

Charles University
Faculty of Pharmacy in Hradec Králové

Dean's Directive No. 1/2023

CAREER CODE
(HUMAN RESOURCES POLICY STRATEGY)
OF THE FACULTY OF PHARMACY IN HRADEC KRÁLOVÉ
FOR THE EMPLOYMENT OF ACADEMICS, LECTURERS,
AND RESEARCHERS

Introduction

The aim of this Directive is to define the basic strategy of the human resources policy of the Faculty of Pharmacy of CU in Hradec Králové ("the Faculty of Pharmacy") for the employment of academics, lecturers, and researchers and their professional development and career growth. It follows from the superordinate generally binding internal legal regulations and other documents¹ and provides and specifies the requirements of the Faculty of Pharmacy for its employees working in specific positions. The main aim of this document is to provide existing as well as potential future employees with comprehensible and clear requirements on their work and relevant feedback on their professional activities at the Faculty of Pharmacy, thus contributing to improving the quality of pedagogical and research activities at the Faculty of Pharmacy. This Career Code cannot cover all possible situations that may occur; issues related to human resources are dealt with (after consultation with the board) by the Dean based on the internal agreement between the Rector and the Dean implementing section 24 (4) of the Higher Education Act.

Activities of the Employees

The basic job content for academics, lecturers, and researchers follows from the "Catalogue of Work for Members of Academic Staff and Researchers" (Appendix 3 to the Internal Wages Regulation of Charles University) and the present document provides further specifications in relation to the conditions and needs of the Faculty of Pharmacy. The requirements for the work of individual employees are further specified (including any specific tasks) in the employment contract and the job description for the employee in question, or in the conclusions of the selection commission or continuous evaluation commission outlined in the Career Development Plan (CDP).

¹ Including without limitation the Higher Education Act, the Labour Code, the Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University, the Code of Ethics of Charles University, the Internal Wages Regulation of Charles University, the Rector's Directive - Basic principles of human resource policies, and agreements between Charles University and trade unions on the rules applicable to a different procedure for concluding and re-entering into fixed-term employment.

The activities of academics working at the Faculty of Pharmacy include three main areas: teaching, research, and other activities. The table below shows the approximate proportion of these activities in the work of employees in individual categories.

The engagement of employees in international activities and cooperation (“internationalisation”) is an essential and inseparable part of most activities, and requires a good knowledge of the English language.

	Pedagogical activities*	Scientific, research, and other creative activities**	Other activities***
AP1,2 – ASSISTANT, ASSISTANT PROFESSOR	30 - 60 %	30 - 60 %	10 - 20 %
AP3 – ASSOCIATE PROFESSOR	30 - 60 %	30 - 60 %	10 - 30 %
AP4 – FULL PROFESSOR	25 - 50 %	25 - 50 %	25 - 50 %
L1 – LECTURER	70 - 90 %		10 - 30 %
L2 – LECTURER	60 - 90 %	10 - 20 %	10 - 30 %
VP1,2,3 – RESEARCHER	based on the content of the project		

* Pedagogical activities – especially teaching (lectures, seminars, tutorials) including teaching in English, also at foreign institutions, preparation of classes and study materials, organisation of instruction (including preparation of documents for accreditation, guaranteeing of study programmes and subjects), preparation of new subjects and innovation of existing ones, consultations, correcting of students’ papers, examinations of students, supervision of students’ bachelor’s, diploma and rigorosum theses, supervision of students in doctoral study programmes, reviewing of final theses, work in subject-area boards of doctoral study programmes.

** Scientific, research, and other creative activities – especially basic and/or applied research, obtaining financial means (grant funds), publishing of results in renowned international journals with IF, active presentation at conferences, contractual research

*** Other activities - especially contribution to dealing with organisational and administrative issues related to the operation of the Faculty, department, or research group, application of technologies and cooperation with the industry, participation in lifelong learning programmes, coordination of international student exchanges (e.g., Erasmus+), promotion of science, organisation of specialised activities at secondary schools, review work, membership in various bodies (Academic Senate, Research Board, Dean’s Board), councils or commissions within and outside the Faculty and in grant agencies, active work in committees of professional associations, organisation of various national and international workshops and conferences, presentation of expert opinions in public, promotion of the Faculty of Pharmacy and the University and their reputation, etc.

