

Charles University, Faculty of Arts

Dean's Directive No. 16/2022 Career Code of the Faculty of Arts of Charles University

Article 1

Introductory Provisions

1. This directive, in accordance with Article 3 of Rector's Directive No. 28/2021, Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University, as amended, and in relation to Rector's Directive No. 56/2021, Catalogues of Jobs and Work Positions for Employees of CU, as amended ("RD 56/2021"), defines the principles and procedures applicable to employment and career growth of academics, researchers, and lecturers employed at the Faculty of Arts of Charles University ("Faculty").
2. The Career Code has the following aims:
 - a) Defines the individual work positions and the relations among them in order to create a coherent and comprehensible system;
 - b) Defines the requirements for the employees in each work position with regard to the specificities of the Faculty;
 - c) Describes the individual steps in career progression and provides certainty that if the conditions prescribed are met and the given work activities are performed, each employee is entitled to the adequate work position and corresponding remuneration;
 - d) Provides rules for hiring new employees and for extending the employment of individual employees.
3. This directive does not apply to employees who perform the work activities under Article 4 (4)(b) of the Internal Wages Regulation, as amended (referred to as "other employees").
4. This directive forms the basis for Dean's Directive No. 17/2022, Evaluation of Academics, Researchers, and Lecturers at the Faculty of Arts of Charles University, as amended ("Evaluation RD").
5. The hiring of new employees is governed by the internal regulations of Charles University, in particular the Competitive Hiring Process Code of Charles University, as amended, and other regulations of Charles University and the Faculty.

Article 2

Work Positions and Pay Bands

1. The Career Code distinguishes three groups of employees, which include the following work positions:
 - a) Assistant, assistant professor, associate professor, and full professor ("academics");
 - b) Researcher;
 - c) Lecturer.
2. The rules applicable to associate professors also apply to extraordinary professors.
3. For academics, the work positions correspond to a specific pay band in accordance with RD 56/2021 (see the diagram in Article 4 (7) hereof). For researchers and lecturers, the employees may be placed in different pay bands within the work position.

4. Academics and lecturers placed in the L2 pay band are considered academics within the meaning of section 70 of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), as amended (“academic under the HEA”).
5. The work position of researcher who is at the same time also an academic under the HEA is not filled.
6. The individual positions and pay bands are defined in more detail in the Catalogue of Jobs and Work Positions of Academics, Researchers, and Lectures at the Faculty, attached as Appendix 1 hereto.

Article 3 **Career Growth Plan**

1. The Career Growth Plan (“Plan”) facilitates planning the career of individual employees with regard to their specific position and professional goals. It motivates employees in their work performance and spurs their further development. The Plan also serves as a guideline for the head of the basic unit of the Faculty to which the employee has been assigned (“supervisor”) for the provision of specific support and assistance to achieve specific objectives.
2. The Plan is based on the typical job description as defined in Appendix 1 hereto and the evaluation criteria for the assessment of the employee’s activities under the Evaluation RD (see Appendix 1 thereto), and follows from the description of the work activities of the specific employee, where the individual activities are described in more detail in the form of different individual tasks with regard to the needs of the respective department of the Faculty and the general aim to motivate the employees in their further career growth. The tasks in the Plan may also be related to preparation for future career progression or change (for example, preparation for the associate or full professorship procedure).
3. The Plan is divided into two parts:
 - a) A part drafted by the employees where they propose in which activities they would like to be involved in the next period of evaluation, and which objectives they would like to achieve;
 - b) A part drafted by the supervisor where the supervisor sets out, based on the employee’s proposal, binding work tasks the performance of which is evaluated within the regular evaluation of employees.
4. The plan is drafted in the following cases:
 - a) Upon the commencement of employment, where the employee is obliged to draft the Plan based on the supervisor’s instructions, in accordance with the description of his or her work activities, no later than within two months of the commencement of employment. The supervisor’s part of the Plan is then drafted within 14 calendar days, and submitted with the description of the employee’s work activities to the Personnel Office of the Dean’s Office (“Personnel Office”);
 - b) Within the evaluation of the employee under the Evaluation RD;
 - c) Upon the termination of maternity or parental leave, unpaid leave immediately following parental leave, or incapacity to work longer than six months;
 - d) At the request of the Dean of the Faculty, in particular due to long-term obstacles to work on the part of the employee, for example, performance of public office or compulsory military service.
5. The Plan is not drafted for short-term researchers who have entered into an employment contract to carry out a specific project under Article 12 (1)(a) hereof.

