



C A R E E R S Y S T E M OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Preamble

- (1) The aim of the Career System (hereinafter referred to as the “System”) is a continuous improvement of the quality of educational and creative activity at CTU and its assessment in accordance with European standards with emphasis on the requirement of excellence for maintaining and increasing international competitiveness.
- (2) CTU is an internationally acclaimed technical university. Building on the traditions of CTU, the System aims to regulate the relationship of employees to CTU in the following areas:
 - a) It provides job descriptions for posts that comply with qualification requirements (hereinafter referred to as “posts”) for academic and other creative workers at CTU.
 - b) It stipulates the framework of a professional career and its expected milestones for workers and job applicants at CTU from the point of view of the expected career growth and motivation for career growth.
 - c) It enshrines the principles of equal access, transparency and review of the basic employment decisions in relation to employees’ career progression.
 - d) It stipulates the basic principles for a successful establishment of work-life balance.

Article 1

Introductory provisions

- (1) The System regulates the position and qualification progression of academic workers and other workers participating in educational and creative activity. It defines posts, conditions and the process of acquiring the posts and motivation elements of career growth.
- (2) Pedagogical and creative activity at faculties and institutes of CTU is carried out by academic workers and other experts pursuant to Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter referred to as the “Act”).
- (3) The System defines the framework of pedagogical, scientific and other creative duties of academic and non-academic workers that are involved in the abovementioned activities.

- (4) The manner of inclusion of employees in pay grades is defined by a special internal regulation of CTU¹.
- (5) Individual constituent parts can regulate the subject matter of this System in more detail in accordance with their specific conditions, always in compliance with this System.
- (6) The European Charter for Researchers² also applies to academic and research workers at CTU.

Article 2

Posts

- (1) In accordance with the Act³, academic workers are professors, associate professors, extraordinary professors, assistant professors, assistants, tutors and scientific, research and development workers that within their employment relationship in accordance with the agreed type of work carry out both pedagogical and creative activity.
- (2) CTU introduces the following posts for academic workers:
 - a) Professor
 - b) Associate professor
 - c) Assistant professor
 - d) Tutor
 - e) Researchers involved in pedagogical activity
 - f) Assistant
- (3) CTU introduces the following posts for non-academic workers involved in pedagogical and/or creative activity:
 - a) Postdoc
 - b) Researcher⁴
 - c) Pedagogical assistant
- (4) Workers ranked on posts referred to in Para 2 and 3 are periodically assessed by heads of workplaces.
- (5) Putting posts in pay grades is defined by the CTU List of occupations, an annex to the CTU Internal Salary Regulation.
- (6) The creation of specific posts in accordance with this System is the responsibility of the deans and directors of individual constituent parts.

¹ The CTU Internal Salary Regulation.

² The Commission Recommendation (EC) No 251/2005 of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers.

³ Section 70, Para 1 of the Act.

⁴ Not complying with the criteria for academic workers listed in Section 70, Para 1 of the Act.

(7) Non-academic workers are not members of the Academic Community at CTU.

Article 3 **Description of posts of academic workers**

(1) Professor

- a) A professor is a distinguished expert in the given field with international significance, is respected both professionally and personally, has a long-term vision and is also able to carry out independent scientific work at international level. A professor is involved in research and teaching; scientific, artistic or other creative results are expected from them.
- b) A professor develops their branch based on the current knowledge in the field of pedagogy and creative activity. A professor supervises doctoral students and carries out independent research and leads research of a team of doctoral students, postdocs and assistant professors. A professor devotes part of their time to teaching, primarily to giving lectures, is a guarantor of study programmes and subjects; a professor supervises diploma and other theses.
- c) A professor is a natural candidate for accepting responsibility for leadership of larger groups, for posts such as head of department, head of a subject area board, guarantor of programme or specialization, vice-dean or dean.
- d) Candidates for the post of professor are expected to have had international experience in the past.
- e) A necessary prerequisite to being ranked as a professor is being appointed professor.
- f) Employment contracts for the post of professor are usually concluded for an indefinite period of time. One exception is when a selection committee recommends concluding the first contract at CTU with the candidate for a definite period of time.
- g) After the end of a professor's employment contract, the dean of faculty or director of university institute can propose to the rector to appoint them emeritus professor⁵.

(2) Associate professor

- a) An associate professor is able to carry out independent scientific work at international level. An associate professor usually has experience from a research workplace abroad. An associate professor is able to teach and lead scientific teams. An associate professor is involved in research and teaching; scientific, artistic or other creative results are expected from them.

⁵ In accordance with the CTU Statute of Emeritus Professors.

