

Czech University of Life Sciences Prague

Dean's Regulation No. 4/2023

**Rules for performance evaluation and remuneration
of the Faculty of the Environmental Sciences CZU Prague**

Approved by the FZP Dean's board: March 22, 2023

Approved by the FZP Academic Senate: April 3, 2023

Preamble

By changing the Rules for performance evaluation and remuneration (hereinafter the Rules), the Faculty of Environmental Sciences (hereinafter FZP) is responding to changes in the evaluation of scientific research activities of organisations given by Methodology 17+. The rules apply to the preparation of the FZP budget starting from 2024, and for the preparation of the remuneration beginning in 2023.

Methodology 17+, the definition of individual types of research results and other valid documents are published on the government R&D website:

<https://www.vyzkum.cz/FrontClanek.aspx?idsekce=695442>

1. DETERMINATION OF PERSONAL BONUSES OF EMPLOYEES

As part of personal bonuses, employees are evaluated according to the following appendices for the performance of scientific research activities (Appendix No. 1) and in teaching activities (Appendix No. 3). These personal bonuses component, if it exists, can be supplemented by another component, whose amount is determined by the head of the department and which reflects the activity of the employee within the department.

1.1 Scientific and research activities and publications

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- The personal bonuses points in the relevant year (N) are determined as the arithmetic average for the previous three years (N-1 to N-3) (Appendix No. 1). If there are changes in the evaluation methodology during the assessed three years, the arithmetic average will be counted from the share of performance at FZP in individual years.
- The total points are calculated as the sum of the points from Module I and Module II of Methodology 17+, external grants and contract research projects.
- At FZP, the results of **Module I (Quality)** will include: Czech and international patents (P), pilot plant, proven technology, variety and breed (Z), all other applied research results (categories F, H, G, N, R, S, V, E, W, A, M, O) and the results of type B (scientific book) and C (chapter in a scientific book). The results of **Module II (Research Performance)** will include articles in a scientific journal (Jimp, Jsc) and articles in conference proceedings indexed in databases (D).
- The outputs of **Module I** will be included after the final evaluation by expert panels only, i.e. with minimum of one-year delay (in the year N+1). See the Methodology 17+, pages 12-13 and 22-23.
- All the results of Modules I and II must have an assigned DETAILED FORD according to the codebook of the Methodology 17+ sections.
- Only outputs of Modules I and II that the employee puts in the CV database on time (by January 5 of year N), and which are recognized by the CZU Prague Science and Research Office in the given year, are counted.

- Only outputs of Modules I and II that contain the correct affiliation pursuant to Dean's Regulation No. 4/2018 are counted.
- Only outputs of Modules I and II assigned to grants whose recipient or co-recipient is FZP are counted. Grants should be specified in the Acknowledgements of the relevant output.
- The Science and Research Office of FZP will provide to FZP departments an overview of counted outputs and assigned points from Module I and Module II of Methodology 17+, external grants and contract research projects for checking sufficiently in advance before discussion on the budget for year N by the Dean's Collegium for year N, with a determination of the deadline for potential comments and their settlement.

1.2 Teaching activities

- The personal bonuses score will be determined according to the criteria specified in Appendix No. 3.
- The Study Administration Office will provide to FZP departments an overview of counted outputs and their point evaluation for checking sufficiently in advance before discussion of the budget for year N by the Dean's Collegium for year N, with a determination of the deadline for potential comments and their settlement.

1.3 Third role

- The personal bonuses and remuneration may take into account significant activities in the field of popularization of professional topics, promotion of the faculty, active cooperation with the practice, or other activities not directly linked to scientific, research and teaching activities. This role is entirely in the competence of the head of the department.

2. DETERMINATION OF REMUNERATION FOR EMPLOYEES AND PH.D. STUDENTS

- Remuneration for employees and Ph.D. students for science and research activities and publications are determined pursuant to Appendix No. 1, while external grants and contract research projects are not remunerated. The total amount intended for remuneration of employees and Ph.D. students at FZP will be divided between Ph.D. students and employees according to the points obtained by each individual.
- Remuneration in year N shall be paid out for outputs that are entered into the CV database by October 31 in year N and will also be published in the Web of Science database in Published not Early Access status. Remuneration for outputs entered later, at the latest by January 5 in year N+1, shall be paid out in year N+1 according to the current valid R&D methodology.

- Outputs from Module I will be remunerated after the final evaluation by a professional panel according to Methodology 17+, i.e., min. with a one-year delay (in N+1). See Methodology 17+, pages 12-13, 22-23.
- Partial excellent results of FZP employees pursuant to Appendix No. 2 will also be remunerated.
- Each year, the board of management of FZP will approve the amount that will be determined for dividing remuneration for results in Modules I and II.