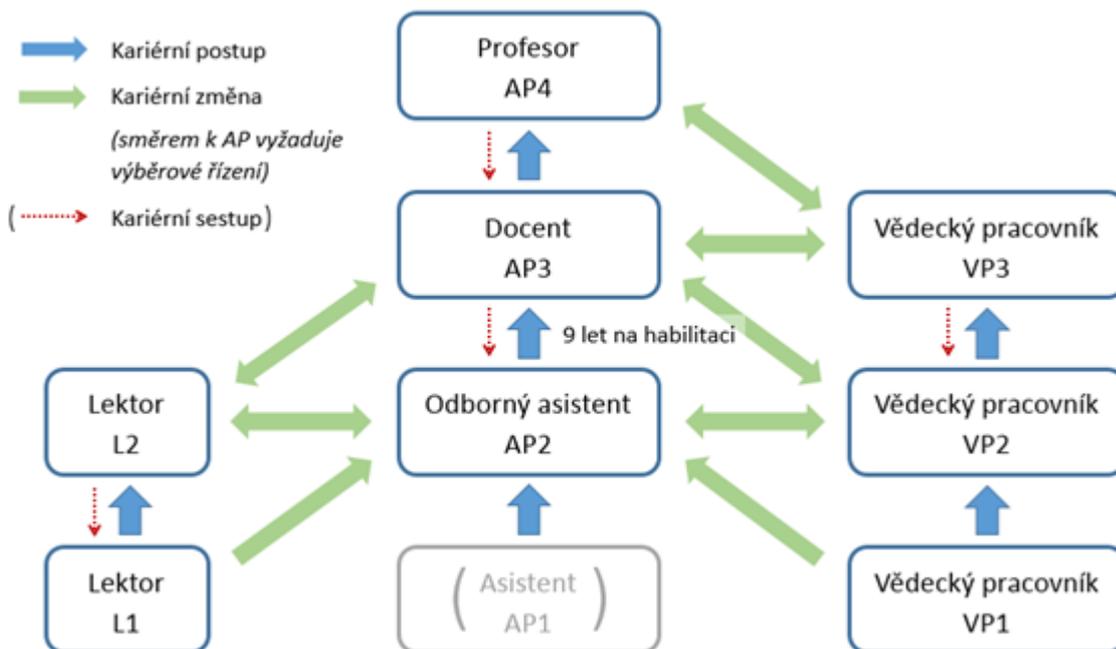
6. The Plan is updated continuously based on the regular evaluation of the Plan by the supervisor (normally once a year) or after the completion of the evaluation of the employee under the Evaluation RD based on a proposal by the evaluation commission.
7. If minor changes are made, the Plan may be modified in writing based on agreement between the supervisor and the employee; if more substantial changes are made, the supervisor is obliged to submit the new Plan in writing to the Personnel Office, including the new description of the employee's work activities, where relevant.
8. The Plan is completed for the period which ends before the period of commencement of the next evaluation set for the employee under the Evaluation RD. However, in the case of assistant professors, the Plan also includes a long-term outlook for research activities, so that the employee can complete the creative requirements, and commence the associate professorship procedure no later than within nine years of the commencement of employment.

Article 4

Career Progression, Career Change, Career Regression

1. From the perspective of employment law, career growth means a change in the work position in the form of career progression or a career change. A work position may be changed only by modifying the content of the employee's employment contract, that is, by amending the employment contract.
2. Career progression means a vertical change to a higher work position. An employee's career progression is proposed by the superordinate employee on the basis of the results of the regular evaluation of the employee or another procedure within which all the activities performed by the employee are subject to a comprehensive evaluation (for example, the associate or full professorship procedure). The right to career progression is guaranteed if the employee meets the requirements and obligations set out by the Faculty, in particular in the description of the employee's work activities and the Plan.
3. A career change means a change in career path. A career change is made either at the employee's request, or if it is concluded, based on the results of the regular evaluation of the employee, that he or she has failed to meet the requirements and obligations set out by the Faculty, in particular in the description of the employee's work activities and the Plan. A career change requires that the employee fulfil the criteria for the performance of the given position (for example, the necessary results in research in the case of transferring to the position of researcher, or the necessary pedagogical results in the case of transferring to the position of lecturer), and compliance with the concept of operation of the given department of the Faculty, including the staffing necessary for the accreditations of the respective programmes of study.
4. Alternatively, progression under the previous paragraphs may involve modifying the employment relationship between the Faculty and the employee, in particular terminating the employment contract and entering into an agreement to work outside the scope of regular employment (that is, an agreement to perform work or an agreement to complete a job ("DPP/DPČ agreements").
5. If the employee fails to meet or no longer wishes to meet the requirements set out for the performance of work in his current work position, or is requested to remedy unsatisfactory work results, it may result in the employee's career regression. Career regression means that the employee is assigned to a lower work position at the employee's request, or at the request of the Faculty with the employee's consent.

