

# Typical Scope of Work Activities of Academics at PTF UK

Appendix to Dean's Directive No. 12/2024

1. The aim of this document is to provide the commission for the evaluation of employees teaching and carrying out research at PTF with criteria for the evaluation of whether the work activities of the employees under evaluation correspond to their full-time equivalent (FTE).
2. The below applies to *full-time employees*. The work of part-time employees is evaluated in proportion to their FTE.
3. The evaluation is based on the division of *pedagogical, creative, and other activities in the proportion 40:40:20* (the individual types of activities are described in more detail in Art. 3 of the Dean's Directive), meaning that full-time employees schedule their working hours as follows:
  - 2 days per week for activities related to teaching (pedagogical activities);
  - 2 days per week for activities related to research (creative activities);
  - 1 day per week for activities related to administration, etc. (administrative activities).
  1. If employees carry out research within grant projects, it is expected that the number of working hours they spend teaching decreases.
  2. Employees who teach only in bachelor's programmes may spend more hours teaching instead of carrying out creative activities.
  3. The total working hours of pedagogical employees (entitled to 8 weeks of annual leave) amount to approximately 42 weeks.

## Pedagogical activities

4. The total working hours allocated to pedagogical activities are *16 hours per week*.
5. Out of these 16 hours, it is expected that an employee teaches *three to four 90-minute courses per week* or equivalents thereof of a different length, converted to hours, that is, *13 weeks per semester × 4.5 to 6 hours per week = 58.5 to 78 hours of teaching per semester*. The calculation is based on the actual hours spent teaching as recorded in the SIS, and it is therefore necessary to make sure that teaching hours are duly recorded.
6. Teaching also includes courses of combined study and lifelong learning and University of the Third Age courses.
7. The fact that new teachers create completely new courses is taken into consideration.
8. The difference between teachers who have completed the habilitation procedure (have qualified for associate professorship) and those who have not is not taken into consideration. Any differences in the teaching workload between teachers who have completed the habilitation procedure and those who have not does not follow from their academic degree but from the fact that teachers who have completed the habilitation procedure are expected to carry out other activities, specifically more creative activities, than teachers who have not completed the procedure.
9. Associate professors are also expected to supervise doctoral students.
10. All teachers are expected to participate in the entrance and final examinations as required by the Faculty.

## II. Creative activities

### a. Publications

11. The total working hours allocated to creative activities per year based on the proportion mentioned above is approximately 672 hours, which correspond to *two high-quality publications* (articles, chapters in a book).
12. Associate professors are expected to publish in foreign languages in prestigious journals and for renowned publishers. Employees who have not completed the habilitation procedure are expected to work on their habilitation and create the outputs required. This means that in justified cases (in particular, employees who have not completed the habilitation procedure and researchers), chapters in unfinished books are also taken into consideration.
13. The most valued published publications include foreign monographs, Czech monographs, articles in foreign journals (Jimp, Jsc), and chapters in foreign-language books (C), followed by Czech articles (Jimp, Jsc, Jrec) and chapters in Czech books (C). Conference contributions are expected, but articles in conference proceedings (D), including foreign conference proceedings, are only considered as the initial stage of the creation of a high-quality publication and as such are not included in the expected "high-quality publications".

### b. Grants

14. Associate professors are expected to work on *one grant project* in the position of a researcher or co-researcher per year, or to apply for such project.
15. Employees who have not completed the habilitation procedure are expected to be involved in at least *one project* in any position.

## III. Other activities

16. Academics are expected to participate in conferences with a paper or a presentation on a regular basis, associate professors are expected to take part in conferences attended by foreign scholars, or to maintain other contact with foreign scholars, e.g., in the form of short study stays or direct cooperation with colleagues from abroad (on publications, seminars, conferences, etc.)
17. Other facts which might be grounds for modifying the requirements in the individual categories are taken into consideration in the evaluation of an employee's workload:
  - Managerial position (Vice-Dean, head of department, President of the Academic Senate);
  - Membership in an editorial board of a journal;
  - Acting as a guarantor of a field of study;
  - Membership in subject area boards or research boards at the Faculty and outside the Faculty;
  - Membership in commissions;
  - Organisation of conferences and symposiums;
  - Number of doctoral students supervised, or acting as an advisor of other qualification theses;
  - Activities related to the third mission of the University;
  - Academic activities for professionals (lectures, seminars, membership in the committees for the individual branches of study of the Czech Science Foundation (GAČR) or the Grant Council of Charles University (GAUK), creation of peer reviews for scholarly journals and publishing houses, etc.);
  - Membership in the Academic Senate;
  - Involvement in the management of a trade union.