3. LEADING RESEARCH GROUPS BUDGETS

- The score of a Leading Research Group in the year N in science and research activities and publications in the year N-1 is determined pursuant to Appendix No. 1 (It is the sum of activities of its members).
- The performance calculation includes national and international projects in the first year of solution, D1 and Q1 publications, and defended PhD theses with at least one foreign reviewer in the amount of 50 points.
- The performance calculation does not include contract research projects.
- The group leaders submit the required information according to the instructions of the Science and Research Office by February 15.
- The total budget for the FZP Leading Research Groups will be divided between the groups according to the three-year arithmetic average of the previous three years (N-1 to N-3) which is calculated from the share of FZP performances in individual years. The group leader is obliged to announce the amount of scholarships in the allocated budget.
- The Science and Research Office will provide to the group leaders an overview of counted outputs and their point evaluation for checking sufficiently in advance before the discussion of the budget for year N by the Dean's Collegium for year N, with a determination of the deadline for potential comments and their settlement.

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4. POSTDOC POSITIONS EVALUATION

- The postdocs submit in the year N an overview of their science and research activities and publications in the year N-1 according to the instructions of the Science and Research Office by January 31.
- Into account are taken publications with a correct affiliation pursuant to Dean's Regulation No. 4/2018, projects and international activities.
- The following publications (with stated Q and AIS values) are considered:
 - published papers, each first-author paper is evaluated pursuant to the Appendix No. 1
 - accepted papers, first-author acceptor papers

- submitted papers with statuses Under review, Major revisions, Minor revisions
- The following projects are considered (main researcher or co-researcher):
 - submitted
 - approved
 - international project in progress
- International activities and cooperation

5. DEPARTMENT PERFORMANCE DETERMINATION

- The budget of a department in the year N based on science and research activities and publications in the year N-1 is determined pursuant to the Appendix No. 1.
- The performance calculation includes national and international projects in the first year of solution and contract research projects.
- According to the current list of budgeted employees as of March 31 in year N, the so-called Evaluation in science and research for N-1 by persons is compiled (hereinafter the Evaluation).
- The Evaluation lists budgeted employees, including postdocs, who are not included in the overall performance of the department.
- The department performance does not include the postdocs funded by the Dean's office. The postdocs who are exclusively funded by external grants of the department are included in the department performance.
- Employees are classified according to departments, and each of them has their shares in the performance of the faculty in the years N-1 to N-3. For the calculation of the average share, the actual duration of employment for the last three years is taken into account.

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This regulation comes into force on April 4, 2023

prof. RNDr. Vladimír Bejček, CSc.
the FZP Dean

Appendix No. 1: Calculation of point evaluation of research and development results

1) EVALUATION OF PUBLICATION RESULTS– Module II

Publications are evaluated according to AIS and must fulfil the definition of a result according to Methodology 17+. Predatory magazines published by MDPI will not be included in the evaluation.

D1 = 250 points

Q1 = 100 points

Q2 = 40 points

Q3 = 15 points relevant for PhD students only

Q4 = 10 points relevant for PhD students only

Nature, Science = 950 points

Nature Index + 200 points (e.g. Nature Communications = 450 points = D1+NI)

If a journal is included in several fields (FORD), the best percentile is used to determine the points. AIS is updated depending on the publication of new values in the Web of Science for the relevant year.

In the case of Nature or Science publications is the FZP author granted with 200 points for the purpose of personal bonuses determination, which he would not have achieved by dividing the 950 points between the team of authors.

The results calculator and the AIS values are available in the cloud storage.

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2) EVALUATION OF PATENTS AND NON-PUBLICATION APPLIED RESEARCH RESULTS – Module I

Points will be awarded only to the results that have been evaluated by expert panels according to the Methodology 17+ with a rating level 1-4 according to Table 1.

Tab. 1: Scored types of results:

