materials are regulated by the relevant guidelines.
6. In case the Rector does not agree with the nomination for associate professorship, he/she submits the nomination and his/her reasoning to the UHK Research Board in accordance with section 72 (11) of the Act.
7. In case the nomination for associate professorship does not obtain the majority of votes of the UHK Research Board members in their secret ballots, the procedure is discontinued and the Rector notifies the Dean of discontinuation and passes him/her the UHK Research Board resolution and the Rector's reasoning. The Dean performs the administrative matters related to the discontinuation of the procedure for associate professorship granting in accordance with section 72 (12) of the Act. Otherwise, the Rector appoints the associate professor.
8. The Rector notifies the applicant and the Dean of the associate professor's appointment for the given branch of science on the basis of successful completion of the procedure for granting associate professorship, and specifies the date of appointment.
9. The faculty confers the diploma on the associate professor on appropriate occasion.

## **Article 4**

### **Publication of Dissertations to Qualify for Associate Professorship Appointment**

1. The faculty passes one copy of a successful applicant's dissertation to the UHK Archives who provides for its publication in accordance with section 75 (4) of the Act in a way specified by the UHK internal documents.
2. In case the author provides his/her dissertation in an electronic form as well, the text of the dissertation will also be available in the Archives reading room in an electronic form.

## **Article 5**

### **Full Professorship Appointment Procedure**

1. The full professorship appointment procedure is commenced by filing the applicant's application supported by at least two written opinions drawn by professors of the same or related branch of science, or on the Deans' or Rector's proposal filed to the research board of the faculty accredited for the branch of science for which the given applicant is to be appointed. The procedure may also be commenced by the faculty research board or the UHK Research Board at their own initiative.
2. The procedure for granting professorship is ensured by the faculty in accordance with section 74 of the Act, this Code of Procedure, rules of order of the faculty research board and the UHK Research Board and other internal faculty standards.
3. The criteria for the evaluation of the applicant's scientific qualification and pedagogical competence are determined by the faculty accredited for the given professorship branch of science.
4. The proposal of the faculty research board to continue the procedure for granting full professorship appointment at the UHK based on the applicant's previous presentation at the faculty research board and positive secret ballots of the faculty research board members is sent by the Dean to the Rector for discussing the nomination by the UHK Research Board.
5. Details of the proposal and required materials and details of the full professorship appointment procedure are regulated by the relevant guidelines.
6. In case the applicant works at another higher education institution, the Rector may ask the rector of such higher education institution for a written opinion to the nomination for full professorship.
7. The applicant introduces him/herself to the UHK Research Board in form of a personal presentation and acquaints the UHK Research Board with:

- a) The concept of his/her scientific or artistic work and teaching in the given branch of science;
  - b) His/her contribution to the scientific knowledge in the branch of science of the full professorship appointment procedure and with his/her intended activities in the given branch of science;
  - c) His/her teaching activities at the UHK and/or other higher education institutions;
  - d) His/her most important publications.
8. The UHK Research Board discusses the nomination for full professorship and then votes by secret ballot on submission of the nomination to the minister of education, youth and sports (hereinafter the Minister).
  9. In case the UHK Research Board does not recommend the nomination for full professorship for submission to the Minister due to failure to obtain the majority of votes of the UHK Research Board members in their secret ballots, the procedure is discontinued and the Rector notifies the applicant and the Dean of the relevant faculty of discontinuation in writing and passes them the UHK Research Board resolution and the Rector's reasoning.
  10. The UHK Research Board nomination for full professorship is sent to the Minister by the Rector.

## **Article 6**

### **Other Provisions**

1. Act No. 500/2004 Sb., the Code of Administrative Procedure, is not applied to the procedure for granting associate professorship and full professorship.
2. The applicant may oppose the procedure for granting associate professorship in writing to the Dean within thirty days from the day of the procedure completion. In case the Dean does not meet the objections, he/she passes them to the Rector whose decision is final. The Dean's or Rector's decision must be reasoned.
3. The applicant may oppose the procedure for granting full professorship in writing within thirty days from the day of the procedure completion. The objections are decided by the Rector whose decision is final.
4. The UHK may determine a fee for acts related to the procedure for granting associate professorship and full professorship in accordance with section 72 (16) and section 74 (10) of the Act. The UHK is obliged to publish the amount of the fee on the public website of the UHK.

## **Article 7**

### **Final Provisions**

1. The Rector's Decree No. 12/2012 of 9 July 2012 is repealed hereby.
2. This Code of Procedure was approved by the UHK Academic Senate on 25 October 2017 under section 9 (1) (b) point 3 of the Act.
3. This Code of Procedure comes into force on the date of registration by the Ministry of Education, Youth and Sports under section 36 (4) of the Act.
4. This Code of Procedure comes into effect on the first day of the calendar month following the day of coming into force.

Prof. Ing. Kamil Kuča, Ph.D.  
Rector