

**CHARLES UNIVERSITY
CATHOLIC THEOLOGICAL FACULTY**

**DEAN'S PROVISION no. 10/2022
Principles of career development
for academics, lecturers and researchers**

The document was translated by artificial intelligence. [The Czech version](#) is binding for interpretation.

In accordance with the Rector's Measure No. 28/2021, Framework Principles for Career Development of Academic and Scientific Staff and Lecturers at Charles University, I will establish the following specifications for the Catholic Faculty of Theology (hereinafter referred to as the "Faculty"):

**Article. 1
Introductory provisions**

1. In accordance with labour law regulations and Act No.111/1998 Coll., on Higher Education Institutions,¹ the Faculty employs academic staff, lecturers and researchers (hereinafter collectively referred to as "staff") in such numbers and in such a structure that correspond to its tasks and needs. It shall ensure that the overall structure of academic staff and other professionals involved in teaching is appropriate in terms of qualifications, age, length of weekly working time and experience of working abroad or in practice to the objectives, type and profile of the accredited study programmes and the structure of the curricula. The Faculty applies the principle of equal opportunities.
2. Qualifications and basic job descriptions of staff are laid down in a measure of the Rector.² The standards of performance of the staff shall be set by the dean in a measure. The individual performance requirements of the staff are set out in the employment contract, the job description and the career development plan, which provides staff with an outlook for their career progression and career development opportunities.

¹ Dean's Provision no 15/2020, The term "academic staff member" at Charles University; Article 21(1) and (3) of the Faculty Statute.

² Dean's Provision no 56/2021, Catalogue of jobs and positions for employees of Charles University.

Article. 1

Career Development Plan

1. The draft career development plan (hereinafter referred to as "the plan") shall be drawn up by the employee in a specified manner, within a specified timeframe and in cooperation with his/her supervisor so that the legitimate interests of the faculty pursuant to Article 1 are addressed, the employee is motivated to improve his/her work performance and further professional development, and the employee can plan his/her professional career. In drawing up the plan, account shall be taken of the commitments arising from the projects being undertaken. Care shall be taken to ensure that the staff member continuously deepens and develops his/her pedagogical, soft, ICT and, where appropriate, managerial knowledge and skills.
2. The draft plan shall be evaluated by the committee set up under Article 5(2) of this measure.
3. The plan shall be established by the dean, who shall specify the work assignment given to the staff member in the employment contract.³

čl. 3

Kariérní postup

1. Academic staff positions are filled on the basis of open and transparent selection procedures in accordance with the Regulations of the Selection Procedure of Charles University. Positions of scientific staff are usually created and filled in connection with the solution of a scientific project and its conditions. Postdoctoral positions⁴ are filled according to the Regulations of the Selection Procedure of Charles University or according to the specific conditions of the project to which the postdoctoral student is recruited.
2. The selection procedure for academic staff positions may be waived in the event of a repeated employment contract with the same academic staff member for the position occupied by him or her, in the event of a change in the position of the same academic staff member in connection with his or her assignment to a higher position in accordance with the University's Career Regulations, and in other cases specified by regulation.⁵
3. The first contract of employment with a new employee is usually for a fixed term with the possibility of repeated extension.⁶ The renewal of the contract shall be subject to a positive evaluation of the worker in accordance with Article 4 of this measure.
4. The new employee is given an adaptation programme, the duration of which usually coincides with the probationary period stipulated in the employment contract.⁷ Along with this, a person is assigned to mentor the person during the adaptation process and provide initial training and other support. As a rule, no later than 14 days before the end of the probationary period, the supervisor is obliged to inform the staff member of the areas and criteria for evaluation, and to draw up a plan with him.

³ § Section 38(1)(a) of Act No. 262/2006 Coll., the Labour Code.

⁴ [Rector's Directive no. 23/2021](#), Introducing and defining the concept of "post-doc" at Charles University; [Rector's Directive no. 15/2020](#).

⁵ [The Competitive Hiring Process Code of Charles University](#), Article 1 § 3

⁶ § 35 of Act No. 262/2006 Coll., Labour Code.

⁷ § 35 of Act No. 262/2006 Coll., Labour Code.

