



FACULTY
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Charles University

Annex to Dean's Measure No. 21/2023

Principles of career growth of academics, researchers, and lecturers at the Faculty of Education of Charles University

This annex to the Dean's measure sets out the principles of career growth of the Faculty of Education of Charles University (hereinafter referred to as "the Faculty") in accordance with the strategic plan of the Faculty and Charles University. The aim is to continuously improve quality in the dominant activities, provided by the Faculty. The basic requirement for the system of career growth of the faculty staff is transparency of requirements and exclusion of any form of discrimination on any basis (race, ethnic origin, nationality, ideology, religion, belief, world view, age, gender, sexual orientation, physical handicap, social origin, or property status). The principle of equal opportunities is a prerequisite for career growth.

Career progression

The basic job description of academics, researchers and lecturers is based on the Catalogue of Work for Academics, Researchers, and Lecturers. The job description is defined and specified for each pay band, while the individual activity requirements of specific staff are further specified in their employment contracts, job descriptions, career growth plans and evaluation conclusions. The criteria set out below in the standard profiles are always set for full-time staff. They are applied on a pro rata basis for part-time work.

A. Career progression of academics (pay bands AP1 to AP4)

The activities of academics comprise three main components: pedagogical activities¹, creative activities² and other activities³. The positions of academics are filled through open and transparent competitive hiring processes in accordance with the Competitive Hiring Process Code of Charles University.

¹ Teaching activity means, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practical sessions, oral consultations), other activities related to the educational activities of the University, such as guidance, consultation or supervision of final theses, and other work with students.

² Creative activity is a legislative abbreviation for scientific and research, development, and innovation, artistic or other creative activity. In addition to publishing or research activities in the narrow sense, creative activities should also be considered to include, for example, work on scripts or teaching aids or activities related to the application of scientific knowledge.

³ Other activities include participation in the organizational and administrative support of the operation of the department, faculty, unit, university and research group, project management, membership in bodies and committees, cooperation with the application sphere, popularization of science, participation in the third role of the university, own education, etc.



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Assistant - AP1

Career progression of an academic

The employment contract is concluded for a fixed term of maximum 3 years with the possibility of two subsequent extensions. Each extension of the contract is again for a maximum of 3 years (Section 39 of the Labour Code). A prerequisite for an extension of the contract without an open competitive hiring process is that the staff member's fulfilment of their individual study plan (ISP) is assessed with mark A or B. The length of employment in this type of position can be up to 8 years, but a shorter period is considered a general rule.

Standard profile

Pedagogical activity: He/she participates in conducting exercises, seminars and, in exceptional cases, in the implementation of lectures and other forms of pedagogical activity, especially in the bachelor's degree programmes and in lifelong learning programmes. He/she participates in the supervision of studies, in justified cases in conducting, consulting, or opposing final theses and, exceptionally, in the implementation of state examinations in bachelor's studies, follow-up master's studies and master's studies.

Scope of performance: direct and indirect teaching and assessment of study performance in such types of studies correspond to 40 to 65% of the staff member's working time. This includes direct teaching of a minimum of 12 hours per week as recorded in the Student Information System (hereinafter to be referred to as SIS), as well as tutorials, indirect teaching, and related assessment of study performance. In justified cases, he/she supervises and revises theses. Exceptionally, he/she may be a member of state examination boards.

Creative activity: He/she is involved in partial research, development, or artistic tasks or in publishing for educational purposes.

Scope: research, development and artistic activities are equivalent to 20-40% of the staff member's working time, i. e. 8-16 hours per week. The minimum is 1 publication in Personal Bibliographic Database (hereinafter to be referred to as OBD) per year, averaged over the previous 5 years or proportionate number of outputs in the Register of Art Outputs (hereinafter to be referred to as RUV) according to internal regulations on assessment of scientific work.

Other activities

He/she participates in activities connected with the management of the faculty workplace (e.g. secretary), guarantees administrative work related to membership in faculty committees or work related to the position of a coordinator of students with special needs, a coordinator of Erasmus+ programme, a coordinator of lifelong learning programmes. He/she may also be responsible for managing RUV and SIS as well as be a contact person for records managements.

