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Annex to Dean's Measure 13/2022

Framework principles of career growth of academics, researchers, and lecturers at the Faculty of Education of Charles University

This annex to the Dean's measure sets out the principles of career growth of the Faculty of Education of Charles University (hereinafter referred to as "the Faculty") in accordance with the strategic plan of the Faculty and Charles University. The aim is to continuously improve quality in the dominant activities, provided by the Faculty. The basic requirement for the system of career growth of the faculty staff is transparency of requirements and exclusion of any form of discrimination on any basis (race, ethnic origin, nationality, ideology, religion, belief, world view, age, gender, sexual orientation, physical handicap, social origin, or property status). The principle of equal opportunities is a prerequisite for career growth.

Career progression

The basic job description of academics, researchers and lecturers is based on the Catalogue of Work for Academics, Researchers, and Lecturers. The job description is defined and specified for each pay band, while the individual activity requirements of specific staff are further specified in their employment contracts, job descriptions, career growth plans and evaluation conclusions. The criteria set out below in the standard profiles are always set for full-time staff. They are applied on a pro rata basis for part-time work.

A. Career progression of academics (pay bands AP1 to AP4)

The activities of academics comprise three main components: pedagogical activities¹, creative activities² and other activities³. The positions of academics are filled through open and transparent competitive hiring processes in accordance with the Competitive Hiring Process Code of Charles University.

Assistant – AP1

Career progression of an academic

The employment contract is concluded for a fixed term of maximum 3 years with the possibility of two subsequent extensions. Each extension of the contract is again for a maximum of 3 years (Section 39 of the Labour Code). A prerequisite for such an extension of the contract without an open competitive hiring process is that the staff member is pursuing a doctoral degree. The length of employment in this type of position can be up to 8 years, but a shorter period is considered a general rule.

¹ Teaching activity means, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practical sessions, oral consultations), other activities related to the educational activities of the University, such as guidance, consultation or supervision 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 activities related to the application of scientific knowledge.

³ Other activities include in particular participation in the organizational and administrative support of the operation of the department, faculty, unit, university and research group, project management, membership in bodies and committees, cooperation with the application sphere, popularization of science, participation in the third role of the university, own education, etc.



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Standard profile

Pedagogical activity: He/she participates in conducting exercises, seminars and, in exceptional cases, in the implementation of lectures and other forms of pedagogical activity, especially in the bachelor's degree programme and in lifelong learning programmes. He/she participates in the supervision of studies, in justified cases in conducting, consulting, or opposing final theses and, exceptionally, in the implementation of state examinations in undergraduate studies.

Scope of performance: direct and indirect teaching and assessment of study performance in such types of studies correspond to 40 to 65% of the staff member's working time. This includes direct teaching of a minimum of 12 hours per week as recorded in the SIS, as well as tutorials, indirect teaching, and related assessment of study performance. In justified cases, he/she supervises and revises theses. Exceptionally, he/she may be a member of state examination boards.

Creative activity: He/she is involved in partial research, development, or artistic tasks or in publishing for educational purposes.

Scope of work: research, development and artistic activities are equivalent to 20-40% of the staff member's working time, i. e. 8-16 hours per week. The minimum is 1 OBD publication per year, averaged over the previous 5 years.

Other activities

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 40% of his/her working time.

Other qualifications

Minimum level of education: Master's degree (or comparable education obtained abroad)

Recommended length of experience: not specified

Language competences: World language relevant to the field of study and the study programme (active knowledge)

Assistant Professor – AP2

Career Progression of an academic

This period is considered the preparatory phase for habilitation. The employment contract is normally concluded for a fixed term of maximum 3 years with the possibility of two extensions thereafter. Each extension of the contract is possible again for a maximum of 3 years (Section 39 of the Labour Code). A prerequisite for the extension of the contract without an open competitive hiring process is the fulfilment of the conditions of the employee's career growth.

A period of 9 years of uninterrupted employment (e. g. due to long-term sick leave, maternity and parental leave) should be sufficient to meet the conditions for habilitation. Assistant professors who have had no objective impediments in their employment and have not yet fulfilled the requirements for habilitation may remain in post for more than 9 years only in exceptional cases and if they have defended their position in the open competitive hiring process. If they are selected and have an open-ended contract, they are given specific work assignments aimed at further developing the staff member, usually for 3 years.