Career Growth of Academics

New academics are hired for the first time as employees of the Faculty of Pharmacy based on an open competitive hiring process carried out in accordance with the Competitive Hiring Process Code of Charles University. Exceptions may be applied only for temporary substitutes for employees on maternal/paternal leave, long-term sick leave, etc.

Assistant - AP1

Employees (especially full-time) in an AP1 position (i.e., an academic without a doctoral degree) should be hired only as an exception and, as a rule, only for a fixed term – e.g., in the case of completion of the doctoral study programme in the near future (and consequent transfer to the AP2 category), or as substitutes for employees on maternity/paternity leave, on long-term sick leave, on

an internship abroad, etc. Apart from the priority of completing the doctoral study programme, the description for AP2 applies to this position.

Assistant Professor - AP2

Ideally, employees should be hired (start their academic career) after completing the doctoral study programme and a subsequent post-doctoral fellowship at a renowned institution abroad. If an employee who has not completed an internship abroad is hired, a work stay abroad for at least 3-6 months is organised and takes place within the first three years of employment.

An AP2 position is considered to be the preparatory stage for habilitation ("tenure track"). With regard to the applicable legal regulations, the AP2 employment contract is normally entered into for a fixed term of three years and may be extended twice. Each extension is subject to prior evaluation of work accomplished within the CDP.

Assistant Professors who fail to meet the requirements for habilitation within 9 uninterrupted years of full-time employment may remain in post for more than 9 years only in exceptional cases and if they defend their position in an open competitive hiring process. If they are chosen and given an indefinite contract, they will be given specific work assignments, usually for a period of 3 years, aimed at meeting the conditions for the start of the habilitation procedure. The fulfilment of these tasks will be verified in an evaluation.

Part-time and/or full-time Assistant Professors who have interrupted their work due to long-term sick leave, maternity and parental leave or other justified reasons may remain in their position for more than 9 years on the basis of a clearly positive recommendation of the evaluation committee and a subsequent decision of the Dean. If an indefinite contract is concluded with them, they will be given specific work assignments by the evaluation committee, usually for a period of 3 years, aimed at meeting the conditions for starting the habilitation procedure. The fulfilment of these tasks will be verified in an evaluation.

AP2 standard job content

Pedagogical activities

- Teaches in the bachelor's and master's study programmes (especially giving tutorials, some seminars, or selected lectures)
- Provides consultations for the subjects taught
- May guarantee certain non-profile, especially optional, subjects, and also profile subjects in the case of the bachelor's programme
- Takes part in the preparation of study materials (peer-reviewed textbooks and coursebooks, Moodle, etc.) and the preparation of new subjects and innovation of existing ones
- Supervises and reviews seminar papers, bachelor's, diploma, and rigorosum theses
- Takes part in examinations
- Takes part in the supervision of students in doctoral study programmes as a consultant, may become a lead supervisor only in justified cases (completion of habilitation in the near future) and after approval by the Research Board of the Faculty of Pharmacy
- Takes part (may be the lead researcher) in grant projects focused on the development and modernisation of instruction

Scientific, research, and other creative activities

- Works in a research group and regularly publishes in renowned international journals with IF preferentially ranked in the first half of the field on WoS (Q1-Q2); publications and other research activities clearly show the professional growth necessary for meeting the habilitation criteria

- Regularly and actively attends international conferences (not only in the form of poster statements but also gives lectures)
- Participates in the preparation of study materials (peer-reviewed textbooks and coursebooks, Moodle, etc.)
- Takes part in the preparation and implementation of grant projects

Other activities

- Takes part in the operation of the department/research group, or in academic self-governance, collaborates on lifelong learning programmes, promotion of science, preparation of tests for entrance examinations, works on the organisational committees of conferences, etc.

Associate Professor - AP3

Employees in the AP3 category have been awarded the academic degree of associate professor. They have shown that they can carry out independent research at the international level, they have experience from a research institution abroad and they can teach independently any subject in their field of expertise. Associate professors who have sufficiently proven their qualities and competences (during the term of their previous fixed-term contract(s)) enter into an employment contract for an indefinite term; evaluation of their work and feedback from the management of the given organisational unit (department) and the Faculty is carried out through continuous evaluation – usually once every five years.