6. Some forms of career progression and career changes are conditioned by succeeding in a competitive hiring process for the given work position under the Competitive Hiring Process Code of Charles University, as amended.
7. Typical transfers between work positions:



Article 5 Assistant (AP1 Pay Band)

1. The work position of assistant is filled in only two exceptional cases:
 - a) It is possible to launch a competitive hiring process for the work position of assistant or assistant professor in which applicants who have not completed their studies in a doctoral programme of study will be selected together with any applicants who have already completed such studies, where one of the requirements of the competitive hiring process must be progressive international activities in the form of publications and conference contributions; the aim is to attract extraordinarily gifted students of doctoral programmes of study, whose past scholarly activities clearly show that they outperform regular graduates of doctoral programmes of study even before finishing their dissertation;
 - b) A competitive hiring process for the position of an assistant may also be launched if no applicant is selected in a competitive hiring process for the position of an assistant professor; this possibility applies in particular to small fields of study in which there are not enough qualified professionals in the CR yet, and the employment of students of doctoral programmes of study is a temporary solution to further develop the field.
2. The work position of assistant is short-term only: students of doctoral programmes of study are hired based on a fixed-term employment contract which presupposes that they will defend their dissertation no later than within three years. After the expiry of this period, the employment may not be extended if the employee remains in the work position of assistant. If the employee is indispensable for the respective department of the Faculty even without a completed doctoral programme of study, the employee may be transferred to the work position of lecturer with the employee's consent, but only after prior discussion with the Dean of the Faculty and

consideration by the head of the given department of the Faculty regarding the pedagogical skills and necessity of the employee.

3. Once the employee in the position of an assistant completes a doctoral programme of study, he or she contacts the head of the given department of the Faculty with a request to change his or her work position to the position of an assistant professor. The head of department considers whether the employee meets the requirements set out in the typical job description for an assistant professor, and if that is the case, the head of department submits the request to change the work position to the Dean of the Faculty through the Personnel Office. The Dean approves the proposal unless there are substantial reasons against it.
4. The head of the respective department of the Faculty is obliged to assign an experienced teacher to each newly hired assistant who will be his or her mentor in teaching.

Article 6

Assistant Professor (AP2 Pay Band)

1. The work position of assistant professor is considered a career step for the preparation for associate professorship (habilitation), and thus it is typically only a short-term position.¹ The employee in this position is hired for a fixed term, normally three years, and the employment may be extended twice, in each case typically for three years. The employment contract is extended depending on the result of evaluation carried out in accordance with the Evaluation RD. An employment contract for a shorter term may be entered into or extended only in exceptional justified cases (for example, in the case of employees whose publications listed within the competitive hiring process promise habilitation in a short period of time).
2. An employee in the work position of assistant professor is expected to qualify for associate professorship during the term of the fixed-term employment contract, that is, typically within nine years of his or her being hired. A framework plan of research development with the aim of commencing the habilitation procedure no later than within nine years of entering into the employment contract is a mandatory requirement in the competitive hiring process for the work position of assistant professor.
3. If the employee fails to commence the habilitation procedure in the nine-year period, the employee's future at the Faculty must be considered at the end of this period within his or her evaluation, and one of the three following options is chosen based on its result:
 - a) If it does not seem likely that the employee will commence the habilitation procedure in a short period of time, but he or she is a good teacher, the employee may be offered the work position of lecturer (L2 pay band) based on a permanent employment contract; the change of the work position is not entirely automatic, and must be considered by the head of the respective department of the Faculty in terms of the pedagogical qualities and necessity of the employee in the context of the operation of the given department, and approved by the Dean of the Faculty; it is particularly important to retain an adequate proportion of employees who have attained (or are heading toward attaining) associate professorship and those who are not, so that the implementation of the programmes of study is not endangered. At the same time, it is necessary to prove that the employee is needed in the work position of lecturer (L2 pay band) who has more teaching duties;

¹ The only exception is employees with the degree of an associate professor assigned to the AP2 pay band (see below Article 6 (4) hereof).