In exceptional cases, and if the needs of the faculty require so, staff members may, based on the fulfilment of the conditions of career development and the agreement of the head of department and the guarantors of the relevant study programmes with the dean of the faculty, remain in a position at the AP2 pay band for a long period of time. In such a case, they are assigned specific work tasks, usually for 3 years.



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Standard profile

Pedagogical activity: He/she participates in conducting exercises, seminars, lectures and other forms of pedagogical activity in undergraduate and postgraduate studies and lifelong learning programmes, supervises basic theoretical subjects of profiling foundation (ZT PPZ) and subjects of profiling foundation (PPZ) in the bachelor's degree programme. It participates in the supervision of studies, in the supervision, consultation or opposition of final theses and in the implementation of state examinations in undergraduate studies.

Scope of work: direct and indirect teaching and assessment of study performance in the above-mentioned types of studies, equivalent to 35-50% of the staff member's working time. This includes direct teaching of at least 10 hours per week, as recorded in the SIS, as well as consultation and supervision activities. He/she supervises and reviews theses and is a member of the state examination committees in undergraduate studies.

Creative activity: He/she participates in basic or applied research, development, or artistic activity. He/she publishes results mainly as outputs in peer-reviewed journals, proceedings, and scientific monographs according to the specifics of scientific areas and scientific disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS), or as outputs of artistic and creative activities registered in the register of artistic outputs. He/she also actively participates in the transformation of scientific and research results into teaching texts and study guides and in the preparation and implementation of development, research or artistic projects. Scientific and artistic activities are usually thematically focused on issues corresponding to the planned focus of the habilitation thesis.

Scope of work: research, development and artistic activities correspond to 20-50% of the staff member's working time, i. e. 8-20 hours per week. The minimum is 1,5 OBD publication outputs per year averaged over the previous 5 years or adequate outputs according to the register of artistic outputs.

Other qualification requirements

Minimum educational qualifications: attainment of a Ph.D., Th.D. or CSc. degree, appointment as Associate professor or full professor (or attainment of a comparable degree abroad)

Recommended length of experience: 0-4 years

Linguistic competence: world language relevant to the field and programme of study (active knowledge)

Associate Professor – AP3

Academic staff career growth

To be placed in the AP3 pay band, it is necessary to have the scientific and pedagogical title of Associate Professor or to have attained comparable status abroad. The employment contract of associate professors is normally for an indefinite period. However, in the case of a new member of staff, a fixed-term contract is normally 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.

Standard profile

Pedagogical activity: He/she guarantees especially the subjects of ZT PPZ and PPZ in the follow-up master's studies, participates in the implementation of lectures, or in the conduct of exercises, seminars, and other forms of pedagogical activity in undergraduate and postgraduate studies and lifelong learning programmes. They are involved in the supervision of studies, in conducting, consulting, or opposing final theses and in the implementation of state examinations.

Creative activity: He/she publishes the results achieved primarily as outputs in internationally important



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impacted journals, peer-reviewed journals, proceedings, and monographs according to the specifics of scientific fields and scientific disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS) or as outputs of artistic and creative activities registered in the register of artistic outputs. He or she is also actively involved in the transformation of scientific and research results into teaching texts and study guides and in the preparation, management, coordination or implementation of demanding research or artistic projects.

1. Direct and indirect teaching and assessment of performance of studies in the types of study indicated is equivalent to at least 35% of the staff member's working time. This includes direct teaching of a minimum of 9 hours per week as recorded in the SIS, as well as tutorials, indirect teaching, and supervision activities. Supervising and marking theses. Serves as a member or chair of the State Examination Board for undergraduate studies. Research, development and artistic activities account for 35-50% of the staff member's working time, i. e. 12-20 hours per week. The minimum is 2.5 OBD publication outputs per year averaged over the previous 5 years or adequate outputs according to the register of artistic outputs.

