

Charles University
Faculty of Physical Education and Sport of Charles University

DEAN'S DIRECTIVE NO. 12/2022
CAREER CODE OF THE FACULTY OF PHYSICAL EDUCATION AND
SPORT OF CHARLES UNIVERSITY

Drafted by: Dean of the Faculty of Physical Education and Sport of Charles University
Responsible person: Vice-Dean for Internal Affairs and Lifelong Learning and Deputy Dean

To implement Article 3 (2) of Rector's Directive No. 28/2021 (Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University), Rector's Directive No. 55/2021 (Basic Principles of Human Resources Policy), and Rector's Directive No. 56/2021 (Catalogue of Jobs and Positions for Employees of CU), I hereby issue the following Career Code for the Faculty of Physical Education and Sport of Charles University ("FTVS").

This directive defines the principles of career growth of academics, researchers, and lecturers at FTVS. The directive defines the methodology for the creation of a career plan and sets out the rules of evaluation of the performance of employees.

Article 1

Creation of a Personal Career Growth Plan of Academics, Researchers, and Lecturers at FTVS

1. The creation of a career growth plan of academics, researchers, and lecturers ("career plan") is mandatory for all academics, researchers, and lecturers ("employees") with a permanent employment contract or a fixed-term contract for a period of at least one (1) year.
2. Career plans are not mandatory for employees hired based on fixed-term contracts who are not expected to extend their employment (for example, postdoctoral researchers or other employees with employment contracts for a term fewer than three years). Requirements for work performance in the areas defined hereunder are specified in the job description.
3. Employees with a fixed-term employment contract draft a career plan for the term of their employment contract if the term is fewer than, equal to, or exceeds three (3) years.
4. Newly hired employees are entitled to an adaptation period (introductory training, study of the internal regulations of CU, and other regulations related to the performance of their work activities, study of the guidelines for the employees of CU, and the Code of Ethics including the issue of prevention of sexual harassment and other forms of harassment or violence against an individual or a group). The term of the adaptation period is determined by the head of department; it usually corresponds to the trial period, but it may not exceed three calendar months after the commencement of employment.



5. Employees draft their career plan in accordance with their placement in a specific pay band and job description, and in cooperation with the head of the department/unit to which they were assigned.
6. Heads of departments are responsible for the job description of each employee performing pedagogical, creative, and other activities, while taking into account the following: 1) rules for the internal governance of the department; 2) department activities and development plan in accordance with the priorities of FTVS, see the Long-Term Plan of FTVS <https://ftvs.cuni.cz/FTVS-2229.html>; 3) ensuring the programmes of study; 4) ongoing project and supplementary activities including lifelong learning; and 5) participation of employees in the development of creative activities in the Cooperatio Programme based on an agreement with the head of the research team.
7. The head of department/unit is in charge of determining the relevant job description of employees according to the internal regulations of CU and FTVS, and other regulations, and determining, in particular, whether the employees are considered members of academic staff under the Higher Education Act. Academics are expressly designated as such in new employment contracts.
8. The head of department/unit identifies and specifies the work tasks in a unified form of job description for FTVS employees, which is unified on the level of the minimum requirement for the performance of work tasks according to the classification of the employee in a specific pay band. The head of department adds other tasks and activities related to the performance of work by a particular employee, so that the work assigned corresponds to the employee's job description.
9. The head of department/unit always interviews the employee in person for the following purposes: 1) preparation of a career plan; 2) approval of a career plan; and 3) evaluation of the implementation of a career plan, on the dates determined by the head of department, in accordance with the dates under Article 5 hereof.
10. Career plans are drafted using the Career Plan of FTVS Employees form, which is part of a separate methodological guideline. Employees submit the completed and signed career plan in electronic form and in hard copy and signed to the head of their department/unit for approval.
11. The approved career plan is kept in the employee's personal file in the Human Resources Office, and a copy thereof is kept by the head of department/unit.
12. Career plans may be updated due to their implementation, results of the regular evaluation of the employees' work performance by the heads of departments/units, or due to objective circumstances (for example, employee's health condition, maternity or parental leave, long-term incapacity to work, care for a family member, sabbatical, and other justified circumstances) based on the employee's request addressed to the head of department/unit or the decision of the head of department/unit. The head of department/unit decides whether the employee's request is justified.
13. If an employee's position or pay band changes, the employee is always obliged to draft a new career plan. The date of submission of the new career plan is determined by the head of department/unit.
14. The recommended career progression plan provided in the Appendix to Rector's Directive 28/2021 Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University applies to FTVS employees, upon this directive coming into force, with the necessary modifications given the needs of the Faculty, in



