

**CHARLES UNIVERSITY
CATHOLIC THEOLOGICAL FACULTY**

DEAN'S PROVISION no. 11/2022

**Standards of operation
for academics, lecturers and researchers**

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

In accordance with Section 38(1) of Act No. 262/2006 Coll., 4(9) of the Internal Wage Regulation of Charles University, taking into account the applicable standards for accreditation and taking into account the economic situation of the Catholic Theological Faculty of Charles University (hereinafter referred to as "the Faculty" and "the University"), I shall determine the specific scope of teaching, creative and other activities of academic staff, lecturers and researchers (hereinafter collectively referred to as "staff") who are assigned to the Faculty as follows:

**Article 1
Introductory provisions**

1. The qualification requirements and basic job description of the staff shall be laid down in a measure of the Rector.¹ The basic rules for the staffing of study programmes are laid down in government regulations and rector's measures.²
2. The standards of performance of employees, adapted to the level of time and applied in relation to each other, are the basic criteria for drawing up a career development plan and continuous and regular evaluation of the employee.³ Exceptions to the standards are listed in the Career Development Plan.
3. The standards set out in this measure refer to full-time employment (40 hours per week).
4. For the purposes of this measure, direct instruction in accredited study programmes means contact full-time or distance learning carried out according to approved curricula published in the SIS. The normal number of hours per week refers to compulsory and compulsory elective courses of the profiling basis of the bachelor's and master's degree programme, the completion of which provides the student with knowledge or skills that are essential for the attainment of the professional knowledge or skills specified in the graduate profile and that are related to the final state examination. Teaching activities may be distributed unevenly between semesters. The following shall be assessed average teaching activity rate for the whole academic year in all forms of study.

¹ Rector's Directive No. 56/2021, Catalogue of Jobs and Positions for Employees of Charles University.

² Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education; Rector's Measure No. 13/2019, Standards of Study Programmes of Charles University.

³ [DEAN'S PROVISION no. 10/2022 Principles of career development for academics, lecturers and researchers](#)

Teaching in a foreign language, with the exception of language teaching, is counted in the same way as teaching in the Czech language, but is remunerated with a special personal supplement.

5. Instead of publications, manuscripts demonstrably accepted for publication and other particularly significant forms of creative activity, in particular the organisation of a major international conference or a challenging exhibition or exposition, may also be counted as outputs of creative activity.⁴
6. The numbers of outputs of creative activity mentioned in this measure refer exclusively to outputs affiliated to the faculty and registered in accordance with the Rector's measure.⁵
7. The activities of an academic staff member (A1 to A4) include three basic components:
 - a) Teaching activities: direct teaching in accredited study programmes; guaranteeing study programmes or courses; monitoring the fulfilment of study obligations; consultation; membership of subject councils; supervision, consultation or opposition of qualification theses; supervision of PhD students; excursions, practice and other work with students; innovation in teaching; international dimension in teaching; mediation of teaching skills; role of guarantor and/or teacher in lifelong learning programmes, etc.
 - b) Creative activities: direct scientific, research, development, innovation, artistic activities, including international cooperation; creative activities related to education (preparation of study materials and support, etc.); creative activities related to scientific activities (preparation and implementation of projects, expertise, review and opposition work in the assessment of projects and publications, knowledge and technology transfer, commercialization and popularization of science, etc.).
 - c) Other activities: participation in the management and self-government of the university and faculty; participation in the organizational and administrative support of the university and faculty operations; membership in professional organizations, committees and councils; international mobility and cooperation; fulfilling the third role of the university; own lifelong learning related to employment, etc.
8. The activities of a lecturer (L1 and L2) include teaching activities in accredited study programmes and lifelong learning programmes, or creative activities related to education and other activities.
9. The activities of a researcher (VP1 to VP3) include scientific, research, development, innovation and artistic activities, including international cooperation, especially in the context of scientific projects; in justified cases, other activities are also undertaken.

Article 2

Professor (AP4)

- 1) Scope of performance: teaching activities correspond to at least 30% of the staff member's working time and include direct teaching for a minimum of 8 hours per week; creative

⁴ Cf. Definition of Types of Results (Approved by Government Resolution No. 837 of 29 November 2017).

⁵ [Rector's Directive No. 40/2021 Registration of creative activities, projects and employees' mobility at Charles University](#)

activities correspond to about 50% of the staff member's working time; other activities correspond to about 20% of the staff member's working time.