2. Direct and indirect teaching and assessment of performance of studies in the types of study indicated corresponds to a minimum of 25% of the employee's working time. This includes direct teaching of at least 6 hours per week, as recorded in the SIS, as well as consultation and supervision activities. Supervising and marking theses. Serves as a member or chair of the State Examination Board for undergraduate studies. Scientific, development and artistic activities account for 50-70% of the staff member's working time, i. e. 20-28 hours per week. The minimum is 5 OBD publication outputs per year, averaged over the previous 5 years, or adequate outputs according to the register of artistic outputs. Must be a member of the research team of at least one awarded grant project or must submit at least one grant application each year (outside the UK GA).

Other activities

Scope of Performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of his working time.

He or she also carries out at least one of the following activities:

- Leading specialised lectures, seminars or other forms of teaching in a doctoral or foreign language study programme (e.g. teaching for ERASMUS+ students).
- Teaching in the types of studies listed above.
- Serving as a member or chair of the doctoral programme's disciplinary board.

Scope of performance: Serving on state doctoral examination and doctoral dissertation defence committees, membership of state rigorosum examination committees.

- Opponent assessment of doctoral and habilitation theses or opposition activities in habilitation procedures.

Scope of fulfilment: At least one involvement in the above-mentioned refereeing activities in the last two years.

- Review and refereeing activities at national or international level in the assessment of projects within the relevant field.

Scope: Reviewing and refereeing projects at national or international level.



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Other qualification requirements

Minimum qualifications: a Master's degree, unless the person is appointed associate professor or professor in an artistic discipline.

Academic title: appointment as associate professor or full professor / appointment as associate professor (or attainment of a comparable degree abroad)

Recommended length of experience: 6 years

Linguistic competence: world language relevant to the discipline and programme of study (active knowledge)

International experience: international cooperation relevant to the discipline and programme of study

Full professor – AP4

Academic Career growth

To qualify for the AP4 pay band, the academic title of full professor, appointment as extraordinary professor or attainment of comparable status abroad is required. The employment contract of full professors is normally of indefinite duration. However, in the case of a new member of staff, 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.

Standard profile

Teaching activity: guarantees mainly the basic theoretical subjects of profiling foundation subjects and subjects of profiling foundation in the master's and post-graduate study programme and participates in the implementation of lectures, or in the conduct of exercises, seminars, and other forms of teaching activity in undergraduate and postgraduate studies or in lifelong learning programmes. They are involved in the supervision of studies, in supervising, consulting, or opposing final theses and in the implementation of state examinations.

Scope of work: Direct and indirect teaching and performance assessment of studies in the types of studies mentioned corresponds to between 25% and 35% of the staff member's working time. This includes direct teaching of at least 6 hours, recorded in the SIS, as well as consultation and supervision activities. Supervising and marking theses. He/she is a member or chairman of state examination boards.

Creative activity: carries out basic or applied research, development or artistic activities of decisive importance for the development of the relevant scientific or artistic field or study programme. The results are published primarily as outputs in internationally important impacted journals, peer-reviewed journals, proceedings, and monographs according to the specifics of the scientific fields and disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS) or as outputs of artistic and creative activities registered in the register of artistic outputs. It is also actively involved in the transformation of scientific and research results into teaching texts and study guides, as well as in the preparation, management, coordination or implementation of the most demanding international scientific grants (registered in GaP) or key national research projects.

Scope: Scientific, development and artistic activities are equivalent to 40-70% of the staff member's working time, i. e. 16-28 hours per week. A minimum of 4 OBD publications per year, averaged over the previous 5 years, or adequate output according to the Artistic Output Register. Must be a member of the research team of at least one awarded grant project or must submit at least one grant application each year (outside the UK GA).



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Other activities

Scope of Performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of their work time.

In addition, performs at least one of the following activities:

- Conducting specialised lectures, seminars or other forms of teaching in a doctoral or foreign language study programme (e.g. teaching for ERASMUS+ students). Teaching in the types of studies listed above.
- Serving as a member or chair of the doctoral programme's disciplinary board.

Scope of performance: Teaching in the types of study listed. Serving on committees for state doctoral examinations, state rigorous examinations and dissertation defences.

- Opponent assessment of doctoral and habilitation theses, or opposition activities in habilitation or appointment procedures.

Scope of fulfilment: At least one involvement in the above-mentioned refereeing activities in the last two years.

- Expert activity at national or international level; review and refereeing of major projects within the relevant field.

