



Dean's Directive No. 12/2024

Career Development and Evaluation of Employees Teaching and Carrying Out Research at the Faculty

Article 1 Introductory Provisions

1. On the basis of Rector's Directive No. 28/2021 of Charles University ("University"), I hereby publish the following principles for the career development and evaluation of academics, researchers, and lecturers at the Protestant Theological Faculty of Charles University ("Faculty").
2. The aim of these principles is to provide Faculty employees with comprehensible and clear rules for their career development, and thereby contribute to increasing the quality of the Faculty's fundamental activities in accordance with its Strategic Plan.
3. The *ETF UK Employee Evaluation Form* and the *Typical Scope of Work Activities of Academics at ETF UK* are attached hereto.
4. The present Directive replaces Dean's Directive No. 2/2022.

Part I Career Development

Article 2 Employees Teaching and Carrying Out Research at the Faculty

1. Under Section 70 of the Higher Education Act, the Catalogue of Jobs and Work Positions at Charles University (Rector's Directive No. 56/2021), and the definition of an "academic" at the University under Rector's Directive No. 15/2020, employees employed by the University who carry out pedagogical and research activities at the Faculty are classified into the categories below.
2. *Academics* are employees of the University who work at the Faculty and carry out both pedagogical and creative activities. Academics are members of the academic community whose positions are filled in accordance with the Competitive Hiring Process Code of Charles University, they are entitled to a sabbatical under Section 76 of the Higher Education Act, and they may schedule a part of their working hours themselves in accordance with Section 70a of the Act. Academics include assistants (AP1 pay band), assistant professors (AP2), associate professors (AP3), and full professors (AP4), as well as academic researchers (in the VP1–VP3 pay bands) and academic lecturers assigned to the L2 pay band.
3. *Researchers* are employees of the University who work at the Faculty and carry out, primarily, research and creative activities and who are usually hired to implement research projects. They are assigned to the VP1–VP3 pay bands. If they carry out pedagogical activities in addition to research and creative activities, they are considered academics under paragraph 2 and this fact is expressly stated in their employment contract.

4. *Lecturers* are employees of the University who work at the Faculty and carry out, primarily or exclusively, pedagogical activities. They are assigned to the L1–L2 pay bands. Only lecturers assigned to the L2 pay band are considered academics under paragraph 2 and this fact is expressly stated in their employment contract.
5. *Post-docs* are junior researchers and academics who were selected for this work position according to the criteria set out in Rector's Directive No. 23/2021 as amended by Rector's Directive 3/2022 and in accordance with the Competitive Hiring Process Code of Charles University. The fact that an employee is placed in this category is expressly stated in the employment contract. Employment contracts with post-docs are entered into for a term of 1–3 years and they are assigned to the VP2 or AP2 pay band. If post-docs are considered academics under paragraph 2, this fact is expressly stipulated in their employment contract.

Article 3 Types of Activities

1. The work of academics consists of three basic types of activities: pedagogical activities, creative activities, and other activities.
2. *Pedagogical activities* mean, in addition to teaching classes (for example, lectures, seminars, practical lessons, tutorials, oral consultations), other activities related to the educational activities of the University, such as performing the role of an advisor, consultant, or reviewer of theses, and other activities with students.
3. *Creative activities* mean scientific, research, development, innovation, or art activities, and the formulation and publication of the results thereof. In addition to publication and research activities in the narrow sense of the term, creative activities mean, for example, work on textbooks and other study materials, or creative activities related to the application of scholarly knowledge.
4. *Other activities* include, without being limited to, participation in the organisation and administration of operation of a research group, department, Faculty, or the University, management of projects, membership in bodies and committees, involvement in the application of research, popularisation of science, contribution to the third mission of the University, own education, etc.
5. The *working hours of an academic* who works full-time are typically divided as follows: 40% are allocated to pedagogical activities, 40% to creative activities, and 20% to other activities.
6. The percentages under paragraph 5 may differ according to the category to which the employee has been assigned: researchers may dedicate more time to creative activities, lecturers to pedagogical activities, and employees in managerial positions to other activities.
7. The scope and expected results of the work activities are described in more detail in the *Typical Scope of Work Activities of Academics at ETF UK* annexed hereto.
8. Specific requirements for the work of individual employees are further specified in their employment contracts, job descriptions, career development plans, or the conclusions of their evaluation.