AP3 standard job content

Pedagogical activities

- Teaches in the bachelor's and master's study programmes, giving lectures, seminars and/or tutorials, where the associate professor applies current results of scientific research
- Provides consultations for the subjects taught
- Guarantees and organises the instruction of subjects, including profile subjects
- Prepares and organises the preparation of study materials and the preparation of new subjects and innovation of existing ones
- Supervises and reviews seminar papers, bachelor's, diploma, and rigorosum theses
- Organises examinations, also in oral form; is a member, or chair, of the state final examination boards
- Supervises students in doctoral study programmes as the lead supervisor, works in subject-area boards and examination boards of doctoral study programmes; associate professors who have reached retirement age should only be appointed as supervisors of new doctoral students in justified cases and with the approval of the Research Board of the Faculty of Pharmacy

- Takes part (may be the lead researcher) in grant projects focused on the development and modernisation of instruction

Scientific, research, and other creative activities

- Works independently in a research group and may also lead research groups
- Regularly publishes in renowned international journals with IF preferentially ranked in the first half of the field on WoS (Q1-Q2), especially as the senior (last/corresponding) author for papers written by doctoral students and postdoctoral researchers who are publishing for the first time
- Develops international cooperation in research
- Regularly and actively attends international conferences, also gives guest lectures
- Obtains and carries out grant projects – as a member of the research team and also as the lead researcher/coordinator
- Mentors and supports postdoctoral researchers and colleagues preparing for habilitation
- Participates in the preparation of study materials (peer-reviewed textbooks and coursebooks, Moodle, etc.)

Other activities

- Takes part in the operation of the department/research group, or in academic self-governance, also in managerial positions, is a member of Research Boards, specialised commissions, committees of professional associations, grant councils, editorial boards of journals (also international journals), collaborates on lifelong learning programmes, promotion of science, preparation of tests for entrance examinations, organises national and international conferences, etc.

Full Professor – AP4

Employees in the AP4 category have been awarded the academic degree of full professor or were appointed by the Rector as extraordinary professors of Charles University eventually have achieved a comparable position abroad. In addition to being able to carry out independent research, teach on the highest level, and lead research teams (also interdisciplinary teams), they have experience from significant institutions abroad and are respected as personalities and professionals with a long-term vision. Full professors who have sufficiently proven their qualities and competences (during the term of their previous fixed-term contract(s)) enter into an employment contract for an indefinite term; evaluation of their work and feedback from the management of the given organisational unit (department) and the Faculty is carried out through continuous evaluation – usually once every 5 (possibly every 10) years. Upon the termination of the employment contract with a full professor, the Dean of the Faculty may, after approval by the Research Board of the Faculty of Pharmacy, propose to the Rector that the full professor be appointed Professor Emeritus.

AP4 standard job content

Pedagogical activities

- Guarantees and organises the instruction of subjects, including profile subjects, creates the concepts for the instruction of subjects
- Teaches in the bachelor's and master's study programmes, especially giving lectures and seminars, where the full professor applies current results of scientific research and thus develops the given field

- Provides consultations for the subjects taught
- Prepares and organises the preparation of study materials (peer-reviewed textbooks and coursebooks, Moodle, etc.) and the preparation of new subjects and innovation of existing ones
- Supervises and reviews seminar papers, bachelor's, diploma, and rigorosum theses
- Organises examinations, also in oral form; is a member, or chair, of the state final examination boards
- Guarantees study programmes
- Supervises students in doctoral study programmes as the lead supervisor, works in subject-area boards and examination boards of doctoral study programmes; full professors who have reached retirement age should only be appointed as supervisors of new doctoral students in justified cases and with the approval of the Research Board of the Faculty of Pharmacy
- Takes part (may be the lead researcher) in grant projects focused on the development and modernisation of instruction

Scientific, research, and other creative activities

- Leads research groups
- Is a major personality in research who significantly contributes to the development of the given field on an international scale, develops international cooperation in research
- Regularly publishes in significant international journals with IF preferentially ranked in the first half of the field on WoS (Q1-Q2), especially as the senior (last/corresponding) author for papers written by doctoral students and postdoctoral researchers who are publishing for the first time
- Develops multi- and interdisciplinary cooperation in research and projects within and outside the Faculty
- Regularly and actively attends international conferences, especially giving guest lectures, is a member, or a chair, of scientific committees of conferences
- Obtains and implements grant projects (national and international), especially as the lead researcher/coordinator
- Mentors and supports postdoctoral researchers and colleagues preparing for habilitation, or the full professorship procedure
- Participates in the preparation of study materials (peer-reviewed textbooks and coursebooks, Moodle, etc.)