Scope of performance: assessment of the projects listed at national or international level.

Other qualifications: minimum education: master's degree, unless the person is appointed professor in an artistic field.

Academic title: Appointment as full professor / appointment as extraordinary professor (or attainment of a comparable degree abroad)

Recommended length of experience: 10 years

Linguistic competence: world language relevant to the discipline and programme of study (active knowledge)

International experience: international cooperation relevant to the discipline and programme of study

B. Career progression of lecturers (L1 and L2)

The primary activity of lecturers is teaching, usually in undergraduate and lifelong learning programmes. Lecturers may also carry out creative activities, in particular the creation of educational materials, textbooks, scripts, etc., or other activities.

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

Lecturer – L1

Standard profile

Teaching activity: participates in the implementation of supportive forms of teaching activity (e. g. conducting tutorials and seminars) in undergraduate studies or lifelong learning programmes. May carry out administrative activities as determined by the Head of Department. Participates in the supervision of studies and in supervising, consulting, or opposing final theses.

Scope of duties: Direct and indirect teaching and performance assessment of studies in the types of studies mentioned corresponds to 60-100% of working time. This includes direct teaching of at least 18



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hours recorded in the SIS, as well as consultation and supervision activities.

Other activities: Participates in administrative activities as delegated by the Head of Department up to 40% of his/her working time.

Other qualifications

Minimum qualifications: Master's or Bachelor's degree (or equivalent education abroad)

Recommended length of experience: not specified

Linguistic competence: world language relevant to the field and programme of study (active knowledge)

According to Section 70 of the Higher Education Act, a lecturer in the L1 pay band is not an academic.

Lecturer – L2

Standard profile

Teaching activity: participates in the implementation of exercises, seminars, lectures and other forms of teaching activity in undergraduate studies and in lifelong learning programmes. Participates in supervising studies, supervising, consulting, or opposing final theses and conducting state examinations in undergraduate studies.

Scope of work: Direct and indirect teaching and performance assessment of studies in the types of studies mentioned corresponds to between 50% and 70% of working time. This includes direct teaching of at least 15 hours, recorded in the SIS, as well as consultation and supervision activities. Supervising and marking theses. May be a member of the State Examination Board in undergraduate studies in connection with the standards for the development of study programmes at Charles University.

Creative activity

Scope of performance: The above-mentioned activities correspond to 20 to 40% of working time, 20% of which corresponds to 8 hours per week. The minimum value of creative output per year is 1 OBD point.

Other activities: He/she participates in administrative activities as delegated by the Head of Department.

Scope of work: He/she carries out the above-mentioned administrative activities up to 30% of his/her working time.

Other qualification requirements

Minimum qualifications: Master's degree (or equivalent education abroad)

Recommended length of experience: not specified

Linguistic competence: world language relevant to the field of study and programme of study (active knowledge)

According to Section 70 of the Higher Education Act, a lecturer in the L2 salary grade is an academic staff member



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C. Career progression of researchers (pay bands VP1 to VP3)

The primary activity of scientists is research, usually the solution of scientific projects. Researchers may also carry out teaching activities (especially work with doctoral students) or other activities. In such cases, care must be taken to ensure that the correct classification (whether the researcher is an academic under the Higher Education Act) is applied.

Researcher – VP1

Standard profile

Creative activity: carries out basic or applied research, development, or artistic activity. It publishes results mainly as outputs in peer-reviewed journals, proceedings, and monographs with emphasis on their registration according to the specifics of scientific areas and scientific disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS), or transforms scientific and research results into the form of teaching texts and study guides. He participates in the preparation and coordination of domestic research grants or participates as a member of research teams in international research grant projects.

Scope of work: Research, development, and artistic activities account for between 70% and 100% of working time, 70% of which corresponds to 28 hours per week. The minimum value of creative outputs per year is 5 OBD points. Must be a member of the research team of at least one awarded grant project or submit at least one grant application each year (outside the UK GA).

Other activities

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of his/her working time.

In addition, he/she may carry out the following activities: conducting specialised lectures, seminars, or other forms of teaching in the undergraduate programme. If the staff member is involved in teaching activities⁴, he/she is an academic staff member according to Section 70 of the Higher Education Act.

