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Second Consolidated Dean's Directive No. 7/2023

Prague, 29 June 2023  
UKPF/368357/202

### **Dean's Directive No. 7/2023,**

### **to govern the principles of career development and the evaluation of academics, researchers, and lecturers at the Faculty of Law of Charles University (Academic Career Development Code for Academics, Researchers and Lecturers)**

*Pursuant to Article 3 (1) of Rector's Directive No. 28/2021, Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University, I have adopted, in accordance with Article 11 (2) of the Constitution of the Faculty of Law of Charles University, the following Dean's directive:*

#### PART I

#### **Introductory Provisions**

##### Article 1

#### **Subject-Matter**

With respect to the Rector's directive providing for the framework principles of career growth of academics, researchers, and lecturers at Charles University, the present directive regulates the following:

- 1) Placement of faculty members in pay bands and work positions and job descriptions thereof;
- 2) Work activity standards;
- 3) Rules of career progression;
- 4) Rules for newly hired faculty members and post-docs;
- 5) Career development plan;
- 6) Evaluation of faculty members;
- 7) Rules for the final stages of the career.

##### Article 2

#### **Faculty Member**

(1) For the purposes hereof, a faculty member means an employee of Charles University who is an academic, researcher, or a lecturer at the Faculty of Law of Charles University.

(2) The present directive also applies to faculty members with 16 or less working hours per week.

## PART II

### **Pay Bands, Work Positions, and Job Descriptions**

#### Article 3

##### **Pay Bands**

(1) Faculty members are placed in pay bands based on the type of work they perform and their qualification in accordance with the Internal Wages Regulation of Charles University.

(2) The names of the pay bands, and the description of the faculty members and the nature of their activities are indicated in the following table:

<b>Name of the pay band</b>	<b>Typical description of the faculty member and the nature of his or her activities</b>
AP1 Assistant	Academic under the Higher Education Act, who does not have a scientific degree (Ph.D. or Csc.) and carries out pedagogical and creative activities
AP2 Assistant Professor	Academic under the Higher Education Act, who has a scientific degree (Ph.D. or Csc.) and carries out pedagogical and creative activities
AP3 Associate Professor	Academic under the Higher Education Act, who is an associate professor and carries out pedagogical and creative activities
AP4 Full Professor	Academic under the Higher Education Act, who is a full professor and carries out pedagogical and creative activities
VP1 Researcher	Person who carries out creative activities, but does not have a scientific degree (Ph.D. or CSc.)
VP2 Researcher	Person who carries out creative activities and has a scientific degree (Ph.D. or CSc.)
VP3 Researcher	Person who is an associate or full professor and carries out creative activities
L1 Lecturer	Person who carries out pedagogical activities
L2 Lecturer	Academic under the Higher Education Act, who carries out pedagogical activities and related publishing activities

(3) The pay band of a faculty member is indicated in their itemized pay statement.

#### Article 4

##### **Work Positions**

(1) Faculty members are assigned to a specific work position at the unit where the faculty member works.

(2) The work position of faculty members is indicated in their employment contract.

(3) If a faculty member performs work positions for several different units, his or her employment contract indicates the proportion of work carried out within each work position.

## Article 5

### **Job Descriptions**

(1) The job descriptions of faculty members correspond to the typical job descriptions in accordance with Rector's directive providing for the catalogues of jobs and work positions for the employees of Charles University<sup>1</sup>.

(2) The typical job description is further specified by setting the work activity standards for the individual pay bands.

## PART III

### **Work Activity Standards**

#### Title I

### **General Provisions**

## Article 6

### **Areas of Work Activities Standards**

The present Directive provides for work activity standards in the following areas:

- a) Pedagogical activities;
- b) Creative activities<sup>2</sup>; and
- c) Other activities.

## Article 7

### **Compliance with Work Activities Standards**

(1) Faculty members placed in the AP1, AP2, AP3, and AP4 pay bands must comply with work activity standards applicable to pedagogical and creative activities.

(2) Faculty members placed in the VP1, VP2, and VP3 pay bands must comply with the work activity standards applicable to creative activities.

(3) Faculty members placed in the L1 and L2 pay bands must comply with the work activity standards applicable to pedagogical activities.

## Article 8

### **Relation between Work Activities Standards and FTE**

(1) Work activities standards are set for an FTE of 40 working hours per week.