- b) If it does not seem likely that the employee will commence the habilitation procedure in a short period of time, and the employee fails to meet the requirements under a) of this paragraph for changing to the work position of lecturer, the employee's contract is not extended, and he or she may be employed at the Faculty in the future only on the basis of DPP/DPČ agreements, or as a researcher participating in a project that is externally financed;
 - c) If it seems likely that, based on the number and quality of the employee's publications, he or she will commence the habilitation procedure in a short period of time, the evaluation commission may recommend extending the employment based on a permanent contract where the tasks for the next evaluation are set so that they correspond to the requirements for the commencement of the habilitation procedure (for more details, see Article 15 (6) of the Evaluation RD); in these cases, the period for the commencement of the next evaluation is typically three years, with the exception of the cases under Article 16 (3)(c) of the Evaluation RD.
4. Once the employee in the work position of assistant professor is appointed an associate professor, he or she contacts the head of the respective department of the Faculty with a request to change his or her work position to the position of an associate professor, and to extend the employment based on a permanent contract. The head of department considers whether the employee meets the requirements set out in the typical job description for the work position of associate professor, and if that is the case, the head of department submits the request to change the work position of the employee to the Dean of the Faculty through the Personnel Office. If the head of department concludes that the employee fails to meet the requirements for the work position of associate professor (because, for example, the employee does not perform any other activities except for research activities and basic teaching duties – within the meaning of Appendix 1 hereto), the head of department is obliged to prove this fact to the Dean of the Faculty, typically by referencing the previous evaluation of the employee. At the same time, the head of department may propose to the Dean to launch a competitive hiring process for the work position of associate professor or assistant professor.² The Dean of the Faculty considers the opinion and documents submitted by the head of department, and decides on the next steps.

Article 7

Associate Professor (AP3 Pay Band)

1. New employees are normally hired for the work position of associate professor for a fixed period, and their employment may be extended based on a permanent employment contract, subject to the result of the evaluation, after the expiry of the fixed-term employment contract. Following the extension of employment based on a permanent employment contract, the employees undergo regular evaluation, typically every five years (see the Evaluation RD for more details).
2. If the employee in the position of associate professor is appointed a full professor, he or she contacts the head of the respective department of the Faculty with a request to change his or her work position to the position of full professor. The head of department considers whether the employee meets the requirements set out in the typical job description for a full professor, and if that is the case, the head of department submits the request to change the work position to the Dean of the Faculty through the Personnel Office. If the head of department concludes

² The option of launching a competitive hiring process is considered, in particular, where the employee fulfils the criteria of the given work position despite a poor evaluation (under the Evaluation RD). If the employee fails to fulfil the criteria for the work position of associate professor, a competitive hiring process for the work position of assistant professor may be launched.

that the employee fails to meet the requirements for the work position of professor, the head of department is obliged to prove this fact to the Dean of the Faculty (typically by referencing the previous evaluation of the employee). The Dean of the Faculty considers the opinion and documents submitted by the head of department, and decides on the next steps.

Article 8 **Full Professor (AP4 Pay Band)**

New employees are normally hired for the work position of full professor based on a permanent employment contract, and they undergo regular evaluation, typically every five years (see the Evaluation RD for more details).

Article 9 **Academics with a Reduced Participation in Teaching**

1. The head of department may reduce the teaching duties set out for the given work position in the typical job content (Appendix 1 hereto) in the long term only on the basis of a prior discussion with the Dean of the Faculty. The reduction of teaching duties is allowed only where the wage of the given employee is paid primarily from the means allocated for science and research, and the contribution for educational activities covers only the part of the wage proportionate to the reduced teaching duties. The reduced participation in teaching must be indicated in the employee's job description.
2. Teaching duties in the description of the employee's work activities may be reduced in the short term in the following cases:
 - a) If the employee is involved in a project which requires more intensive creative activities and if the wage of the given employee during the period of reduced teaching duties is paid primarily from the means allocated for science and research, and the contribution for educational activities covers only the part of the wage proportionate to the reduced teaching duties;
 - b) If the employee is completing a dissertation or a habilitation dissertation, for a maximum period of one academic year.
3. Teaching duties are automatically temporarily reduced where the employee is appointed to an administratively demanding office at the Faculty or the University, for example, Dean, Vice-Dean, head of a basic unit of the Faculty, Rector, or Vice-Rector.
4. An employee on sabbatical is exempt from teaching duties.
5. For the purposes of extending employment, these employees are evaluated in the same manner as other academics, but their reduced participation in teaching is taken into consideration within the evaluation.

