
INTERNAL REGULATIONS OF
THE CZECH UNIVERSITY OF LIFE SCIENCES IN PRAGUE



Career Regulation of the Czech University of Life Sciences in Prague

Article 1 Introduction

- (1) This regulation is valid for all parts of the Czech University of Life Sciences in Prague (hereinafter referred to as "CZU") including CZU Estates, CZU Forests and CZU Winery.
- (2) The Career Regulation of the Czech University of Life Sciences in Prague (hereinafter referred to as "Career Regulation") regulates at the Czech University of Life Sciences in Prague (hereinafter referred to as "CZU") in accordance with Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended (hereinafter referred to as "the Act"), Act No. 262/2006 Coll, Labour Code, as amended (hereinafter referred to as the "Labour Code"), the Statute of the CZU, the Internal Wage Regulation of the CZU and the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the CZU, the basic fundamentals and principles of career advancement, career development and career change of CZU employees. Furthermore, this regulation regulates the basic rules and principles of evaluation related to career planning of CZU employees.
- (3) The provisions of this Career Regulation do not apply to the positions of Rector, Bursar, Deans of Faculties, Visiting and Emeritus Professor. They also do not apply to employees in blue-collar occupations.
- (4) According to Section 70(1) of the Higher Education Act, academic staff are professors, associate professors, extraordinary professors, assistant professors, assistants, lecturers, and scientific, research and development workers who are employees of the CZU performing both teaching and creative activities in an employment relationship according to the agreed type of work.
- (5) Scientific, research or artistic staff are those employees who do not carry out any teaching activities in their job positions, but exclusively carry out creative activities or artistic creation.
- (6) Other staff are those who are not academic, scientific, research or artistic staff, i.e. those who work mainly in administrative, technical or operational positions.
- (7) For the purposes of this Career Regulation, a senior employee is defined as a directly superior employee in the hierarchical system according to the organisational regulations or organisational structure of the faculty and unit of the CZU.

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- (8) Individual faculties and units of the CZU may modify the issues addressed by this Career Regulation in more detail according to their specific conditions, but always in accordance with this Career Regulation.
- (9) Within the framework of career planning and management of academic and research staff, the CZU is also guided by the European Charter for Researchers.
- (10) Where the term or designation of a person in the masculine gender is used in this Career Regulation, it means any person (of any gender) in that position.

Part II
CAREER DEVELOPMENT OF EMPLOYEES

Article 2
Career management of CZU employees

- (1) Career management is one of the basic tools of human resources management of the CZU and supports its development and motivation of its employees.
- (2) CZU distinguishes three possible career paths for employees:
 - a. Academic
 - b. Scientific
 - c. Other
- (3) The main axes of career management are as follows:
 - a. Professional Development
 - b. Career Advancement
 - c. Career Changes
- (4) The framework job descriptions of the positions are described in more detail in the CZU Job Catalogue, which constitutes an annex to the Internal Wage Regulations.

Article 3
Professional Development

- (1) Professional development of an employee is the professional development associated primarily with the deepening of qualifications in the current position and in accordance with the requirements of the job, the set work objectives or the plan for further development.
- (2) The employee is obliged to further their qualifications necessary for the performance of the agreed work (Section 230 of the Labour Code) and the CZU supports their active interest and efforts for further education in order to achieve the highest possible quality of teaching, creative activities or support services.

- (3) CZU supports the professional development of employees according to the possibilities of individual faculties or other departments mainly in the following ways:
- a. by creating favourable conditions for employee development and educational activities, especially for employees to participate in professional conferences and meetings at national and international level within the scope of their expertise in the given field, networking, job shadowing and other activities and mobilities of a similar type;
 - b. by encouraging staff membership of international networks, organisations, scientific councils and international project consortia;
 - c. by supporting access to professional literature, supporting the improvement of pedagogical competences of staff engaged in teaching activities and supporting staff training in presentation, communication and organisational skills, information technology, language skills, etc.;
 - d. by incentive programmes of individual units of CZU, which support the research activities of employees;
 - e. by allowing adjustments to working conditions or working hours for participation in long-term foreign internships, providing creative leave, reducing the workload, for example, in preparation for habilitation proceedings, etc., all on condition that this is not prevented by serious operational reasons of a given department of the CZU.