particular considering the previous results of the regular evaluation of academics and researchers and units (see Dean's Directive No. 1/2016), the evaluation of academics and researchers at FTVS, and also considering the staffing necessary for the currently valid accreditations of programmes of study, sustainable development of the creative and educational activities of the Faculty, employees' activities in the Faculty's bodies, as well as considering the stage of the employees' career.

Article 2

Evaluation of an Employee's Career Plan and the Evaluation Board

1. The evaluation of an employee's career plan ("evaluation") is carried out every three (3) calendar years, where the first evaluation is carried out: 1) upon the issuance of this directive in the case of employees with permanent employment contracts; 2) before the expiry of the term of fixed-term employment contracts and submission of a proposal to extend the employment, or before the submission of a proposal to enter into a permanent employment contract; on the dates under Article 5 hereof.
2. The evaluation is carried out based on the extent to which the employee has fulfilled the criteria for pedagogical activities, creative, and other activities defined herein, and also on the level of the employees' soft skills, planned career progression, and managerial skills in the case of employees in managerial positions.
3. Appointment as a full or associate professor in the course of the evaluated period replaces the evaluation.
4. The head of department/unit may decide to exclude from evaluation employees whose weekly working hours do not exceed 12 hours.
5. The evaluation must be carried out objectively and transparently, and respect the principles of equal access and non-discrimination. The aim of the evaluation is to assess the extent to which the employees implemented their career plan and their performance in the previous period with regard to the requirements for the employees given their work position and to the criteria set out herein.
6. The evaluation is carried out by the evaluation board ("board"), whose members are appointed by the Dean of the Faculty. The board always consists of at least five members: authorised members of the Evaluation Commission, academics and researchers employed at the Faculty, and the head of the Human Resources Office; the board is appointed by the Dean of the Faculty under Article 11 (7) and Article 29 (4) of the Constitution of the Faculty of Physical Education and Sport of Charles University. The term of office of the board is four (4) years. The Dean also authorises one of the appointed members of the board as the chair, who appoints his or her deputy.
7. Where a member of the board is evaluated, the Dean of the Faculty is a member of the board. Where the chair of the board is evaluated, the chair's deputy is the chair of the board.
8. The evaluation of the implementation of career plans of academics charged with the office of a Vice-Dean is carried out by the Dean of the Faculty with the necessary modifications, taking into account, in particular, the implementation of their development plans of activities in their competence, under Dean's Directive No. 4/2022.
9. The Dean is authorised to change the composition of the board in the course of its term of office due to, in particular, changes to the composition of the Evaluation Commission, career progression of employees, or the termination of membership in the board upon a member's request.



