



Directive of the Dean no. 2/2022

Career development of academic and research staff and lecturers at the Protestant Theological Faculty of Charles University

Following the directive of the Rector of Charles University No. 28/2021, I hereby announce the following principles of career development of academic and research staff and lecturers at the Protestant Theological Faculty of Charles University. The aim of this policy is to provide employees with clear and understandable rules for career development and thus, in accordance with the strategic intent of the Faculty, to contribute to the improvement of the quality of its core activities.

1. Career advancement

The basic job description of academic and research staff and lecturers is based on the Catalogue of Work for Academic and Research Staff and Lecturers. This job description may be specified in a typical job description for each salary grade (e.g. "desirable profile") to be determined by the faculty. The individual performance requirements of specific staff are further specified in their contracts and job descriptions, or in their career development plan or the conclusions of their appraisal.

1.1 Career advancement of academic staff (salary grades AP1 to AP4)

The activities of academic staff comprise three basic components: teaching activities,¹ creative activities² and other activities.³ The positions of academic staff are filled on the basis of open and transparent selection procedures in accordance with the Regulations of the Selection Procedure of Charles University.

1.2 Assistant (AP 1)

The first contract of employment with a new employee should be for a fixed period of up to 3 years, with the possibility of two extensions thereafter. Each extension of the contract is again for a maximum of 3 years (Article 39 of the Labour Code). A positive evaluation result is a prerequisite for such an extension without an open competition. The duration of the appointment may be up to 8 years (until completion of the doctoral studies), but as a rule the duration of the appointment should be considerably shorter.

1.3 Assistant Professor (AP 2)

This period is considered to be the phase of preparation for habilitation. The employment contract is normally concluded for a fixed period of up to 3 years, renewable twice thereafter. Each extension of the contract is again for a maximum of 3 years (Section 39 of the Labour Code). A positive evaluation result is a prerequisite for the extension of the contract. In the event that

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- 1 Teaching activity means, in addition to direct teaching (e.g. lectures, seminars, tutorials, practicals, oral consultations), other activities related to the educational activities of the University, such as supervision, consultation or opposition of final theses and other work with students.
 - 2 Creative activity is a legislative abbreviation for scientific and research, development and innovation, artistic or other creative activity. In addition to publishing or research activities in the narrow sense, creative activities should also be considered to include, for example, work on scripts or teaching aids or creative activities related to the application of scientific knowledge.
 - 3 Other activities include, in particular, participation in organizational and administrative support for the operation of the research group, department, faculty or university, project management, membership in bodies and committees, cooperation with the application sphere, popularization of science, participation in the third role of the university, self-education, etc.

it is no longer possible to conclude a fixed-term contract with the employee, specific work tasks will be assigned to the employee, as a rule for a period of 3 years. The fulfilment of these tasks will be verified in the evaluation.

A period of 9 years of full-time employment without interruption (e.g. due to long-term sick leave, maternity and parental leave) should be sufficient to meet the requirements for habilitation. Assistant professors who have not had objective obstacles to their appointment and have not yet met the requirements for habilitation may remain in post for more than 9 years. This decision is subject to the approval of the Dean of the Faculty. If they are given an open-ended contract, they will be given specific work assignments, normally for 3 years. The fulfilment of these tasks will be verified by an evaluation.

In exceptional cases and where the needs of the Faculty so require, staff may, by agreement with their Head of Department and the Dean of the Faculty, remain in a position at the AP2 salary grade for a long period of time. In this case, they will be assigned specific work tasks, normally for a period of 5 years. The fulfilment of these tasks will be verified in the evaluation.

Moving from a position at grade AP2 to a position at grade AP3 is one of the most important career milestones as it typically corresponds to a change from a fixed-term contract to an open-ended contract. The appraisal as part of this transition is therefore very important and should be a filter for the quality of the workforce.

1.4 Associate Professor (AP 3)

To qualify for the AP3 salary grade, an associate professor degree (habilitation) or equivalent status abroad is required. The employment contract of associate professors is normally concluded for an indefinite period. However, if a person is new to the University, a fixed-term contract is usually concluded first. Subsequently, after an initial evaluation in which he/she demonstrates his/her qualities and competences, he/she may be given a permanent contract.