Scope of performance. Serving on state examination or state rigorosum examination committees.

Other qualifications

Recommended length of experience: not specified.

Linguistic competence: world language relevant to the discipline (active knowledge).

Researcher – VP2

Standard profile

Creative activity: carries out basic or applied research, development or artistic activity of fundamental importance to the scientific or artistic field. The results are published primarily as outputs in internationally important impacted journals, peer-reviewed journals, proceedings and monographs according to the specifics of the scientific fields and disciplines of Charles University (e.g., Scopus, Web of Science or ERIH PLUS), or transforms scientific and research results into the form of teaching texts and study guides. He/she is involved in the coordination and solution of domestic and international

⁴ Teaching activities are understood to include, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practicals, oral consultations), other activities related to the educational activities of the University, such as supervising, consulting or supervising theses, and other work with students (Rector's Measure 15/2020, Article 3).



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scientific grants.

Scope of work: Scientific, development and artistic activities account for between 70% and 100% of working time, 70% of which corresponds to 28 hours per week. The minimum value of creative outputs per year is 7 OBD points. Must be a member of the research team of at least one awarded grant project, or must submit at least one grant application each year (outside the UK GA).

Other activities

Scope of performance: Assessment of the above-mentioned projects at national or international level. May participate in administrative activities related to the management of the faculty department, or related to membership in faculty, university or grant committees or activities arising from the duties of the contact person for OBD, GDPR, ESS, etc.

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of his/her working time.

In addition, performs at least one of the following activities:

- Conducting specialised lectures, seminars or other forms of teaching in an undergraduate or postgraduate programme. Serving as a member of the subject board of a doctoral programme. If the staff member is involved in teaching activities⁵, he/she is an academic staff member according to Section 70 of the Higher Education Act.

Scope of performance: Teaching in the types of studies listed. Serving on committees for state doctoral examinations and dissertation defences, membership of committees for state examinations or state rigorous examinations.

- Opponent assessment of doctoral and habilitation theses or opponent activities in the framework of habilitation procedures.

Scope of performance: at least one involvement in the above-mentioned refereeing activity in the last two years.

- Review and refereeing activities at national or international level in the assessment of projects within the relevant field.

Scope: Reviewing and refereeing projects at national or international level.

Other qualification requirements

Minimum educational qualifications: attainment of a Ph.D., Th.D. or CSc. degree, appointment as associate professor or full professor (or attainment of a comparable degree abroad)

Recommended length of experience: 1-5 years

Linguistic competence: world language relevant to the field (active knowledge)

Researcher – VP3

Standard profile

Creative activity: carries out basic or applied research, development or artistic activities of fundamental importance to the scientific or artistic field. The results are published primarily as outputs in internationally important impacted journals, peer-reviewed journals, proceedings and monographs

⁵ Teaching activities are understood to include, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practicals, oral consultations), other activities related to the educational activities of the University, such as supervising, consulting or supervising theses, and other work with students (Rector's Measure 15/2020, Article 3).



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according to the specifics of the scientific fields and disciplines of Charles University (e.g. Scopus, Web of Science or ERIH PLUS), or transforms scientific and research results into the form of teaching texts and study guides. Leads or coordinates challenging domestic and international scientific grants (registered in GaP) and projects or key national research projects.

Scope of performance: Research, development and artistic activities are equivalent to between 70 and 100% of the working time, 70% of which corresponds to 28 hours per week. The minimum value of creative output per year is 10,5 OBD points. Must lead or coordinate the research team of at least one awarded grant project or submit at least one grant application each year (outside the UK GA).

Other activities

Scope of performance: Assessment of the above-mentioned projects at national or international level. May participate in administrative activities related to the management of the faculty department, or related to membership in faculty, university or grant committees, or activities arising from the duties of the contact person for OBD, GDPR, ESS, etc.

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of his/her working time.

In addition, performs at least one of the following activities:

- Conducting specialised lectures, seminars or other forms of teaching in an undergraduate or postgraduate programme. Serving as a member or chair of the doctoral programme's disciplinary board. If the staff member is involved in teaching activities⁶, he/she is an academic staff member according to Section 70 of the Higher Education Act.