- 2) The standard duties related to teaching activities are set out as follows: teaching in doctoral, master's and bachelor's accredited study programmes, including creative activities related to education; control of the fulfilment of study obligations; consultations; excursions, practice and other work with students; innovations in teaching; guarantor of basic theoretical study subjects of profiling basis; guarantor of the study programme; chair and member of the doctoral programme board; supervisor of doctoral students; chair and member of the committees for state doctoral examinations, state rigorosum examinations, state final examinations and defence of qualifying theses; supervising, consulting or opposing qualifying theses; mediation of teaching skills; role of guarantor and/or teacher in lifelong learning programmes.
- 3) The standard obligations related to creative activity are set out as follows for a period of 3 years:
 - a) Principal investigator or co-investigator of at least one major Czech-funded project submitted on behalf of the faculty, or principal investigator or co-investigator of at least one foreign-funded project submitted on behalf of the faculty or with faculty participation.
 - b) The sole author of an excellent result evaluated in Pillar M1 with a grade 1, or a Jimp Q1 paper, or
 - one professional book (B) assessed in Pillar M1 with a grade 2, or
 - Author of articles in peer-reviewed journals, including at least one Jimp Q1, or two Jimp Q2, or three Jimp Q3, or four Jimp Q4 or Jsc, or
 - author of six chapters in professional books (C), of which at least two are foreign and two are in a foreign language,
 - author or co-author of four papers in international conference proceedings indexed in WoS or Scopus (D).
 - c) Four presentations at conferences, at least two of them abroad.
- 4) The standard duties related to foreign cooperation are set as follows for the period of 3 years: foreign teaching and/or research stay of a total duration of at least 30 days including at least two active participation in a foreign conference; active participation in cooperation with foreign partners of the faculty; active participation in various forms of internationalisation at home.
- 5) Duties related to other activities are defined individually, in particular in the career development plan.

Article 3 **Associate Professor (AP3)**

1. Scope of performance: teaching activities correspond to at least 40% of the staff member's working time and include direct teaching for a minimum of 10 hours per week; creative activities correspond to about 40% of the staff member's working time; other activities correspond to about 20% of the staff member's working time.
2. The standard duties related to teaching activities are set out as follows: teaching in doctoral, master's and bachelor's accredited study programmes, including creative activities related to education; control of the fulfilment of study obligations; consultations; excursions, practice and other work with students; innovations in teaching;

guarantor of basic theoretical study subjects of profiling basis; guarantor of the study programme; Member of the doctoral programme board; Supervisor of doctoral students; Member of the committees for state doctoral examinations, state rigorosum examinations, state final examinations and defence of qualification theses; Guiding, consulting or opposing qualification theses; Mediation of pedagogical skills; Role of guarantor and teacher in lifelong learning programmes.

3. The standard obligations related to creative activity are set out as follows for a period of 3 years:
 - a) Leading or co-leading institutional funding programmes, or
 - leading, participating in or submitting an international/foreign grant or project, or
 - leading, participating in or submitting a domestic grant.
 - b) The sole author of an excellent result evaluated in Pillar M1 with a grade 1, or a Jimp Q1 paper, or
 - the sole author of one professional book (B) rated 3 in Pillar M1, or
 - Author of articles in peer-reviewed journals, including at least one Jimp Q2 or two Jimp Q3 or three Jimp Q4 or Jsc, or
 - author of six chapters in professional books (C), including at least one foreign and two foreign language chapters, or
 - author or co-author of three papers in international conference proceedings indexed in WoS or Scopus (D).
 - c) Four presentations at conferences, at least two of them abroad.
4. The standard duties related to foreign cooperation are set as follows for the period of 3 years: foreign teaching and/or research stay of a total duration of at least 25 days including at least two participations in a foreign conference; active participation in cooperation with foreign partners of the faculty; active participation in various forms of internationalisation at home.
5. Duties related to other activities are defined individually, in particular in the career development plan.