Article 4

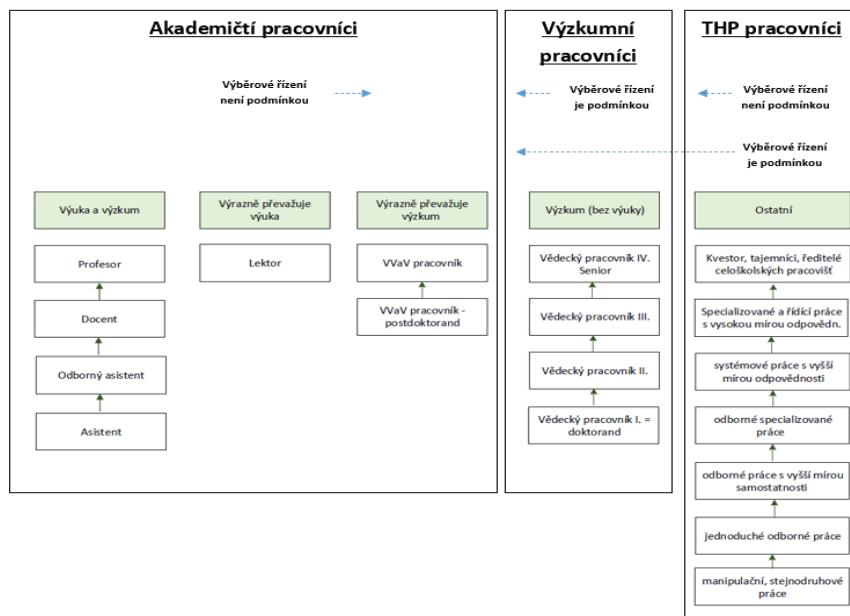
Career Advancement

- (1) Career advancement is advancement to a post which is higher in the existing career path as defined in Article 2(2). The change of a job position to a higher one results in an increase of the pay grade according to the Internal Wage Regulations of the CZU.
- (2) Academic staff strives to continuously improve their skills and develop their qualifications and abilities. If they want to advance in their professional career, they can and should pursue other academic titles such as associate professor, professor. The conditions and prerequisites of the habilitation and appointment procedure are determined by the Rules for Habilitation and Appointment to Professor Procedure of the Czech University of Life Sciences in Prague.
- (3) Career advancement is discretionary. A change in an employee's job classification to a higher position in an existing career path is contingent upon the availability of such a position based on the current operational needs and financial capabilities of the department.
- (4) Career advancement to a higher post is based on a selection procedure. In justified cases, the Dean of the Faculty, the Rector or the Bursar may decide to waive the selection procedure and allow the employee direct career advancement in the cases listed in the Selection Procedure Regulations.

Article 5 Career Changes

- (1) A career change is a change in career path:
 - a. from academic to scientific (or artistic) or administrative;
 - b. from scientific (or artistic) to academic or administrative;
 - c. from administrative to academic or scientific (or artistic).
- (2) Career change is not an entitlement, it is conditional on the employee's suitable prerequisites for a career change and the availability of the new position, which depends on the current operational needs and financial capabilities of the workplace.
- (3) An employee, if they meet the qualifications for a vacant position in another career path, may request a career change from their supervisor with preference to that vacant position, except for a selection process for an academic staff position where the selection process is a legal requirement. In such a case, the Dean of the Faculty, the Rector or the Bursar may waive the selection procedure only in accordance with the Selection Procedure Regulations.

Article 6 Career advancement and career change scheme



Article 7

Employee Career Plan

- (1) The Career Plan is created for all employees of CZU, with the exception of the employees referred to in Article 1(3), and with the exception of employees who are hired for a fixed-term contract of a maximum duration of 2 years and no extension of this contract is envisaged.
- (2) The employee's career plan is prepared and discussed with the employee by the employee's supervisor.
- (3) The employee's career plan must be based on the needs of the CZU as an employer and express the requirements for the employee's work performance taking into account the amount of their working time.
- (4) The career plan sets out long-term and short-term work objectives in line with the employee's planned career.
- (5) The employee's career plan will also include:
 - a. information whether the staff member concerned is expected to be promoted and, if so, the timetable for such promotion;
 - b. for academic, scientific, research and artistic staff, the identification of the different areas of future evaluation as defined in Article 8 and the expected relevant indicator for the fulfilment of the plan;
 - c. for other staff, identifying specific areas for future professional development (e.g. the need for professional training, improving language skills, taking on a specific agenda, etc.);
 - d. the planned steps to be taken to achieve the intended performance outcomes to be achieved, including relevant indicators that will be important for assessing the employee's performance;
 - e. setting an expected date for the long-term evaluation.
- (6) The career plan must not be created in contravention of the regulations of the CZU.
- (7) The career plan shall be drawn up in accordance with the principles for assessing its implementation set out in Article 8(13).
- (8) An employee's career plan is drawn up for a definite period, not exceeding five years.
- (9) A model career plan for academic staff is attached as Annex 1 to this Regulation. For scientific, research and artistic staff, the template in Annex 1 shall be used, without the section on long-term objectives in educational activities.
- (10) A model career plan for other staff is attached as Annex 2 to this Regulation. These templates are binding only as to their content, not as to their form; they are expected to be drawn up in electronic form.