Scope of performance: Teaching in the types of studies listed. Serving on committees for state doctoral examinations and dissertation defences, membership of committees for state examinations or state rigorous examinations.

- Opponent assessment of doctoral and habilitation theses or opposition activity in habilitation or nomination procedures.

Scope of fulfilment: At least one involvement in the above-mentioned refereeing activities in the last two years.

- Expert activity at national or international level; review and refereeing of major projects within the relevant field.

Other qualification requirements

Minimum educational qualifications: attainment of a Ph.D., Th.D. or CSc. degree, appointment as associate professor or full professor / appointment as extraordinary professor (or attainment of a comparable degree abroad)

Recommended length of experience: 6 years

Linguistic competence: world language relevant to the field (active knowledge)

International experience: international cooperation relevant to the discipline

⁶ Teaching activities are understood to include, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practicals, oral consultations), other activities related to the educational activities of the University, such as supervising, consulting or supervising theses, and other work with students (Rector's Measure 15/2020, Article 3).

Career progression and change of classification at the Faculty of Education, Charles University

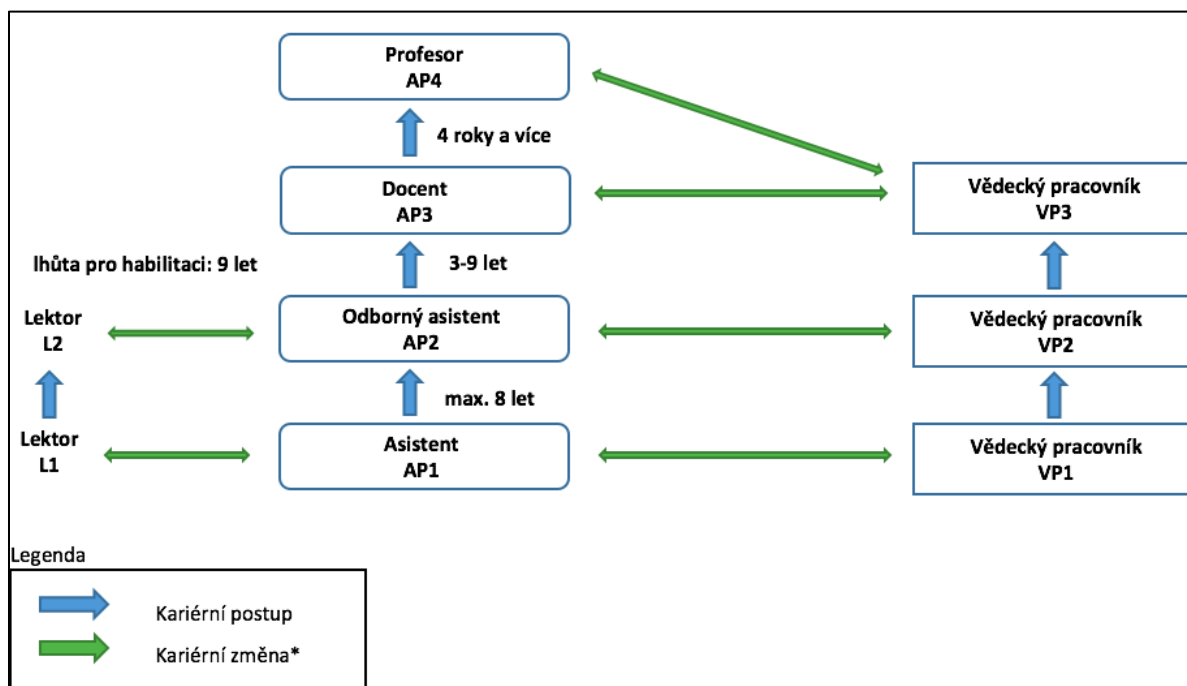


Figure 1 The diagram includes only typical transitions, not all possibilities. The period of stay in the posts assumes uninterrupted full-time employment and may be longer in the event of long-term sick leave, maternity and parental leave or other special cases.

* APs, VPs and Ls may choose to change careers and take up a THP position.