Article 3

Meetings and Conclusions of the Evaluation Board

1. The chair of the board ensures, in cooperation with the Human Resources Office, that the individual members of the board receive the necessary materials no later than five (5) working days before the meeting of the board.
2. During its meeting, the board evaluates the employees of the Faculty. The chair or the chair's deputy and at least two other members of the board must be present at the meeting of the board.
3. The meetings of the board are closed to public. The head of the respective department/unit may be invited to the meeting of the board during which an employee is evaluated.
4. If the board is not satisfied with the materials serving as the basis for evaluation, it invites the employee under evaluation for an evaluation interview, which may also be carried out remotely. The interview also takes place if requested by the employee.
5. The board also evaluates other activities of the employee which are not expressly stated herein if they have undeniably contributed to the good reputation of CU or the Faculty, or contributed to the development of cooperation between the Faculty and the commercial sphere.
6. Members of the board are obliged to maintain the confidentiality of all personal data and facts which they learned in the exercise of their office as members of the board or in relation thereto.
7. The meeting of the board is planned by the chair, so that the evaluation is carried out no later than fifteen (15) calendar days before the termination of the employment contract, or the date of expiry of the term for remedying deficiencies in work. The period of fifteen (15) days also applies for an extraordinary date set by the Dean under Article 5 hereof.
8. The chair of the board must set a date for a session of the board also in the case of an employee whose career plan is being evaluated in a period from 12 to 36 months of the last evaluation of the implementation of the career plan, or in a period of fewer than 12 months of the delivery of a notice to remedy deficiencies in work.
9. The board adopts decisions by a simple majority vote. In the case of a split vote, the chair or the chair's deputy hold the decisive vote.
10. The evaluation board drafts a written report containing the following information:
 - 1) description of the evaluation interview (if it was held);
 - 2) draft final evaluation including a recommendation for further career progression for the following period; and
 - 3) result of the vote.
11. The draft final evaluation may include one of the following decisions or recommendations:
 - a) The employee met the requirements of his or her position and the quantitative and qualitative requirements determined by this directive and the job description;
 - b) The employee will be re-evaluated in one (1) to three (3) years;
 - c) Recommendation to issue a written warning inviting the employee to remedy the deficiencies in his or her work because the employee failed to meet the requirements on his or her position and the quantitative and qualitative requirements set out hereunder, and a decision on re-evaluation;



- d) The fixed-term employment contract will not be extended because the employee failed to meet the requirements for his or her position and the quantitative and qualitative requirements set out hereunder;
 - e) The employment contract with the employee will be terminated under section 52 (f) of the Labour Code.
12. The employee and the employee's superordinate are informed of the result of the evaluation by the Human Resources Office, which also makes the evaluation report available to the employee. If the employee disagrees with the conclusions of the board, the employee under evaluation may respond to them in writing no later than within fifteen (15) calendar days of having been notified of the result of the evaluation. The evaluation, including the board's report and the employee's written response, is then discussed at a meeting of the Dean's Board.

Article 4

Materials Serving as the Basis for Evaluation

1. The Human Resources Office provides to the heads of departments/units a list of employees subject to the evaluation of the implementation of their career plan, including the extraordinary date of evaluation determined by the Dean of the Faculty or re-evaluation. The list includes the following information on each employee: position, full-time equivalent, note on any changes to the employee's position, obstacles to work or long-term incapacity to work in the period being evaluated.
2. Heads of departments/units inform the employees of the respective departments/units of the obligation to provide the materials serving as the basis for the evaluation of the career plan, and also set the deadline for their provision, which may not exceed 30 calendar days.
3. The employee whose career plan is being evaluated cooperates in drafting the report with the head of department/unit who is authorised to add information to the employee's evaluation. The employee provides the materials serving as the basis for the evaluation of the implementation of the career plan (see Appendix 1) to the Human Resources Office.
4. The source of data for processing the quantitative parameters for the evaluation of the employee in the individual areas of evaluation are: 1) Study information system (SIS) for pedagogical activities; 2) Personal Bibliographic Database (OBD) for creative activities; (3) other applications created by the Faculty for recording creative and other activities.

Article 5

Dates

1. Employees with an employment contract submit their career plan no later than on 15 September 2022. The head of department determines the date for the discussion and approval of the career plan no later than on 30 September 2022.
2. Newly hired employees with a fixed-term employment contract submit their career plan to the head of department no later than two (2) weeks (that is, 14 calendar days) before the termination of the adaptation period. The head of department determines the date



for the discussion and approval of the career plan in the period from the submission of the career plan to the termination of the adaptation period.

