



**CAREER SYSTEM AND REGULAR  
EVALUATION OF ACADEMIC STAFF  
OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

## **PART ONE**

### **General Provisions**

#### **Art. 1**

##### ***Introductory Provisions***

- (1) Under Article 17 (3) (f) of the Constitution of the University of Hradec Králové the UHK Rector issues this Career System and Regular Evaluation of Academic Staff of the University of Hradec Králové (hereinafter the Career System) specifying the position and professional and/or qualification prospects of the academic staff – employees of the University of Hradec Králové (hereinafter the UHK). The Career System specifies also general conditions and motivation elements of the career and personal development and of the wage growth.
- (2) The Career System regulates also the procedure used by managerial employees' to evaluate employees' work (hereinafter the Regular Evaluation) under section 302 (a) of Act No. 262/2006 Sb., the Labour Code, as amended (hereinafter the Labour Code).
- (3) The Career System is a personal management tool.
- (4) The Career System provisions are related primarily to the UHK Wages Regulations (hereinafter the UHK WR), the UHK Code of Ethics and other relevant UHK implementing decrees.
- (5) The Career System principles are based on equal opportunities, including consideration of specific characteristics of individual social groups and individuals with sensory and movement disabilities. No discrimination or exclusion, especially in terms of gender, age, race, language, origin, nationality, religion, or opinion is allowed at the Career System implementation.

#### **Art. 2**

##### ***Academic Staff Categories***

- (1) According to the UHK WR, the academic staff include lecturers, assistant professors, associate professors, and full professors. The academic staff are the UHK employees and perform creative and educational activities, participate in the third role of the UHK, and may also participate in the UHK self-governance. The jobs of the individual academic staff categories are described in detail in the UHK WR. This Career System regulates the career development and regular evaluation of the academic staff.

## **PART TWO**

### **Academic Staff Career Development**

#### **Art. 3**

#### ***Career Development – Basic Provisions***

- (1) Career development of the academic staff means development of their qualification reached on the basis of their personal professional development and up-skilling. Career development of the academic staff is based on their systematic and continuous effort to increase their own professional competence and formal qualification in their professional activities, including self-education in the broader profession-related issues etc.
- (2) The UHK creates systematically pre-requisites and conditions for the academic staff career development through the UHK personal development concepts and planning, and also through the career development planning of individual academics. To obtain supporting information for the personal development planning, the UHK monitors and assesses regularly the qualification structure of its individual worksites and its development.

#### **Art. 4**

#### ***Motivation Elements of Academic Staff Career Development***

- (1) Ensurance of direct development of the academic staff career by the UHK includes:
  - a) Support of the academic staff who are students of doctoral degree programmes through time-limited reduction of their duty to teach (see Art. 5 (3) (b));
  - b) Support of the academic staff who intend to file a motion to start the procedure to attain associate professorship (“habilitation”) or the procedure to attain full professorship by providing them a sabbatical leave. Reduction of the duty to teach is also allowed;
  - c) Support of internationalisation through medium- and long-term stays at foreign research institutions, support of internships abroad and participation of the academic staff in national or international professional events contributing to the increase of their professional expertise. Details

are specified in implementing decrees issued by the Deans of the UHK faculties;

- d) Support of foreign language knowledge increase and support of further professional and personal development;
- e) Creation of conditions and site support through furnishing the research establishments in accordance with the current level and trends.

(2) The elements of the sabbatical leave of the academic staff are regulated by Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts (hereinafter the Higher Education Act), as amended (hereinafter the Act), and Art. 18 of the UHK WR. The sabbatical leave is supported mainly in employees who are in their final stage of preparation to file a motion to start the procedure to attain associate professorship or the procedure to attain full professorship.

(3) The indirect support of the academic staff career development includes:

- a) Adjustment of working conditions of employees after their return from maternity or parental leave;
- b) Adjustment of working conditions of employees whose career development could stagnate due to objective external constraints, especially long-term impairment of health or necessary care for immediate family members;
- c) Adjustment of working conditions of employees whose career development could stagnate due to objective internal constraints, especially long-term imbalanced structure of work (e.g. excessive extent of teaching and related teaching load resulting from the worksite needs, or load related to a managerial or academic position);
- d) Adjustment of working conditions of employees with sensory and movement disabilities.

Adjustment of working conditions is proposed by the given employee's superior upon the employee's request and after evaluation of the actual possibilities of the given worksite. The proposal is decided by the Dean. Adjustment of working conditions of an academic who is not employed by any of the UHK faculties is decided by the Rector.

(4) Other career development support includes:

- a) Motivation remunerations for the academic staff, supporting, for example, publication and other creative activities. Details are determined by the Deans of the UHK faculties in their implementing decrees;
- b) Consulting support of the career and personal development through the UHK Counselling Centre.