1.5 Professor (AP 4)

To qualify for the AP4 salary grade, a title of Professor, appointment as an Extraordinary Professor or attainment of comparable status abroad is required. The employment contract of professors is normally concluded for an indefinite period. However, if the professor is new to the University, a fixed-term contract may be concluded first in justified cases. Subsequently, after an initial evaluation in which he/she demonstrates his/her qualities and competences, he/she may be given a contract of indefinite duration. On the occasion of the termination of the contract or even later, the staff member may be appointed Emeritus Professor by the Rector.

1.6 Career advancement of researchers (salary grades VP1 to VP3)

The primary activity of researchers is conducting research and they are usually recruited to work on research projects.

Researchers may also perform teaching (especially work with doctoral students) or other activities. In such cases, care must be taken to ensure that the correct classification is made, in particular whether the researcher is an academic under the Higher Education Act.⁴

1.7 Researcher (VP1, VP2, VP3)

Researchers in salary grades VP1, VP2 and VP3 are usually recruited to work on research projects. Employment contracts are normally concluded for a fixed period in relation to the needs and duration of the projects. A fixed-term contract for a maximum of three years may be renewed twice, each time for a maximum of three years (Section 39 of the Labour Code). If the specific nature of the work makes this necessary, several fixed-term contracts may be chained together (Article 39(4) of the Labour Code and collective agreement). A master's degree is required for classification in salary grade VP1, a Ph.D. or equivalent degree is required for VP2, and an appointment as associate professor or professor or equivalent status abroad is required for classification in salary grade VP3.

⁴ For more details see Rector's Directive No. 15/2020, The term "academic staff member" at Charles University.

1.8 Career advancement of lecturers (L1 and L2)

The primary activity of lecturers is pedagogical activity (usually in study programmes and ČŽV programmes). A lecturer may also perform creative (especially creating educational materials, textbooks, scripts, etc.) or other activities. In such cases, care must be taken to ensure that the correct classification is made, in particular whether the person is an academic under the Higher Education Act.⁵

1.9 Lecturer (L1, L2)

The first employment contract is usually for a fixed period of up to 3 years, with the possibility of two subsequent extensions. Each extension of the contract is again for a maximum of 3 years (Article 39 of the Labour Code). In the case of staff in grades L1 and L2 who have demonstrated their qualities and competence, the contract may be concluded for an indefinite period.

1.10 Postdoctoral Fellow

Postdoctoral fellows are a specific category.⁶ They are junior academic or scientific staff who are employed for a fixed-term (1-3 years) and who have attained the academic degree of Ph.D. or equivalent no more than eight years ago.⁷ Postdoctoral fellows are classified in the AP2 or VP2 salary grades. Depending on whether or not they perform teaching activities in addition to research, they are classified as academic staff under the Higher Education Act.⁸

Postdoctoral positions are usually filled according to the specific conditions of the project for which the postdoc is recruited. In cases where postdoctoral fellows are academic staff according to the Higher Education Act, their positions are filled according to the Regulations of the Selection Procedure of Charles University. Preference is given to postdoctoral fellows who have obtained a Ph.D. or its equivalent at a foreign university, or at another Czech university, or at least at a different department of Charles University than the one they are joining.

1.11 Senior staff

The duration of a senior position (Head of Unit, Department, etc.) is limited to 5 years. After the expiry of the fixed period, the tenure as a leader may be extended for a further fixed period on the basis of a positive evaluation 3-6 months before the end of the fixed period.

In addition to the duties set out in the job description for senior managers, the senior manager is responsible for:

- transforming the goals of the institution into the goals of the unit, the workplace and individuals,
- ensuring and improving the quality of creative and publishing activities,
- ensuring and improving the quality of educational activities,
- managerial leadership of the unit, including regular feedback and evaluation of subordinates, professional development and skills development of subordinates, including with regard to ensuring continuity of the unit, and identifying suitable candidates to complement the unit where appropriate,
- cooperating with other departments.

1.12 New staff

New staff are entitled to an adaptation period, i.e. initial training and other support. The new worker's line manager or their nominee plays a key role. Usually no later than 14 days before

5 For more details see Rector's Directive No. 15/2020, The term "academic staff member" at Charles University.

6 For more details see Rector's Directive No. 23/2021, Introduction and definition of the term "postdoctoral fellow" at Charles University.

7 This period shall not include periods of maternity or parental leave, periods of military service, periods of caring for a dependent, periods of serious health complications or similar serious impediments.

8 For more details see Rector's Directive No. 15/2020, The term "academic staff member" at Charles University.

the probationary period, the supervisor is required to brief the employee on the criteria or areas of evaluation, and also to set up his/her Career Development Plan with the employee.