3. The evaluation of the implementation of the career plan of employees with a fixed-term employment contract who are interested in extending their employment commences six (6) months before the termination of the employment contract.
4. The evaluation of the implementation of the career plan of employees with a permanent employment contract commences six (6) months before the expiry of the period of the approved career plan.
5. The Dean may determine an extraordinary date of the evaluation of the implementation of a career plan. The evaluation is carried out within ninety (90) calendar days of the notice of the extraordinary date.

Article 6

General Provision to Specify the Catalogue of Positions for Employees Performing Pedagogical and Creative Activities

The qualifications (minimum level of education, recommended work experience, language skills) required for the individual positions and pay bands (AP1-AP4, VP1-VP3, L1/L2) are provided in Rector's Directive No. 56/2021. The typical job description for all these positions, or pay bands, is described rather broadly therein in terms of creative, pedagogical, and other activities. For the purposes of FTVS, creative, pedagogical, and other activities for all positions are further specified by quantitative and qualitative indicators.

Article 7

Pedagogical Activities

1. Under Rector's Directive No. 56/2021, pedagogical activities include subsidiary forms of pedagogical activities in pregraduate programmes of study, lectures and practical classes, assessment of study performance (examinations, course credits, marked course credits), performing the role of an advisor, consultant, or reviewer of bachelor's and diploma theses, supervision of dissertations or reviewing within the associate professorship procedure, teaching lifelong learning courses or participation in their instruction, membership in boards for the state final examinations in bachelor's and post-bachelor (master's) programmes of study or for state rigorosum examinations, creative application of the results of scholarly and research activities in pedagogical activities, in particular in lectures and other forms of instruction in pregraduate and postgraduate study, membership in boards for the state doctoral examinations and for defences of dissertations, and membership in boards for the state final examinations in pregraduate programmes of study or boards for the state rigorosum examinations.
2. The basic pillar of pedagogical activities in the individual pay bands is the volume of **direct pedagogical activities**, which means instruction scheduled in the SIS, based on the thematic plans of the accredited and taught programmes of study. They include lectures, practical



seminars, theoretical seminars, and courses. One lesson-hour (of direct pedagogical activities) corresponds to 45 minutes.

3. Determination of the limits for direct pedagogical activities of academics in all pay bands is based on the presumption of a decreasing volume of direct pedagogical activities and a proportionate gradual increase in creative or other activities from L2 to AP4. Employees placed in the L1 pay band are not involved in creative activities, and consequently, they are not considered to be members of the academic staff. The primary activity of researchers placed in the VP1–VP3 pay bands is research: they are normally hired to carry out research projects, and consequently, they are not considered to be members of the academic staff. Researchers may nevertheless perform pedagogical activities, for example, be involved in direct pedagogical activities or the supervision of doctoral students. In this case, it is necessary to consider the appropriate placement of the employee, and decide whether the employee might be a member of academic staff under the Higher Education Act.
4. The recommended limits for direct pedagogical activities expressed as the sum of lesson-hours in an academic year for the individual positions and pay bands (AP1–AP4, VP1–VP3, L1/L2) are set as follows:

- AP4 118 h
- AP3 168 h
- AP2 308 h
- AP1 364 h
- L2 504 h
- L1 616 h
- VP3 0 h
- VP2 0 h
- VP1 0 h

Article 8

Creative and Other Activities

1. Creative (involvement in carrying out individual research and development tasks, research of literature and annotation of scholarly and scientific publications, involvement in publishing activities for educational purposes, carrying out complicated research and development tasks independently and publishing thereof in peer-reviewed journals, scholarly monographs or peer-reviewed collections, ensuring research activities, for example, organising research, carrying out tasks within basic and applied research and development of major significance for the given academic field, supervision or coordination of demanding research projects or relatively separate parts of such projects at least on the national level, working in research teams including cooperation with foreign researchers, reviewing activities in relation to projects in the given field on the national or international level, expert activities on the national or international level) and other activities (membership in bodies/evaluation boards/commissions, contributing to the third role of universities, appearances in the media, cooperation across different fields, mentoring,



foreign mobility, ICT skills, administrative activities, involvement in the operation of the university) are listed in Rector's Directive No. 56/2021.

