
Dean's Directive No. 13/2021

Title:	Standards of Work Activities of Academic Staff of the Faculty of Humanities of Charles University
To implement:	-
Date of effect:	1 October 2021

Standards of Work Activities of Academic Staff of the Faculty of Humanities of Charles University

Article 1: Introductory provisions

1. This directive defines the components and activities within the academic working time at the Faculty of Humanities of Charles University (hereinafter referred to as the "Faculty").
2. The purpose of the directive is to elaborate and specify job descriptions generally set out in the Internal Wage Regulations of Charles University and to apply the principles set out in the Rector's Measure No.21/2018: Basic Principles of Personnel Policy.
3. It is a guide to self-reflection, planning and scheduling of 1.0 time faculty members.
4. For faculty managers (especially heads of departments), the document is an auxiliary tool for positive motivation and evaluation of the work performance of tribal employees of faculty departments or in planning and ensuring educational (in cooperation with study programme guarantors), scientific and other creative activities, activities in the area of the so-called "third" role of the university, administrative activities and participation in self-management and organisational activities of the faculty, respectively the university and other activities.

Article 2: Educational activities

Educational activities include mainly

- a. full-time teaching for academic staff usually 8 teaching hours per week, for lecturers usually 10-12 teaching hours per week¹,
 - b. certification of students,
 - c. serving on committees for entrance and state final examinations and thesis defences,
 - d. supervising or consulting on qualifying work and its assessment,
 - e. participation in academic ceremonies,
- all at both undergraduate and postgraduate levels.

Article 3: Scientific and creative activities

1. The scientific and creative activity of the employee is carried out in accordance with the intentions and strategy of the development of the scientific field and study programmes of the faculty, to the implementation and development of which the employee contributes at the faculty.
2. The activities through which scientific and creative activities are implemented and fulfilled include:
 - a. continuous scientific or creative activity aimed at the fulfilment and continuous development of the faculty employee's scientific performance,
 - b. continuous and regular publishing activities in accordance with the valid recognizable outputs of scientific and creative activities at Charles University (hereinafter referred to as "the University"),
 - c. regular active participation in professional conferences aimed at maintaining and developing cooperation in the domestic and international environment,
 - d. Seeking opportunities for financial support to organise or participate in the organising team for conferences or workshops,
 - e. continuous activities leading to obtaining grant support for own research or scientific research activities of the faculty, regular participation in grant competitions and grant programmes,
 - f. ongoing activity aimed at the implementation of contract research or research with demonstrable impact on practice (applied research),

¹ If more than one teacher is involved in the teaching, the actual share of each teacher is taken into account.

- g. continuous building of foreign cooperation and collaboration with other scientific and research institutions of the Czech Republic and creation of a network of cooperating domestic and foreign workplaces,
 - h. opponent and review activities, membership in editorial and scientific boards and expert committees,
 - i. continuous reporting of the results of scientific and creative activities in the university systems (IS science) and their dedication to the faculty.
3. The nature of scientific and creative activities for individual salary grades is based on the catalogue of works listed in the Internal Salary Regulations of Charles University.
 4. The initial extent of this activity should correspond to the time intensity of the educational activities listed in Article 2 for academic staff, while a significantly lower proportion is assumed for lecturers.

Article 4: The "third" role

1. Academics contribute to the development of society at the national and international level by performing activities within the so-called "third role" of universities (within the meaning of the introductory provision of Act No.111/1998 Coll.).
2. The activities by which the so-called "third role" is implemented and fulfilled include:
 - a. popularisation of the results of creative activities (media appearances, awareness-raising activities);
 - b. commercialisation of the results of creative activities (methodologies, expert and consultancy activities, patents, licences);
 - c. active involvement in the organization and implementation of discussion forums with the participation of representatives of the state administration, local government, NGOs, commercial and cultural spheres;
 - d. membership in the government council, scientific and administrative boards of cultural institutions and institutions established by the state administration and local government;
 - e. membership in working groups and advisory bodies of the state administration, local government, NGOs and commercial and cultural entities;
 - f. collaboration with graduates, including their involvement in teaching and practice;
 - g. cooperation with secondary education institutions, especially secondary schools.

Article 5: Administrative Activities and Participation of Academic Staff of the Faculty in the Self-Government and Organizational Activities of the Faculty or the University

The administrative activities and the participation of the academic staff of the faculty in self-governing and organizational activities are carried out in accordance with the internal regulations of the university and the faculty and are understood to mean, for example:

- a. faculty management,
- b. the department's leadership,
- c. guaranteeing the study programme,
- d. performance of delegated duties (faculty coordinator positions),
- e. membership in faculty bodies and the Dean's advisory bodies and committees,
- f. membership of the academic senate of the faculty or university.

Article 6: Other provisions

1. The listed components of work activities are interrelated and interchangeable. A worker who performs significantly above average in any of the four areas listed above may have his workload reduced proportionately in the remaining areas.
2. In weighing the ratio of the different components of work activity, the individual focus and ability and academic seniority of each academic staff member must also be taken into account.

Article 7: Final provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 1 October 2021.

Prague, 30 September 2021

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Dean