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 40% of his/her working time.



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Other qualifications

Minimum level of education: Master's degree (or comparable education obtained abroad)

Recommended length of experience: not specified

Language competences: English (active knowledge)

Assistant Professor - AP2

Career Progression of an academic

This period is considered the preparatory phase for habilitation. The employment contract is normally concluded for a fixed term of maximum 3 years with the possibility of two extensions thereafter. Each extension of the contract is possible again for a maximum of 3 years (Section 39 of the Labour Code). A prerequisite for the extension of the contract without an open competitive hiring process is an excellent or very good evaluation result of the fulfilment of the conditions of the staff member's career growth. A period of 9 years of uninterrupted employment (e. g. due to long-term sick leave, maternity, and parental leave) should be sufficient to meet the conditions for habilitation.

Standard profile

Pedagogical activity: He/she participates in conducting exercises, seminars, lectures, and other forms of pedagogical activity in bachelor's degree, follow-up master's degree and master's degree programmes as well as lifelong learning programmes, supervises basic theoretical subjects of profiling foundation (hereinafter to be referred to as ZT PPZ) and subjects of profiling foundation (hereinafter to be referred to as PPZ) in the bachelor's degree programme. He/she participates in the supervision of studies, in the supervision, consultation or opposition of final theses and in the implementation of state examinations in bachelor's studies, follow-up master's and master's studies.

Scope of work: direct and indirect teaching and assessment of study performance in the above-mentioned types of studies, equivalent to 35-50% of the staff member's working time. This includes direct teaching of at least 10 hours per week, as recorded in the SIS, as well as consultation and supervision activities. He/she supervises and reviews theses and is a member of the state examination committees in bachelor's studies, follow-up master's and master's studies.

Creative activity: He/she participates in basic or applied research, development, or artistic activity. He/she publishes results mainly as outputs in peer-reviewed journals, proceedings, and scientific monographs according to the specifics of scientific areas and scientific disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS), or as outputs of artistic and creative activities registered in the register of artistic outputs. He/she also actively participates in the transformation of scientific and research results into teaching texts and study guides and in the preparation and implementation of development, research or artistic projects. Scientific and artistic activities are usually thematically focused on issues corresponding to the planned focus of the habilitation thesis.



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Scope of work: research, development and artistic activities correspond to 20-50% of the staff member's working time, i. e. 8-20 hours per week. The minimum is 1,5 OBD publication outputs per year averaged over the previous 5 years or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs.

Other activities

He/she may participate in activities connected with the management of the faculty workplace, in activities relevant to the role of a study programme guarantor or activities connected to the faculty's or university's committee/board membership or membership of faculty's or university's grant boards. He/she may also be a coordinator of students with special needs, a coordinator of Erasmus+ programme, a coordinator of lifelong learning programmes or a contact person for records managements.

Scope of work: He/she actively guarantees the above-mentioned administrative activities up to the 30% of his/her working time.

Other qualification requirements

Minimum educational qualifications: attainment of a Ph.D., Th.D. or CSc. degree, appointment as Associate professor or full professor (or attainment of a comparable degree abroad).

Recommended length of experience: 0-4 years

Linguistic competence: English (advanced level) or advanced knowledge of another world language (active knowledge)

Associate Professor - AP3

Academic staff career growth

The employment contract of associate professors is normally for an indefinite period. However, in the case of a new member of staff, a fixed-term contract is normally concluded first. Subsequently, after an initial evaluation with excellent or very good results, he/she may be given a permanent contract.

Standard profile

Pedagogical activity: He/she guarantees especially the subjects of ZT PPZ and PPZ in the follow-up master's studies, participates in leading specialised lectures, conduction exercises and seminars, and other forms of pedagogical activities in the bachelor's, follow-up master's, master's and doctoral studies as well as in lifelong learning programmes. They are involved in the supervision of studies, in conducting, consulting, or opposing final theses and in the implementation of state examinations.

