

Charles University
Faculty of Pharmacy in Hradec Králové

Dean's Directive No. 8/2025

**Additional Conditions and Criteria for the Associate Professorship
and Full Professorship Appointment Procedure at the Faculty of
Pharmacy in Hradec Králové**

In relation to the Code of Procedure for the Granting of Associate Professorship and Full Professorship of 14 December 2016, as amended, Rector's Directive No. 55/2023, Prevention of Conflict of Interest in the Procedure for the Granting of Associate Professorship and Full Professorship of 19 December 2023, and Rector's Directive No. 6/2025, Documents Required for the Commencement of the Procedure Aimed at Granting Associate Professorship and Full Professorship, and Recommended Criteria for the Assessment of Qualifications and Competences for the Purposes of such Procedure at Charles University of 7 February 2025, after consideration by the Dean's Board on 3 March 2025, after consideration by the Research Board of the Faculty of Pharmacy in Hradec Králové on 11 March 2025, after agreement with the Rector of Charles University on 5 May 2025, and after approval by the Research Board of the Faculty of Pharmacy in Hradec Králové on 10 June 2025, I hereby publish the following Dean's directive:

Part One

Article 1

Common provisions

1. The bibliometric criteria are only indicative and should be used for general guidance – excellent publications carry bigger weight in the total number of publications – the weight of publications classified in the WoS exclusively in the 1st decile (D1) on the basis of the AIS is 2; the weight of publications in journals classified in the WoS exclusively in the 1st quartile (Q1) on the basis of the AIS is 1.5.
2. Given the existence of publishers with a dubious review procedure, the commission should consider the diversity and quality of the journals in which the applicant publishes, in particular, in the case of the applicant's principal publications which he or she published as the first and/or corresponding author.
3. The required number of publications does not include popular science publications and abstracts, or conference proceedings (even if published in journals with an IF or other renowned journals or collections). Publications in which the applicant is not listed as one of the authors in the header of an article, but only as a member of a large group who contributed to the underlying research (e.g., as one of the investigators in a clinical trial listed only in the appendix at the end of an article), are also not included.
4. Publications submitted as the required documents for the procedure for the granting of associate professorship or full professorship fall within the wide category of pharmaceutical, chemical, and biomedical fields of study. An applicant may specialise in multiple (two or three) branches of research; in the case of publications which depart from

these branches significantly, it is necessary to provide a commentary in which the applicant specifies his or her contribution in detail.

Part II

Procedure for the Granting of Associate Professorship

Article 2

Additional criteria for the requirements for, and scope of, pedagogical and creative activities

1. An applicant for the procedure for the granting of associate professorship (habilitation procedure) has performed the role of a supervisor/advisor of students in bachelor's/master's/doctoral programmes of study of whom at least five have successfully defended their bachelor's/diploma thesis or dissertation. This number may include foreign students (e.g., who study within the Erasmus+ programme) who defend their diploma thesis at their home university. The commission may also take into account the number of newly written and defended rigorosum theses (diploma theses/dissertations recognised as a rigorosum thesis are not included) in relation to which the applicant performed the role of an advisor.
2. If the applicant carries out pedagogical activities in a field in which students are not obliged to submit a bachelor's or diploma thesis, the applicant may replace this activity with other pedagogical activities.
3. The habilitation dissertation approaches a topic in a comprehensive manner and includes publications which fall within the given branch of habilitation or a related field.
4. Field-specific aspects of creative activities:
 - A. Theoretical/experimental pharmaceutical fields*:
 - * *These criteria may be applied to applicants in the field of Clinical and Social Pharmacy who, given their specialty, have not completed a certification.*
 - I. At least 12 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS; at least 10 of them must be original scientific publications with the results of the applicant's own research activities (i.e., not a review article, editorial, or case study). The author's publication portfolio should include at least one publication classified in Q1 according to the AIS;
 - II. At least 5 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS and published by the applicant as the first author. At least 4 of them constitute original scientific publications with the results of the applicant's own research (i.e., not a review article, editorial, or case study). The applicant may replace up to 2 of these 5 publications which he or she published as the first author with publications which the applicant published as the corresponding author provided that the applicant is the supervisor or advisor of the first author.
 - B. Clinical pharmaceutical fields**:
 - ** *These criteria apply to applicants in the field of Clinical and Social Pharmacy who have completed their certification in the respective field.*
 - I. At least 8 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS. At least 6 of them must be original scientific publications with the results of the applicant's own research (i.e., not a review article, editorial, or case study).
 - II. At least 4 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS and published by the applicant as the first author. At least 2 of them constitute original scientific publications