Article 4 Work Positions

1. *Assistants (AP1)* are academics who carry out pedagogical, creative, and other activities and have at least a master's degree or an equivalent level of education and who, at the same time, usually study in a doctoral programme of study at the Faculty. They are hired for a fixed term of a maximum of 3 years, where the contract may be extended twice, subject to positive evaluation, until they complete their doctoral studies, but the term of all successive contracts may not exceed a total of 8 years.

2. *Assistant professors (AP2)* are academics who carry out pedagogical, creative, and other activities independently and have a doctoral degree or an equivalent level of education (Ph.D., CSc., etc.). Assistant professors usually work at the Faculty while preparing to qualify for associate professorship (habilitation). They are hired for a fixed term of a maximum of 3 years, where the contract may be extended twice, subject to positive evaluation. In exceptional cases and where the Faculty so requires, an employee may stay in an AP1 pay band position in the long term on the basis of a permanent contract subject to an agreement with the head of department and approval by the Dean of the Faculty. In such case, specific tasks are assigned to the employee normally for 5 years and the completion of these tasks is checked as part of the evaluation.
3. *Associate professors (AP3)* are academics who carry out demanding pedagogical, creative, and other activities independently and have acquired a title of an associate professor or achieved an equivalent position at a foreign university. Unless the associate professor is a newly hired employee, associate professors normally enter into a permanent employment contract.
4. *Full professors (AP4)* are academics who carry out demanding pedagogical, creative, and other activities independently and have acquired a title of a full professor or achieved an equivalent position at a foreign university. Unless the full professor is a newly hired employee, full professors normally enter into a permanent employment contract.
5. Rules applicable to associate professors also apply to *visiting* and *extraordinary professors*.
6. *Researchers (VP1–VP3)* are employees who carry out, primarily, research and creative activities and who are usually hired for the purposes of a research project and thus normally enter into a fixed-term employment contract for the duration of the project. Researchers who have proved the quality of their work and who may be expected to bring long-term benefit to the Faculty may enter into a permanent contract on the basis of a proposal from the head of department or a recommendation from the evaluation commission approved by the Dean. The assignment to a pay band is based on the nature of the research and other tasks performed by the given employee, where the formal qualification requirements for the AP1 to AP3, or AP4, pay bands apply.
7. *Lecturers (L1, L2)* are employees who carry out pedagogical activities in programmes of study and lifelong learning programmes, or also creative activities related to teaching and other activities. They usually enter into a fixed-term contract for a maximum of 3 years, where the contract may be extended twice, subject to positive evaluation. In order to be assigned to the L1 pay band, a master's degree or an equivalent level of education is required, while a doctoral degree or an equivalent level of education (Ph.D., CSc., etc.) is required to be assigned to the L2 pay band. Lecturers who have proved the quality of their work and who may be expected to bring long-term benefit to the Faculty may enter into a permanent contract on the basis of a proposal from the head of department or a recommendation from the evaluation commission approved by the Dean.

Article 5 Employees in Managerial Positions

1. Employees in managerial positions include heads of departments and institutes, the Dean and Vice-Deans, or also the Rector and Vice-Rectors if employed at the Faculty.
2. The heads of departments or institutes are appointed by the Dean in accordance with the Constitution of the Faculty for a term of four years. Their appointment may be extended for another four-year term subject to a positive evaluation.
3. Academics and researchers employed by the Faculty are supervised by the head of their department or institute, while the Vice-Deans and heads of departments and institutes are supervised by the Dean.