Rating level	Points
Level 1	250
Level 2	100
Level 3	40
Level 4	10

3) DIVISION OF POINTS AMONGST INSTITUTIONS AND AUTHORS OF RESULTS OF Module I and Module II

- Points are multiplied by the ratio of the number of FZP domestic authors to the total number of all authors participating in the result. If a foreign author is a member of a collective, this author is counted with a weight of $\frac{1}{2}$.
- If a FZP author is a member of a collective publishing in Q3 or Q4 journal together with PhD students, he is not considered as a member of the publishing collective.
- Examples:**
only FZP with 2 authors: $2/2 = 1$; FZP with 2 authors + 3 other authors from the Czech Republic = $2/5$
FZP 1 author + 1 foreign: $1/(1+1/2)=2/3$
FZP 2 authors + 1 Czech author + 1 foreign author= $2/(2+1+1/2)=4/7$
FZP 3 authors + 2 Czech authors + 2 foreign authors= $3/(3+2+1/2+1/2)=1/2$
- If an author is affiliated with several institutions, other institutions are not considered in this case. It is considered as an affiliation with the FZP exclusively.
- Points are further multiplied by the coefficient according to the order of the author (Table 2). The FZP corresponding, last, or first FZP author may determine their own contribution of FZP authors in the publication. This proposal will be sent to the Science and Research Office to Ing. Jana Stýblová no later than on the date of data collection for the determination of personal bonuses, i.e. by January 5 in year N.

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Tab. 2: Dividing of publications between several authors:

Number of authors	1 st author	2 nd author	3 rd author	4 th and others
1	100%	-	-	-
2	60%	40%	-	-
3	50%	30%	20%	-
4 or more	40%	30%	20%	10% / (number of authors -3)

Note.: Points are only divided between authors from FZP.

LEADING RESEARCH GROUPS

- Points are multiplied by the ratio of the number of FZP authors who are members of the Leading Research Group to the total number of all authors participating in the result. If a foreign author is a member of a collective, this author is counted with a weight of $\frac{1}{2}$.
- If an author is affiliated with several institutions, other institutions are not considered.

4) EVALUATION OF ONGOING EXTERNAL GRANTS – POINTS ALLOCATION

- The relevant points for ongoing external grants will be assigned to the main researcher from FZP according to Table 3. The main researcher may assign the points to FZP co-researchers. This

proposal will be sent to the Science and Research Office to Ing. Jana Stýblová no later than on the date of data collection for the determination of personal bonuses, i.e. by January 5 in year N.

Tab. 3: Number of points for external grants:

Grant categories	Points	
	Coordinator	Co-researcher
National projects over 1 million CZK	100	50
International projects over 1 million CZK	200	100

- National (CEP register) and international projects are included in the performance evaluation only in the first year of the solution. The total project budget must be higher than 1 million CZK.

5) EVALUATION OF CONTRACT RESEARCH PROJECTS – POINTS ALLOCATION

- The performance evaluation includes contract research projects meeting the values in the invoiced amount excluding VAT for the given calendar year according to the Table 4.
- Projects meeting the values below in total but not meeting them after being divided into partial invoices are also included. Then, the total value of the project is counted altogether
- The relevant points for contract research projects will be assigned to the main researcher from FZP according to Table 4. The main researcher may assign the points to FZP co-researchers. This proposal will be sent to the Science and Research Office to Ing. Jana Stýblová no later than on the date of data collection for the determination of personal bonuses, i.e. by January 5 in year N. In the case of many projects in a given year with an individual value of less than CZK 0,1 million, the projects are added up until the minimum required amount of the invoiced amount is reached.
- Tab. 4: Number of points for contract research:

Project categories	Points
over 1 million CZK	100
0,5 – 1 million CZK	50
0,25 – 0,5 million CZK	20
0,1 – 0,25 million CZK	10

Appendix No. 2: Remuneration of excellent results not included in the Module II of the Methodology 17+ for FZP employees

- These are other texts and shorter communications published in Nature or Science journals (e.g. Comments, Editorial Material, etc.) which are not labelled as an “Article” in the WoS
- The total amount for one such output is limited to a maximum of 0,25 million CZK. Each FZP affiliated author is entitled to a one-time remuneration of 50,000 CZK. If the number of authors is greater than five, the amounts are reduced accordingly.
- If a FZP employee is a corresponding, last or first author (in that order), he or she will determine the number of authors with a FZP affiliation greater than five shares. In addition, the condition that the remuneration per worker is a maximum of 50,000 CZK must be fulfilled.
- If a FZP author is affiliated with several institutions, other institutions are not considered.

Appendix No. 3: Calculation of point evaluation – teaching activities

Based on data in the UIS systems.

Calculation of point evaluation

1. Number of lecture hours × 4 points
2. Number of seminar hours × 2 points
3. PhD student exam × 5 points
4. Field trip – number of days × 6 points
5. Completed bachelor theses of graduates in a given school year – 1 student = 30 points
6. Completed diploma theses of graduates in a given school year – 1 student = 40 points
7. Teaching in English – number of lecture hours × 6 points
8. Teaching in English – number of seminar hours × 3 points
9. Study programme guarantor = 200 points
10. Internship administration – 1 student = 1 point
11. Successful defence in DSP = 100 points /*

Explanatory notes:

/* - points are given to the supervisor or consultant