with the results of the applicant's own research (i.e., not a review article, editorial, or case study). The applicant may replace up to 2 of these 4 publications which he or she published as the first author with publications which the applicant published as the corresponding author provided that the applicant is the supervisor or advisor of the first author.

- III. Applicants in clinical fields must complete their certification in the field of the habilitation in all cases. If the field of the habilitation does not correspond to the field of the certification, the two fields should be close in their subject matter.
5. The following rules apply to all the above fields:
 - a) The quartile according to the AIS in the year of the publication applies;
 - b) If the journal is classified in multiple fields in the WoS, the highest ranking in the quartile according to the AIS applies unless provided otherwise;
 - c) The commission may take into account the classification of a journal in a quartile in the given field according to the AIS valid on the date of the submission of the article to the editorial board, in particular, in cases where the classification in a quartile changed between the date of the submission of the article and the date of its publication to the applicant's disadvantage;
 - d) If the journal ranking and classification into a quartile according to the AIS on the date of the publication of the article is not known, the classification into a quartile according to the IF applies and the rules under 5.a), 5.b), and 5.c) apply by analogy.
6. The past academic career of an applicant for the habilitation procedure includes a long-term scholarly stay at a prestigious foreign institution after the completion of the applicant's master's study for at least 3 months, preferably uninterrupted. Participation in conferences, business trips shorter than 1 month, and internships in Slovakia are not included. The evaluation commission may consider long-term international cooperation documented by joint grants and/or publications as an alternative to a long-term scholarly stay at a prestigious foreign institution.
7. The applicant is actively involved in grants and research projects.
8. The authorship or co-authorship of patents which have been used in practice or licensed is considered as a significant bonus within the evaluation.
9. Other relevant facts for the purposes of the habilitation procedure include, in particular, the following:
 - Participation in international conferences as an invited speaker,
 - Organisation of conferences (chair, or member of the organising committee),
 - Chair of a section of an international conference,
 - Publication as a member of a group of international authors,
 - Membership in research boards,
 - Membership in the editorial boards of academic journals,
 - Major awards for research and/or pedagogical activities in the given field;
 - Membership in various specialised commissions, public appearances, contribution to the third mission of the University,
 - Reviewing activities.

Article 3

Rules for the habilitation lecture

1. The habilitation lecture takes 30-35 minutes. The lecture should be opened with a general introduction to the given topic intended for a wide audience from various fields and include a presentation of the applicant's own results with an explanation of how the results contributed to the state of knowledge in the given field. The applicant should close

the lecture by presenting his or her future research and pedagogical activities. A part of the lecture focuses on the habilitation dissertation and the results achieved, which the applicant should explain in about 10-15 minutes and include references to the publications in which the results were published.

Article 4

Evaluation of the applications by the Research Board of the Faculty of Pharmacy

1. The associate professorship commission selects three reviewers of the habilitation dissertation within one month of receiving the required documents. The applicant may give the associate professorship commission the names of persons who he or she would consider as prejudiced if chosen for writing a reviewer's report. Upon the request of the associate professorship commission, the Research Department sends a request for a reviewer's report and the habilitation dissertation to the selected reviewers, including the result of the plagiarism check of the habilitation dissertation, so that they can comment on it in their reviewer's report.
2. The chair convenes a meeting of the associate professorship commission within one month of receiving all reviewers' reports during which the commission members agree on an opinion on the applicant. The meeting of the commission may be held remotely using means which allow a secret ballot.
3. The Research Board also authorises at least three board members to write a written report on the habilitation lecture and the follow-up discussion.

Article 5

Rules for co-authorship and co-author's contribution

1. In relation to the list of the 5 most significant publications under Article 6, the applicant comments on the selected publications and further specifies his or her own contribution to the publication.

