

**CHARLES UNIVERSITY
CERGE**

**Director's Directive no. 1/2023
CERGE Career Growth Code for Academics, Researchers
and Lecturers**

Translation

For informative purposes only. The legally binding text is the one in Czech.

Prague, January 11, 2023

Charles University
CERGE
Director's Directive no. 1/2023

In accordance with the Rector's Directive no. 28/2021 - Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University, CERGE director issues this Career Growth Code for Academics, Researchers and Lecturers at CERGE (hereinafter referred to as the "Career Growth Code").

Article 1
General Provisions

1. The Career Growth Code sets out the rules for the career development and promotion of academic and researcher workers and lecturers assigned at CERGE (hereinafter referred to as "workers"). More generally, in the area of career growth and advancement, CERGE is guided by the Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University, contained in the Annex to Rector's Directive no. 28/2021.
2. Workers' activities and performance are regularly evaluated. Their career progression depends on the outcome of the evaluation.
3. There shall be no discrimination in the evaluation of workers in any form, for example, on the basis of race, ethnic origin, nationality, ideology, religion, belief, worldview, age, gender, sexual orientation, physical disability, social origin or financial circumstances.
4. The aim of the worker is to continuously grow in qualifications and develop skills and abilities, for which the workplace provides corresponding conditions.

Article 2
Career Growth Plan

1. No later than 14 days prior to the expiry of the probationary period, the super-ordinate (direct supervisor) of the worker is obliged to inform the worker of the criteria and areas of evaluation according to Article 3 of this directive, as well as to set up her Career Growth Plan with her.
2. The purpose of a Career Growth Plan is to help workers better plan their careers in relation to their position and career goals.
3. The Career Growth Plan is drawn up by the worker in cooperation with her supervisor and contains objectives that help her to plan her career and motivate her to continuous professional growth (see Annex 1 to this directive).
4. The Career Growth Plan is evaluated and updated in the course of employment, usually following the worker's evaluation. The fulfilment of the objectives of the Career Growth Plan is the subject of the subsequent evaluation. Therefore, the areas of the Career Growth Plan should correspond to the areas of the worker's evaluation.
5. A Career Growth Plan shall not be provided for fixed-term workers who are not expected to remain in the workplace beyond the end of their current contract.

Article 3 Evaluation

1. The work of academic and researcher workers and lecturers with contracted weekly working hours at CERGE exceeding 16 hours is subject to regular evaluation. CERGE Director may decide to evaluate a worker with a shorter working week.
2. For workers on fixed-term contracts who wish to continue their employment, the evaluation normally takes place six months before the end of the contract. For associate professors (docents) and professors with indefinite contracts, the evaluation is normally carried out once every five years, and for all other workers with indefinite contracts once every three years.
3. Appointment as an associate professor (docent) or professor can replace the evaluation process that the worker would have had to go through during the same period.
4. The evaluation may be carried out outside the regular schedule at the request of the worker or her supervisor.
5. The assessment takes into account the amount of time worked as well as any long-term incapacity for work, maternity or parental leave, care for a family member, stays abroad, sabbatical and other circumstances worthy of special consideration that occurred during the evaluated period.
6. Especially the following areas are subject to evaluation:
 - a. **scientific and other creative activities** - publications, significant contributions at conferences and similar events, grants and other projects, international cooperation, etc.;
 - b. **pedagogical activities** – regular and distance teaching, guaranteeing of study programmes and courses, innovations in teaching, pedagogical skills, etc.;
 - c. **other activities** – positions or membership in various bodies, evaluation boards, committees, consultancy activities, knowledge transfer, media appearances, popularisation of science, fulfilling the third role of the university, administration and management activities, etc.
 - d. **Soft, language and management skills** - work behavior and conduct, communication, social skills, professionalism, responsibility, pro-activity, flexibility, cooperation, language skills and (for managers) management skills.
7. The evaluation criteria for each position are defined in the evaluation form (see Annex 2 to this directive), which together with the worker's curriculum vitae forms the main basis for the evaluation.
8. The evaluation is carried out by an Evaluation Committee (hereinafter referred to as the "Committee") appointed by CERGE Director. The Committee shall have at least three members and be quorate if at least two-thirds of its members are present. The Committee usually meets once a year or more often as the need arises.
9. Before the actual meeting, the Committee
 - a. verifies that the evaluated workers have been informed about the criteria and areas of evaluation;
 - b. requests from the evaluated workers the evaluation documents with relevant documentation of their activities during the evaluated period, i.e., the completed evaluation form and curriculum vitae;
 - c. requests a draft Career Growth Plan for the subsequent evaluation period from the evaluated workers;
 - d. may invite the evaluated worker for an interview, in particular to ensure a more complete basis for the evaluation (the interview will also take place if the worker requests it).