Creative activity: He/she publishes the results achieved primarily as outputs in internationally important impacted journals, peer-reviewed journals, proceedings, and monographs according to the specifics of scientific fields and scientific disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS) or as outputs of artistic and creative activities registered in the register of artistic outputs. He or she is also actively involved in the transformation of scientific and



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research results into teaching texts and study guides and in the preparation, management, coordination or implementation of demanding research or artistic projects.

Scope of work:

1. Direct and indirect teaching and assessment of performance of studies in the types of study indicated is equivalent to at least 35% of the staff member's working time. This includes direct teaching of a minimum of 9 hours per week as recorded in the SIS, as well as tutorials, indirect teaching, and supervision activities. Supervising and marking theses. Serves as a member or chair of the State Examination Board for the bachelor's, follow-up master's and master's studies. Research, development, and artistic activities account for 35-50% of the staff member's working time, i. e. 12-20 hours per week. The minimum is 2.5 OBD publication outputs per year averaged over the previous 5 years or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs.

2. Direct and indirect teaching and assessment of performance of studies in the types of study indicated corresponds to a minimum of 25% of the staff member's working time. This includes direct teaching of at least 6 hours per week, as recorded in the SIS, as well as consultation and supervision activities. Supervising and marking theses. He/she is a member or chair of the State Examination Board for the bachelor's, follow-up master's and master's studies. Scientific, development and artistic activities account for 50-70% of the staff member's working time, i. e. 20-28 hours per week. The minimum is 5 OBD publication outputs per year, averaged over the previous 5 years, years or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs. Must be a member of the research team of at least one awarded grant project or must submit at least one grant application each year (outside the UK GA).

Other activities: He/she may participate in activities connected with the management of the faculty workplace, in activities relevant to the role of a study programme guarantor or activities connected to the faculty's or university's committee/board membership or membership of faculty's or university's grant boards. He/she may also be a coordinator of students with special needs, a coordinator of Erasmus+ programme, a coordinator of lifelong learning programmes, records of artistic outputs, or a contact person for records managements.

He or she also carries out at least one of the following activities:

- Leading specialised lectures, seminars or other forms of teaching in a doctoral or foreign language study programme (e.g. teaching for ERASMUS+ students). Teaching in the types of studies listed above.
- Serving as a member or chair of the doctoral programme's disciplinary board.

Scope of performance: Serving on state doctoral examination and doctoral dissertation defence committees, membership of state rigorosum examination committees.

- Opponent assessment of doctoral and habilitation theses or opposition activities in habilitation procedures.



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Scope of fulfilment: At least one involvement in the above-mentioned refereeing activities in the last two years.

- Review and refereeing activities at national or international level in the assessment of projects within the relevant field.

Scope: Reviewing and refereeing projects at national or international level.

Other qualification requirements

Minimum qualifications: a master's degree unless the person is appointed associate professor or professor in an artistic discipline.

Academic title: appointment as associate professor or full professor / appointment as associate professor (or attainment of a comparable degree abroad)

Recommended length of experience: 6 years

Linguistic competence: English (advanced level) or advanced knowledge of another world language (active knowledge)

International experience: international cooperation relevant to the discipline and programme of study

Full professor - AP4

Academic Career growth

The employment contract of full professors is normally of indefinite duration. However, in the case of a new member of staff, a fixed-term contract may be concluded first in justified cases. Subsequently, after an initial evaluation with excellent or very good results, he/she may be given a permanent contract.

Standard profile

Teaching activity:

He/she guarantees especially the subjects of ZT PPZ and PPZ in the follow-up master's studies, participates in leading specialised lectures, conduction exercises and seminars, and other forms of pedagogical activities in the bachelor's, follow-up master's, master's and doctoral studies as well as in lifelong learning programmes. They are involved in the performance assessment of studies, supervising, consulting, or opposing final theses and in the implementation of state examinations.

Scope of work: Direct and indirect teaching and performance assessment of studies in the types of studies mentioned corresponds to between 25% and 35% of the staff member's working time. This includes direct teaching of at least 6 hours, recorded in the SIS, as well as consultation and supervision activities. Supervising and marking theses. He/she is a member or chairman of state examination boards.