Article 10 **Lecturer (L1 Pay Band)**

1. A lecturer (L1 pay band) is hired based on a fixed-term employment contract, typically for three years, where the employment may be extended twice on the basis of the evaluation, in each case for a maximum of three years, that is, for a maximum of nine years in total. Their employment may be extended based on a permanent contract only in exceptional justified cases after prior discussion with the Dean of the Faculty, where such extension does not endanger the implementation of programmes of study. If such exemption is not approved, the employee may

teach at the Faculty only on the basis of DPP/DPČ agreements. If a lecturer enters into a permanent employment contract, the employee undergoes regular evaluation, typically every five years (see the Evaluation RD for more details).

2. Foreign lecturers are considered a special case, as their employment contract is repeatedly entered into or extended for one year in accordance with section 39 (3) of Act No. 262/2006 Sb., the Labour Code, as amended. These lecturers are evaluated in accordance with Article 16 (4) of the Evaluation RD.

Article 11 **Lecturer (L2 Pay Band)**

1. A lecturer (L2 pay band) is a fully qualified academic, who has typically completed a doctoral programme of study, or is on the path to complete such programme, and has specialised expertise in the field; a lecturer is primarily engaged in pedagogical activities, not research. Creative activities represent only a minor part of the job description of a lecturer (L2 pay band).
2. This work position is also designated for employees who are employed at the Faculty as assistant professors, but focus mainly on pedagogical activities, which they carry out on an excellent level, and they are therefore transferred to the work position of lecturer based on an agreement with the employee.
3. It is also designated for employees who were hired for the work position of lecturer (L1 pay band), but whose publications meet the requirements set out for the work position of lecturer (L2 pay band), and who have proven to be excellent teachers able to expand their teaching activities. In these cases, the employee also typically completed a doctoral programme of study, or is on the path to complete such programme.
4. Since a lecturer is not expected to head toward habilitation, and the lower number of the employee's publications does not allow him or her to be the guarantor of core subjects in the accreditation, the head of the respective department is obliged to prove to the Dean of the Faculty that hiring such employee does not endanger the accreditation of the programme of study in the long term when launching a competitive hiring process for this work position or when transferring academics to this work position.
5. This work position is understood as a long-term and stable position. The employment may be extended based on a permanent contract on the basis of the results of the evaluation. After such extension, the employee undergoes regular evaluation, typically every five years (see the Evaluation RD for more details).

Article 12 **Researcher**

1. Researchers are divided into two groups based on the category of activities and financing:
 - a) Short-term researchers who enter into an employment contract to work on a specific project and whose wage is paid mainly from external, in particular grant, sources are hired for a fixed period, typically for the duration of the project; fixed-term employment contracts to work on other projects may be entered into with these researchers without any restrictions on the number of such contracts; permanent contracts are not entered into with these researchers, which means that they do not undergo evaluation in accordance with the Evaluation RD;
 - b) Long-term researchers who also enter into an employment contract to work on a specific project but a part of whose wage is paid from institutional means, including the means

allocated for science and research (typically university programmes and projects such as Cooperatio, Primus, UNCE, SVV, etc.), are hired for a fixed period not exceeding three years; however, their fixed-term employment contract may be extended only twice, in each case for a maximum of three years, that is, for a maximum of nine years in total (they do not undergo evaluation when their fixed-term employment contract is extended); their employment may be then extended based on a permanent contract subject to a prior evaluation with the final result of at least “very good” under the Evaluation RD; if a permanent employment contract is entered into with them, they then undergo regular evaluation.

2. Employees who work as researchers defined in the previous paragraph of this article do not have the status of academics under the HEA.
3. Researchers may be involved in teaching only in terms of presenting the results of the creative activities on which they currently work.
4. The work position of researcher may be considered a stepping stone for the work positions of assistant professor (AP2 pay band) or associate professor (AP3 pay band). This work position is suitable, in particular, for foreign employees who, when they first start working at the Faculty, may find the work position of researcher who is involved in projects and research more convenient, and they may later succeed in a competitive hiring process for the work position of assistant professor or a higher position.