Article 6

Method of listing and assessing citations, including the recommended number thereof for the purposes of the habilitation procedure

1. Relevant citations mean citations included in standardised databases (WoS, SCOPUS), or other verifiable sources of citations.
2. The total minimum number of citations in all fields is 100 citations excluding self-citations. A self-citation means that the list of authors citing a publication includes the applicant's name. Citations in international multicenter trials are evaluated separately.
3. The applicant provides the h-index in the WoS and SCOPUS, excluding self-citations ("Exclude self-citations of selected author").

Article 7

Conditions for selecting and listing the applicant's five most important publication outputs

1. The 5 most significant publications must include at least 3 publications which the applicant published as the main author (first or corresponding author).
2. The list of the 5 most important publications may include up to one review-like publication (research of literature, review article, etc.).

Part III
Procedure for the Granting of Full Professorship

Article 8
Additional criteria

1. The application for the commencement of the procedure for the granting of full professorship must be supported by at least two letters of recommendation from professors in the given field (or a closely related field) of which at least one must be sent by a foreign professor (excluding Slovakia). Additional letters of recommendation from significant personalities in the field of the full professorship may be provided, where these persons do not necessarily need to be professors if they do not work at a university.
2. An applicant for the procedure for the granting of full professorship has performed the role of a supervisor/advisor of students in bachelor's/master's programmes of study of whom at least 15 have successfully defended their bachelor's/diploma thesis. The commission may also take into account the number of newly written and defended rigorosum theses (diploma theses recognised as a rigorosum thesis are not included) for which the applicant performed the role of an advisor.
3. If the applicant has carried out pedagogical activities in a field in which students are not obliged to submit a bachelor's or diploma thesis, the applicant may replace this activity with other pedagogical activities.
4. The applicant for the granting of full professorship performed the role of a supervisor for doctoral students of whom at least 3 have already completed their study. An advisor (specialist) who can provide proof that he or she has been involved in the supervision of a doctoral student throughout the whole study may also be considered as a supervisor for this purpose. The applicant was the main supervisor for at least two doctoral students who have completed their study.
5. The applicant's publications should include a monograph-like publication, i.e., a monograph, university textbook, chapters (at least two) in scholarly monographs, or a widely cited review-article published in a respected foreign journal classified in Q1-Q2 according to the AIS in the WoS (at least 40 citations according to the WoS excluding self-citations) published by the applicant as the first and/or corresponding author.
6. Field-specific aspects of creative activities:
 - A. Theoretical/experimental pharmaceutical fields*:

** These criteria may be applied to applicants in the field of Clinical and Social Pharmacy who, given their specialty, have not completed a certification.*

 - I. At least 25 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS. At least 20 of them must be original scientific publications with the results of the applicant's own research (i.e., not a review article, editorial, or case study).
 - II. At least 12 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS and published by the applicant as the first and/or corresponding author. At least 10 of them constitute original scientific publications with the results of the applicant's own research (i.e., not a review article, editorial, or case study) of which at least 5 are classified in Q1 according to the AIS.
 - B. Clinical pharmaceutical fields**:

*** These criteria apply to applicants in the field of Clinical and Social Pharmacy, who have completed their certification in the respective field.*

 - I. At least 12 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS. At least 10 of them must be

original scientific publications with the results of the applicant's own research (i.e., not a review article, editorial, or case study).

