



## Dean's Directive No. 14/2024

# Evaluation of Technical and Economic Staff

### Article 1. Introductory provisions

1. This directive follows the Rector's Directive No. 53/2023 *Framework Principles of Career Development of Members of the Technical and Economic Staff at Charles University*.
2. The directive establishes rules for the career development of technical and economic staff (hereinafter referred to as TES) and their periodic evaluation at the Faculty.

### Article 2. Career development of TES

Career development of TES at the Faculty is governed by the *Framework Principles of Career Development of Members of the Technical and Economic Staff at Charles University*, which are annexed to the Rector's Directive No. 53/2023.

### Article 3. Principles of evaluation of TES

1. Periodic staff evaluations are part of the career development system.
2. Staff evaluations serve:
  - to assess the performance of job duties,,
  - to motivate the best possible performance,
  - to identify areas for improvement,
  - to obtain feedback on working conditions, the operation of the faculty or workplace, including the work of the superior, opportunities for further training, etc.,
  - as a basis for granting rewards.
3. Managing staff are also assessed on their management skills.
4. Any member of TES with more than 0.4 work-time is subject to evaluation.
5. Employees in pay grades 1–3 are not subject to evaluation.
6. TES are evaluated every two years. Managers shall be evaluated once a year.
7. The evaluation can be carried out at any time, the most appropriate time being the beginning or end of the calendar year.
8. At the substantiated initiative of the Dean or the Faculty Secretary, the evaluation may be carried out before the period for regular evaluation..

### Article 4. Content and conduct of evaluation

1. Evaluation is carried out through a common university electronic application.
2. Employees are evaluated in the following areas:
  - achieving the set work objectives for the previous period,
  - competence according to the type of job,
  - soft skills and personal approach,
  - language skills (if relevant),
  - ICT skills (if relevant),
  - managing skills (for managers).
3. Each employee is evaluated by his/her superior:

- faculty administration staff by the Faculty Secretary,
  - library staff by the library manager,
  - the library manager by the Faculty Secretary,
  - the Faculty Secretary by the Dean.
4. Evaluation is initiated by the relevant superior by inviting the evaluated employee in writing to complete a self-assessment in the university's electronic application within 14 days and to set work objectives for the next period.
  5. Within 30 days of the submission of the self-assessment, the evaluator will meet with the evaluated employee for an interview to discuss the self-assessment and the work objectives set, which may be modified in that interview.
  6. The evaluator then prepares an evaluation report, which includes the agreed work objectives for the next period.
  7. The evaluation report shall be made available to the evaluated employee without delay. He/she may express his/her objections within 5 working days.
  8. If the evaluated employee objects to the report, the report will be reviewed at a meeting with the evaluator and the relevant vice-dean, who will then together with the evaluator compile the final form of the evaluation report:
    - for the staff of the Study Department, the Vice-Dean for Study and Student Affairs is relevant,
    - for the staff of the Research Department, the Vice-Dean for Research is relevant,
    - for the staff of the International Department, the Vice-Dean for International and Ecumenical Relations is relevant,
    - for the staff of the Economics and Personal Affairs Department and other TES, the Vice-Dean for Development is responsible.
  9. The final evaluation report will be discussed by the Dean's Board and the Dean will decide on the proposed measures.

## Article 5. Concluding provisions

1. The first evaluations under this directive shall be carried out in the first half of 2025.
2. This directive shall enter into force on the date of its issue and shall take effect on 1 January 2025.

Prague, 30 December 2024

Jan Roskovec, Dean