Other activities

- Takes part in the operation of the department/research group, or in academic self-governance, especially in managerial positions, is a member of Research Boards, specialised commissions, committees of professional associations, grant councils, editorial boards of journals (including international journals), collaborates on lifelong learning programmes, promotion of science, preparation of tests for entrance examinations, etc.

Lecturer (L1, L2)

For the most part, lecturers teach and supervise studies in the bachelor's or master's study programme and in lifelong learning programmes. At the Faculty of Pharmacy, this position is designed especially for employees of the Department of Physical Education and Sports and the Section of Foreign Languages.

Other departments: Lecturers may work in academic positions only in justified cases and after detailed consideration of the staffing situation and future development of the given department by the Dean's Board. Under normal circumstances, associate professors who are excellent teachers and contribute significantly to dealing with organisational and administrative issues of the department (but for whom habilitation is not a feasible option) are transferred to the position of a lecturer. Launching a competitive hiring process is not required for L1 and L2 positions, with the exception of specific disciplines focused on practice (practically-oriented instruction).

As a research University/Faculty combining instruction and research, the preferred strategy for the Faculty of Pharmacy is to hire teachers who are also skilled researchers (AP2-4).

The first employment contract with lecturers is usually entered into for a fixed term of three years. Employees who have sufficiently proven their qualities and competences (during the term of their previous fixed-term contract(s)) then enter into an employment contract for an indefinite term; evaluation of their work and feedback from the management of the given organisational unit (department) and the Faculty is carried out through continuous evaluation – usually once every three to five years.

L1 and L2 standard job content

Pedagogical activities

- Teaches in the bachelor's and master's study programmes (especially giving tutorials, selected seminars, or lectures)
- The weekly teaching hours roughly correspond to secondary-school practice, i.e., about 22 hours of direct teaching per week
- May guarantee some non-profile, especially optional subjects
- Takes part in the preparation of new subjects and innovation of existing ones
- Consults, supervises and reviews bachelor's, diploma and rigorosum theses
- Takes part in examinations (especially prepares and/or corrects tests, gives course credits)
- Takes part (may be the lead researcher) in grant projects focused on the development and modernisation of instruction

Scientific, research and other creative activities

- Prepares study materials and innovates existing ones (peer-reviewed textbooks and coursebooks, Moodle, etc.)
- May take part in research (especially in connection with teaching) in one or more groups, provide methodological and other support to doctoral students, students writing their diploma thesis and other employees

Other activities

- Takes part in the operation of the department, may collaborate in the promotion of science, lifelong learning programmes, and other events targeted at the public, preparation of tests for entrance examinations, etc.

Researcher (VP1, VP2, VP3)

This category covers employees hired to carry out scientific programmes and grant projects, or projects within contractual research. The employment contract is entered into for a fixed term depending on the requirements and duration of the projects.

Researchers for the most part carry out research; teaching (especially supervision of doctoral students and students writing their diploma thesis) and other activities are possible based on the specific requirements of the given project.

Postdoctoral Researcher

Postdoctoral researchers, i.e., fresh graduates of doctoral study programmes, constitute a special group of the Faculty's employees. The aim of their work at the Faculty of Pharmacy is to contribute to research (and instruction) at the Faculty but also to further develop their professional competences. Graduates of other faculties and universities, including foreign institution¹, play a special part in the system.

Unlike "regular" academics paid from the Faculty of Pharmacy's own funds, postdoctoral researchers are financed from one or more projects (e.g., Cooperatio, UNCE, PRIMUS, EU projects). The Faculty of Pharmacy supports the employment of postdoctoral researchers; if projects carried out by research groups/departments cannot cover 100% of the costs required, the Faculty looks for additional financial means from its own funds (e.g., the "Strategic Dean's Fund" of the Cooperatio programme). Postdoctoral researchers may work in various positions (usually VP2, AP2) and their specific job content depends on the requirements of the given project.

If postdoctoral researchers are interested in long-term cooperation, they may apply for the standard competitive hiring process for an academic launched by one of the departments and become "regular" academics of the Faculty.

