

Internal Rules for the Procedure for Granting Associate Professorship and Appointment as Professor at the University of Hradec Králové

Article 1

Introductory provisions

1. This instruction sets out the university-wide rules for cooperation between the UHK Governance and the faculties in procedures for granting associate professorship and appointment as professor.

Article 2

Criteria for the procedure for granting associate professorship and appointment as professor

1. The University of Hradec Králové (hereinafter referred to as the UHK) does not have uniform qualification criteria for procedures for granting associate professorship and appointment as professor.
2. The faculties have an up-to-date version of their own criteria for procedures for granting associate professorship and appointment as professor on the UHK web portal and immediately inform the Projects and Creative Activities Office of the UHK Governance (hereinafter referred to as PCAO) of any changes to the rules.

Article 3

Procedure for granting associate professorship

1. The date of proposal submission by the candidate to the Dean of the faculty that has been granted accreditation for the associate professorship field of study specified by the candidate is the date of commencement of the procedure for granting associate professorship. The faculty shall report the commencement of the procedure to the PCAO no later than 2 weeks from the date of commencement of the procedure, using the form Publication of Data on Procedures for Granting Associate Professorship in which the faculty shall fill in

the first third. The faculty shall also complete the excel chart Commenced Procedures for Granting Associate Professorship and send it by email to the PCAO at edita.cudova@uhk.cz. Both of these forms can be found on the Ministry of Education website: <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/habilitacni-rizeni>. Due to frequent updates, please use the current forms from the Ministry website.

2. Subsequently, the form and chart are checked (the PCAO contacts the faculty and proceeds in cooperation with the faculty to eliminate any potential problems) and the Rector's signature follows the completion of the forms check.
3. Sending the form and chart by post and email to the Ministry is handled by the PCAO. There is a public list on the Ministry of Education website that contains information on ongoing procedures for granting associate professorship for possible review:
<http://www.msmt.cz/vzdelavani/vysoke-skolstvi/habilitacni-a-jmenovaci-rizeni>).
4. After successful completion of the procedure for granting associate professorship at the faculty:
 - 4.1. The faculty sends the associate professor's dissertation to the UHK Archives,
 - 4.2. The faculty sends the following materials to the UHK Governance within 2 weeks after the date of the faculty Research Board:
 - The Dean's opinion on the proposal for appointment as associate professor containing the evaluation of the candidate's scientific and teaching activities and a proposal to appoint the candidate as associate professor addressed to the Rector;
 - Material from the Associate Professorship Committee meeting, usually the document Opinion of the Associate Professorship Committee with a report on the result of the vote;
 - A copy of the dissertation reviewers' opinions;
 - The minutes of the faculty's Research Board meeting at which the associate professorship procedure took place, with a report on the outcome of the secret ballot of the procedure for granting associate professorship;
 - Data for diploma processing (date and place of birth of the associate professor, title of the dissertation);
 - Other materials recording the information about the procedure for granting associate professorship, if applicable.
5. The Projects and Creative Activities Office of the UHK Governance will carry out the following tasks:

- Checking that the dissertation is in the UHK Archives;
- Commissioning the creation of a diploma according to the documents sent;
- Completing the form Publication of Data on Procedures for Granting Associate Professorship, Part Three – Result of the Procedure for Granting Associate Professorship;
- Preparing letters to the associate professor and his/her institution in cooperation with the Rector's Office;
- Submitting all prepared documents to the Rector for signature;
- Sending the form Publication of Data on Procedures for Granting Associate Professorship notifying the completion of the appointment procedure to the Ministry of Education by email and post, and also sending letters to the associate professor and his/her institution;
- Arranging for the delivery of the diploma to the faculty;
- Updating the UHK website with information on procedures for granting associate professorship.

Article 4

Procedure for appointment as professor

1. The date of proposal submission by the candidate, the Dean, the Rector or the Research Board of the faculty or the UHK to the Research Board of the faculty that has accreditation for the said field is the date of commencement of the procedure for appointment as professor. The faculty shall report the commencement of the procedure to the PCAO within 2 weeks after the date of the faculty Research Board meeting, using the form Publication of Data on Procedures for Appointment as Professor on which it shall fill in the first third. The faculty shall also complete the excel chart Commenced Procedures for Appointment as Professor and send it by email to the PCAO at edita.cudova@uhk.cz.
2. The form and chart are checked (the PCAO contacts the faculty and works with the faculty to eliminate any problems), and the form is signed by the Rector upon completion of the form check.
3. Sending the form and chart by post and email to the Ministry is handled by the PCAO. There is a public list on the Ministry of Education website that contains information on ongoing procedures for appointment as professor for possible review:
<http://www.msmt.cz/vzdelavani/vysoke-skolstvi/habilitacni-a-jmenovaci-rizeni>).

4. The part of the procedure for appointment as professor held at the faculty is carried out by the faculty in accordance with its regulations and in accordance with the Czech law. The Rector is informed of the outcome of the part of the professorship procedure held at the faculty through the PCAO, to whom the faculty sends a set of materials within 2 weeks of the faculty Research Board meeting. The materials contain:
 - The request to the Rector to continue the procedure for appointment as professor;
 - The minutes of the faculty Research Board meeting at which the procedure for appointment as professor took place;
 - Data for the processing of the form Proposal for Appointment as Professor form (partially completed electronically submitted form Proposal for Appointment as Professor);
 - Documents fulfilling the criteria of the Ministry of Education listed on the website: <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/rizeni-ke-jmenovani-profesorem> (opinion of the evaluation committee with a report on the voting process – 3 copies; CV of the candidate – 3 copies; overview of professional, teaching, etc. activities, list of scientific/artistic activities – 2 copies); all should also be sent in electronic form;
 - Other materials recording information about the procedure for appointment as professor, if applicable.
5. The PCAO will review the submitted set of materials in collaboration with the faculty.
6. The university-wide part of the procedure for the appointment as professor:
 - 6.1. The date of the University of Hradec Králové Research Board (hereinafter referred to as UHK RB) meeting is set by the Rector.
 - 6.2. The Projects and Creative Activities Office of the UHK Governance carries out the following activities:
 - Informing the candidate and the faculty about the date of the UHK RB meeting;
 - Posting the documents of the procedure for appointment as professor on the UHK RB web portal and the UHK Official Board;
 - Creating a scenario of the appointment procedure for the UHK RB in cooperation with the Rector, Vice-Rector and the candidate;
 - Printing of the appointment procedure materials for the use of the members of the UHK RB during the meeting;
 - Minutes of the UHK RB;
 - Completing Part Three of the form Publication of Data on Procedures for Appointment as Professor entitled Result of the Procedure for Appointment

as Professor and completing the form Proposal for Appointment as Professor;

- Submitting the set of prepared documents to the Rector for signature;
- Sending the set of documents for the appointment procedure to the Ministry of Education by email and post;
- Informing the candidate and the Rector of the date of appointment by the President of the Czech Republic;
- Updating the UHK website with information on appointment procedures.

Article 5

Final provisions

This instruction shall come into force and effect on the date of signature.

In Hradec Kralove on 1 December 2017

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