D. Postdoctoral students

A specific category is postdoctoral students. These are junior academic or scientific staff who have obtained their PhD or equivalent academic degree no more than eight years ago⁷ and who are employed on a fixed-term (1-3 years) contract. Postdoctoral fellows are classified in the AP2 or VP2 salary grades. Postdoctoral positions are filled according to the Regulations of the Selection Procedure of Charles University, or according to the specific conditions of the project under which the postdoctoral student is recruited. Candidates have obtained their Ph.D. at a foreign (or other domestic) university or other faculty of Charles University.

E. Senior Staff

The tenure of the position of senior staff is limited and is governed by the Statute of the Faculty of Education of Charles University.

The Head of the Department is appointed by the Dean based on a selection procedure from among

⁷ This does not include time spent on maternity leave, parental leave, military service, serious health complications, or other similar legal long-term obstacles to work (e. g. time spent caring for a family member / close person).



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academic staff. The Head of Department is appointed by the Dean for a period of three to five years as a rule. After this period, the appointment may be renewed once for up to three years. The duration of the appointment and any renewal is decided by the Dean after consultation with the Board based on the results of the evaluation of the Head of Department. The Head of Department is responsible for the career growth plan and its evaluation of the staff of the department concerned. Other duties of the Head are laid down in the Statutes of the Faculty and the Organisational Regulations.

F. New Employees

No later than 14 days prior to the expiration of the probationary period, the supervisor must familiarize the new employee with the criteria or areas of evaluation and, also set up his/her career growth plan with the new employee. The new staff member is entitled to an adaptation period, normally of one academic year, during which he/she works with a designated member of staff. The latter provides support and feedback. At the end of the adaptation period, an evaluation is carried out by the Head of Department.

Late Career Phase

The end of a career as an academic, researcher and lecturer is also an important phase. In view of economic opportunities and staff turnover, it is advisable to allow these staff to use their experience in part-time or other roles in addition to the standard retirement. Professors over the age of 65 may be appointed Emeritus Professors by the Rector and continue to participate in the activities of the University without employment obligations.

Career Growth Plan

The Career Growth Plan (CGP) motivates employees to perform well at work and to develop further with respect to their individual job assignments and goals. The career growth plan is evaluated and updated during the course of the employment relationship, usually following the employee's evaluation. The CGP is prepared by the staff member in cooperation with his/her line manager and the supervisors of the relevant study programmes. The final form of the CGP is approved by the staff member's line manager. The objectives set out in the CGP are binding and their fulfilment is subject to subsequent evaluation. A career growth plan is not to be established for staff members who are recruited on a fixed-term basis and who are not expected to remain in employment (e. g. postdoctoral fellows).

Staff evaluation

Basic principles

The work of academic and scientific staff and lecturers is subject to regular evaluation.

Where a staff member on a fixed-term contract is interested in continuing his/her employment, the evaluation will normally take place six months before the end of the contract. For associate professors and full professors with an open-ended contract, the evaluation normally takes place every five years, and for other staff with an open-ended contract every three years.

The evaluation may be carried out during the course of the employment relationship at a time other than the regular term at the request of the employee, his/her supervisor or the faculty management.

The evaluation must take into account the amount of time worked as well as any long-term sick leave, maternity or parental leave, care for a family member, stay abroad, taking creative leave and other circumstances worthy of special consideration, e. g. the position of Dean or Vice-Dean of the Faculty.



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Process of evaluation

The employee prepares a self-assessment based on a standard profile of his/her job and a career growth plan for the evaluation period. The documents will be evaluated by a committee appointed by the Dean. The committee may invite the appraisee to an interview. An interview will also be held if the staff member requests one. The evaluation results in a written report. The appraisee has the right to respond in writing to the conclusions of the committee. To ensure an objective approach to the evaluation, the members of the committee are representatives of the faculty management, the employee's immediate supervisor and the sponsor(s) of the study programmes in which the evaluated employee predominantly works. A delegated representative of the Faculty's Academic Senate may participate in the work of the committee with an advisory vote.

The result of the evaluation may be a recommendation to extend the employment contract, to reassign the employee to another position or to another pay band, to award or not to award a financial reward, to change the personal evaluation, to reduce the hours of work in agreement with the employee, to decide to repeat the evaluation after 1-3 years, to award a reprimand or to terminate the employment relationship pursuant to Section 52(f) of the Labour Code.

The 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.