Article 13 **Transitional Provisions**

1. The following rules apply to employees who were hired for the work position of assistant before the date of effect hereof:
 - a) A fixed-term employment contract with an employee who has not completed a doctoral programme of study may be extended once for a maximum of three years; if the employee fails to complete a doctoral programme of study within these three years, the employee’s employment contract may not be extended again, and the employee may only be transferred to the work position of lecturer (L1 pay band) with the employee’s consent and approval by the Dean of the Faculty;
 - b) A fixed-term employment contract with an employee who has not completed a doctoral programme of study and whose employment contract may not be extended for a fixed period may be extended based on a permanent contract on the basis of the initial evaluation, and the employee’s work tasks are defined in accordance with Article 20 (3)(f) of the Evaluation RD, by analogy;
 - c) The work tasks of employees with a permanent contract who have not completed a doctoral programme of study are defined in accordance with Article 20 (3)(f) of the Evaluation RD;
 - d) Employees with a fixed-term or permanent employment contract who have completed a doctoral programme of study may be transferred, on the basis of the initial evaluation performed in accordance with the Evaluation RD and with the employee’s consent, to the work position of assistant professor or lecturer (L1 or L2 pay band) provided that the employee meets the requirements for the given position rather than the requirements for the work position of assistant.
2. If the employment contract does not clearly state the employee’s work position in accordance with Article 2 (1) hereof, the employee’s work position is deduced from his or her pay band as follows:

- a) AP1 pay band – assistant;
 - b) AP2 pay band – assistant professor;
 - c) AP3 pay band – associate professor,
 - d) AP4 pay band – full professor;
 - e) VP1, VP2, and VP3 pay bands – researcher;
 - f) L1 and L2 pay bands – lecturer.
3. If the implementation of the existing programmes of study requires more teaching duties than as defined for the given work position in the typical job description in accordance with Appendix 1 hereto, the respective supervisor may determine the employee's teaching duties according to the necessary requirements for the implementation of the given programme of study. At the same time, the supervisor is obliged to modify the given programme of study at the earliest possible opportunity, so that the extent of teaching duties in the programme of study is in accordance with this directive and the capacities of the basic unit of the Faculty involved in the implementation of the programme of study.

Article 14 **Final Provisions**

1. Dean's Directive No. 21/2004, to regulate the teaching and research duties of academics with full-time employment – main activity (paid from a subsidy), is hereby repealed.
2. Appendix 1 – Catalogue of Jobs and Work Positions of Academics, Researchers, and Lectures at the Faculty of Arts of Charles University form an integral part hereof.
3. The draft directive was discussed with the trade union at the Faculty in accordance with section 287 (2)(g) of the Labour Code on 31 May 2022. It is entered in the Faculty's records management system under Ref. No. UKFF/368892/2022.
4. In accordance with Article 4 (9) of the Internal Wages Regulation of Charles University, as amended, the Dean of the Faculty discussed the content hereof with the Rector of Charles University on 29 June 2022.
5. In accordance with Article 4 (9) of the Internal Wages Regulation of Charles University, as amended, the Academic Senate of the Faculty gave a recommending opinion on the content hereof on 9 June 2022.
6. This Directive comes into force 1 July 2022.
7. This Directive becomes effective on 1 July 2022.

In Prague, on 30 June 2021

Ref. No.: UKFF/.../2022

Mgr. Eva Lehečková, Ph.D.
Dean of the Faculty of Arts of Charles University

Appendix 1 – Catalogue of Jobs and Work Positions of Academics, Researchers, and Lecturers at the Faculty of Arts of Charles University

I.

1. This document specifies the typical job descriptions of employees who carry out pedagogical and/or scholarly, research, development, innovative, artistic or other creative activities (“creative activities”); it is based on Rector’s Directive No. 56/2021, Catalogues of Jobs and Work Positions for Employees of CU, as amended, and further describes and specifies the information regarding the work positions of academics, researchers, and lecturers for the needs of the Faculty of Arts.
2. Parameters applicable to all work positions/pay bands:
 - a) The following level of language skills is required for all work positions and pay bands: English (B2–C1) and another foreign language (reading of academic texts), or English (B1–B2) and another foreign language (B2–C1);
 - b) For the work positions of academic or researcher, international experience is required, which is understood as, in particular: internships abroad, participation in international projects, specialised activities for foreign publishers or agencies, publications in foreign languages, teaching, lectures, and conference contributions in foreign languages; employees should report international experience in some form within each evaluation;
 - c) The length of experience for the individual work positions is not unified, and it may be determined differently for each competitive hiring process with regard to the needs related to the specific work position to be filled;
 - d) The number of classes taught (teaching duties) is different for each employee based on the difficulty of the subjects taught, and also with regard to the needs of the field of study, and the administrative and other duties of the employee.

II.