## **Art. 5**

### ***Lecturer***

- (1) A lecturer usually has a fixed-term employment contract. The employment contract may be extended in accordance with the Labour Code, having regard to the lecturer's work results.
- (2) The lecturer's employment contract may be made or extended for an indefinite period of time in special justified cases only. The lecturer is expected to teach the number of lessons corresponding to the upper level of the average weekly teaching duties determined by the UHK WR, depending on administrative and other duties. The Academic Staff Personal Evaluation Form and Career Development Plan specified in Part Three is used reasonably for the lecturer's evaluation.
- (3) If the lecturer is, at the same time, a student of a doctoral degree programme, the following measures are recommended for the standard period of studies (and/or the standard period of the doctoral degree programme studies plus one year in justified cases) from the beginning of the first doctoral degree programme studies:
  - a) The lecturer's creative activities are assessed and remunerated within their personal reward, using the same criteria as for the assistant professor;
  - b) The Dean decides that the range of the weekly duty to teach will correspond to that of an assistant professor according to the UHK WR;
  - c) The lecturer's administrative and other duties can be reduced according to the worksite conditions.

The lecturer is expected to obtain his/her Ph.D. degree within the above given period of time. The period of maternal or parental leave is not included in the above given period of time.

- (4) After the lecturer proves he/she has obtained the Ph.D. degree, he/she moves, commencing from the following month, to the "assistant professor" category. If he/she works full time, he/she is given an extraordinary remuneration according to the collective bargaining agreement made by the UHK and the UHK Local Organisation of the Tertiary Education Trade Unions (hereinafter the Collective Bargaining Agreement).

## **Art. 6**

### ***Assistant Professor***

- (1) An assistant professor has usually a fixed-term employment contract. The employment contract may be extended in accordance with the Labour Code, having regard to the assistant professor's work results.
- (2) The assistant professor is expected to obtain the associate professor's degree within 9 years from his/her employment starting and/or within 9 years from the Ph.D. degree obtaining if he/she had been employed by the UHK before he/she obtained the Ph.D. degree. The period of maternal or parental leave is not included in the given period of time.
- (3) After the employee proves he/she has completed successfully the procedure to attain associate professorship in the field being developed at the worksite where the given employee works, and/or in a close or related field, he/she moves, commencing from the following month, to the "associate professor" category. If he/she works full time, he/she is given an extraordinary remuneration according to the Collective Bargaining Agreement when he/she completes the procedure to attain the associate professorship.
- (4) If the employee moves to the associate professor category as per Art. 6 (3), his/her employment contract may be extended for an unlimited period of time.
- (5) If the assistant professor fails to complete the procedure to attain the associate professorship within the given nine-year period of time, the Dean may extend his/her employment contract for an indefinite period of time in justified cases only.
- (6) If the assistant professor has an employment contract for an indefinite period of time as per Art. 6 (5) and no completion of his/her procedure to attain the associate professorship is expected soon, if he/she is not a bachelor degree programme guarantor and if his/her creative activities do not correspond to the requirements defined by the UHK WR for assistant professors, he/she will be moved to the "lecturer" category.
- (7) The Rector's or the Dean's implementing decree determines the recommended amount of personal reward for the degree programmes guaranteeing.

## **Art. 7**

### ***Associate Professor***

- (1) New associate professors are usually employed for a definite period of time. At the first employment extension, their employment may be extended for an indefinite period of time, having regard to their work results.

- (2) After the employee proves he/she has completed successfully the procedure to attain full professorship in the field that is developed at the worksite where the given employee works, and/or in a close or related field, he/she moves, commencing from the following month, to the “professor” category. If he/she works full time, he/she is given an extraordinary remuneration according to the Collective Bargaining Agreement.
- (3) If an associate professor has an employment contract for an indefinite period of time and his/her creative activities do not correspond to the UHK WR, and if he/she is not a degree programme guarantor, he/she will be moved to the “assistant professor” category.
- (4) The Rector’s or the Dean’s implementing decree determines the recommended amount of personal reward for the degree programmes guaranteeing.

### **Art. 8**

#### ***Full Professor***

- (1) Full professors are usually employed for an indefinite period of time, with the exception of a full professor’s employment for a specific, time-limited project.
- (2) If the full professor has an employment contract for an indefinite period of time and his/her creative activities do not correspond to the UHK WR, and if he/she is not a degree programme guarantor, he/she will be moved to the “associate professor” or “assistant professor” category.
- (3) The Rector’s or the Dean’s implementing decree determines the recommended amount of personal reward for the degree programmes guaranteeing.