Creative activity: carries out basic or applied research, development, or artistic activities of decisive importance for the development of the relevant scientific or artistic field or study programme. The results are published primarily as outputs in internationally important impacted journals, peer-reviewed journals, proceedings, and monographs according to the specifics of the



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scientific fields and disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS) or as outputs of artistic and creative activities registered in the register of artistic outputs. It is also actively involved in the transformation of scientific and research results into teaching texts and study guides, as well as in the preparation, management, coordination, or implementation of the most demanding international scientific grants (registered in GaP) or key national research projects.

Scope: Scientific, development and artistic activities are equivalent to 40-70% of the staff member's working time, i. e. 16-28 hours per week. A minimum of 4 OBD publications per year, averaged over the previous 5 years, or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs. Must be a member of the research team of at least one awarded grant project or must submit at least one grant application each year (outside the UK GA).

Other activities: He/she may participate in activities connected with the management of the faculty workplace, in activities relevant to the role of a study programme guarantor or activities connected to the faculty's or university's committee/board membership or membership of faculty's or university's grant boards. He/she may also be a coordinator of students with special needs, a coordinator of Erasmus+ programme, a coordinator of lifelong learning programmes, records of artistic outputs, or a contact person for records managements.

Scope of Performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of their working time. In addition, he/she performs at least one of the following activities: • Conducting specialised lectures, seminars or other forms of teaching in a doctoral or foreign language study programme (e.g. teaching for ERASMUS+ students). Teaching in the types of studies listed above. • Serving as a member or chair of the doctoral programme's disciplinary board.

Scope of performance: Teaching in the types of study listed. Serving on committees for state doctoral examinations, state rigorous examinations and dissertation defences. • Opponent assessment of doctoral and habilitation theses, or opposition activities in habilitation or appointment procedures.

Scope of fulfilment: At least one involvement in the above-mentioned refereeing activities in the last two years. • Expert activity at national or international level; review and refereeing of major projects within the relevant field.

Scope of performance: assessment of the projects listed at national or international level.

Other qualifications: minimum education: master's degree unless the person is appointed professor in an artistic field.

Academic title: Appointment as full professor / appointment as extraordinary professor (or attainment of a comparable degree abroad)

Recommended length of experience: 10 years

Linguistic competence: English (advanced level) or advanced knowledge of another world language (active knowledge)

International experience: international cooperation relevant to the discipline and programme of study



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B. Career progression of lecturers (L1 and L2)

The primary activity of lecturers is teaching, usually in the bachelor's, follow-up master's, master's and studies as well as in lifelong learning programmes. Lecturers may also carry out creative activities, in particular the creation of educational materials, textbooks, scripts, etc., or other activities.

The first contract of employment is usually for a fixed term (maximum 3 years) with the possibility of two subsequent extensions. Each extension of the contract is possible again for a maximum of 3 years (Section 39 of the Labour Code). In the case of workers in the L1 and L2 grades whose evaluation results are excellent or very good, the contract may be concluded for an indefinite period.

Lecturer - L1

Standard profile

Teaching activity: participates in the implementation of supportive forms of teaching activity (e. g. conducting tutorials and seminars) or in indirect pedagogical activities not directly related to the focus of bachelor's, follow-up master's, master's and life-long learning programmes. May carry out administrative activities as determined by the Head of Department. Participates in the performance assessment of studies.

Scope of duties: Direct and indirect teaching and performance assessment of studies in the types of studies mentioned corresponds to 60-100% of working time. This includes direct teaching of at least 18 hours recorded in the SIS, as well as consultation and supervision activities.

Other activities: Participates in administrative activities as delegated by the Head of Department up to 40% of his/her working time.

Other qualifications Minimum qualifications: Master's or Bachelor's degree (or equivalent education abroad)

Recommended length of experience: not specified.

Linguistic competence: world language relevant to the field and programme of study (active knowledge) According to Section 70 of the Higher Education Act, a lecturer in the L1 pay band is not an academic.

Lecturer - L2

Standard Profile

Teaching activity: participates in the implementation of exercises, seminars, lectures and other forms of teaching activity in the bachelor's, follow-up master's, master's studies as well as in lifelong learning programmes. Participates in supervising studies, supervising, consulting, or opposing final theses.

