
Dean's Directive No. 9/2022

Title:	Evaluation System for Academic and Scientific Staff and Lecturers at the Faculty of Humanities of Charles University
To implement:	Directive of the Rector of Charles University No. 28/2021
Date of effect:	1 July 2022
Annexes:	Online form

Evaluation System for Academic and Scientific Staff and Lecturers at the Faculty of Humanities of Charles University

Article 1: Introductory provisions

1. In accordance with Act No.111/1998, Coll., on Higher Education and in accordance with the labour law regulations, the Faculty employs academic and scientific staff and lecturers (hereinafter referred to as "staff") in such number and structure that correspond to its profile and needs. It shall also ensure that it provides its staff with opportunities for professional growth and career development. The framework principles are set out in the Rector of Charles University Directive No. 28/2021 Framework Principles for the Career Development of Academic and Scientific Staff and Lecturers at Charles University (hereinafter referred to as 'RD 28/2021').
2. In accordance with Article 3 of RD No. 28/2021, I hereby establish a system of evaluation of academic and scientific staff and lecturers at the Faculty of Humanities of Charles University (hereinafter referred to as the "Faculty").

Article 2: Basic principles of evaluation

1. The evaluation applies to academic and scientific staff and lecturers of the faculty with more than 0.5 full-time equivalent. It does not apply to staff who have reached the age limit for the award of a retirement pension.
2. In the case of faculty members with an open-ended contract, the evaluation is normally carried out once every 5 years.
3. In the case of faculty members with fixed-term contracts, the evaluation takes place after 3 years, usually 6 months before the end of the employment relationship. The result of the evaluation is the basis for renewal, modification or non-renewal of the employment contract.
4. The evaluation may be carried out during the course of the employment relationship on a date other than the usual date, based on a written request from the employee, his/her supervisor or the faculty management.
5. The evaluation process may be replaced by habilitation or appointment as a professor.
6. In the case of senior staff (Head of Department), the evaluation is the basis for the decision on the possible extension of the Head of Department's term of office for the next term.

Article 3: Areas of evaluation

The evaluation of the career development of academic and scientific staff and lecturers focuses on the following areas:

- a. pedagogical activities (mainly full-time and distance teaching, guaranteeing study programmes, guaranteeing courses, conducting final theses, their oppositions, participation in foreign language teaching, participation in examination committees, participation in admission procedures, etc., with regard to involvement in study programmes implemented by the faculty; invited oppositions and participation in committees at other faculties, etc.);
- b. scientific and other creative activities (publication outputs relevant to the field or area of activity of the employee, research and research activities, significant presentations at conferences, invited lectures, international cooperation, positions or membership in bodies, evaluation boards, committees, submitted and ongoing research projects and grants, cooperation on them, etc.);
- c. participation in the so-called third role of the university (expert activities, transfer, lifelong learning, commercialisation of scientific and creative activities, science communication, media appearance, etc.);
- d. administrative activities and participation in the running of the faculty (management, administration of entrusted agendas, etc.).

Article 4: Evaluation process

1. The staff member, in cooperation with his/her supervisor (usually the head of the department), prepares an overview of the work activity for the relevant period (i.e. 3-5 years) in a basic form using data in university information systems (SIS, IS science, etc.). The structure of the evaluation is determined by the areas listed in Article 3 of this directive.
2. The overview of the work activity is then supplemented by an evaluation prepared by the head of the department; in the next step, the employee can supplement the overview of the work activity with a reflection on his/her further work plans, an evaluation of the work environment (support and management, communication) and as a whole, the overview of the work activity is submitted to the faculty management via an online form set up and stored on the university platform MS Office 365. Only the faculty HR officer, the Dean and members of the evaluation committee appointed by the Dean have access to the above-mentioned documents for the implementation of the evaluation of individual staff members.
3. A committee composed of the dean (or his/her deputy), relevant vice-deans and other members appointed by the dean (usually the guarantors of relevant study programmes) will get acquainted with the documents for the evaluation of the employee and conclude the evaluation.
4. The evaluation committee may also invite the employee to an interview, which will take place even if the evaluated employee or the head of the department requests it.
5. The employee's performance review and all evaluation documents remain on file in the Faculty's Human Resources Department and serve as the basis for maintaining or changing the employment contract and financial terms. One of the outcomes of the appraisal may be a career development plan drawn up in collaboration with the Head of Department.

Article 5: Final provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 1 July 2022.

Prague, 30 June 2022

Ing. arch. Mgr. Marie Pětová, Ph.D.
Dean