Assistant (AP1 Pay Band)

1. Minimum level of education: master’s degree (or a comparable level of education abroad).
2. **Typical job description:**
 - 2.1. *Pedagogical activities:*
 - a) The employee teaches classes in a bachelor’s or master’s programme of study, which are guaranteed by an employee in the work position of assistant professor, associate professor, or full professor, and the employee regularly innovates at least part of the classes taught, in which he or she applies current research results;
 - b) Teaching duties: 4–8 hours per week;
 - c) Works in the state bachelor’s examination boards, or entrance examination boards;
 - d) Advises and reviews bachelor’s theses, reviews diploma theses.
 - 2.2. *Publications and other creative activities:*
 - a) The employee publishes in peer-reviewed journals or scholarly monographs and collections in a manner customary in the given field of study, where at least some publications must be international, and his or her publications and other research activities clearly show professional progress;
 - b) Regularly and actively participates in international conferences;
 - c) Normally contributes to the implementation of grant projects;
 - d) May be involved in the organisation of research activities.

2.3. Administrative activities:

The employee takes part in the operation of a basic unit of the Faculty or in academic self-governance on the Faculty or University level.

III.

Assistant Professor (AP2 Pay Band)

1. Minimum level of education: master's degree and the degree Ph.D., Th.D. or CSc., or associate or full professorship (or a comparable qualification or position abroad).

2. Typical job description:

2.1. Pedagogical activities:

- a) The employee teaches classes in a bachelor's or master's programme of study, and regularly innovates at least part of the classes taught, in which he or she applies current research results;
- b) Teaching duties: 4–10 hours per week;
- c) Works in the state bachelor's and master's examination boards, or entrance examination boards;
- d) Advises and reviews bachelor's and master's theses, usually supervises two doctoral students at most

2.2. Publications and other creative activities:

- a) The employee publishes in renowned peer-reviewed journals or scholarly monographs and collections in a manner customary in the given field of study, where at least some publications must be international, and his or her publications and other research activities clearly show professional progress;
- b) Regularly and actively participates in international conferences;
- c) Normally contributes to the implementation of grant projects;
- d) May be involved in the organisation of research activities.

2.3. Administrative activities:

The employee takes part in the operation of a basic unit of the Faculty or in academic self-governance on the Faculty or University level.

IV.

Associate Professor (AP3 Pay Band)

1. Minimum level of education: master's degree and associate or full professorship or appointment as extraordinary professor (or a comparable qualification or position abroad).

2. Typical job description:

2.1. Pedagogical activities:

- a) The employee teaches classes in a bachelor's or master's programme of study, and regularly innovates at least part of the classes taught, in which he or she applies current research results; is involved substantially in the supervision of doctoral students;
- b) Teaching duties: 6–10 hours per week;
- c) The employee is usually a member of a subject-area board of a doctoral programme of study; may be the guarantor of a programme of study; works in the state master's and doctoral examination boards and the dissertation defence boards, may work in the entrance examination and state bachelor's examination boards;
- d) Advises and reviews bachelor's and master's theses and dissertations, may review habilitation theses.

2.2. Publications and other creative activities:

- a) The employee is a prominent figure in research in the given field of study at least on the national level;
- b) Publishes in renowned peer-reviewed journals or scholarly monographs and collections in a manner customary in the given field of study, where at least some publications must be international;
- c) Develops international cooperation in research;
- d) Takes part in the preparation and implementation of grant projects, typically as the leader of a research team;
- e) The employee is usually a member of the research boards of the Faculty or the University, and of the University, ministerial and other national expert panels or grant agencies; may work as a reviewer for the assessment of projects, and be a member of the editorial board of scholarly journals;
- f) May be involved in the organisation of research activities.

2.3. Administrative activities:

The employee takes part in the operation of a basic unit of the Faculty or in academic self-governance on the Faculty or University level.

V.

Full Professor (AP4 Pay Band)

1. Minimum level of education: master's degree and full professorship or appointment as extraordinary professor (or a comparable qualification or position abroad).

2. **Typical job description:**

2.1. Pedagogical activities:

- a) The employee teaches classes in a bachelor's or master's programme of study, and regularly innovates at least part of the classes taught, in which he or she applies current research results; is involved substantially in the supervision of doctoral students;
- b) Teaching duties: 6–10 hours per week;
- c) The employee is usually a member of a subject-area board of a doctoral programme of study; may be the guarantor of a programme of study; works in the state master's and doctoral examination boards and the dissertation defence boards, may work in the entrance examination and state bachelor's examination boards;
- d) Advises and reviews bachelor's and master's theses and dissertations, may review habilitation theses.