- II. At least 6 publications in international journals indexed in the Web of Science, which are classified in Q1–Q3 according to the AIS and published by the applicant as the first and/or corresponding author. At least 3 of them constitute original scientific publications with the results of the applicant's own research (i.e., not a review article, editorial, or case study).
7. The following rules apply to all the above fields:
 - a) The quartile according to the AIS in the year of the publication applies;
 - b) If the journal is classified in multiple fields in the WoS, the highest ranking in the quartile according to the AIS applies unless provided otherwise;
 - c) The commission may take into account the classification of a journal in a quartile in the given field according to the AIS valid on the date of the submission of the article to the editorial board, in particular, in cases where the classification in a quartile changed between the date of the submission of the article and the date of its publication to the applicant's disadvantage;
 - d) If the journal ranking and classification into a quartile according to the AIS on the date of the publication of the article is not known, the classification into a quartile according to the IF applies and the rules under 7.a), 7.b), and 7.c) apply by analogy.
8. The applicant for the granting of full professorship has been actively engaged in international cooperation in the long term, which can be documented by joint grants and/or publications.
9. Continuous involvement in grant projects in the position of the lead researcher or research team coordinator is desirable. The applicant has been the lead researcher in at least one successfully completed grant project on the national level (Czech Science Foundation, Czech Health Research Council, Technology Agency of the Czech Republic, etc.) or a higher level (Horizon, ERC, etc.) or the lead researcher in contractual research or guarantor thereof, which is the source of significant funds for the further development of the institution. The commission may take into account ongoing grant projects at the national or higher level in which the applicant is involved as a lead researcher. The commission may also consider the role of a co-researcher in successfully completed grant projects.
10. The authorship or co-authorship of patents which have been used in practice or licensed is considered as a significant bonus within the evaluation.
11. Other relevant facts for the purposes of the procedure for the granting of full professorship include, in particular, the following:
 - Participation in international conferences as an invited speaker,
 - Organisation of conferences (chair, or member of the organising committee),
 - Chair of a section of an international conference,
 - Publication as a member of a group of international authors,
 - Membership in research boards,
 - Membership in the editorial boards of academic journals,
 - Membership in the evaluation panels of grant agencies,
 - Major awards for research and/or pedagogical activities in the given field;
 - Membership in various specialised commissions, public appearances, contribution to the third mission of the University,
 - Reviewing activities for renowned foreign publishers and editors.

Article 9
Rules for the lecture

1. In the lecture, the applicant for the granting of full professorship must present his or her concept of research and pedagogical activities in the given field. The presentation shows the applicant's ability to address a wide audience specialised in the given field and present his or her research and pedagogical activities in a comprehensive manner. The lecture takes 40-45 minutes. It should be opened with a general introduction to the given topic intended for a wide audience from various fields and include a presentation of the applicant's own research results, explaining how the applicant's own knowledge and the applicant's students' knowledge (the applicant's "scientific school") contributed to the state of knowledge in the given field, and the applicant should also highlight the general significance of the results achieved and mention his or her future research and pedagogical activities, including activities aimed at obtaining funding for research and pedagogical activities.

Article 10
Evaluation of applications by the Research Board of the Faculty of Pharmacy

1. The chair of the commission convenes a meeting of the evaluation commission within one month of receiving the required documents during which the members agree on an opinion on the applicant. The meeting of the commission may be held remotely using means which allow a secret ballot.
2. The Research Board authorises at least three board members to write a written report on the lecture and the follow-up discussion.

Article 11
Rules for co-authorship and co-author's contribution

1. In relation to the list of the 5 most significant publications under Article 6, the applicant comments on the selected publications which he or she published as the shared first or corresponding author and further specifies his or her own contribution to the publication.

Article 12
Method of listing and assessing citations, including the recommended number thereof for the purposes of the procedure for the granting of full professorship

1. Relevant citations mean citations included in standardised databases (WoS, SCOPUS), or other verifiable sources of citations.
2. The total minimum number of citations in all fields is 300 citations excluding self-citations. A self-citation means that the list of authors citing a publication includes the applicant's name. Citations in international multicenter trials are evaluated separately.
3. The h-index according to SCOPUS excluding self-citations ("Exclude self-citations of selected author") must be at least 15, or at least 10 in the case of clinical pharmaceutical fields (with certification).

Article 13
Conditions for selecting and listing the applicant's five most important publication outputs

1. The 5 most significant publications must include at least 3 publications which the applicant published as the main author (first or corresponding author).

2. The list of the 5 most important publications may include up to one review-like publication (research of literature, review article, etc.).

Part IV Final Provisions

Article 14

Transitional provision and effect

1. Procedures for the granting of associate professorship and full professorship commenced before the date of effect hereof are governed by the Framework Evaluation Principles for the Procedure for the Granting of Associate Professorship and Full Professorship at the Faculty of Pharmacy of Charles University in Hradec Králové valid as of 1 January 2021.
2. This Directive comes into force on the date of execution and becomes effective on the date of publication.

Hradec Králové, 20 June 2025

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