Scope of work: Direct and indirect teaching and performance assessment of studies in the types of studies mentioned corresponds to between 50% and 70% of working time. This includes direct



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teaching of at least 15 hours, recorded in the SIS, as well as consultation and supervision activities. Supervising and opposing theses.

Creative activity. He/she actively participates in the transformation of scientific and research results, especially in the form of teaching texts and study aids.

Scope of performance: The above-mentioned activities correspond to 20 to 40% of working time, 20% of which corresponds to 8 hours per week. The minimum is 1 OBD point per year averaged over the previous 5 years or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs.

Other activities: He/she participates in administrative activities as delegated by the Head of Department. **Scope of work:** He/she carries out the above-mentioned administrative activities up to 30% of his/her working time.

Other qualification requirements

Minimum qualifications: Master's degree (or equivalent education abroad)

Recommended length of experience: not specified

Linguistic competence: English (advanced level) or advanced knowledge of another world language (active knowledge)

According to Section 70 of the Higher Education Act, a lecturer in the L2 pay band is an academic staff member.

C. Career progression of researchers (pay bands VP1 to VP3)

The primary activity of scientists is research, usually the solution of scientific projects. Researchers may also carry out teaching activities (especially work with doctoral students) or other activities. In such cases, care must be taken to ensure that the correct classification (whether the researcher is an academic under the Higher Education Act) is applied.

The employment contract is usually concluded for a fixed period of up to 3 years, with the option of extending it twice. Each extension of the contract is again possible for a maximum of 3 years (Section 39 of the Labour Code). An excellent or very good evaluation result is a necessary condition for the extension of the employment contract without an open competitive hiring process.

Researcher - VP1

Standard profile

Creative activity: carries out basic or applied research, development, or artistic activity. It publishes results mainly as outputs in peer-reviewed journals, proceedings, and monographs with emphasis on their registration according to the specifics of scientific areas and scientific disciplines of Charles University (e. g. Scopus, Web of Science or ERIH PLUS), or transforms scientific and research results into the form of teaching texts and study guides. He participates in the preparation and coordination of domestic research grants or participates as a member of research teams in international research grant projects.



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Scope of work: Research, development, and artistic activities account for between 70% and 100% of working time, 70% of which corresponds to 28 hours per week. The minimum is 5 OBD points per year averaged over the previous 5 years or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs. Must be a member of the research team of at least one awarded grant project or submit at least one grant application each year (outside the UK GA).

Other activities. He/she may participate in activities connected with the management of the faculty workplace, in activities connected with the faculty's or university's committee/board membership or membership of faculty's or university's grant boards. He/she may also be a coordinator of students with special needs, a coordinator of Erasmus+ programme, a coordinator of lifelong learning programmes, managing RUV register and SIS or a contact person for records managements.

May participate in administrative activities related to the management of the faculty department, or related to membership in faculty, university, or grant committees.

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of his/her working time.

In addition, he/she may carry out the following activities: conducting specialised lectures, seminars, or other forms of teaching in the bachelor's, follow-up master's and master's studies. If the staff member is involved in teaching activities⁴, he/she is an academic staff member according to Section 70 of the Higher Education Act.

Scope of performance. Serving on state examination or state rigorosum examination committees.

Other qualifications. Recommended length of experience: not specified.

Linguistic competence: English (advanced level) or advanced knowledge of another world language (active knowledge)

Researcher - VP2

Standard profile

Creative activity: carries out basic or applied research, development, or artistic activity of fundamental importance to the scientific or artistic field. The results are published primarily as outputs in internationally important impacted journals, peer-reviewed journals, proceedings, and monographs according to the specifics of the scientific fields and disciplines of Charles University (e.g., Scopus, Web of Science or ERIH PLUS), or transforms scientific and research results into the form of teaching texts and study guides. He/she is involved in the coordination and solution of domestic and international scientific grants.

⁴ Teaching activities are understood to include, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practicals, oral consultations), other activities related to the educational activities of the University, such as supervising, consulting, or supervising theses, and other work with students (Rector's Measure 15/2020, Article 3).