2.2. Publications and other creative activities:

- a) The employee is a prominent figure in research in the given field of study also on the international level;
- b) Publishes in world-renowned peer-reviewed journals or scholarly monographs and collections in a manner customary in the given field of study, and the employee's Czech publications belong to the top scholarly publications in the country;
- c) Develops international cooperation in research;
- d) Usually works as the creative coordinator in grant projects;
- e) The employee is usually a member of the research boards of the Faculty or the University, and of the University, ministerial, and other national expert panels or grant agencies; may work as a reviewer for the assessment of projects, and be a member of the editorial board of scholarly journals;

2.3. Administrative activities:

The employee may take part in the operation of a basic unit of the Faculty, or in the academic self-governance on the Faculty or University level.

VI.

Lecturer (L1 Pay Band)

1. Minimum level of education: master's or bachelor's degree (or a comparable level of education abroad).

2. **Typical job description:**

2.1. Pedagogical activities:

- a) The employee teaches in a bachelor's or master's programme of study, in particular basic courses of practical languages or other subsidiary courses; the employee regularly innovates at least part of the classes taught, in which he or she applies the current best standards in the didactics of the given field of study; may be involved in the proofreading of seminar papers in specialised subjects;
- b) Teaching duties: 12–20 hours per week;
- c) May work in the state bachelor's examination boards, or in the entrance examination boards and the linguistic part of the master's state examination boards;
- d) May review bachelor's theses;

2.2. Other creative activities:

The employee actively participates in methodological conferences and workshops.

2.3. Administrative activities:

The employee may take part in the operation of a basic unit of the Faculty.

VII.

Lecturer (L2 Pay Band)

1. Minimum level of education: master's degree (or a comparable level of education abroad).

2. **Typical job description:**

2.1. Pedagogical activities:

- a) The employee teaches in a bachelor's or master's programme of study, in particular basic lectures and seminars the instruction of which also requires more extensive knowledge in the given field of study; the employee regularly innovates at least part of the classes taught, in which he or she applies the current best standards in the didactics of the given field of study;
- b) Teaching duties: 10–16 hours per week;
- c) Works in the state bachelor's and master's examination boards, or entrance examination boards;³
- d) Advises and reviews bachelor's and master's theses.

2.2. Other creative activities:

- a) The employee publishes popular science publications, translations of significant texts, or methodological texts for practitioners in the field, or also scholarly publications in peer-reviewed journals or scholarly monographs and collections in a manner customary in the given field of study; may be involved in the creation of coursebooks and study materials;
- b) Actively participates in methodological or popular science conferences and workshops;
- c) Normally contributes to the implementation of grant projects focused on education.

2.3. Administrative activities:

³ This job description applies only to the department guaranteeing a programme of study, not subsidiary departments, such as the Language Centre.

The employee takes part in the operation of a basic unit of the Faculty or in academic self-governance on the Faculty level.

VIII.

Researcher (VP1 Pay Band)

1. Minimum level of education: master's degree (or a comparable level of education abroad).
2. **Typical job description:**
 - a) The employee publishes in peer-reviewed journals or scholarly monographs and collections in a manner customary in the given field of study, where at least some publications must be international, and his or her publications and other research activities clearly show professional progress;
 - b) Regularly and actively participates in international conferences;
 - c) Normally contributes to the implementation of grant projects;
 - d) May be involved in the organisation of research activities and in the related administration thereof, or in the operation of a basic unit of the Faculty.

IX.

Researcher (VP2 Pay Band)

1. Minimum level of education: master's degree and a Ph.D., Th.D. or CSc. degree, or associate or full professorship (or a comparable qualification or position abroad).
2. **Typical job description:**
 - a) The employee publishes in renowned peer-reviewed journals or scholarly monographs and collections in a manner customary in the given field of study, where at least some publications must be international, and his or her publications and other research activities clearly show professional progress;
 - b) Regularly and actively participates in international conferences;
 - c) Normally contributes to the implementation of grant projects;
 - d) May be involved in the organisation of research activities and in the related administration thereof, or in the operation of a basic unit of the Faculty.

X.

Researcher (VP3 Pay Band)

1. Minimum level of education: master's degree and associate or full professorship or appointment as extraordinary professor (or a comparable qualification or position abroad).
2. **Typical job description:**
 - a) The employee is a prominent figure in research in the given field of study also on the international level;
 - b) Publishes in renowned peer-reviewed journals or scholarly monographs and collections on the international level in a manner customary in the given field of study;
 - c) Develops international cooperation in research;
 - d) Works as the lead researcher or coordinator in significant grant projects or relatively separate parts of such projects;
 - e) The employee is usually a member of the research boards of the Faculty or the University, and of the University, ministerial and other national expert panels or grant agencies; may work as a reviewer for the assessment of projects, and be member of the editorial board of scholarly journals.