

**Charles University, Faculty of Medicine in Hradec Králové**

**Dean's Directive No. 8/2023**

Ref. No. UKLFHK/607542/2023

Title: **Framework Principles of Filling Vacancies and Positions, of Evaluation and Personal Development of Academics, Lecturers, and Researchers, and of Evaluation of Workplaces Managed by Academics**

Force and effect: on the date of execution by the Dean

---

**Article 1**

**Introductory Provisions**

1. On the basis of Rector's Directive No. 28/2021 Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University, as amended, the present Directive regulates the procedure for the evaluation of academics, lecturers, researchers, and academics who are the head of a workplace ("managing academic") and for the evaluation of workplaces headed by managing academics at the Faculty of Medicine in Hradec Králové ("Faculty of Medicine" or "Faculty").
2. The present Directive also provides the framework rules of the Faculty of Medicine for filling the positions of academics, lecturers, researchers ("employees"), and managing academics.
3. The rules set out herein are in accordance with Act No. 262/2006 Sb., the Labour Code, as amended, the Competitive Hiring Process Code of Charles University, Rector's Directive No. 56/2021 Catalogues of Jobs and Work Positions for Employees of CU, as amended, and other internal regulations of Charles University.

**Article 2**

**Filling the Work Positions of Academics, Lecturers, and Researchers**

1. The work positions of academics, lecturers, and researchers are filled through open and transparent competitive hiring processes.

2. The competitive hiring processes for the positions of academics are always carried out in accordance with the Competitive Hiring Process Code of Charles University.
3. A competitive hiring process for the position of an academic may be waived in the following cases:
  - Repeated employment of the same employee in the position filled by that employee;
  - Change of work position in the case of existing employment of an assistant, assistant professor, extraordinary professor, or associate professor if such employee improves his or her qualification to be eligible for the position of an assistant professor, associate professor, or full professor.
  - Change of work position in the case of existing employment of an assistant, assistant professor extraordinary professor, associate professor, or full professor to the position of a lecturer or a researcher provided that the employee holds the necessary qualification.
4. The competitive hiring processes for the positions of researchers are based on the requirements of the project in which the researcher is to participate, or the conditions set by the respective workplace for the given position. The competitive hiring processes for the positions of lecturers are based on the requirements determined by the head of the respective workplace.

### **Article 3**

#### **Qualification Requirements, Job Description, and Career Progression of Academics, Lecturers, and Researchers,**

1. The qualification requirements and the basic job description for employees are provided in Rector's Directive No. 56/2021 Catalogues of Jobs and Work Positions for Employees of CU, as amended. The typical job descriptions for employees in the individual categories at the Faculty of Medicine are provided hereunder. Individual requirements may be further specified in the description of work activities for a specific position or employee.
2. In the Appendix to Rector's Directive No. 28/2021 Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University, as amended, the activities of academics are divided into three basic areas: pedagogical, creative, and other activities. The activities of other categories of employees to which the Directive applies usually include two of these basic areas of activities carried out by academics. The proportions of these activities within the work of employees in the individual categories are listed in the table below:

	Pedagogical activities	Scientific, research, and other creative activities	Other activities
AP1, AP2 Assistant, Assistant professor	30-60%	30-60%	10-20%
AP3 Associate professor	30-60%	30-60%	10-30%
AP4 Full professor	25-50%	25-50%	25-50%
L1, L2 Lecturer	80-90%	0%	10-20%
VP 1, VP2, VP3 Researcher	0%	According to the content and conditions of the research task	

### 2.1. Assistant – AP1

**Minimum level of education required:** Master’s degree or a comparable level of education abroad

**Pay band:** AP1

#### Typical job description:

- Assessment of study, teaching practical classes and other basic forms of instruction including lifelong learning programmes; involvement in other forms of pedagogical activities;
- Involvement in the performance of individual research or development tasks, or involvement in publishing activities for pedagogical purposes;
- Research of literature and annotation of scholarly or scientific publications;
- Successful completion of compulsory education based on the rules set by Charles University (“University”) and the Faculty of Medicine.