10. The actual evaluation will be carried out by the Committee in the form of a committee meeting in the presence of the evaluated worker's supervisor. The evaluated worker has the right to be present at the meeting of the Committee, except for the part of the meeting devoted to a possible secret ballot.
The evaluation shall result in a written report, including a Career Growth Plan for the next period, which may include, but is not limited to, recommendation for
 - a. extension of the employment contract;
 - b. reassigning the worker to another position;
 - c. granting or not granting financial bonus or changing the personal premium;
 - d. a proposal to change the number of hours worked;
 - e. a decision to repeat the evaluation after 1-3 years;
11. The evaluated worker receives the written report of the Committee and has the opportunity to respond in writing to the conclusions of the Committee. If there is disagreement between the opinions of the Committee and the evaluated worker, the written comments of the worker will be attached to the written report of the Committee and submitted to CERGE director for consideration.
12. The evaluation documents are filed in accordance with the principles of data protection so that only employees with a legitimate interest have access to them.

Article 4
Concluding Provisions

1. This Director's Directive shall take effect on January 11, 2023, and replace Directive No. 1/2022.

Prague, January 11, 2023

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Doc. Sergey Slobodyan, Ph.D.
Director of CERGE

Annex 1

Career Growth Plan - template

Name of employee:

For the period: month 202X – month 202X

The Career Growth Plan sets goals, which help plan the career of an employee and motivate her/him to develop professionally. The goals should be specific, including a timeline, to facilitate the evaluation of their achievement. Employees with a fixed term contract set the period, for which the goals are specified, usually by the end of the contract. For workers on permanent contracts, the period is usually five years.

a. Scientific and other creative activities (publications, conferences, grants, international cooperation, international mobility, etc.)

<ul style="list-style-type: none"> • ... • ... • ...

b. Pedagogical activities (regular and distance teaching, guaranteeing of study programmes and courses, innovations in teaching, pedagogical skills, etc.)

<ul style="list-style-type: none"> • ... • ... • ...

c. Other activities (positions or membership in bodies, evaluation boards, committees, consultancy activities, knowledge transfer, media appearances, popularization, managerial activities, etc.)

<ul style="list-style-type: none"> • ... • ... • ...

d. Soft, language and management skills - work behavior and conduct, communication, social skills, professionalism, responsibility, pro-activity, flexibility, cooperation, language skills and (for managers) management skills.

Annex 2

Evaluation Form - template

Name of employee:

For the period: month 202X – month 202X

Employed at CERGE from: XXXX

Interruption of activities during the evaluated period (maternity leave, parental leave, long-term sick leave, etc.), which should be taken into account:

1) Evaluation of scientific and other creative activities during the evaluated period

a) List of articles in journals indexed in WoS (including forthcoming, AIS of the journal and number of citations in WoS):

b) Bibliometric indicators according to WoS

	During the evaluated period:	Over the entire career
Number of records		
Number of citations (excluding self-citations)		
H-index		

c) Other results (articles in other journals, scientific monographs, working papers, applied studies, popularization texts, etc.):

d) Grants and other research projects leading as a principal investigator:

e) Other relevant data on scientific and other creative activities that should be taken into account, such as:

- i. Research awards;
- ii. Membership in editorial boards of scientific journals;
- iii. International mobility (long-term research visit at a foreign workplace);
- iv. Invited lectures at prestigious foreign universities;
- v. Presentations at major international conferences;
- vi. Organisation of international scientific conferences, etc.

f) Self-assessment of the evaluated worker, especially with regards to the goals set in the preceding Career Growth Plan:

2) Evaluation of pedagogical activities during the evaluated period

- a) Subjects taught and forms of teaching, or evaluation of teaching (the employee shall fill in only the years falling within the evaluated period):

	academic year -4 20XX/XX	academic year -3 20XX/XX	academic year -2 20XX/XX	academic year -1 20XX/XX	current academic year 20XX/XX
Master's programmes					
Doctoral programmes					

- b) Supervision of diploma and dissertation theses: numbers of students, names of students and titles of theses, if applicable (the employee shall fill in only the years falling within the period under evaluation):

	academic year -4 20XX/XX	academic year -3 20XX/XX	academic year -2 20XX/XX	academic year -1 20XX/XX	current academic year 20XX/XX
Diploma Theses					
Dissertation					

- c) List of graduates (name, dissertation title, year of defence and placement if applicable):

- d) Other information about pedagogical activities that should be taken into account, e.g.:
- i. Guaranteeing of study programmes and courses;
 - ii. Awards and placements of the supervised students;
 - iii. Innovations in teaching, new forms of teaching and the introduction of new courses;
 - iv. Authorship of teaching materials;
 - v. Feedback from student evaluation of teaching;
 - vi. Pedagogical activities outside CERGE;
 - vii. Acquiring new pedagogical skills, etc.

- e) Self-assessment of the evaluated worker, especially with regards to the goals set in the preceding Career Growth Plan:

3) Evaluation of other activities during the evaluated period

- a) Positions or membership in bodies, evaluation boards, committees:
- b) Consultancy activities, knowledge transfer, cooperation with the application sphere, contract research and commercialization:
- c) Popularization of science, public lectures, media appearances, etc.
- d) Administrative and management activities:
- e) Fulfilling the third role of the university:
- f) Further details of other activities to be taken into account:
- g) Self-assessment of the evaluated worker, especially with regards to the goals set in the preceding Career Growth Plan:

4) Evaluation of soft, language and (for managers) management skills during the evaluation period

In the case of a follow-up evaluation, the worker shall include the comments of the Committee from the previous evaluation and her response regarding the implementation of the recommendations and requirements of the Committee.