## **PART THREE**

### **Regular Evaluation of Employees**

#### **Art. 9**

#### ***Regular Evaluation of Academic Staff***

- (1) Work results of the academic staff in terms of education and creative activities and fulfilment of the UHK third role are assessed regularly once in a year, with regard to the academic and other positions of the academics.

- (2) The provision of Art. 9 (1) does not apply to visiting professors and individuals employed to solve a time-limited project only.
- (3) The evaluation must take account of the employee's work load and of objective external or internal circumstances that could cause stagnation of the employee's career development in the assessed period of time, especially circumstances specified in Art. 4 (3) hereof.
- (4) The evaluation is performed by the head of a department, institute or research centre (hereinafter the Worksite Head) on the basis of a form completed by the academic (see Art. 8 below) and on the basis of information from the systems. The employee has the right to comment the evaluation. The faculty Worksite Heads are assessed by the appropriate faculty Deans.
- (5) The recommended minimum creative activities of the academic staff and researchers may be specified by the Dean's implementing decrees.
- (6) The proportion of the employee's creative activities, educational activities and the UHK third role fulfilment may be adjusted with regard to the actual situation. The adjustment is proposed by the given employee's superior and decided by the Dean. The adjustment of the workload proportion of an academic who is not employed by any of the UHK faculties is decided by the Rector.
- (7) The educational activity evaluation takes account of the extent of teaching, intensity of teaching preparation, teaching quality, evaluation of teaching by students etc. The teaching duty determined by the UHK WR can be specified in more details by the Dean's implementing decree.
- (8) The academic staff personal evaluation is performed through the Academic Staff Personal Evaluation Form and Career Development Plan which forms Annex 1 hereto. The assessed employee completes the Career Development Plan for the next year and assesses the previous period.
- (9) The Worksite Head discusses the evaluation results with the Dean after the evaluation of the whole worksite. This discussion forms a part of the worksite personnel management evaluation. If the assessed employees do not agree with the evaluation, they can be invited to the Dean's and Worksite Head's discussion. The Dean's conclusion regarding the regular evaluation is final and is attached to the evaluation form.
- (10) The evaluation results form a basis for the determination of the employee's personal reward in the next twelve months, proposed by the Worksite Head to the Dean with regard to the worksite economic possibilities.



**PART FOUR**

**Transitional and Final Provisions**

**Art. 10**

***Transitional Provisions***

- (1) The 9-year period specified in Art 6 (2) hereof starts to apply from the day this Career System becomes valid. It is applied to those UHK academics who were the UHK academics on the day this Career System became valid.

**Art. 11**

***Final Provisions***

- (1) This Career System becomes valid and enters into effect on 27 March 2020.

In Hradec Králové on 27 March 2020

Prof. Ing. Kamil Kuča, Ph.D.

## **20. Academic Staff Personal Assessment Form and Career Development Plan**

Name and surname	
Faculty	
Department	
Job title	
Year of the last academic title obtaining	
Work load	
Superior (assessor)	
Membership in self-governing academic bodies (RB, IEB, AS, DAC) and evaluation committees (both internal and external)	

### **EVALUATION OF PREVIOUS-YEAR GOALS ACHIEVEMENT:**

- Please copy your last-year's goals here and evaluate them

### **PLAN OF ACTIVITIES AND CAREER DEVELOPMENT**

#### **1. EDUCATIONAL ACTIVITIES**

(Subject innovation, study supports prepared, planned theses offered, development projects etc.)

#### **2. PUBLICATION, RESEARCH, SCIENTIFIC AND ARTISTIC ACTIVITIES**

(Results acceptable by the Government R&D Council methodology (see [www.vyzkum.cz](http://www.vyzkum.cz)) and acceptable in the Register of artistic outcomes (see [www.iruv.cz](http://www.iruv.cz)))

#### **3. SCIENTIFIC PROJECTS AND GRANTS**

*Career System and Regular Evaluation of Academic Staff of the University of  
Hradec Králové*

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**4. ACTIVITIES IN THE FIELD OF THE UNIVERSITY THIRD ROLE**

(Planned organization of conferences, summer schools, publicity events etc.)

**5. INTERNATIONALISATION**

(Planned stays abroad, involvement in international teams)

**6. QUALIFICATION INCREASE**

(Language courses, professional courses, academic degrees obtaining)

**7. CAREER GOALS IN THE NEXT 12-60 MONTHS**

(Planned advancement of qualification - please specify in terms of time)

**8. HOW MY SUPERIOR CAN SUPPORT ME**

**SUPERIOR'S OVERALL EVALUATION**

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**EVALUATED EMPLOYEE'S OPINION**

In Hradec Králové on

Employee's signature: .....

Superior's signature: .....

*Abbreviations:*

RB = Research Board

IEB = Internal Evaluation Board

AS = Academic Senate

DAC = Dean's Advisory Council