#### Career progression:

After successfully completing doctoral studies or acquiring a specialised qualification or special professional qualification, and on request of the superordinate, the employee moves to the position of an assistant professor.

### 2.2. Assistant Professor – AP2

**Minimum level of education required:** Master’s degree and a Ph.D. or Csc. degree or associate or full professorship, or a comparable level of education abroad

**Pay band:** AP2

**Typical job description:**

- Teaching practical classes and seminars, participation in teaching lectures and carrying out other forms of pedagogical activities in bachelor's or master's programmes of study, as well as in lifelong learning programmes;
- Assessment of study, including performing the role of an advisor, consultant, or reviewer of bachelor's theses;
- Successful completion of compulsory education based on the rules set by Charles University and the Faculty of Medicine;
- Independent performance of complex research or development tasks, and publication of their results in peer-reviewed journals, scientific monographs, and peer-reviewed conference proceedings;
- Involvement in the organisation of research or pedagogical activities.

**Career progression:**

After successfully completing the habilitation procedure, and on the request of the superordinate, the employee moves to the position of an associate professor; The preparation of the habilitation procedure requires the approval of the Dean of the Faculty based on the employee's request lodged by the head of the given workplace.

**2.3. Associate Professor – AP3**

**Minimum level of education required:** Master's degree

**Academic degree:** Associate or full professorship/appointment as extraordinary professor, or a comparable level of education abroad

**Pay band:** AP3

**Typical job description:**

- Creative application of the results of scientific and research activities in pedagogical activities, in particular the supervision of students in doctoral or master's programmes of study; teaching lectures and seminars, in particular in master's and doctoral programmes of study; performing the role of an advisor or reviewer of dissertations;
- Performance of tasks in basic and applied research or development of major significance for the respective academic field, and the publication of results thereof in peer-reviewed journals, scholarly monographs, and peer-reviewed conference proceedings;
- Management or coordination of complex research projects or relatively separate parts of such projects at least on the national level;

- Possibility of working on boards for the state doctoral examination and boards for the defences of dissertations, acting as member of boards for the state final examination or the state rigorosum examination organised by the Faculty, University, and other entities in accordance with the applicable legal regulations;
- Reviewing of dissertations and habilitation dissertations or reviewing activities within the habilitation procedure;
- Reviewing activities on the national level within the assessment of projects in the respective field of study.

**Career progression:**

After successfully completing the full professorship appointment procedure, and on the request of the superordinate, the employee moves to the position of a full professor. The preparation of the full professorship appointment procedure requires the approval of the Dean of the Faculty based on the employee’s request lodged by the head of the given workplace.

**2.4. Full Professor – AP4**

**Minimum level of education required:** Master’s degree

**Academic degree:** Full professorship/appointment as extraordinary professor, or a comparable level of education abroad

**Pay band:** AP4

**Typical job description:**

- Acting as the guarantor or a member of a board of guarantors of a programme of study, or as a member of the subject area board of a doctoral programme of study;
- Possibility of working on boards for the state doctoral examination and boards for the defences of dissertations, acting as member of boards for the state final examination or the state rigorosum examination organised by the Faculty, University, and other entities in accordance with the applicable legal regulations;
- Performance of tasks in basic and applied research or development crucial for the development of the respective academic field, and the publication of results thereof in peer-reviewed journals, scholarly monographs, or conference proceedings recognised on the international level;
- Management or creative coordination of the most complex international or significant national research projects;
- Creative application of the results of scientific and research activities in pedagogical activities, in particular the supervision of students in doctoral programmes of study; teaching specialised lectures, seminars, or other forms of instruction in doctoral or master’s programmes of study.

- Reviewing of dissertations and habilitation dissertations or reviewing activities within the habilitation procedure or the full professorship appointment procedure;
- Expert activities on the national or international levels; reviewing activities within the assessment of significant projects in the respective field of study.

## **2.5. Lecturer – L1, L2**

**Minimum level of education required:** Master’s or bachelor’s degree (or a comparable level of education abroad for L1)

**Pay band:** L1, L2

### **Typical job description:**

- The work of a lecturer consists in, primarily, pedagogical activities in the bachelor’s or master’s programmes of study or lifelong learning programmes, and involvement in the creation of study materials and their innovation;
- Successful completion of compulsory education based on the rules set by Charles University and the Faculty of Medicine;

Given the job description, employees in the position of a lecturer are not considered academics.

## **2.6. Researcher – VP1, VP2, VP3**

**Minimum level of education required:**

**VP1:** Master’s degree or a comparable level of education abroad)

**VP2:** Master’s degree and a Ph.D. or CSc. degree or associate or full professorship, or a comparable level of education abroad

**VP3:** Master’s degree, associate or full professorship/appointment as extraordinary professor, or a comparable level of education abroad

### **Typical job description:**

- The work of a researcher consists in, primarily, research; other activities may be carried out by the employee depending on the conditions of the specific research task;

Given the job description, employees in the position of a researcher are not considered academics.

#### **Article 4**

##### **Post-docs**

1. Post-docs defined in Rector's Directive No. 23/2021 Introducing and Defining the Concept of "post-doc" at Charles University, as amended (as amended by Rector's Directive No. 3/2022) represent a specific category of academics and researchers.
2. Post-docs are junior academics or researchers who are employed for a fixed term (1-3 years) and who have been awarded a Ph.D. degree or its equivalent no longer than 8 years ago at a foreign (or other Czech) higher education institution.
3. Work positions for post-docs are created and financed in relation to specific projects or grants.
4. The work positions for post-docs are filled in accordance with the Competitive Hiring Process Code of Charles University, or the specific conditions set within the project.
5. Post-docs are placed in the AP2 or VP2 pay bands.
6. If interested in long-term employment at the Faculty of Medicine, post-docs may apply for a standard vacant position of academic or researcher in a competitive hiring process in a given workplace.

#### **Article 5**

##### **Managing Academics**

1. The work positions of managing academics are filled through competitive hiring processes.
2. The work positions of managing academics mean the positions of heads of workplaces of the Faculty (departments, clinics, institutes, or other workplaces).
3. Profile of a managing academic:
  - Academic degree of an associate or full professor in the given field of study, or the prospect of acquiring such qualification in the near future;
  - At least 5 years of teaching experience;
  - Research and publishing activities, carrying out research grants and projects;
  - Active knowledge of English;

- Personal and professional skills necessary for the management of a workplace.
4. The term of office of a managing academic is 5 years, or until the managing employee reaches the age of 65 years, unless provided otherwise hereunder. The term of office of a managing academic who reached the age of 65 years on the date of his or her appointment is 2 years. In special cases (for example, first appointment, appointment to a new position/workplace, conditional appointment, etc.), the Dean may set a different term of office of the managing academic. In such case, the exceptions in the form of a different term of office of a managing academic must be indicated in the conditions set out upon the launch of the specific competitive hiring process.
  5. A competitive hiring process for a managing academic is launched before the term of office of the incumbent managing academic expires, before the announced termination of the performance of an office by the incumbent managing academic, or without undue delay after an unexpected termination of the performance of an office by the incumbent managing academic.
  6. The incumbent managing academic may apply for the position of the managing academic in the competitive hiring process for the next term of office.
  7. The Dean may dismiss a managing academic from his or her position before the termination of the term of office on grounds of failure to perform work obligations, revocation of or failure to complete the required qualification, loss of fitness for work, breach of the Code of Ethics, and on similar grounds.
  8. The rules of competitive hiring processes for a managing academic who is to head a workplace shared with the University Hospital in Hradec Králové are determined by the Dean and the director of the University Hospital in Hradec Králové in accordance with Section 111 of Act No. 372/2011 Sb., regulating healthcare services and the conditions on their provision (Healthcare Services Act), as amended.

## **Article 6**

### **Evaluation of Employees and Workplaces**

1. Regular evaluation of employees and workplaces provides a representation of the performance and the quality of work of the Faculty's employees. It creates a favourable environment for communication between superordinate and subordinate employees, and regular bidirectional feedback. The evaluation of employees is important for their development, and strengthens their motivation and individual responsibility. It reveals



deficiencies, and brings suggestions for improving and optimising the employee's work, management and organisational processes, and the operation of the Faculty as such.

2. The aim of the evaluation of employees is not only to increase the quality of the pedagogical, research, and creative activities of the individual employees, but also to foster the development of the Faculty in general.
3. The evaluation of the performance of the employees and the workplaces is based on feedback between the direct superordinate and the employee, which is provided throughout the entire evaluation interval.
4. The evaluation is divided into two consecutive stages.
  - The first stage consists in the self-evaluation of employees in the individual workplaces and their evaluation by their direct superordinates.
  - The second stage is the evaluation of managing academics and workplaces.
5. The result of the evaluation of the employees and managing academics is an assessment of their work performance and results, their work in general, including an assessment of the achievement of the objectives set for the period under evaluation, and defining objectives and activities for personal development for the next period.
6. The result of the evaluation of workplaces is an assessment of the activities of a workplace, including the achievement of the objectives set, and defining objectives for the next period.
7. The period under evaluation is the preceding calendar years corresponding to the evaluation interval. The evaluation interval is 3 years.
8. The date of the evaluation is always determined by the Dean.
9. Subject to the Dean's approval, the evaluation of an employee may be performed at a different time than on the set date in the case of employees who have been on sick leave or maternity/parental leave, or who have taken a sabbatical, etc. for a longer period of time (more than 6 months).
10. The evaluation of employees and workplaces is always carried out by filling in the forms published on the Faculty's website, in the section "Forms and Methodology" of the Human Resources Department. After the evaluation, the original completed forms (evaluation records) are stored in the Human Resources Department.

11. For the purposes of the evaluation, the Dean appoints two members to the evaluation commission from among the members of the Dean's Board or members of the academic staff of the Faculty for the given period under evaluation. When appointing the members of the commission, the Dean ensures that the impartiality of the members of the commission cannot be called into question.
12. The evaluation commission consists of the Dean and two appointed members.
13. The evaluation commission performs the evaluation of managing academics and workplaces of the Faculty. Within the evaluation of a workplace, the evaluation commission considers the results of the evaluation of the employees of the given workplace.

#### **Article 7**

#### **Evaluation of Academics, Lecturers, and Researchers**

1. The work performance of employees in the positions of academics, researchers, and lecturers who, on the date of the evaluation, have entered into an employment contract for at least 16 working hours per week and who are not in their trial period is subject to regular evaluation. The evaluation of the performance of employees with fewer than 16 working hours per week is not compulsory.
2. The evaluation process is divided into the following steps:
  - The employee under evaluation fills in Part A of the form at the request of his or her direct superordinate. The individual areas are evaluated in the form of a written description. Employees in non-academic positions fill in only the relevant parts of the evaluation form. The employee under evaluation then proposes the assessment of his or her personal objectives and personal development for the next period. The employee submits the completed form signed in Part A to his or her direct superordinate within the set date.
  - On the basis of the self-evaluation submitted by the employee, the direct superordinate holds an evaluation interview with the employee under evaluation.
  - During the interview, the direct superordinate evaluates the work performance and activities of the employee under evaluation in general based on the self-evaluation, including the assessment of the proposed objectives and development, discusses the evaluation with the employee under evaluation, and sets the objectives and a plan for the employee's development for the next period. The evaluator records the result of the evaluation in Part B of the form and signs it. The employee under evaluation comments on the evaluation and signs the form.
  - If the employee under evaluation does not agree with the evaluation, he or she may lodge an appeal in writing with the Dean of the Faculty within two weeks of the evaluation (date of the evaluation interview). On the basis of the appeal, the

evaluation is discussed by the evaluation commission and the employee. The discussion by the evaluation commission results in confirming or modifying the evaluation.

- The head of the workplace collects and submits the completed and signed evaluation forms from all employees of the workplace under evaluation to the evaluation commission.

## **Article 8**

### **Evaluation of Managing Academics and Workplaces**

1. The evaluation of the work performance of managing academics and workplaces is performed regularly in the set evaluation interval, once every 3 years, unless provided otherwise by the Dean, and follows the evaluation of the performance of employees at the individual workplaces.
2. The second stage of the evaluation (within the meaning of Article 6 (4)) includes the evaluation of the personal work performance of the managing academic and defining the personal development objectives of the managing academic, consideration of the results of the evaluation of all employees under evaluation in the given workplace by the evaluation commission, and the evaluation of the workplace.
3. The evaluation of a workplace consists in the assessment of the activities of the workplace, performance of the tasks assigned, and the achievement of objectives, including the achievement of the objectives set in the Strategic Plan of the Faculty of Medicine, and defining the objectives for the next period.
4. The evaluation is carried out by the evaluation commission.
5. The evaluation procedure of managing academics and workplaces is divided into the following steps:
  - The managing employee fills in Part A of the form at the request of the Dean.
  - In Part A.I, the employee evaluates his or her performance in the form of a written description, including the proposed assessment of the objectives in the period under evaluation, and the proposed personal objectives and personal development objectives for the next period.
  - Part A.II of the form serves for the employee's evaluation of the performance of the workplace. The managing academic bases this part of the evaluation on the form "Appendix to the Evaluation of a Workplace", which the employee receives from the Human Resources Department. The form is completed by the departments of the

Dean's Office – Human Resources Department, Study Division, Grants and International Division, and the Medical Library. The managing academic then evaluates the achievement of the objectives set for the workplace in the period under evaluation, and proposes objectives for the workplace in the next period.

- The managing academic submits the completed form signed in Part A with the Appendix to the Evaluation of a Workplace to the evaluation commission.
- On the basis of the materials submitted, the evaluation commission holds an evaluation interview with the managing academic, within which the commission evaluates the work performance and activities of the managing academic under evaluation in general based on the self-evaluation, including the assessment of the proposed objectives and development, discusses the evaluation with the managing academic under evaluation, and sets the objectives and a plan for the employee's development for the next period.
- The evaluation commission also evaluates the activities of the workplace, including the set objectives, and defines the objectives of the workplace for the next period. The consideration of the results of the evaluation of the employees of the given workplace by the commission forms an inseparable part of the evaluation which is recorded in the "Record of Consideration of the Results of the Evaluation of Employees by the Commission" form. If an employee of the workplace under evaluation lodges an appeal against the result of the evaluation, he or she is invited to the meeting of the evaluation commission in which the employee's evaluation is discussed.
- The evaluation commission records the result of the evaluation of the managing academic and the workplace in Part B.I and B.II of the form, which is then signed by the evaluators. The employee under evaluation comments on the evaluation and signs the form.
- If the managing academic under evaluation does not agree with the evaluation or the evaluation of his or her workplace, he or she may lodge an appeal in writing with the Dean of the Faculty within two weeks of the evaluation (date of the evaluation interview).
- If a managing academic or managing academics lodge an appeal against their evaluation or the evaluation of their workplace, the Dean appoints a three-member review evaluation commission consisting of members of the Dean's Board or members of the academic staff of the Faculty. When appointing the members of the commission, the Dean ensures that the impartiality of the members of the commission in relation to the person lodging the appeal, the workplace, their work, and field of study cannot be called into question.
- On the basis of the appeal, the evaluation is discussed by the review evaluation commission and the managing academic. The discussion by the review evaluation

commission results in confirming or modifying the evaluation, which is then submitted to the evaluation commission.

- The evaluation commission submits the completed and signed forms to the Human Resources Department, which stores the forms.

### **Article 9** **Final Provisions**

1. All information acquired within the evaluation is confidential.
2. Dean's Directive No. 2/2006-2007 Scope of Duties within Pedagogical and Research Activities of Academics of 1 January 2007 is hereby repealed.
3. This Directive comes into force and effect on the date of its execution.

In Hradec Králové on 8 December 2023

Prof. MUDr. Jiří Mandáček, Ph.D.  
Dean