5. The period of stay in the positions referred to in this measure assumes uninterrupted full-time employment and may be longer in the event of long-term sick leave, maternity and parental leave or other cases of special consideration.
6. Assistant (AP1): an academic staff member who participates in the teaching, creative and other activities of the University. The period of stay in this position is seen as a period of preparation for the PhD. In the case of the procedure in paragraph 3, it may be up to 8 years, but should normally correspond to the standard length of the doctoral programme.
7. Assistant Professor (AP2): an academic staff member who is independently engaged in the teaching, creative and other activities of the University. The period of stay in this position is understood as a period of preparation for the habilitation procedure, if so provided for in the plan. In the case of the procedure under paragraph 3, it may be up to 9 years. An assistant professor who has not been objectively hindered in his/her activity and has nevertheless not fulfilled the requirements for habilitation may remain in the position only in exceptional cases and if he/she defends it in an open competition. If selected and given a contract of indefinite duration, the staff member will be given specific work assignments, normally for three years. The fulfilment of these tasks will be verified by an evaluation.
8. Associate Professor (AP3): an academic who is independently engaged in demanding teaching, creative and other activities of the University of fundamental importance. The period of tenure in this position is understood to be a period of preparation for professorship, if so specified in the plan. The employment contract of associate professors is normally of indefinite duration. In the case of a new recruit to the University, the procedure laid down in paragraph 3 shall apply.
9. Professor (AP4): an academic who is independently engaged in the most demanding teaching, creative and other activities of the University of fundamental importance. The employment contract of professors is normally of indefinite duration. In the case of a new recruit to the University, the procedure laid down in paragraph 3 shall apply.
10. Lecturer (L1 and L2): a staff member who is engaged in teaching activities in accredited study programmes and lifelong learning programmes, or in creative activities related to education and other activities. The contract of employment is normally for a fixed period, with the possibility of renewal in accordance with the procedure laid down in paragraph 3.
11. Vědecký pracovník (VP1 až VP3): Pracovník, který se věnuje vědecké, výzkumné, vývojové, inovační, umělecké činnosti včetně mezinárodní spolupráce, a to zejména v rámci řešení vědeckých projektů; v odůvodněných případech se věnuje také ostatním činnostem. Zařazení do příslušného stupně se řídí kvalifikačními předpoklady a náplní práce dle opatření rektora.⁸ The employment contract is concluded for a fixed period in relation to the needs and wording of the projects. Where the specific nature of the work makes it necessary, several fixed-term contracts may be chained together.⁹
12. Senior staff member (supervisor): a member of staff who manages staff assigned to the relevant organisational unit of the faculty and performs other related tasks in accordance with the statutes of the faculty and subsequent measures of the Dean. The method of appointment to the post, its duration and the forms of its termination before the expiry of the term of office shall be laid down in the Statutes of the Faculty. Re-appointment of

⁸ Rector's Directive no. 56/2021.

⁹ § 39 of Act No. 262/2006 Coll., Labour Code.

the same person as a senior member of staff shall normally be subject to a positive evaluation within a period of no more than 12 months before the end of the previous term; consideration shall also be given to his/her managerial skills.

13. Late Career: In view of economic opportunities, faculty turnover and the legitimate interests of the faculty as defined in Article 1, the experience of older staff members may be made available through part-time employment or other positions in addition to the standard retirement. Professors over 65 years of age may be appointed Emeritus Professors by the Rector and continue to participate in the activities of the University without employment obligations.¹⁰

Article 4

Objective and areas of evaluation

1. The worker's performance is subject to regular evaluation, which complements and summarises the supervisor's ongoing evaluation.
2. The evaluation shall assess whether and how the staff member's performance and career development have been consistent with the legitimate interests of the University and the staff member as set out in Article 1, and whether and how the draft plan submitted for the next period is consistent with those interests.
3. The assessment must take into account the amount of time worked as well as any long-term sick leave, maternity or parental leave, caring for a family member, being abroad, taking sabbatical leave and other special circumstances.

