
Dean's Directive No. 15/2024

Title:	Evaluation of technical and economic employees at the Faculty of Humanities of Charles University
To implement:	Rector's Measure No. 53/2023 Framework principles of career development of technical and economic employees at Charles University
Date of effect:	1 January 2025

Evaluation of technical and economic employees at the Faculty of Humanities of Charles University

Article 1: Introductory provisions

1. The directive establishes procedural rules for the career development of technical and economic staff (hereinafter referred to as "TES") and the periodic evaluation of the TES of the Faculty of Humanities (hereinafter referred to as "Faculty"). The evaluation of Faculty staff is a tool of personnel management. It aims to contribute to the personal and professional development of the Faculty's TES and to strengthen their motivation in this development by supporting their goals in line with the Faculty's focus and needs.
2. Appraisals provide an overview of the performance and quality of work of individual employees and thus allow to directive the results achieved. Appraisals create an environment for dialogue between supervisor and subordinate. It enables the faculty to focus the development and training of employees, strengthening their motivation and co-responsibility in the running of the faculty.
3. The evaluation may be carried out during the employment relationship at a time other than the regular term at the request of the employee or, in justified cases, at the request of the employee's supervisor or the faculty management (dean or secretary of the faculty).
4. Evaluation documents and outputs are stored in accordance with the principles of data protection so that only a limited number of persons with a legitimate interest have access to them.
5. The conclusion of the evaluation can also serve as a basis for possible personnel and pay changes for male and female employees, e.g. changes in working hours, classification in tariff and pay grades, the amount of personal remuneration, etc.

Article 2: Career development of the TES

1. Career development of TES at the faculty is governed by the Framework Principles of Career Development of TES at Charles University, which are annexed to the Rector's Measure No. 53/2023.
2. The TES Career Development Plan will be discussed at each TES review.

Article 3: Evaluation of the TES

1. Groups of evaluated employees:
 - a. For the purposes of this directive, an employee is defined as an employee of Charles University who is not an academic employee, researcher or lecturer and is assigned to the faculty.
 - b. Any TES with working hours of 16 hours per week or more is subject to evaluation. Employees in pay grades 1, 2 and 3 are not evaluated.
 - c. In addition, each Head of Department of the Dean's Office, Head of a Faculty-wide Unit and Head of a Purpose Unit (hereinafter referred to as the Head) shall be subject to evaluation.
2. Purpose of the evaluation:
 - a. Appraisals provide an overview of the performance and quality of work of individual employees and thus allow to directive results achieved. Appraisals create an environment for dialogue between supervisor and subordinate. It enables the faculty to focus the development and training of employees, enhancing their motivation and co-responsibility. The TES evaluation serves
 - i. to assess the performance of job duties;
 - ii. to extend or not to extend the employment contract;

- iii. to reduce the hours;
- iv. to repeat the evaluation within a certain time limit;
- v. to change the personal evaluation;
- vi. to motivate you to achieve the best possible work results;
- vii. to identify areas for improvement;
- viii. to send a notice to remedy the deficiencies or to initiate a procedure under the Labour Code, which may result in termination of the employment relationship;
- ix. to obtain feedback on working conditions, the operation of the faculty or workplace, including the work of the supervisor, opportunities for further education, etc.;
- x. on the proposal for the award of annual bonuses or special .
- b. The evaluation of TES managers is used to assess their management skills.
- 3. The TES evaluation system:
 - a. TES staff members undergo a periodic evaluation every two years, in even-numbered calendar years.
 - b. TESs in a management position undergo regular appraisals once a year.
 - c. The evaluation of all TESs, including those in management positions, takes place between 1 February and 30 .
 - d. The TES is evaluated by his/her supervisor (head of the workplace). The department head of the dean's office is evaluated by the secretary or the dean. Heads of other departments of the Faculty are evaluated by the respective Vice-Dean or Associate Dean, or the Dean or Dean.
 - e. A single university electronic application is designed for assessment.
 - f. The evaluation shall always take place before the conclusion of the permanent contract and in accordance with Article 3(4)(a).
 - g. Employees are evaluated in the following areas:
 - i. the fulfilment of the set work objectives for the previous period,
 - ii. expertise according to the position,
 - iii. Soft skills and approach to work tasks,
 - iv. language skills, if to the job,
 - v. management skills (for senior staff).
- 4. TES evaluation process:
 - a. By the end of February, the employee will prepare a self-assessment based on the areas identified and set work objectives for the next period.
 - b. By the end of March, the employee will review his/her self-assessment and goals in an interview with his/her supervisor, who will prepare an evaluation report.
 - c. By the end of March, the employee's supervisor will approve or modify the performance goals.
 - d. The evaluation results in a written report prepared by the employee's supervisor by the end of September, including performance objectives for the next period.
 - e. If the evaluator disagrees with the written report, he or she may respond in writing by 15 April. In this case, his/her report will be discussed by a committee of at least three members appointed by the Dean of the Faculty.

Article 4: Transitional and final provisions

- 1. In 2025, the first calendar year in which the periodic evaluation of the TES will begin, it is possible, following OR 53/2023, to start the evaluation of all TESs later than February, subject to all other steps specified in Article 3(3) and (4) of this directive.
- 2. The person responsible for the control and implementation of this directive is the HR manager or HR officer of the Faculty's HR and Payroll Department.
- 3. This directive shall enter into force on the date of signature.
- 4. This directive shall enter into force on 1 January 2025.

Prague, 19 December 2024

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Dean