Managerial Positions

The period of stay in the position of the head of the department is limited in time, and the number of periods of one employee in a given managerial position should also be limited. The first appointment is usually for three years, the second (and possibly other) term is for five years. The appointment may be renewed for a further fixed period on the basis of a positive evaluation that takes place three to twelve months before the end of the fixed period. Successful completion of the selection procedure according to the Competitive Hiring Process Code of Charles University is a necessary condition for any further stay in the managerial position.

In addition to the duties specified in the job description, the employee in a managerial position is responsible for:

- Transforming goals of the Faculty into unit, department and individual goals
- Ensuring and improving the quality of educational activities
- Ensuring conditions for increasing the quality of scientific and publishing activities
- Managerial leadership of the department, including regular feedback and evaluation of subordinates, professional development and qualification growth of subordinates, including with regard to ensuring continuity of the department, and searching for suitable candidates for possible new employees of the department
- Cooperating with other departments

¹ Rector's Directive No. 23/2021 - Introduction and definition of the term "post-doc at Charles University

New employees

New employees are entitled to an adaptation period, i.e. initial training and other support. An essential role is played by the direct superior of a new employee (usually the head of department) or their nominee. Usually no later than 14 days before the end of probationary period, their direct superior informs the new employee on the criteria and areas of assessment, and draws up their CDP with them.

Sabbatical

A sabbatical (leave for carrying out creative activities) is a paid leave designed especially for longer stays (up to 6 months) at top research institutions for the purpose of further education, for writing a scientific monograph, textbook, or for other creative activity.

The rules for sabbaticals are specified in the Dean's Directive No. 3/2019.

Work-life Balance

With a view to facilitating a healthy work-life balance for its employees, the Faculty of Pharmacy offers flexible working hours. The Faculty shows tolerance towards the specific needs of employees returning from maternal/paternal leave or from serious and long-term sick leave as well as employees caring for a family member, including offering part-time employment contracts in order to facilitate their return to work. At the same time, the Faculty takes these factors into account when assessing whether the criteria in the following evaluation have been met.

Career Development Plan (CDP)

CDP helps to better plan the careers of individual employees with regard to their individual job assignments and career goals. It motivates employees to perform better and develop further because they have a clear idea of what is expected of them.

The initial CDP is drawn up by the employee in cooperation with their direct superior and the chairman of the selection commission and contains objectives that help the employee with planning their career and motivating them for continuous professional growth. The CDP is evaluated and updated throughout the duration of the employment relationship, usually following the employee's evaluation. The goals and objectives set by the CDP are binding and their fulfilment is subject to subsequent evaluation. For this reason, the areas of the CDP should follow the areas of the employee's evaluation.

CDPs are not drawn up for temporary employees who have no prospect of remaining at the University, such as VP1-3 employees employed on temporary projects.

Evaluation of Employees

All employees undergo regular evaluation of their work. A successful associate and full professorship procedure or selection procedure for a head of a department may replace one regular evaluation.

The basic principles of the evaluation are based on the requirement of equal opportunities, including taking into account the specificities of individual social groups and the specificities of people with sensory and physical disabilities. There shall be no discrimination or exclusion in the evaluation of employees, in particular on grounds of sex, age, race, language, origin, nationality, religion or belief.

The following principles shall be applied in the evaluation:

- a) the principle of transparency: the system of regular evaluation of employees shall be transparent (i.e. the criteria based on which employees are evaluated are clear),
- b) the principle of proportionality: evaluation of employees must be carried out with regard to the position held, the amount of working time, etc,
- c) the principle of equality of treatment: different evaluation criteria cannot be established for employees holding the same or similar positions within a workplace,

- d) the principle of comprehensiveness: the performance of individual employees should be evaluated comprehensively, i.e. all areas of the employee's performance (e.g. including performance of managerial positions, etc.) should be taken into account,
- e) the principle of objectivity: in addition to specific work outputs, other objective external or internal circumstances that may have influenced the performance of the employee during the period under review (e.g. workload in other activities for the benefit of the University, internships abroad, exceptional family or personal situation, parental leave, etc.) must be taken into account in the evaluation of the past period and in setting goals and objectives for the following period,
- f) the principle of openness: in the evaluation process it is essential to give the person being evaluated the opportunity to comment on the results of the evaluation,
- g) the principle of evidence: a written record of the evaluation shall be made, summarising the main conclusions of the evaluation, the performance goals and objectives for the next period, including a personal and professional development plan.