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- (11) Staff career plans will be processed for the first time by 30 November 2024 at the latest. For new employees, a career plan will be drawn up no later than three months after the start of employment.
- (12) The employee's career plan will be stored electronically in the employee's personnel file in the human resources information system (HRIS).

Part III
EMPLOYEE EVALUATION

Article 8

Evaluation of the implementation of the employee's career plan

- (1) CZU distinguishes between two types of evaluation of the fulfilment of the career plan:
 - a. ongoing evaluation of work performance;
 - b. long-term evaluation.
- (2) Continuous evaluation of the achieved work performance and implementation of the career plan shall take place once per calendar year.
- (3) The long-term evaluation is carried out for the past period for which the employee's career plan was created (max. 5 years) In this long-term evaluation, the supervisor shall take into account the performance over the entire duration of the employee's career plan.
- (4) The schedule of short-term and long-term employee evaluations for the following calendar year is drawn up by the dean of the faculty in the case of faculties, by the bursar in the case of rectorate departments, and by the directors of individual units in the case of other units of the CZU.
- (5) Employee evaluations are conducted by the heads of individual departments of the CZU, i.e. departments, sections, divisions and other organizational units in accordance with the organizational structure of the CZU. A senior member of staff is normally appraised by the senior member of staff immediately above them.
- (6) Evaluating subordinates is one of the basic duties and responsibilities of a senior member of staff.
- (7) The Director of the Institute of Education and Counselling, the Director of University Farms and the Director of University Forestry, the Head of the Department of Physical Education and the Director of the Department of Communication and PR are evaluated by the Rector. The Director of the Residence Halls and Canteen and the Directors of Departments and Heads of Departments of the Rectorate are evaluated by the Bursar, except for the Vice-Rector's Departments, which are evaluated by the respective Vice-Rector. The Director of the CZU Library is evaluated by the Vice-Rector for Quality of Educational and Creative Activities.
- (8) The initial basis for the evaluation is the employee's career plan.

(9) For academic staff, the following are particularly evaluated:

- a. performance in educational activities;
- b. work results in creative and artistic activities;
- c. performance in the University's third role activities;
- d. activities in the field of internationalisation;
- e. work behaviour and conduct;
- f. activities related to management, organisational and academic functions;
- g. Employee personal development.

The areas of assessment listed in (a) to (e) will always be assessed for academic staff, but only those listed in (f) to (g), if relevant.

(10) For researchers, all of the items listed in paragraph 9 are assessed, except for performance in educational activities.

(11) For other staff, the following is evaluated in relation to the activity performed:

- a. activity performed;
- b. meeting the objectives set out in the career plan;
- c. professional skills and approach to their development;
- d. work behaviour and conduct;
- e. internationalisation activities, e.g. international mobility, etc.;
- f. employee personal development.

The areas of assessment listed in (a) to (d) will always be assessed for other staff, and the areas listed in (e) to (f) only if relevant.

(12) A selection of criteria for the evaluation of staff performance is given in Annex 3. The deans of individual faculties have the power to regulate in more detail the criteria for the evaluation of faculty staff, in particular to decide on the selection and weighting of individual evaluation criteria.

(13) The evaluation of a CZU employee is based on the following principles:

- a. The principle of transparency (clear evaluation criteria must be given and a written record of the evaluation must be kept).
- b. The principle of relevance (the evaluation criteria must be appropriate to the position held and the amount of time worked).
- c. Principle of equal treatment (the evaluation must be non-discriminatory in terms of the employee's workload and performance evaluation. Departments across the CZU may differ especially in the selection of evaluation criteria and their weights).
- d. Principle of completeness (all activities performed within the scope of the employee's duties for the CZU must be taken into account when evaluating the employee).