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Scope of work: Scientific, development and artistic activities account for between 70% and 100% of working time, 70% of which corresponds to 28 hours per week. The minimum is 7 OBD points per year averaged over the previous 5 years or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs. Must be a member of the research team of at least one awarded grant project or must submit at least one grant application each year (outside the UK GA).

Other activities. He/she realises reviews and opponent assessments when assessing research projects in the relevant field.

Scope of performance: Assessment of the above-mentioned projects at national or international level.

He/she may participate in activities connected with the management of the faculty workplace, in activities connected with the faculty's or university's committee/board membership or membership of faculty's or university's grant boards. He/she may also be a coordinator of students with special needs, a coordinator of Erasmus+ programme, a coordinator of lifelong learning programmes, managing RUV register and SIS or a contact person for records managements.

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of his/her working time.

In addition, performs at least one of the following activities: • Conducting specialised lectures, seminars, or other forms of teaching in an undergraduate or postgraduate programme. Serving as a member of the subject board of a doctoral programme. If the staff member is involved in teaching activities⁵, he/she is an academic staff member according to Section 70 of the Higher Education Act.

Scope of performance: Teaching in the types of studies listed. Serving on committees for state doctoral examinations and dissertation defences, membership of committees for state examinations or state rigorous examinations.

• Opponent assessment of doctoral and habilitation theses or opponent activities in the framework of habilitation procedures.

Scope of performance: at least one involvement in the above-mentioned refereeing activity in the last two years. • Review and refereeing activities at national or international level in the assessment of projects within the relevant field.

Scope: Reviewing and refereeing projects at national or international level.

Other qualification requirements**Minimum educational qualifications:** attainment of a Ph.D., Th.D. or CSc. degree, appointment as associate professor or full professor (or attainment of a comparable degree abroad)

Recommended length of experience: 1-5 years.

⁵ Teaching activities are understood to include, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practicals, oral consultations), other activities related to the educational activities of the University, such as supervising, consulting, or supervising theses, and other work with students (Rector's Measure 15/2020, Article 3).



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Linguistic competence: English (advanced level) or advanced knowledge of another world language (active knowledge)

Researcher - VP3

Standard profile

Creative activity: carries out basic or applied research, development, or artistic activities of fundamental importance to the scientific or artistic field. The results are published primarily as outputs in internationally important impacted journals, peer-reviewed journals, proceedings and monographs according to the specifics of the scientific fields and disciplines of Charles University (e.g. Scopus, Web of Science or ERIH PLUS), or transforms scientific and research results into the form of teaching texts and study guides. Leads or coordinates challenging domestic and international scientific grants (registered in GaP) and projects or key national research projects.

Scope of performance: Research, development and artistic activities are equivalent to between 70 and 100% of the working time, 70% of which corresponds to 28 hours per week. The minimum is 10.5 OBD points per year averaged over the previous 5 years or proportionate outputs in RUV according to the faculty's internal regulations on evaluation of scientific outputs. Must lead or coordinate the research team of at least one awarded grant project or submit at least one grant application each year (outside the UK GA).

Other activities: He/she realises reviews and opponent assessments when assessing research projects in the relevant field.

Scope of performance: Assessment of the above-mentioned projects at national or international level.

He/she may participate in activities connected with the management of the faculty workplace, in activities connected with the faculty's or university's committee/board membership or membership of faculty's or university's grant boards. He/she may also be a coordinator of Erasmus+ programme, a coordinator of lifelong learning programmes, managing RUV register and SIS or a contact person for records managements.

Scope of performance: He/she actively guarantees the above-mentioned administrative activities up to 30% of his/her working time.

In addition, performs at least one of the following activities: • Conducting specialised lectures, seminars, or other forms of teaching in an undergraduate or postgraduate programme. Serving as a member or chair of the doctoral programme's disciplinary board. If the staff member is involved in teaching activities⁶, he/she is an academic staff member according to Section 70 of the Higher Education Act.

⁶ Teaching activities are understood to include, in addition to direct teaching activities, i. e. direct teaching (e. g. lectures, seminars, exercises, practical's, oral consultations), other activities related to the educational activities of the University, such as supervising, consulting or supervising theses, and other work with students (Rector's Measure 15/2020, Article 3).