2. For the purposes of FTVS, **creative and other activities** include varied activities and obligations with different time requirements, which are categorised into separate packages of related activities, which complement direct pedagogical activities (gradually increasing from L2 to AP4). The job description of each pay band is complemented by these activities in this manner.
3. The performance of these varied activities required by the departments is ensured by determining the job description of individual employees through the assignment of a variable representation and proportion of packages of activities to job descriptions. A minimum volume of working hours for the assigned packages making up the job description is set for each pay band. In addition to these minimum requirements, the packages in the job description may be substituted, however, the requirement of 1,700 hours a year is recommended for full-time employees (FTE = 1.0) according to the formula below.

$$\textit{direct teaching activities} + \textit{creative and other activities} + \textit{professional activities and career growth} = 1,700 \textit{ h /year}$$

4. The packages of activities and minimum number of hours of direct pedagogical activities in the individual pay bands and of professional activities and career growth are indicated in the table below:

	L1	L2	AP1	AP2	AP3	AP4	VP1	VP2	VP3
Direct pedagogical activities	616	504	364	308	168	118	0	0	0
PACKAGE OF CREATIVE AND OTHER ACTIVITIES	Biblio	X	X	X	X	X	X	X	X
	Non-biblio	X	X	X	X	X		X	
	Scholarly publications	X	X	X	X		X		
	Social relevance	X		X	X	X		X	
	Grants			X	X	X	X	X	X
	Presentations	X		X	X	X	X		X
	Memberships in professional organizations				X	X	X		X
	Other pedagogical activities	X	X	X	X	X	X	X	X
Total limit of creative and other activities	616	786	836	992	1232	1382	1100	1200	1300
Professional activities and career growth	468	410	500 [#]	400	300	200	600	500	400
Professional-managerial activities*				680	680	680		680	680
Total yearly limit	1700	1700	1700	1700	1700	1700	1700	1700	1700

* Applies to employees in managerial positions only.

[#]Employees in the AP1 pay band may dedicate 500 h/year within these activities to doctoral study.

Items and minimum number of hours of the main activities in the given pay band for individual items and the possibilities of their substitution are highlighted in bold.

- The items in the packages (individual activities) of creative and creative activities are assigned specific time requirements which may also contain a quantitative indicator (for example, number of pages of a scholarly publication), see Appendix 1 hereto. The yearly calibrations of the packages of creative and other activities are carried out by the Evaluation Commission, advisory body of the Dean established under Article 11 (7) and Article 29 (4) of the Constitution of the Faculty of Physical Education and Sport of Charles University, and published in a separate document after approval by the Dean’s Board.
- Any external financing based on the allocated project financing, contractual supplementary activities, lifelong learning programmes, or contractual research may substitute creative and other activities within the employment (referred to as consolidated employment).
- Continuous evaluation of the performance of the recommended limits for direct pedagogical activities, packages of creative and other activities, and of other activities and career growth included in the yearly working hours is carried out by the head of department/unit.



Article 9
Transitional Provisions and Effect

1. Documents and materials referred to herein are delivered through the Faculty's mail office, in electronic form through the electronic records management system, or in person at the Human Resources Office of the Faculty.
2. Dean's Directive No. 1/2016 is hereby repealed.
3. Dean's Directive No. 17/2020 is hereby repealed
4. This Directive comes into force and effect on the date of its execution by the Dean.
5. This Directive is published in the publicly accessible section of the website (official notice board) of the Faculty of Physical Education and Sport of Charles University.

In Prague, on 1 June 2021

doc. PhDr. Miroslav Petr, Ph.D.
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Education and Sport of Charles University