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- e. The principle of individual approach (other individual circumstances that may have affected the employee's career development, such as maternity or parental leave, caring for a loved one, etc.).
 - f. The principle of feedback (the employee has the right to comment on the results of the evaluation).
- (14) A model form is provided in Annexes 4 and 5 to these Regulations for the record of the staff member's appraisal. These templates are binding only as to their content, not as to their form; they are expected to be drawn up in electronic form. The Dean of the Faculty may decide to modify the evaluation form to make it more relevant to the needs of the faculty.
 - (15) Records of interim or long-term appraisals, including the results of the appraisal, shall always be available for inspection by the appraised employee. The records remain stored at the employee's workplace.
 - (16) Any disagreement with the results of the short-term or long-term evaluation must be part of the evaluation record. The employee is obliged to state the reasons for any disagreement with the evaluation. The senior employee is obliged to discuss this disagreement with their superior within the faculty, the Rectorate or another part of the CZU and to inform the evaluated employee of the result.
 - (17) The result of the continuous evaluation of the achieved work results in the previous evaluation period will be reflected in the amount of the employee's personal evaluation according to the Internal Wage Regulation of the CZU.
 - (18) Repeated under-performance resulting from an employee's interim evaluation may have employment consequences for the employee in the context of a long-term evaluation.

**PART IV
FINAL PROVISIONS**

**Article 9
Final provisions**

- (1) Staff career plans for the period 2025-2029 shall be drawn up by managers in cooperation with subordinate staff no later than 30 November 2024.
- (2) The first interim performance evaluation will take place no later than 31 December 2025.
- (3) This Career Plan was approved by the CZU Academic Senate on 13/6/2024.
- (4) This regulation shall become valid on the date of its announcement and takes effect on the date of publication.
- (5) The following annexes form an integral part of the Career Regulation:

Annex 1 Template career plan for academics and researchers

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Annex 2 Template career plan for other staff

Annex 3 Selection of criteria for evaluating the work performance of CZU employees

Annex 4 Template for evaluation of academic and research staff

Annex 5 Template for evaluation of other staff

In Prague on 27 June 2024

prof. Ing. Petr Sklenička, CSc.
Rector

Annex 1 to the Career Regulation

Career plan of CZU employees
TEMPLATE for academics and researchers

Employee's name:		Title:	
Department/workplace:		Year:	
Work position:		Date:	
Supervisor:			

This career plan is designed to be long-term, for a period of up to: (specify date, max. within 5 years)	
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What career progression is expected?

Provide a timetable for this procedure:

Long-term work objectives (please specify):	Relevant indicator or expected value for achieving the target
Long-term goals in educational activities: *	
Long-term goals in creative and artistic activity: *	
Long-term goals in the activities within the third role of the University: *	

Okomentoval(a): [IJ1]: Relevant indicators must be identified here which will be important for the assessment of the employee's performance and workload in each area of the evaluation, and the expected values to be achieved by the employee in long-term evaluation

* We always plan long-term performance goals for academic staff in the areas identified in this way.

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For scientific, research and artistic staff, we do not plan targets for educational activities.

Long-term goals in activities related to the internationalization of the University: *	
Other long-term goals:	
Short-term work objectives (be specific):	Expected date

Development section (Identify the knowledge and skills you want to focus on):

E.g. language skills, IT skills, etc.

The fulfilment of the employee's long-term career plan will be continuously evaluated during regular evaluation interviews and by completing the document "Record of evaluation of work performance and fulfilment of the career plan of the CZU employee".

The expected date for the next evaluation is .. / 20.. (please specify month and year).

Employee's signature:	Supervisor's signature:

In Prague on:

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Annex 2 of the CZU Career Regulation

Career plan of CZU employees

TEMPLATE for other staff

Employee's name:		Title:	
Department/workplace:		Year:	
Work position:		Date:	
Supervisor:			

This career plan is designed to be long-term, for a period of up to: (specify date, max. within 5 years)	
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Long-term work objectives (please specify):	Relevant indicator or expected value for achieving the objective
Indicate what is expected of the employee in the long term for which the career plan is being developed. For example, taking on a new agenda, streamlining a particular process (e.g. digitising it), but also maintaining the existing quality of work.	Here, the relevant indicators must be set out that will be important for assessing the performance and workload of the employee in each area of the evaluation and the expected values to be achieved by the employee in the long-term evaluation.
Short-term work objectives (be specific):	Expected date

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Development section (Identify the knowledge and skills you want to focus on):

E.g. professional development, language skills, IT skills, etc.