Article 4 **Assistant Professor (AP2)**

1. Scope of performance: teaching activities correspond to at least 50% of the staff member's working time and include direct teaching for a minimum of 12 calculated hours per week; creative activities correspond to about 40% of the staff member's working time; other activities correspond to about 10% of the staff member's working time.
2. The standard duties related to teaching activities are set out as follows: Teaching in a Bachelor's or Master's accredited study programme, including creative activities related to education; monitoring the fulfilment of study obligations; consultations; excursions, practice and other work with students; innovations in teaching; Member of committees for state final examinations, state rigorous examinations and defences of bachelor's, master's and rigorous theses; supervising or consulting or opposing bachelor's, master's and rigorous theses; role of guarantor and teacher in lifelong learning programmes.
3. The standard obligations related to creative activity are set out as follows for a period of 3 years:

- a) Member of the institutional funding programme research team, or
 - leading, participating in or submitting an international/foreign grant or project; or
 - leadership, participation or submission in a domestic grant, or
 - leadership or significant participation in a university science and research programme.
 - b) Co-author of an excellent result assessed in Pillar M1 with a grade 1, or a Jimp Q2 paper, or
 - the sole author of one professional book (B), or
 - Author of articles in peer-reviewed journals, including at least one Jimp Q3 or two Jimp Q4 or Jsc or three Jost, or
 - author of five chapters in professional books (C), of which at least one is foreign and one is in a foreign language, or
 - author or co-author of two papers in international conference proceedings indexed in WoS or Scopus, or (D).
 - c) Three presentations at conferences, at least one of them abroad.
4. The standard duties related to foreign cooperation are set as follows for the period of 3 years: foreign teaching and/or research stay of a total duration of at least 20 days including at least one active participation in a foreign conference; active participation in cooperation with foreign partners of the faculty; active participation in various forms of internationalisation at Home.
 5. Duties related to other activities are defined individually, in particular in the career development plan.

Article 5

Assistant (AP1) and Lecturer (L1)

1. Scope of performance: teaching activities, creative activities and other activities are determined individually, especially in the career development plan.
2. The standard duties related to pedagogical activities are set out as follows: implementation of supporting forms of pedagogical activities in a Bachelor's or Master's accredited study programme; control of the fulfilment of study obligations; consultations; excursions, practice and other work with students; the role of the teacher in lifelong learning programmes.
3. The standard obligations related to creative activity are set out as follows for a period of 3 years:
 - a) Abstracts or annotations from professional or scientific literature.
 - b) Contributing to publications, especially for educational purposes.
4. Responsibilities related to international cooperation and other activities are set out individually, in particular in the career development plan.

Article 6

Lecturer (L2)

1. Scope of performance: teaching activities correspond to at least 70% of the staff member's working time and include direct teaching for a minimum of 14-18 hours per week;

creative activities correspond to about 20% of the staff member's working time; other activities correspond to about 10% of the staff member's working time.

2. The standard duties related to teaching activities are set out as follows: teaching in a bachelor's or master's accredited study programme, including creative activities related to education; implementation of supporting forms of teaching activities in a bachelor's or master's accredited study programme; monitoring of the fulfilment of study obligations; consultations; excursions, practice and other work with students; the role of guarantor and teacher in lifelong learning programmes.
3. The standard duties related to creative activity are set out as follows for the 3-year period:
 - a) Publication activities, especially for educational purposes.
 - b) Author of articles in peer-reviewed journals, including at least one Jimp Q4 or Jsc, or
– author of three chapters in professional books.
4. Povinnosti související se zahraniční spoluprací a s ostatní činností jsou stanoveny individuálně, zejména v plánu kariérního rozvoje.

Article 7

Researcher (VP1 až VP3)

1. Scope of performance: creative activity corresponds to 90-100% of the employee's working time.
2. The standard duties related to creative activities for a professional scientist (VP3, VP2) are usually set out in the text of the scientific project documentation. They are usually at least comparable to the expected outputs of the creative activity of a professor (AP4) or associate professor (AP3).
3. The standard duties related to creative activity for a research assistant (AP1) are usually set out in the scientific project documentation. They are usually at least comparable to the expected outputs of the creative activity of an Associate Professor (AP3) or Assistant Professor (AP2).
4. Duties related to foreign cooperation and other activities are set out individually, in particular in the career development plan.

čl. 8

Final provisions

1. Dean's Measure No. 14/2018, Standards of Teaching and Research Duties, is repealed.
2. For existing staff, this measure shall apply *mutatis mutandis*.
3. This measure was discussed with the Rector of Charles University on 8 June 2022.
4. This measure was discussed with the Basic Organization of the Faculty of Higher Education Trade Union on 15 June 2022.
5. The Academic Senate of the Faculty commented on this measure on 15 June 2022.
6. This measure shall take effect and be in force on 17 June 2022.

Prague, 16 June 2022
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prof. PhLic. Vojtěch Novotný, Th.D.
Dean