(2) The work activity standards for faculty members with a FTE of less than 40 hours per week are reduced accordingly.

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<sup>1</sup> Rector's Directive No. 56/2021.

<sup>2</sup> Translator's note: Creative activities are defined in Article 2 (2) of the Constitution of Charles University as "scientific, research, development, innovative, artistic or other creative activities".

Title II  
**Standards for Pedagogical Activities**

Article 9

**Components of the Standards for Pedagogical Activities**

(1) The work activity standards for pedagogical activities include:

Work activity standards for direct teaching;  
Work activity standards for supervising and reviewing master's theses; and  
Standards for other activities related to teaching.

(2) The failure to comply with the work activity standards for direct teaching may be compensated with beyond-the-average or extraordinary work activity evaluated within the work activity standards for supervising and reviewing master's theses or the standards for other activities related to teaching.

Article 10

**Work Activities Standards for Direct Teaching**

(1) The minimum work activity standards for direct teaching for the individual pay bands are indicated in the table below:

<b>Pay Bands</b>	<b>Minimum Number of Classes Taught per Week</b>
AP1 Assistant	8
AP2 Assistant Professor	8
AP3 Associate Professor	6
AP4 Full Professor	6
L1 Lecturer	16
L2 Lecturer	12

(2) For the purposes of determining the number of classes taught per week under paragraph 1, a class means 45 minutes.

(3) For the purposes of the work activity standards for direct teaching, only classes for which the faculty member does not receive remuneration under the Dean's directive providing for the remuneration tariff system are included in full in the calculation of the number of classes taught<sup>3</sup>.

(4) For the purposes of the work activity standards for direct teaching, classes for which the faculty member receives remuneration under the Dean's directive providing for the remuneration tariff system are included in the calculation as a multiple of 0.5.

Article 11

**Work Activities Standards for Supervising and Reviewing Master's Theses**

(1) The minimum work activity standards for supervising and reviewing master's theses are not defined in the form of a minimum number of supervised or reviewed master's theses.

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<sup>3</sup> Dean's Directive No. 18/2020, the Remuneration Tariff System, as amended.

(2) The maximum work activity standards for supervising and reviewing master's theses in the form of the maximum number of supervised master's theses are defined by the Dean's directive providing for the standards of study programmes implemented at Charles University<sup>4</sup>.

(3) The evaluation of a faculty member in the area of pedagogical activities reflects the number of master theses supervised and reviewer's reports drafted by the faculty member.

#### Article 12

### **Working Activities Standards for Other Activities Related to Teaching**

The evaluation of the pedagogical activities of faculty members also reflects, in particular, the following:

- a) Supervising and reviewing theses and other activities within the state rigorosum examination and doctoral study;
- b) Activities related to assessment of study, namely oral and written examinations in obligatory subjects and final state examinations;
- c) Participating in the compilation of textbooks, handbooks, and other teaching materials;
- d) Serving as a guarantor of, or teaching, "Legal Internship" subjects;
- e) Stays carried out as a visiting academic;
- f) Participating in teaching innovation; didactic skills, development thereof; coaching moot court teams.

#### Title III

### **Standards for Creative Activities**

#### Article 13

### **Components of the Standards for Creative Activities**

(1) The work activity standards for creative activities include:

- a) Work activity standards for publishing activities;
- b) Work activity standards for grant activities;
- c) Standards for other activities related to creative activities.

(2) The failure to comply with the work activity standards for publishing activities may be compensated with beyond-the-average or extraordinary work activity evaluated within the work activity standards for grant activities or the standards for other activities related to creative activities.

#### Article 14

### **Work Activities Standards for Publishing Activities**

(1) For the purposes of work activity standards for publishing activities, publications are evaluated as follows:

<b>Type of publication</b>		<b>Number of points</b>
	Minimum of 150 pages of own text	40

<sup>4</sup> Rector's Directive No. 13/2019, Standards of Study Programmes Implemented at Charles University, as amended by Rector's Directive No. 22/2022.

Scholarly publication in a selected publishing house – level 2 (B)	More than 50 and fewer than 150 pages of own text	20
Scholarly publication in a selected publishing house – level 1 (B)	Minimum of 150 pages of own text	30
	More than 50 and fewer than 150 pages of own text	15
Scholarly publication other (B)	Minimum of 150 pages of own text	20
	More than 50 and fewer than 150 pages of own text	10
Chapter in a scholarly publication in a selected publishing house – level 2 (C)	Minimum of 15 pages of own text	4
	Fewer than 15 pages of own text	2
Chapter in a scholarly publication in a selected publishing house – level 1 (C)	Minimum of 15 pages of own text	3
	Fewer than 15 pages of own text	1.5
Chapter in a scholarly publication other (C)	Minimum of 15 pages of own text	2
	Fewer than 15 pages of own text	1
Paper in peer-reviewed proceedings		1
Peer-reviewed scholarly article in a Web of Science journal (Jimp)	D1	80
	Q1	40
	Q2	20
	Q3	10
	Q4	5
	Other	3
Peer-reviewed scholarly article in a Scopus-indexed journal (Jsc)	In Czech	3
	In a foreign language	5
Other scholarly peer-reviewed articles (Jost)		2

(2) Type of publication under paragraph 1 means, with the exception of a paper in peer-reviewed proceedings, the type of publication according to the Definitions of Types of Results in Separate Annex 4 to the Methodology for Evaluation of Research Organisations and Targeted Support Programmes for Research, Development, and Innovations adopted by Government Resolution of 8 February 2017 No. 107.

(3) A selected publishing house means a publishing house listed in the Norwegian Register for Scientific Journals, Series and Publishers, and publishing houses appended to the Register by Charles University.

(4) The minimum work activity standards for publishing activities in one calendar year are defined as follows:

<b>Pay bands</b>	<b>Minimum number of points</b>
AP1 Assistant	5
AP2 Assistant Professor	5
AP3 Associate Professor	5
AP4 Full Professor	5
VP1 Researcher	15
VP2 Researcher	15
VP3 Researcher	15

## Article 15

### Work Activities Standards for Grant Activities

(1) The work activity standards for grant activities are not defined in the form of a minimum number of external grant projects carried out or applied for by the faculty member.

(2) The evaluation of faculty members in the area of creative activities reflects their participation in external grants and projects carried out by them in terms of the number of such grants and projects and their founding, and their participation in external grants and projects they applied for.

#### Article 16

##### **Working Activities Standards for Other Activities Related to Creative Activities**

The evaluation of the creative activities of faculty members also reflects, in particular, the following:

- a) Organising scientific conferences, seminars, and workshops, participating in such events with or without presentation/paper;
- b) Assisting in student research activities;
- c) Supporting and assisting other faculty members in their creative activities;
- d) Editing journals and other publications;
- e) Membership in governing bodies of scientific organisations;
- f) Popularisation or knowledge transfer.

#### Title IV

##### **Standards for Other Activities**

#### Article 17

##### **Standards for Other Activities**

(1) Other activities include, primarily, international activities of the faculty member, in particular, activities related to teaching and research abroad, attending international conferences, membership in international organisations, and membership in the editorial boards of foreign journals.

(2) Other activities also include, in particular, positions and membership in bodies, evaluation councils, and committees; activities aimed at fulfilling the third role of the Faculty; presentations in the media; inter-departmental cooperation; and mentoring and administrative activities.

#### Title V

##### **Adjustment of Standards**

#### Article 18

##### **Adjustment of Standards due to the Execution of Academic Office**

(1) Where a faculty member holds an academic office, the working activities standards for pedagogical, creative, and other activities are adjusted as follows:

<b>Office or position</b>	<b>Reduction in %</b>
Dean, Rector	70%
Vice-Dean, Coordinator, Vice-Rector	30%
Head of a department or institute	20%
Secretary to a department or institute	20%

President of the Academic Senate of the Law Faculty, President of the Academic Senate of Charles University	20%
Guarantor of a master's programme	20%

(2) Where a faculty member holds several offices or positions, the standards are reduced only by the highest percentage.

#### Article 19

### **Adjustment of Standards for Faculty Members in the AP1 to AP4 Pay Bands**

Faculty members placed in the “AP1 Assistant”, “AP2 Assistant Professor”, “AP3 Associate Professor”, and “AP4 Full Professor” pay bands may replace up to one fourth of the minimum number of points awarded within the work activity standards for publishing activities with up to one fourth of the minimum number of classes considered within the work activity standards for direct teaching.

#### PART IV

### **Rules of Career Progression**

#### Article 20

### **General Provision**

(1) This part of the Dean's directive specifies the career progression and rules for entering into and extending employment contracts, which are governed, primarily, by the Rector's directive providing for the framework principles of career growth of academics, researchers, and lecturers at Charles University.

(2) The time limits prescribed for the career progression of faculty members do not include periods for which they may not perform their work due to, in particular, maternity leave, parental leave, military service, serious health issues, discharge of a public office, long-term care for a family member or a close person, or similar important personal obstacles to work. These periods are taken into consideration in terms of the rules for entering into and extending employment contracts.

#### Article 21

### **“AP1 Assistant” Pay Band**

(1) Employment contracts with faculty members in the “AP1 Assistant” pay band are entered into for a fixed term of up to 3 years.

(2) The employment contract with a faculty member under paragraph 1 may be extended twice, each time for up to 3 years.

(3) The employment contract may be extended under paragraph 2 without a competitive hiring process only in the case of a positive result of the evaluation.

(4) A faculty member may stay in the “AP1 Assistant” pay band for a maximum of 8 years.

## Article 22

### **“AP2 Assistant Professor” Pay Band**

(1) Employment contracts with faculty members in the “AP2 Assistant Professor” pay band are entered into for a fixed term of up to 3 years.

(2) The employment contract with a faculty member under paragraph 1 may be extended twice, each time for up to 3 years.

(3) The employment contract may be extended under paragraph 2 without a competitive hiring process only in the case of a positive result of the evaluation.

(4) A faculty member may stay in the “AP2 Assistant Professor” pay band for a maximum of 9 years.

(5) Within 9 years of entering into the employment contract, faculty members are expected to commence the procedure for the granting of associate professorship (habilitation procedure), and after successful completion thereof, they are normally reassigned to the “AP3 Associate Professor” pay band and enter into a permanent contract.

(6) If the habilitation procedure is not completed successfully under paragraph 5, the faculty member must defend his or her position in an open competitive hiring process, enters into a permanent contract, and specific tasks are assigned to the faculty member usually for 3 years. If the faculty member fails to perform the tasks assigned, he or she may receive a notice to remedy the deficiencies, or the procedure under the Labour Code may be instituted, which may even result in the termination of employment.

## Article 23

### **“AP3 Associate Professor” Pay Band**

(1) Faculty members in the “AP3 Associate Professor” pay band enter into permanent employment contracts.

(2) Newly hired faculty members enter into fixed-term contracts for up to 3 years. If the first evaluation of the faculty member has a positive result, he or she may enter into a permanent employment contract.

## Article 24

### **“AP4 Full Professor” Pay Band**

(1) Faculty members in the “AP4 Full Professor” pay band enter into permanent employment contracts.

(2) Newly hired faculty members enter into fixed-term contracts for up to 3 years. If the first evaluation of the faculty member has a positive result, he or she may enter into a permanent employment contract.

## Article 25

### **“VP1 to VP3 Researcher” Pay Bands**

(1) Employment contracts with faculty members in the “VP1 to VP3 Researcher” pay bands are entered into for a fixed term corresponding to the duration of the project or the grant; employment contracts may be extended repeatedly and consecutive fixed-term contracts may be entered into in these cases.

(2) The rules for the “AP2 Assistant Professor” pay band may be applied to researchers who are not involved, in exceptional cases, in projects or grants.

#### Article 26

#### **“L1 and L2 Lecturer” Pay Bands**

(1) Employment contracts with faculty members in the “L1 and L2 Lecturer” pay bands are entered into for a fixed term of up to 3 years.

(2) The employment contract with a faculty member under paragraph 1 may be extended twice, each time for up to 3 years.

(3) The employment contract may be extended under paragraph 2 without a competitive hiring process only in the case of a positive result of the evaluation.

(4) After 9 years, the faculty member under paragraph 1 may enter into a permanent employment contract; the faculty member may be required to defend his or her position in an open competitive hiring process.

#### PART V

#### **Rules for Newly Hired Employees and Post-docs**

#### Article 27

#### **Trial Period**

(1) The trial period for newly hired faculty members is 3 months.

(2) The trial period for newly hired faculty members in managerial positions can be longer, but no longer than 6 months.

#### Article 28

#### **Post-docs**

(1) Post-docs constitute a special category of newly hired faculty members.

(2) A post-doc is defined in Rector’s Directive No. 19/2025, Definition of the Concept of “Post-doc” at Charles University.

(3) Post-docs are placed in the AP2 or VP2 pay bands. The fact that a faculty member is a post-doc is stated expressly in his or her employment contract.

#### PART VI

#### **Career Development Plan**

#### Article 29

#### **Creation of a Career Development Plan**

(1) A career development plan is created for each faculty member during his or her trial period; this provision does not apply to faculty members placed in the “VP1 to VP3 Researcher” pay bands working on an external grant or project.

(2) Career development plans are drafted by the faculty members themselves, and then edited in collaboration with their direct superordinate.

Article 30

**Content of a Career Development Plan**

(1) The content of a career development plan usually corresponds to the typical career progression in the given pay band.

(2) The career development plan presents objectives, which help the faculty members to plan their professional career and motivate them to systematically develop their professional skills.

Article 31

**Changes to a Career Development Plan**

The career development plan is evaluated and updated during the course of the employment, usually based on the evaluation of the faculty member.

PART VII

**Evaluation of Faculty Members**

Article 32

**Fundamental Provision**

The activities and work of faculty members are subject to regular evaluation.

Article 33

**Evaluation Periods**

(1) Faculty members are normally evaluated in the following periods:

<b>Faculty member</b>	<b>Evaluation</b>
With a fixed-term contract	Before the expiry of the contract
With a permanent contract in the AP3, AP4, and VP3 pay bands	No later than within 5 years
With a permanent contract in pay bands other than AP3, AP4, and VP3	No later than within 3 years

(2) Exceptionally, on the request of the faculty member, his or her direct superordinate or the Dean, the evaluation may be carried out in the course of the employment at a different time than the set period.

Article 34

**Commencement of the Evaluation**

(1) Regular evaluation and extraordinary evaluation on the request of the faculty member starts with the compilation of the materials required for the evaluation and submission thereof to the direct superordinate by the faculty member under evaluation. In the case of regular evaluation, the Dean usually instructs the faculty member to compile the materials required for the evaluation via the Human Resources Office or the direct superordinate.

(2) Extraordinary evaluation on the request of the direct superordinate or the Dean starts with the submission of such request to the faculty member under evaluation. The faculty member under evaluation compiles the materials required for the evaluation within 1 month of such request and submits them to his or her direct superordinate.

#### Article 35

##### **Compiling the Materials Required for the Evaluation**

(1) The materials required for the evaluation include information regarding the following areas:

- a) Pedagogical activities;
- b) Creative activities;
- c) Other activities;
- d) Skills.

(2) While compiling the materials required for the evaluation, faculty members provide up to 5 of the most important outputs of their creative activities and up to 5 of the most important pedagogical activities in the period under evaluation.

(3) Faculty members use the information and data from the information systems provided by the Faculty to compile the materials required for the evaluation.

(4) A template for compiling the materials required for the evaluation is provided in the Annex hereto.

(5) The faculty members under evaluation submit the proposed changes to their career development plan, if any, together with the materials required for the evaluation.

(6) They may also request an evaluation interview when submitting the relevant materials.

#### Article 36

##### **Proposed Result of the Evaluation**

(1) The superordinate drafts the proposed result of the evaluation within 1 month of submission of the materials required for the evaluation by the faculty member under evaluation, and proposes the changes to the career development plan, if any.

(2) If the direct superordinate is not the Dean, the superordinate also submits the proposed result of the evaluation and any changes to the career development plan within the period under paragraph 1 to the Dean via the Human Resources Office.

(3) The superordinate may propose the members of the evaluation commission to the Dean together with the proposed result of the evaluation.

#### Article 37

##### **Evaluation Commission**

(1) The evaluation is carried out by the evaluation commission, which is composed of at least three members.

(2) The evaluation commission is composed of the direct superordinate of the faculty member and a representative of the Faculty's management. The Dean or a representative authorised by the Dean may attend the meeting of the commission.

(3) The Dean appoints the evaluation commission no later than 10 days of the submission of the proposed result of the evaluation. The Dean ensures that the impartiality of the members of the commission is not questionable.

#### Article 38

##### **Evaluation Areas and Criteria**

(1) The evaluation commission evaluates the faculty members in the following areas:

- a) Pedagogical activities,
- b) Creative activities;
- c) Other activities;
- d) Soft skills;
- e) Language skills;
- f) Managerial skills (applicable to managerial positions).

(2) The evaluation criteria for the areas under paragraph 1 (a) to (c) are based on the compliance with the set work activity standards, evaluation of the most important outputs of creative activities and pedagogical activities in the period under evaluation, and fulfilment of the career development plan. The evaluation criteria in the areas under paragraph 1 (d) to (f) are based on the fulfilment of the career development plan.

(3) Compliance with the standards is always evaluated for the entire period under evaluation, and it is not necessary to comply with the standards in the individual calendar or academic years, but rather on average over the entire evaluated period.

#### Article 39

##### **Evaluation Interview**

(1) The evaluation interview is an optional part of the evaluation.

(2) It takes place only if requested by the commission or the faculty member under evaluation.

#### Article 40

##### **Result of the Evaluation**

(1) The commission drafts an evaluation report which includes the result of the evaluation and a career development plan for the subsequent period, and delivers it to the faculty member under evaluation, no later than within 3 months of the commencement of the evaluation.

(2) If the faculty member under evaluation informs the Dean via the Human Resources Office that he or she objects to the evaluation report or the career development plan for the subsequent period within 10 days, the Dean submits these documents, without undue delay, to be discussed and approved by the Dean's Board, in which case the faculty member under evaluation may attend the meeting.

(3) The evaluation may result, in particular, in the following recommendations:

- a) To extend or not to extend the employment contract;
- b) To reassign the faculty member to another position or pay band;
- c) To award financial remuneration;
- d) To change the personal performance bonus;
- e) To reduce the workload;

- f) To re-evaluate the faculty member in a set time period;
- g) To send a notice to remedy the deficiencies to the faculty member, or to institute the procedure under the Labour Code, which may even result in the termination of employment.

## PART VIII

### **Rules for the Final Stages of the Career**

#### Article 41

##### **Final Stages of the Career**

(1) The evaluation is commenced in the period from 18 to 6 months before a faculty member reaches the age of 70 years.

(2) On the basis of the evaluation under paragraph 1, the commission gives a recommendation to either continue the employment, in particular in the form of part-time employment or in another position, or to terminate the employment.

(3) Appointment as Professor Emeritus may be proposed.

## PART IX

### **Transitional and Final Provisions**

#### Article 42

##### **Evaluation of Current Faculty Members**

(1) The evaluation of current faculty members is carried out in the period from the first day of the third calendar month following the date of effect hereof to 1 year of the date of effect hereof, under the applicable criteria set out in Dean's Directive No. 10/2017 in the case of:

- a) Standards for pedagogical activities in the 2017/2018 to 2022/2023 academic years,
- b) Standards for creative activities in the 2017 to 2022 calendar years.

(2) If a fixed-term employment contract with a current faculty member terminates in the period from the first day of the third calendar month following the date of effect hereof to 1 year of the date of effect hereof, the evaluation is carried out no later than before the expiry of the term of the contract.

#### Article 43

##### **Current Post-Doctoral Scholars**

Post-doctoral scholars are identified from among the current faculty members within 3 months of the date of effect hereof, and their employment contracts are modified in order to comply with the present directive.

#### Article 44

##### **Career Development Plan of Current Faculty Members**

(1) Current faculty members draft their career development plan within 1 year of the date of effect hereof within their evaluation.

(2) If a fixed-term employment contract with a current faculty member terminates in the period from the first day of the third calendar month following the date of effect hereof to 1 year of the date of effect hereof, the career development plan is drafted no later than before the expiry of the term of the contract.

#### Article 45

##### **Rules for the Final Stages of the Career of Current Faculty Members**

(1) The rules for the final stages of the career hereunder only apply to faculty members younger than 65 years on the date of effect hereof.

(2) An individual approach based on agreement is applied to those who are more than 65 years on the date of effect hereof with respect to, in particular, the economic and staffing situation in the unit where the faculty member concerned works.

#### Article 46

##### **Effect**

This directive becomes effective on 1 July 2023.

Prof. JUDr. Radim Boháč, Ph.D.

Dean

**Appendix to the Dean's Directive to govern the principles of career development and the evaluation of academics, researchers, and lecturers at the Faculty of Law of Charles University**

**(Academic Career Development Code for Academics, Researchers and Lecturers)**

**Forms for compiling the materials required for the evaluation + proposed evaluation + Evaluation Commission report**

**Instructions:**

1. The faculty member under evaluation is to fill in the white boxes.
2. The period under evaluation is the period from the last evaluation to the present; alternatively the compilation of a career development plan for a newly hired faculty member.
3. Pedagogical activities include direct teaching and supervising theses during the last (complete) academic year and/or semester.
4. Creative activities include outcomes attained during the last calendar year with a possibility to consider also outcomes attained during the on-going calendar year.
5. The direct superordinate of a member under evaluation is to fill in the grey boxes.
6. The evaluation commission is to fill in the light-blue boxes.

<b>Name and Surname of an employee:</b>	
<b>Pay band:</b>	
<b>FTE:</b>	
<b>PEDAGOGICAL ACTIVITIES</b>	
<b>The most important pedagogical activities carried out in the period under evaluation (a maximum of five examples):</b>	
<b>Direct teaching for which no remuneration has been paid in the period under evaluation (comments can be added regarding the data provided by the SIS):</b>	
<b>Direct teaching for which remuneration has been paid in the period under evaluation (comments can be added regarding the data provided by the SIS):</b>	

<b>Acting as a thesis advisor or dissertation supervisor in the period under evaluation (comments can be added regarding the data provided by the SIS):</b>
<b>Acting as a reviewer of diploma theses and dissertations in the period under evaluation (comments can be added regarding the data provided by the SIS):</b>
<b>Other activities related to teaching in the period under evaluation<sup>5</sup>:</b>

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<sup>5</sup> Under Article 12 of the Academic Career Development Code for Academics, Researchers and lecturers, the evaluation of the pedagogical activities of faculty members also reflects, in particular, the following:

- a) Supervising and reviewing theses and other activities within the state rigorosum examination and doctoral study;
- b) Activities related to assessment of study, namely oral and written examinations in obligatory subjects and final state examinations;
- c) Participating in the compilation of textbooks, handbooks, and other teaching materials;
- d) Serving as a guarantor of, or teaching, "Legal Internship" subjects;
- e) Stays carried out as a visiting academic;
- f) Participating in teaching innovation; didactic skills and development thereof; coaching moot court teams.

**Comments of the superordinate regarding pedagogical activities (direct teaching<sup>6</sup>, supervising and reviewing diploma and dissertation theses<sup>7</sup> and other activities relating to pedagogical activities for the period under evaluation<sup>8</sup>):**

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### **CREATIVE ACTIVITIES**

**The most important outputs of creative activities in the period under evaluation (a maximum of five examples):**

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**Publications in the period under evaluation (comments can be added regarding the data provided by the OBD):**

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<sup>6</sup> The superordinate is to assess the fulfilment of standards for direct teaching under the Career Development Code for Academics, Researchers and Lecturers, along with the results of the students' questionnaire regarding the teacher's performance.

<sup>7</sup> The superordinate is to assess the number of supervised and reviewed theses, and the quality of reports, if practicable.

<sup>8</sup> The superordinate is to assess other activities relating to pedagogical activities (such as examination both orally and in writing in obligatory subjects, final state exams, participation in preparing textbooks, handbooks and other teaching materials, serving as the guarantor of a subject and managing students' external legal internships, organizing field trips, participating in innovation of teaching, the level of didactic skills and their development, coaching student moot courts, etc.)

<b>Grant activities in the period under evaluation:</b>			
<b>Grants implemented:</b>			
	<b>Years of implementation</b>	<b>Title and number of the grant/participation</b>	<b>Provider</b>
1.			
2.			
3.			
...			
<b>Grant applications submitted:</b>			
	<b>Year of application</b>	<b>Title and number of the grant/participation</b>	<b>Provider</b>
1.			
2.			
3.			
...			
<b>Other activities related to creative activities in the period under evaluation<sup>9</sup>:</b>			
<b>Comments of the superordinate regarding creative activities (publication<sup>10</sup>, grant projects<sup>11</sup>, other activities relating to creative activities for the period under</b>			

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<sup>9</sup> Under Article 16 of the Academic Career Development Code for Academics, Researchers and Lecturers, the evaluation of the creative activities of faculty members also reflects, in particular, the following: Organising scientific conferences, seminars, and workshops, participating in such events with or without presentation/paper; Assisting in student research activities; Supporting and assisting other faculty members in their creative activities; Editing journals and other publications; Membership in governing bodies of scientific organisations; Popularisation or knowledge transfer.

<sup>10</sup> The superordinate is to assess the fulfilment of standards for publication under the Academic Career Code for Academics, Researchers and Lecturers.

<sup>11</sup> The Head of the unit is to assess whether the faculty member under evaluation participated in solving external grant projects and/or whether such projects had been filed by the member.

<b>evaluation<sup>12</sup>):</b>

<b>OTHER ACTIVITIES</b>
<b>International activities<sup>13</sup>:</b>
<b>Other<sup>14</sup>:</b>

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<sup>12</sup> Under Article 16 of the Academic Career Development Code for Academics, Researchers and Lecturers, the evaluation of the creative activities of faculty members also reflects, in particular, the following: :

- a) Organising scientific conferences, seminars, and workshops, participating in such events with or without presentation/paper;
- b) Assisting in student research activities;
- c) Supporting and assisting other faculty members in their creative activities;
- d) Editing journals and other publications;
- e) Membership in governing bodies of scientific organisations;
- f) Popularisation or knowledge transfer.

<sup>13</sup> Under Article 17 (1) of the Academic Career Development Code, other activities include, primarily, international activities of the faculty member, in particular, activities related to teaching and research abroad, attending international conferences, membership in international organisations, and membership in the editorial boards of foreign journals.

<sup>14</sup> Under Article 17 (2) of the Academic Career Development Code, other activities also include, in particular, positions and membership in bodies, evaluation councils, and committees; activities aimed at fulfilling the third role of the Faculty; presentations in the media; inter-departmental cooperation; and mentoring and administrative activities.

<b>Comments of the superordinate regarding international aspects of the work of a member<sup>15</sup> and other listed activities<sup>16</sup></b>

<b>SKILLS</b>
<b>Soft skills:</b>
<b>Foreign language skills:</b>
<b>Managerial skills (applicable to managerial positions):</b>
<b>Comments of the superordinate on soft skills, foreign language proficiency and managerial skills in the case of managerial positions:<sup>17</sup></b>

<b>PROPOSED EVALUATION</b>
<b>Summary of the member's activities:</b>

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<sup>15</sup> Comments of the superordinate regarding international aspects of the work of the member under evaluation, in particular international academic and research stays, participation in international conferences, membership in international organisations and editorial boards of foreign journals.

<sup>16</sup> Comments of the superordinate regarding positions and memberships in government bodies, evaluation boards, committees, their fulfilment of the third role of the Faculty, media presentations, interdepartmental cooperation, mentoring and administrative activities.

<sup>17</sup> The superordinate is to assess those skills if the member under evaluation listed them in the source documents for the evaluation.

<b>Conclusion as for the member's Plan of Career Development submitted by the member under evaluation, and suggested modifications, if applicable:</b>
<b>Proposed result of evaluation<sup>18</sup>:</b>
<b>Name of the direct superordinate:</b>

<b>REPORT OF THE EVALUATION COMMISSION</b>
<b>Summary of the member's activities:</b>
<b>Conclusion as for the member's Plan of Career Development submitted by the member under evaluation, and suggested modifications, if applicable:</b>

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<sup>18</sup> Under the Academic Career Development Code the evaluation may result, in particular, in the following recommendations:

- a) To extend or not to extend the employment contract;
- b) To reassign the faculty member to another position or pay band;
- c) To award financial remuneration;
- d) To change the personal performance bonus;
- e) To reduce the workload;
- f) To re-evaluate the faculty member in a set time period;
- g) To send a notice to remedy the deficiencies to the faculty member, or to institute the procedure under the Labour Code, which may even result in the termination of employment.

<b>Proposed result of evaluation <sup>19</sup>:</b>
<b>Names of the Commission members:</b>

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<sup>19</sup> Under the Academic Career Development Code the evaluation may result, in particular, in the following recommendations:

- a) To extend or not to extend the employment contract;
- b) To reassign the faculty member to another position or pay band;
- c) To award financial remuneration;
- d) To change the personal performance bonus;
- e) To reduce the workload;
- f) To re-evaluate the faculty member in a set time period;
- g) To send a notice to remedy the deficiencies to the faculty member, or to institute the procedure under the Labour Code, which may even result in the termination of employment.