The fulfilment of the employee's long-term career plan will be continuously evaluated during regular evaluation interviews and by completing the document "Record of evaluation of work performance and fulfilment of the career plan of the CZU employee".

The expected date for the next evaluation is .. / 20.. (please specify month and year).

Employee's signature:	Supervisor's signature:

In Prague on:

Annex 3 to the CZU Career Regulation

Selection of criteria for evaluating the work performance of CZU employees

This system of evaluation is recommended for all faculties and other units of CZU. The deans of individual faculties have the power to regulate the system of staff evaluation at the faculty in more detail by means of a dean's regulation, in particular to decide on the selection and weighting of individual evaluation criteria.

CZU distinguishes three possible career paths for employees:

- a. Academic b. Scientific c. Other

1. Academic Staff Evaluation

For academic career paths, we assess in particular:

➤ Work results in educational activities

- Direct instruction:
 - lecture in CZE/ENG (number of hours taught and hours for preparation)
 - exercises in CZE / ENG (number of hours taught and hours for preparation)
 - credit (Bc. + Mgr. study) (number of terms)
 - exam (Bc. + Mgr. study) (number of terms)
 - head of BP in CZE / ENG (defended BP)
 - head of DP in CZE / ENG (defended DP)
 - state Final Examinations - Bachelor's (membership in the committee)
 - state Final Examination - Master's (membership in the commission)
 - study materials and references in CZE / ENG
 - quality of teaching according to the evaluation of study subjects according to UIS surveys (the survey among students must precede the exam) (UIS grade)
 - Study programme guarantor
 - Study subject guarantor
- PhD study programmes
 - Training of PhD students
 - State doctoral examination
 - Dissertation defence committee - member/chairman
 - Dissertation opponent in the Czech Republic / abroad

➤ **Work results in creative and artistic activities**

- **Module 1**
 - Professional Book
 - Chapter in a specialized publication
 - Proven technology, Variety, Breed
 - Utility model, Industrial design, Prototype, Functional sample, Methodology
 - Domestic patent
 - International patent
 - Software
 - Audiovisual creation
 - Significant other results
 - Output evaluated within the SKV with a mark of 1
 - Output evaluated within the SKV with a mark of 2
 - Output evaluated within the SKV with a mark of 3
- **Module 2 (publication counts only once)**
 - Impacted publication D1 (by AIS)
 - Impacted publication Q1 (by AIS)
 - Impacted publication Q2 (by AIS)
 - Nature index
- **Module 3**
 - Domestic research project in the role of coordinator of the whole project with a total budget
 - ◆ Up to CZK 5 million
 - ◆ over CZK 5 million
 - Domestic research project in the role of the responsible researcher for CZU with a total budget for the faculty
 - ◆ Up to CZK 5 million
 - ◆ over CZK 5 million
 - Domestic research project carried out as a member of the project's research team with a total budget
 - ◆ Up to CZK 5 million
 - ◆ over CZK 5 million
 - International research project submitted
 - ◆ principal researcher (overall for the whole project)
 - ◆ principal researcher for CZU
 - International research project being carried out (indicate the number of full-time equivalents)

- ◆ principal researcher
- ◆ Member of project team
- ◆ Solution team member
- ERC grant received
- Contract research in the total budget for the faculty
 - ◆ CZK 100 thousand - 1 million
 - ◆ above CZK 1 million
- Transfer of R&D results to practice
- **Work results in activities within the third role of the university** (e.g. popularisation of creative and educational activities - press releases, media outputs, ..., involvement in the University of the Third Age and other lifelong learning).
- **Activities in the field of internationalisation**
 - Foreign trip of an academic staff member
 - Hours taught abroad
 - Public lectures abroad
 - Activity or membership in international networks and organisations
 - Active participation in international conferences
 - Erasmus projects (strategic partnerships or KA2)
 - International conference organisation
 - Involvement in integration activities of foreign employees and students
 - Coordination or active participation in international non-research projects such as Erasmus+, Intereg, etc.
- **Work behaviour and conduct**
 - Pro-active approach in carrying out tasks
 - Willingness to take responsibility
 - Communication with colleagues
 - Managerial skills, etc.
- **Activities related to managerial, organisational and academic functions** (proportion of working time in academic function)
- **Personal development**
 - Language competences and the approach to their development
 - IT skills

2. EVALUATION OF SCIENTIFIC AND RESEARCH STAFF WITHOUT PARTICIPATION IN TEACHING (non-academic)

For the scientific career path, we assess everything listed in paragraph 1 except for performance in educational activities.