Article 6 Career

1. From the perspective of employment law, career development means a change in the work position in the form of career progression or a career change. A work position is changed by modifying the content of the employee's employment contract by an amendment thereto.
2. *Career progression* means assignment to a higher work position within a category described in Art. 2. Career progression is proposed by the head of department if the employee fulfils the qualification requirements for a higher position (successful completion of a doctoral programme of study or an associate or full professorship appointment procedure), or on the basis of the conclusions of the employee evaluation.
3. *Career change* means assignment to a work position in another category described in Art. 2, or to a lower work position within a given category. Career changes may be requested by the employees themselves or proposed by the head of department on the basis of the conclusions of the employee evaluation.
4. A competitive hiring process is not required for career progression, but is required for a career change through which an employee newly becomes an academic under Art. 2 (2).
5. A *newly hired employee* is entitled to an adaptation period, that is, introductory training and further support normally provided for the duration of the trial period. The support is provided by the head of the employee's department or by another person authorised by the head of department. The newly hired employee is informed of the criteria and areas of employee evaluation at the Faculty.

Article 7 Career Development Plan

1. A career development plan is a tool which enables employees to plan their work at the Faculty and motivates them in their professional growth. It also helps the head of department to provide specific support and help.
2. A career development plan is drafted by all employees subject to employee evaluation under Art. 9 for the period until the next evaluation. The plan is updated for the following period based on the evaluation.
3. It is drafted by the employees in cooperation with their supervisors.
4. Newly hired employees draft their career development plan until the end of the adaptation period.

Article 8 Final Stage of the Career

1. The period after an employee becomes eligible for a retirement pension is considered the final stage of the employee's career.
2. With regard to the financial situation and the variety of personnel at the Faculty, part-time employment or a different position may be offered to employees in the final stage of their career to capitalise on their experience.
3. After their retirement, professors who used to work at the Faculty may be appointed Emeritus Professors under Art. 41 of the Constitution of Charles University by the Rector upon a proposal of the Faculty's research board and be further involved in the Faculty's activities without an employment contract.
4. Employees in the final stage of their career do not usually work in a managerial position.

5. Employees take the final stage of their career into consideration when drafting their career development plan and discuss their future cooperation with the Faculty with their supervisor.

Part II Evaluation of Employees

Article 9 General Rules

1. The work activities of academics, researchers, and lecturers at the Faculty are subject to regular evaluation.
2. All types of activities described in Art. 3 hereof are evaluated and the areas of evaluation are described in more detail in the appendices hereto. The evaluation also includes soft skills (conduct and behaviour at work, communication, social skills, responsibility, activity of own initiative, flexibility, ability to cooperate, etc.), language skills, and managerial skills in the case of employees in managerial positions. Other activities of the employee under evaluation carried out for the benefit of the Faculty may be taken into consideration within the evaluation.
3. Employees whose working hours at the Faculty do not exceed 16 hours per week and non-academic researchers who are employed exclusively for the purposes of a research project financed from external sources do not undergo evaluation.
4. The Dean, a Vice-Rector, and the Rector employed at the Faculty are not subject to evaluation during their term of office.
5. If a fixed-term employment is to be extended, the employees concerned must undergo evaluation before the expiry of their contract. The evaluation usually starts 6 months before the termination of the contract.
6. Employees with a permanent employment contract are normally evaluated every 5 years after entering into the contract.
7. The evaluation periods are extended by the duration of maternity leave, parental leave, or long-term incapacity to work exceeding 6 months.
8. The evaluation may be replaced by the successful completion of an associate or full professorship appointment procedure or a competitive hiring process in accordance with the Competitive Hiring Process Code.
9. The Dean may order an extraordinary evaluation at the request of the employee or the employee's supervisor or, in justified cases, on the Dean's own initiative and may also evaluate an employee who is not subject to regular evaluation.
10. The periods for the evaluation of employees who are subject to regular evaluation are recorded by the Personnel Office of the Faculty, which notifies the employee concerned, the employee's supervisor, and the Dean of the upcoming evaluation in due time.
11. The employee under evaluation, the employee's supervisor, the evaluation commission, and the Dean's Board collaborate on the evaluation.

Article 10 Evaluation Commission

1. The Dean appoints a three-member evaluation commission and designates the chair thereof. External experts may also be members of the commission.
2. The Dean designates the employees who are to be evaluated by the commission. If the number of employees under evaluation so requires, the Dean may appoint multiple evaluation commissions which will evaluate the employees simultaneously.

3. The meetings of the commission may be held remotely via means of remote electronic communication.
4. The commission has a quorum only if all members are present, and if a member proposes a vote, it is decided by a simple majority.
5. The commission respects the principles of objectivity, transparency, equal treatment, and non-discrimination in the evaluation of the work results and the due performance of work by the employees under evaluation.
6. The members of the commission are obliged to maintain the confidentiality of all facts which they learn while performing the role of a member of the commission or in relation thereto.
7. The activities of the commission terminate upon the completion of the evaluations assigned to the commission.

Article 11 Stages and Results of the Evaluation

1. The evaluation is based on a self-evaluation report submitted on the form annexed hereto.
2. The evaluation commission begins the evaluation by inviting the employee in a notice to write a self-evaluation report and by providing the employee with data from the University information systems (OBD, SIS, etc.). The responsible departments of the Dean's Office of the Faculty provide these data upon the request of the evaluation commission.
3. The period for writing the report given by the commission in the notice must be at least 21 days.
4. The employee writes the self-evaluation report within the given period by adding comments with further details, explanations, and evaluation to the data provided.
5. The self-evaluation report includes an updated career development plan and the employee's comment on whether the goals in the existing plan have been achieved.
6. The employee submits the completed self-evaluation form to his or her supervisor, who adds an opinion to the employee's self-evaluation without undue delay, and then provides the report to the evaluation commission and the employee under evaluation.
7. During the evaluation process, the commission may request further information and details from the employee, or recommend changes to the career development plan.
8. The meetings of the Commission are closed to public.
9. Within the evaluation process, the commission interviews the employee under evaluation. The commission and the employee under evaluation may agree to waive the interview.
10. The commission may invite the employee's supervisor or other relevant persons, for example, the subordinate employees in the case of the evaluation of employees in managerial positions, to attend the interview or may include them in any other communication.
11. The commission evaluates the materials provided and compiles an evaluation report. The report contains a brief description of the result of the evaluation in the individual areas and a conclusion which may include recommendations for the employee under evaluation, the employee's supervisor, or more general recommendations for the improvement of work and communication at the Faculty.
12. The evaluation commission may make, in particular, the following recommendations concerning the employee under evaluation:
 - To (not) award financial remuneration;
 - To change the amount of the personal performance bonus;

- To increase or decrease the employee's full-time equivalent (FTE);
 - To re-evaluate the employee earlier than within the regular evaluation period;
 - To (not) extend the employment contract;
 - Career progression or a career change, that is, reassignment to another position or pay band;
 - To remove the employee from a managerial position;
 - To send a notice to remedy the deficiencies or to institute the procedure under the Labour Code, which may even result in the termination of employment.
1. The commission verifies the accuracy of the facts in the evaluation report with the employee under evaluation and then submits the report to the Dean. The employee under evaluation may submit his or her opinion on the report and the conclusion thereof to the Dean within 10 days.
 2. After the expiry of the 10-day period, the Dean discusses the evaluation report with the Dean's Board. If the employee under evaluation submits an opinion in which he or she disagrees with the report, the employee is invited to be a part of such meeting.
 3. After discussing the evaluation report with the Dean's Board, the Dean approves or rejects the recommendations given in the report.
 4. The report including the career development plan is then provided to the employee's supervisor and the Personnel Office, which archives it in the employee's file.

Article 12 Transitional Provisions

1. The first evaluation in accordance with the present Directive of all employees who are subject to evaluation under Art. 9 and who did not undergo an evaluation under Dean's Directive No. 2/2022 in the preceding period will take place immediately after the present Directive becomes effective.
2. The first evaluation will also include employees who have been employed for a shorter period of time than the periods under Art. 9, but for at least two years, on the date of the effect hereof.
3. A career development plan is created by all employees employed on the date of the effect hereof and who are subject to Art. 7 no later than within 6 months of that date.
4. The present Directive becomes effective on the date of its publication.

The present Dean's Directive was discussed by the Academic Senate of the Faculty at its meeting on 19 November 2024 and by the Basic Organisation of the University Trade Union at the Faculty at its meeting on 20 November 2024.

In Prague on 4 December 2024

Jan Roskovec, Dean