a) Evaluation of academics and lecturers with a fixed-term employment contract

Employees with an employment contract for a fixed term of up to three years who wish to continue their employment usually undergo an evaluation about six months before the expiry of their contract. The commission appointed by the Dean (normally includes the Vice-Dean for Internal Affairs and Strategic Development of the Faculty, Vice-Dean for Study Affairs, Vice-Dean for Scientific Activity, head of the department in question, and head of the research group) evaluates the employee's Career Development Plan based on a questionnaire filled in by the employee, or an interview. For AP2, a public presentation of the results (Faculty conference, lecture, seminar) should be planned as part of the preparation for habilitation in the 3rd and 6th year. A positive evaluation (after consultation with the Dean's Board) usually results in extension of the employment contract. An ambiguous or negative evaluation usually results in launching a competitive hiring process to fill the position in question, where the contribution of the employee is compared to the skills and abilities of other applicants. Professional assistants who have failed to meet the requirements for habilitation during nine years of full-time work without interruption may remain in the position for more than nine years only in exceptional cases and if they defend their position in an open hiring process.

b) Evaluation of academics and lecturers with an employment contract for an indefinite term

Employees with an employment contract for an indefinite term (or for a fixed term longer than three years) usually undergo an evaluation once every five to ten years and also in the year that they reach retirement age, or in the following year. An evaluation may also be carried out at other times upon the request of the employee or the employee's direct superior. The evaluated period may be extended if the employee has been on sick leave for a longer period of time (usually more than six months) and also in the case of employees returning from maternal/paternal leave or a sabbatical.

The commission appointed by the Dean (normally includes the Vice-Dean for Internal Affairs, Project Activities and Strategic Development of the Faculty, Vice-Dean for Study Affairs, Vice-Dean for Scientific Activity and Doctoral Studies, head of the department in question, and head of the research group) evaluates the scope and quality of all relevant activities of the employee based on a questionnaire filled in by the employee, or an interview. The procedure also includes consideration of the working time in the case of employees who have reached retirement age.

The commission draws up a written report on the result of the evaluation, which includes an assessment of all activities of the employee and recommendations for further work. The employee may respond to the conclusions of the report in writing, and the report as well as the response are discussed by the Dean's Board. In the case of an ambiguous or negative

evaluation, the Dean may, after consultation with the board, decide on re-evaluation (usually within one to three years) by an evaluation commission that, as a rule, includes an external expert, a representative nominated by the Academic Senate of the Faculty of Pharmacy, and a representative of the University Trade Union of the Faculty of Pharmacy. If the employee continues to neglect work duties, the written report from this evaluation will be used as the basis for giving the employee a reprimand under section 52 (f) of the Labour Code.

Areas of evaluation:

1. Work results

a) Evaluation of Teaching

In the last five years:

1) Direct undergraduate teaching

- a. number of teaching hours per year and subjects taught by the employee – divided into lectures, seminars, tutorials, and examinations (including the number of students and form of examination)

2) Supervision of qualification theses (bachelor's, diploma and rigorosum]

- a. number of bachelor's, diploma, and rigorosum theses currently supervised
- b. number of bachelor's, diploma, and rigorosum theses successfully defended
- c. number of students presenting their results at the Students Research Conference, overview of any successes and awards of the supervised students

3) Supervision of students in doctoral study programmes

- a. number of students in doctoral study programmes currently supervised
- b. number of doctoral students who have successfully completed their studies
- c. any significant successes and awards of the supervised doctoral students

4) Authorship of study materials and papers

- a. number of courses in e-learning, Moodle
- b. peer-reviewed study materials (textbooks, coursebooks)
- c. non-peer-reviewed study materials

5) Guaranteeing of subjects, or study programmes, participation in dealing with organisational issues related to instruction

6) Innovation of the subjects taught/new forms of instruction

7) Introduction of new subjects

8) Feedback from evaluation of teaching by students

9) Self- evaluation – assessment of good and bad results of own pedagogical activities

10) Plans for the upcoming term

11) Information on any teaching activities at other faculties or universities (or secondary

schools) – job content and scope, any guaranteeing of subjects/study programmes

b) Evaluation of research

(based on the principles of evaluation methodology of research organisations “Metodika 2017” and evaluation of subject areas and faculties of CU)

1) Evaluation of the quality of selected results

Indicate five results of your research in the last five years that you consider the most important and briefly describe their originality and significance on the international scale. Describe your personal contribution to/involvement in these results.