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Scope of performance: Teaching in the types of studies listed. Serving on committees for state doctoral examinations and dissertation defences, membership of committees for state examinations or state rigorous examinations. • Opponent assessment of doctoral and habilitation theses or opposition activity in habilitation or nomination procedures. Scope of fulfilment: At least one involvement in the above-mentioned refereeing activities in the last two years. • Expert activity at national or international level; review and refereeing of major projects within the relevant field.

Other qualification requirements

Minimum educational qualifications: master's degree, appointment as associate professor or full professor / appointment as extraordinary professor (or attainment of a comparable degree abroad)

Recommended length of experience: 6 years

Linguistic competence: English (advanced level) or advanced knowledge of another world language (active knowledge)

International experience: international cooperation relevant to the discipline

Career progression and change of classification at the Faculty of Education, Charles University

*The diagram includes only typical transitions, not all possibilities. The period of stay in the posts assumes uninterrupted full-time employment and may be longer in the event of long-term sick leave, maternity and parental leave or other special cases. * APs, VPs and Ls may choose to change careers and take up a THP position.*

D. Postdoctoral students

A specific category is postdoctoral students. These are junior academic or scientific staff who have obtained their PhD or equivalent academic degree no more than eight years ago⁷ and who are employed on a fixed-term (1-3 years) contract. Postdoctoral fellows are classified in the AP2 or VP2 salary grades. Postdoctoral positions are filled according to the Regulations of the Selection Procedure of Charles University, or according to the specific conditions of the project under which the postdoctoral student is recruited. Candidates have obtained their Ph.D. at a foreign (or other domestic) university or other faculty of Charles University.

⁷ This does not include time spent on maternity leave, parental leave, military service, serious health complications, or other similar legal long-term obstacles to work (e. g. time spent caring for a family member / close person).



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E. Senior staff

The head of the department organizes work in accordance with the concept of departments and faculty's development while he/she exercises all management powers in relation to his/her department, with the exception of the powers that belong to the guarantors of study programmes. The legal status of department heads and their powers are determined by the Constitution of the Faculty of Education (Article 5).

The Head of Department is appointed by the Dean based on a selection procedure from among academic staff. For non-faculty applicants, this procedure is also a selection procedure for the position of an academic staff member. The Head of Department is appointed by the Dean for a period of three to five years as a rule. After this period, the appointment may be renewed once for up to three years. The duration of the appointment and any renewal is decided by the Dean after consultation with the Board. The Head of Department is responsible to the Dean.

F. New staff members

No later than 14 days prior to the expiration of the probationary period, the Head of Department, and the guarantor of study programmes (in case a new staff member is assigned as academic or researcher with pedagogical activities) must familiarize the new staff member with the criteria or areas of evaluation and, also set up his/her career growth plan. In the case of researcher, the career growth plan (hereinafter to be referred to as CGP) is given by the Head of Department. The new staff member is entitled to an adaptation period, normally of one academic year, during which he/she works with a designated member of staff who provides support and feedback. This member is designated by the Head of Department.

Late career phase

The end of a career as an academic, researcher and lecturer is also an important phase. In view of economic opportunities and staff turnover, it is advisable to allow these staff to use their experience in part-time or other roles in addition to the standard retirement. Professors over the age of 65 may be appointed Emeritus Professors by the Rector and continue to participate in the activities of the University without employment obligations.

Career Growth Plan

The CGP motivates employees to perform well at work and to develop further with respect to their individual job assignments and goals. The career growth plan is evaluated and updated during the employment relationship, usually following the employee's evaluation. The CGP is prepared by



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the staff member in cooperation with the Head of Department or a relevant study programme guarantor. The final form of the CGP is approved by the Head of Department. The objectives set out in the CGP are binding and their fulfilment is subject to subsequent evaluation. A career growth plan is not to be established for staff members who are recruited on a fixed-term basis and who are not expected to remain in employment (e. g. postdoctoral fellows).

Staff members evaluation

The work of academics, researchers and lecturers is subject to regular evaluation. The evaluation is governed by the Dean's Measure that determines the subject, the groups of staff members evaluated, the schedule and its course.