3. OTHER STAFF ASSESSMENT

For other employees, we assess in particular:

- Activities carried out
- Professional skills and approach to skills development
- Work behaviour and conduct (e.g. initiative, willingness to take responsibility, communication, teamwork, management skills, etc.)
- Activities in the field of internationalisation, e.g. international mobility, etc.
- Personal development (e.g. language competences and approach to their development, IT skills, etc.)

4. The amount of the employee's working time must be taken into account when assessing the implementation of the career plan.

Annex 4 to the CZU Career Regulation

The record of evaluation of the work performance and fulfilment of the career plan of a CZU employee**TEMPLATE for academics and researchers**

Employee's name:		Title:	
Department/workplace:		Assessment period:	
Work position:		Supervisor:	

This evaluation is carried out as	<input type="checkbox"/> continuous, once per calendar year	<input type="checkbox"/> long-term, for the entire period for which the employee's career plan has been developed
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Performance in educational activities: *
Results in educational activities <input type="checkbox"/> correspond to - <input type="checkbox"/> do not meet the objectives set in the employee's career plan**.
Work results in creative and artistic activities: *
Results in creative and artistic activities <input type="checkbox"/> correspond to - <input type="checkbox"/> do not meet the objectives set in the employee's career plan.
Performance in the University's third role activities: *
Results in the University's third role activities <input type="checkbox"/> correspond to - <input type="checkbox"/> do not meet the objectives set in the employee's career plan.

Work results in activities related to the internationalization of the university: *

Results in activities related to the internationalisation of the University ☐ correspond to - ☐ do not correspond to the objectives set in the employee's career plan.

Work results in other areas:

Evaluation of personal development:

Evaluation of work conduct and behaviour:

Final summary of the overall evaluation:

Indicate here whether and how the results of the evaluation will be reflected in the employee's remuneration, what further steps should be taken in the following period, and if the employee's job description should be modified.

Employee's comments:

Indicate here whether you agree with the results of the evaluation, if you disagree, please, give reasons for your disagreement.

The expected date for the next upcoming evaluation is .. / 20.. (please specify month and year).

In the case of a final long-term evaluation, the supervisor will draw up a new career plan with the employee for the next period (max. 5 years)

Employee's signature:	Supervisor's signature:

* Academic staff will always be assessed in the following areas.

For scientific, research and artistic staff, performance in educational activities is not evaluated.

Annex 5 to the CZU Career Regulation

**Record of evaluation of work performance and fulfilment of
the career plan of a CZU employee**

TEMPLATE for other staff

Employee's name:		Title:	
Department/workplace:		Assessment period:	
Work position:		Supervisor:	

This evaluation is carried out as	<input type="checkbox"/> continuous, once per calendar year	<input type="checkbox"/> long-term, for the entire period for which the employee's career plan has been developed
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Activities performed: *
Fulfilment of work objectives: *
Results <input type="checkbox"/> correspond to - <input type="checkbox"/> do not match the objectives set in the employee's career plan.
Professional skills and approach to their development: *
Evaluation of work conduct and behaviour: *

* Academic staff will always be assessed in the following areas.

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Activities in the field of internationalisation:

E.g. mobility abroad, etc.

Employee personal development:

Final summary of the overall evaluation:

Indicate here whether and how the results of the evaluation will be reflected in the employee's remuneration, what further steps should be taken in the following period, and if the employee's job description should be modified.

Employee's comments:

Indicate here whether you agree with the results of the evaluation, if you disagree, please, give reasons for your disagreement.

The expected date for the next upcoming evaluation is .. / 20.. (please specify month and year).

In the case of a final long-term evaluation, the supervisor will draw up a new career plan with the employee for the next period (max. 5 years)

Employee's signature:	Supervisor's signature:

In Prague on: