

Directive 1/2022/CTS

Principles of career development for scientists Centre for Theoretical Studies

Article 1

Introductory provisions

This measure of the Director (hereinafter referred to as "Director") of the Centre for Theoretical Studies of Charles University (hereinafter referred to as "CTS") in accordance with the provisions of Article 3 of the Rector's measure No. 28/2021, Framework Principles for Career Development of Academic and Scientific Staff and Lecturers at Charles University, as amended, and in connection with Rector's Measure No. 56/2021, Catalogues of Jobs and Positions for UK Employees, as amended (hereinafter referred to as "OR 56/2021"), defines the principles and procedures in the area of employment and career development of scientific staff assigned to the CTS.

Article 2

Career progression for researchers (salary grades VP1 to VP3)

1. Research is the primary activity of researchers and they are normally recruited to tackle challenging scientific tasks. Researchers may also carry out teaching (especially work with doctoral students) or other activities.
2. Researchers are usually recruited to work on scientific projects. The employment contract is normally concluded for a fixed period in relation to the needs and duration of the projects. A fixed-term contract for a maximum of 3 years can be renewed twice, each time for a maximum of 3 years (Section 39 of the Labour Code). If the special nature of the work makes this necessary, several fixed-term contracts may be chained together (Section 39(4) of the Labour Code and collective agreement). The conditions for classification in pay grades VP1, VP2, VP3 are laid down in OR 56/2021.
3. A specific category is postdoctoral fellows. These are junior staff who are employed for a fixed period (2 years) and who obtained their PhD or equivalent academic degree no more than eight years ago. Postdoctoral fellows are classified in salary grade VP2.
4. Postdoctoral positions are filled according to the Regulations of the Selection Procedure of Charles University and according to the specific conditions of the CTS depending on the submitted research project for the period of postdoctoral experience.

Article 3 New staff

New workers are entitled to an adaptation period, i.e. initial training and other support. As a rule, no later than 14 days before the end of the probationary period, the Director is obliged to inform the staff member of the criteria or areas of evaluation, and to set up his/her Career Development Plan with him/her.

Article 4 Late career

1. In view of the economic opportunities and staff turnover at CTS, the experience of senior staff shall be made reasonably available through part-time or other positions.
2. Professors over 65 years of age may be appointed Emeritus Professors by the Rector (Article 41 of the Statute of Charles University) and continue to participate in CTS activities without employment obligations.

Article 5 Career development plan

1. The Career Development Plan (hereinafter referred to as 'the Plan') helps to plan the careers of individual employees with regard to their individual job and career goals. It motivates employees to perform better and to develop further. The Plan also serves as a guide for the CTS Director to provide specific support and assistance in order to achieve specific goals.
2. The Plan is based on the employee's job description and on the evaluation criteria against which the employee's performance will be assessed under this ToR and builds on the job description of the individual employee, describing the individual activities in more detail in the form of various sub-tasks, taking into account the needs of CTS and the general intention to motivate the employee to further career progression. The tasks arising from the Plan may also relate to preparation for future career progression or change.
3. The Plan is developed by the employee in collaboration with the Director and contains objectives that help the employee plan his/her career and motivate him/her to continuously grow professionally. These objectives are binding and their fulfilment is subject to evaluation.
4. The plan is drawn up:
 - a) At the start of the employment relationship, when the staff member shall be required to draw up the Plan in accordance with the instructions of the Director or his/her delegate and in accordance with his/her job description within two months of the start of the employment relationship. The Plan, together with the staff member's job description, shall be deposited with the CTS Secretariat.
 - b) As part of the staff member's evaluation under Articles 6 to 10;

- c) At the end of maternity or parental leave, unpaid leave immediately following parental leave or sick leave of at least six months' duration;
 - d) On the instructions of the Director of the CTS, in particular because of prolonged obstacles to work on the part of the staff member, such as the performance of a public function.
5. A plan shall not be drawn up for researchers who have a fixed-term contract and who have no prospect of remaining at CTS, such as postdoctoral fellows or staff recruited for projects.
 6. Updates to the Plan are made on an ongoing basis, based on periodic evaluation of the Plan or after the completion of the employee's evaluation, based on a proposal from the evaluation committee.
 7. The Plan shall be developed for the period of time specified by the employee for the commencement of the next evaluation.

Article 6

Staff appraisal - basic principles

1. The work of CTS researchers shall be subject to regular evaluation, normally once every three years. Appointment as associate professor or professor may replace the evaluation process that the staff member would have had to undergo during the same period.
2. The evaluation may be carried out at a time other than the regular evaluation period during the employment relationship, at the request of the staff member or the Director of CTS.
3. The evaluation for the past period must take into account the amount of time worked as well as any long-term sick leave, maternity or parental leave, care of a family member, stay abroad, taking creative leave and other circumstances worthy of special consideration.
4. The CTS Director, the evaluation committee and the employee being evaluated are involved in the evaluation of employees.

Article 7

Evaluation Committee

1. The Evaluation Committee shall have at least 5 members and shall be composed of staff members assigned to the CTS and members of the CTS Scientific Council across the disciplines developed at the CTS. The Evaluation Committee shall be appointed and dismissed by the Director of the CTS, who shall also be its Chairperson.
2. The term of office of the members of the Evaluation Committee shall be three years, and members may be reappointed. In addition to removal, membership of the Evaluation Committee shall also cease upon resignation of a member of the Evaluation Committee or termination of employment.

3. The meetings of the Evaluation Committee shall be convened and chaired by the Chairperson.

Article 8 Meetings of the Evaluation Committee

1. The Appraisal Board shall carry out the appraisal of the staff member on the basis of written documents, without the staff member being present in person. However, the staff member shall be entitled to present his self-evaluation report (as referred to in Article 10(1)) before the evaluation committee.
2. The meetings of the evaluation committee shall not be public. In addition to the attendance method, the evaluation committee may also meet remotely, i.e. by means of remote communication that allow the members of the evaluation committee to participate in the meeting both audibly and visually in the present tense, and hybridly, i.e. by combining the attendance and remote methods for some of the members. The Chairperson of the Evaluation Committee may also call for a vote outside the meeting of the Evaluation Committee ('per rollam vote').
3. The Evaluation Committee shall meet in parts:
 - a) Consideration of the evaluation documents,
 - b) Deciding on the overall outcome of the evaluation and preparing the evaluation report.
4. The Evaluation Committee shall take its decisions by a simple majority of all the members of the Evaluation Committee.

Article 9 Areas and evaluation criteria

1. The following types of activities are subject to evaluation:
 - a) Interdisciplinary cooperation - activities and degree of involvement in interdisciplinary dialogue, which is an important function of the Institute;
 - b) The quality of scientific activity, measured, inter alia, by bibliometric criteria (publications, major conference outputs, international cooperation, project activity, expert activity, popularisation of science, etc.);
 - c) Linguistic competence;
 - d) Managerial competences;
 - e) Functions or membership in bodies, evaluation boards, committees, fulfilling the third role of the university, media appearances, mentoring, international mobility, ICT skills, administrative activities, contribution to the regular running and activities of the department (organisation, lectures at regular seminars, participation in CTS retreats).
2. For staff with shorter working weeks, the evaluation requirements will be reduced proportionately.

Article 10

Conduct and results of the evaluation

1. The evaluated scientist shall prepare a self-evaluation report in the form of a written report listing his/her activities over the last 3 years according to the types of activities listed in Article 9(1) and commenting on the implementation of the Plan in the previous period. In addition, the staff member shall prepare his/her draft Career Development Plan for the next three-year period.
2. The employee shall have the opportunity to declare in the self-evaluation report any long-term obstacles to work on the employee's part or difficult personal or family circumstances which have affected the performance of his/her work tasks. The Appraisal Committee shall take these into account when assessing the staff member. The evaluation committee will also take into account the absence of the staff member from the workplace, for example, because of a long-term foreign mission or because he is on sabbatical leave.
3. The Director of CTS is entitled to return the self-evaluation report to the employee for completion and to set the employee's own work tasks with regard to the development needs of the field and the workplace as a whole. The staff member shall be obliged to complete the report within ten calendar days.
4. On the basis of the materials submitted, the evaluation committee shall evaluate the employee subject to evaluation and assess the extent to which the objectives and work tasks set out in the Plan or in the employee's job description have been met.
5. If the committee is not satisfied with the documents, it shall invite the person being evaluated to an interview, which may be conducted remotely. In addition, an interview will take place if the employee requests it.
6. The result of the evaluation is a written report prepared by the evaluation committee, including a Plan for the next period.
7. The appraisee has the opportunity to respond in writing to the panel's findings if he/she disagrees with them.
8. The CTS Director, in consultation with the evaluation committee, will handle the employee's objections as follows:
 - a) If the employee's objections are justified, the Director shall uphold the employee's objections and may change the employee's overall evaluation or set a different time for the start of the next evaluation;
 - b) If the staff member's objections are unjustified, the Director shall reject the staff member's objections. Disposal of the employee's objections shall terminate the evaluation.
9. The evaluation may result in a recommendation for renewal of the employment contract, reassignment to another position or pay grade, award or non-award of a financial reward, change in personal allowance, reduction in hours in agreement with the employee, decision to re-evaluate after less than 3 years, reprimand or termination of employment under Section 52(f) of the Labour Code.

Article 11
Final provisions

This Measure shall enter into force on the date of its issue.

Prague 1st November 2022



doc. Petr Pokorný, Ph.D.
Director of the CTS