1.13 Late Career Phase

An equally important phase of the career is the end of the career. In view of the economic possibilities of the faculty and staff turnover, it is advisable to allow these employees to benefit from their experience by engaging them in part-time or other positions in addition to the standard retirement. Professors over 65 years of age may be appointed Emeritus Professors by the Rector⁹ and continue to participate in the activities of the University without employment obligations.

1.14 Career Development Plan

The Career Development Plan (CDP) helps to better plan the careers of individual employees in relation to their individual job assignments and career goals. It motivates employees to perform better at work and to develop further because they have a clear idea of what is expected of them.

The career development plan is evaluated and updated during the employment relationship, usually following the employee's appraisal. The PCR is drawn up by the employee in cooperation with his/her supervisor. The CPD contains objectives that help the employee to plan his/her career and motivate him/her for continuous professional growth. These objectives are binding and their fulfilment is the subject of the following evaluation. For this reason, the areas of the Career Development Plan should follow the areas of the employee's appraisal.

Career Development Plans shall not be established for temporary employees who are not expected to remain at the University, such as postdoctoral fellows.

2. Staff evaluation

2.1 Basic principles

The work of academic and scientific staff and lecturers is subject to regular evaluation. For staff with a contracted working week of up to and including 16 hours, the Faculty may decide not to evaluate them.

For staff on fixed-term contracts who wish to continue their employment, appraisal will normally take place six months before the end of the contract. For associate professors, professors and other tenured staff, the evaluation shall normally take place every five years. Appointment as associate professor or professor may replace the evaluation process that the staff member would have had to undergo during the same period.

The evaluation may be carried out at a time other than the regular period during the employment relationship at the request of the staff member, his/her supervisor or the management of the faculty or unit. The Dean shall decide on the request for an extraordinary evaluation.

The evaluation for the past period must take into account the amount of time worked as well as any long-term incapacity for work, maternity or parental leave, stay abroad, taking creative leave and other circumstances of special consideration.

2.2 Evaluation Committee

The Evaluation Committee is appointed by the Dean. It has 3-5 members.

2.3 Evaluation process

The staff member prepares the evaluation documents based on the areas specified by the faculty (see staff evaluation form). Data from information systems (OBD, SIS, etc.) are used to complete the form. The staff member may work with his/her supervisor to prepare the documents. The documents are then evaluated by a committee appointed by the Dean. If the committee has

⁹ Article 41 of the Statute of Charles University.

questions about the documents, it will invite the person being evaluated to an interview, which may be conducted remotely. An interview will also take place if the employee requests one.

The evaluation will result in a written report including a career development plan for the next period. The appraisee has the opportunity to respond in writing to the panel's conclusions if he/she disagrees with them. Subsequently, the appraisal, including the panel report and the appraiser's response, will be discussed within the Dean's Board.

The evaluation may result in a recommendation for renewal of the employment contract, reassignment to another position or pay grade, award or non-award of a financial reward, change in personal allowance, reduction in hours in agreement with the employee, decision to re-evaluate after 1–3 years, reprimand or termination of employment under Section 52(f) of the Labour Code.

Evaluation documents are stored in accordance with the principles of data protection so that only a limited number of people with a legitimate interest have access to them.

2.4 Areas of evaluation

The basis for the evaluation is data from UK information systems and documents prepared for the evaluation committee by the staff member. The specific areas and criteria are set out in the Staff Appraisal Form, which is annexed to this Measure.

Staff members are evaluated in the following areas:

1. performance

a) scientific and other creative activities – publications, significant conference outputs, international cooperation, project activities, expert activities, including knowledge and technology transfer, commercialisation, popularisation of science, etc,

b) pedagogical activities – sponsoring study programmes or courses, full-time and distance teaching including e-learning, innovation in teaching, international dimension in teaching, pedagogical skills, etc.,

c) other activities – functions or membership of bodies, evaluation boards, committees, fulfilling the third role of the university, media appearances, inter-sectoral cooperation, mentoring, mobility abroad, ICT skills, administrative activities, contribution to the running of the university, etc.

2. Soft skills – work conduct and behaviour, communication, social skills, professionalism, responsibility, proactivity, flexibility, collaboration, etc.

3. Language skills.

4. Management skills (for managers).

An annex to this directive is the Employee Evaluation Form.

Prague, 28th June 2022

Jan Roskovec, Dean of the Faculty