2) Performance and quality of research according to bibliometrics

i) Publications in journals with IF in the last five years:

- a) as the first and/or corresponding author
- b) other

Indicate the following for each publication³:

- impact factor (IF)
- article influence score (AIS)
- quartile ranking of the journal according to the IF
- quartile ranking of the journal according to the AIS
- whether it is an open access journal or a journal with mandatory payment for open access

ii) Citations according to WoS – total, without self-citations, *h*-index; Citations according to SCOPUS – total, without self-citations, *h*-index without primary and secondary self-citations

iii) Other significant research results (scientific monographs, completed patents, etc.) in the last five years

iv) Grants – obtained and applied for in the last five years

- a) as the lead researcher
- b) as a member of the research team

3) Viability, strategy, vision and concept, international cooperation, social relevance and impact of the research

- i) Describe your engagement in international scientific cooperation.
- ii) Indicate your most significant active presentations at scientific conferences.
- iii) Describe the social relevance and potential impact of your research.

4) Conclusion

- i) Self-evaluation – assessment of good and bad results of own research
- ii) Plans for the upcoming term
- iii) Information on any research activities at other faculties and institutions – job content and scope, results

c) Evaluation of Other Activities

In the last five years:

1. Contribution to dealing with organisational and administrative issues of the Faculty, department, research group
2. Application of knowledge and technologies in practice, collaboration with the industry⁴
3. Participation in lifelong learning programmes, public lectures, publication of popular science books
4. Review work, membership in commissions, councils, grant agencies, committees of professional associations, bodies of the academic self-governance, and the organisation of various workshops and conferences
5. Other significant activities in the area of the “third role of universities”
6. The overview and total of financial means acquired for the activities of the Faculty of Pharmacy from external sources through the employee’s work (projects, grants, income from completed patents, income from contractual research, ancillary activities of the Faculty, etc.); always indicate the specific role of the employee (lead researcher/author of the patent, team member, etc.)

Conclusion

- i. Self-evaluation – assessment of good and bad results of other activities
- ii. Plans for the upcoming term
- iii. Information on any engagement in other activities at other faculties and institutions – job content and scope, results

The Evaluation Committee will also comment, if relevant to the position, on the following areas:

2. **Soft skills** - work behaviour and conduct, communication, social skills, professionalism, responsibility, proactivity, flexibility, cooperation, etc.
3. **Language skills**
4. **Management skills (for managers)**

³ Data will be provided by the Science and Library Information Centre

⁴ Indicate work in healthcare facilities and (pending) fulfilment of conditions for being awarded Specialised Qualifications (“certification”) in accordance with Act No. 95/2004 Sb., especially in the case of academics working in the field of clinical and social pharmacy

Evaluation Criteria

AP1, AP2 – Results and work performance (quantitative criteria) in the last three years roughly correspond to 1/3 of the criteria currently applicable to the associate professorship procedure in the given field at the Faculty and University ==> the employee is/is not likely to meet the habilitation criteria in the near future.

AP3 – Results and work performance (quantitative criteria) in the last five years roughly correspond to 1/2 of the criteria currently applicable to the associate professorship procedure in the given field at the Faculty and University⁵ ==> the quality and quantity of the employee's activities is/is not adequate for the position of an associate professor.

AP4 – Results and work performance (quantitative criteria) in the last five years roughly correspond to 1/4 of the criteria currently applicable to the procedure for appointment of full professor in the given field at the faculty and university ==> the quality and quantity of the employee's activities is/is not adequate for the position of a full professor.

L1, L2 – Teaching and other activities are/are not carried out adequately.

Part-time employees must meet the criteria proportionately to their workload.

In case of changes to the criteria (making them stricter) of the associate professorship procedure, or the procedure for the appointment of full professor in the course of the evaluated period, it is necessary to meet at least the original criteria.

⁵ Corresponding authorship may be replaced by first authorship in this case; requirement for supervision of doctoral students in accordance with the requirements for the procedure for the appointment of full professor

Final provision

The present Dean's Directive was discussed (and approved) by the Academic Senate of the Faculty of Pharmacy on 14 December 2022 and the Research Board of the Faculty of Pharmacy on 13 December 2022.

This Directive becomes valid on the date of its signature and comes into effect on the date of its publication.

doc. PharmDr. Jaroslav Roh, Ph.D.
Dean of the Faculty

In Hradec Králové on 5 January 2023