čl. 5

Průběh hodnocení

1. The evaluation takes the form of an interview between the evaluation committee and the evaluated employee on the submitted self-assessment, its annexes and the proposed plan for the next period.
2. The employee shall submit a self-assessment by a specified date and in a specified manner, which shall include: a statement from the supervisor, a certificate of lifelong learning and skills development, and the results of the student evaluation of the employee (including survey return data),¹¹ evaluation of lifelong learning programmes in which the staff member has taught,¹² and the draft plan for the next period drawn up pursuant to Article 2(1). If the submitted self-assessment lacks any of the elements, the evaluation committee shall request that it be completed.
3. The evaluation committee is composed of an odd number of professors (AP4), associate professors (AP3) and possibly other excellent academic staff of the faculty. The Dean appoints the chair and members of the committee in the required number and disciplinary composition. If the evaluation concerns a member of the committee, that member shall not participate in the formulation of the conclusions under paragraphs 4 and 5.
4. The result of the evaluation of the employee before the evaluation committee is
 - a) the written report of the panel, including any dissenting opinions;

¹⁰ [Constitution of Charles University](#), Article 41

¹¹ [Code of Rules for Educational Activities Evaluation by Students and Graduates](#), Articles 4 and 5

¹² Article 6 of Dean's Measure No. 7/2022, Rules of Lifelong Learning.

- b) a draft plan for the next period drawn up in accordance with Article 2(1) and discussed by the panel.
5. The evaluation may result in a majority opinion by which the committee recommends to the dean a decision under paragraph 7.
 6. The evaluatee has the opportunity to respond in writing to the committee's conclusions if they disagree with them. The results of the evaluation and the evaluator's response shall be discussed in the Dean's College so that a decision can be made in accordance with paragraph 7.
 7. Taking into account the results of the evaluation, the dean will set the employee's plan for the next period and the date of the next evaluation. He or she may decide to adjust the amount of the salary, to extend the employment relationship, to change it to an indefinite period or to terminate it.¹³
 8. The evaluation documents are stored in accordance with the principles of data protection so that only a limited number of people with a legitimate interest have access to them.

Article 6 Evaluation deadlines

1. The Dean shall set the regular date of the evaluation to ensure the efficiency of the process.
2. The evaluation of individual staff members may be carried out at a time other than the regular date during the employment relationship at the request of the staff member, his/her supervisor or the Dean.
3. For staff on fixed-term contracts who are interested in continuing their employment, the evaluation shall normally take place six months before the end of the contract.
4. For associate professors and professors with an open-ended contract, the evaluation shall normally take place every five years, and for other staff with an open-ended contract once every three years.
5. Appointment as associate professor or professor replaces the evaluation process that the staff member would have had to undergo during the same period.

čl. 7 Závěrečná ustanovení

1. The first draft plan shall be submitted by all staff by 31 October 2022.
2. For existing workers, this measure shall apply *mutatis mutandis*.
3. A plan shall not be drawn up and an evaluation shall not be carried out for a worker who

¹³ Article 2(1) of the Internal Wage Regulation of Charles University; Sections 39-73 of Act No. 262/2006 Coll., Labour Code.

- a) is employed exclusively as a researcher in the context of a scientific project: the performance of his/her tasks is judged on the basis of the results obtained and the opinion of the provider;
 - b) is employed exclusively as a researcher in the context of a scientific project: the performance of his/her tasks is judged on the basis of the results obtained and the opinion of the provider;
 - c)
 - d) performs the function of the dean: the dean treats colleagues with appropriate criticality, which he/she also applies to his/her own work; he/she informs the rector of the results of this critical self-reflection in an appropriate form.¹⁴
4. This measure was discussed with the Rector of Charles University on 8 June 2022.
 5. This action was discussed with the Faculty Union of Higher Education's constituent organization on June 15, 2022.¹⁵
 6. The Academic Senate of the Faculty commented on this measure on 15 June 2022.¹⁶
 7. This measure shall enter into force and effect on 17 June 2022.

Prague, 16 June 2022
UKKTF/330738/2022

prof. PhLic. Vojtěch Novotný, Th.D.
Dean

¹⁴ [Code of Ethics of Charles University](#), Article III, § 3

¹⁵ § Section 287(2) of Act No. 262/2006 Coll., the Labour Code.

¹⁶ Article 4(9) of the Internal Wage Regulation of Charles University.