

Appendix 1

Methodological Guidelines for the Fulfilment of the Quantitative and Qualitative Parameters of Packages of Creative and Other Activities and Professional Activities and Career Growth**Professional Activities and Career Growth**

1. The package of professional activities and career growth is expressed as a fixed number of yearly working hours of an employee dedicated to varied activities of the unit/department and the employee's career growth. They are further specified based on the employee's job description and, for example, the instructions of the head of a department/unit.
2. Career growth is planned in the employee's career plan in the form of key targets for career growth and corresponding measurable indicators.
3. The fulfilment of quantitative and qualitative parameters in the form of yearly working hours dedicated to professional activities and career growth is evaluated continuously, normally once a year, by the head of a department/unit. The career plan of employees may be modified based on the results of the evaluation.

Deputy head of a department or office coordinator
Activities related to the operation of the department/unit
Participation in the graduation ceremony (in an academic gown)
Participation in the admissions procedure
Other activities related to the employee's job description
Career growth (post-doctoral study*, preparation for associate or full professorship procedure)
Professional growth, education related to the employee's job description
Personal growth, in particular, improvement of soft skills
Foreign mobility and cooperation

*Not applicable in the AP1 pay band

Packages of Creative and Other Activities

1. Outputs listed in the packages **Biblio, Non-biblio, Scholarly publications** and other outputs, for example, invitations to lectures, must be recorded in the OBD.
2. If several authors from the Faculty are entered for the outputs in the packages **Biblio, Non-biblio, Social relevance, Grants and Presentations**, their contribution to the output is divided by the contribution to the output corresponding to the contribution indicated in the OBD. If the output is not entered in the OBD database, the contribution to the output is determined by the main author.
3. If external authors from outside the Faculty are entered for the outputs in the packages **Biblio, Non-biblio, Social relevance, Grants and Presentations**, the main author changes the contribution of authors from the Faculty by dividing the total number of authors (example: 4 authors of which 1 is external – the Faculty's contribution is 0.75). If an external author is also the main author, the output is recorded by an author from the Faculty who is listed the first. The contribution of foreign external authors is recorded as one half of the contributions of a Czech author. In the case of a five-member team with one foreign author, the

contribution of the external author is only 10%, not 20%. As a result, 90% of the output is divided among the four authors from the Faculty. The outputs are classified into individual groups based on their relevance to the orientation of the FTVS in relation to the WOS nomenclature of categories.

4. The package of other pedagogical activities includes, in addition to quantifiable activities related to direct pedagogical activities, a fixed number for direct pedagogical activities. The fixed number increases gradually from the L1 to AP4 pay bands. Uneven hours in the yearly working hours of the employee reflect the difficulty of instruction in the L1, L2, and AP1 to AP4 pay bands.
5. The calculation of the fixed number of hours is based on the FTE, set number for direct pedagogical activities, and the difficulty of direct pedagogical activities of the employee based on the specific pay band: L1 308; L2 308; AP1 252; AP2 252; AP3 154; AP4 118, for FTE = 1.0.