- b) An associate professor is significantly involved in the development of their branch in the field of pedagogy and creative activity. An associate professor supervises doctoral students and carries out independent research and leads research of doctoral students, postdocs and assistant professors. An associate professor devotes part of their time to teaching, primarily to giving lectures, is a guarantor of subjects and usually supervises diploma and other theses.
- c) A necessary prerequisite to being ranked as an associate professor is being appointed associated professor.
- d) Employment contracts for the post of associate professor are usually concluded for an indefinite period of time. One exception is when a selection committee recommends concluding the first contract at CTU with the candidate for a definite period of time.
- e) After the end of an associate professor's employment contract, the head of department can propose to the dean of faculty or to the rector to appoint them emeritus associate professor at the given constituent part in accordance with its internal regulations.

(3) Assistant professor

- a) An assistant professor is involved in research and teaching; scientific, artistic or other creative results are expected from them.
- b) An assistant professor is involved in teaching of study subjects. They can lead bachelor, diploma and other theses. They can give lectures, following an approval from the dean.
- c) An assistant professor can be involved in teaching of doctoral students as consultant or supervisor-specialist. If the faculty's Scientific Council approves it, an assistant professor can supervise doctoral students.
- d) A necessary prerequisite to being ranked as an assistant professor is having acquired a Ph.D., CSc., Dr. degree or an equivalent degree abroad, or having considerable creative achievements.
- e) Employment contracts for the post of assistant professor are concluded taking into account a recommendation of the selection committee, and first they are concluded for a definite period of time. The contract can be extended upon request of the head of workplace without announcing a selection process also for an indefinite period of time.
- f) The recommended total period for which an employee can be ranked as assistant professor is 10 years. The period of childcare for children up to 4 years of age is not included in this period. In justified cases, the dean or director of institute can grant an exception.

(4) Tutor

- a) A tutor prepares and leads practical classes, possibly also carries out other activities connected with teaching, such as the preparation of teaching and examination materials. A tutor supervises students' papers, is involved in creative activity. A tutor can also give lectures, following an approval from the dean.
- b) A necessary prerequisite to being ranked as a tutor is having completed master degree studies at university. A Ph.D., CSc., Dr. degree or an equivalent degree abroad, or having considerable creative achievements should be taken into account when setting the salary.
- c) When a new employee is recruited as tutor, the first employment contract is concluded for a definite period of time. The contract can be extended upon request of the head of workplace without announcing a selection process also for an indefinite period of time.

(5) Researchers involved in pedagogical activity:

- a) They carry out primarily scientific research, development and other creative activity. They have skills for independent creative activity. Outcomes in the form of publications and patents and other results of creative activity are expected from them. They are involved in pedagogical activity. The career development of researchers is divided into four categories (in accordance with the European Framework for Research Careers)⁶:
 - i) R1 – career up to receiving a Ph.D. or an equivalent degree abroad (First Stage Researcher);
 - ii) R2 – the part of a researcher's career when they already have a Ph.D. or an equivalent degree from abroad, but have not yet achieved full independence (Recognised Researcher);
 - iii) R3 – the part of a researcher's career when they have already achieved research independence (Established Researcher);
 - iv) R4 – the researcher has become a leading personality in their research area or field (Leading Researcher).
- b) They can get involved in teaching of study subjects. They can give lectures following an agreement from the dean/director of institute. They can supervise students' qualification theses.
- c) From level R2 on, they can act as supervisors-specialists of doctoral students. They can act as supervisors following an agreement from the Scientific Council.

⁶ <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

- d) The first employment contract with a researcher is concluded for a definite period of time. The contract can be extended upon request of the head of workplace without announcing a selection process also for an indefinite period of time.

(6) Assistant

- a) An assistant is involved in research and teaching. Scientific and other creative results are expected from them.
- b) An assistant gets involved in teaching under the supervision of guarantors of subjects. They can supervise bachelor, diploma and other theses.
- c) A necessary prerequisite to being ranked as an assistant is having completed master degree studies at university
- d) Employment contracts for the post of assistant are concluded taking into account a recommendation of the selection committee, and first they are concluded for a definite period of time. The contract can be extended upon request of the head of workplace without announcing a selection process also for an indefinite period of time.

Article 4

Description of posts of non-academic and pedagogical workers

(1) Postdoc

- a) A necessary prerequisite to being ranked as a postdoc is having received a Ph.D. degree or an equivalent degree abroad in the last 7 years. The employment contract with a postdoc is concluded for a definite period of time of 1 to 3 years. The contract can be extended upon request of the head of workplace for a maximum period of 3 years; the dean of faculty or director of institute can grant an exception.
- b) Postdoc posts are filled based on a selection procedure.

(2) Researcher⁷

- a) They are involved primarily in research in the framework of projects. Researchers can be put in four categories (in accordance with the European Framework for Research Careers):
 - i) R1 – career up to receiving a Ph.D. or an equivalent degree abroad;

⁷ Not complying with the criteria for academic workers listed in Section 70, Para 1 of the Act.

- ii) R2 – the part of a researcher’s career when they already have a Ph.D. or an equivalent degree from abroad, but have not yet achieved full independence (Recognised Researcher);
 - iii) R3 – the part of a researcher’s career when they have already achieved research independence (Established Researcher);
 - iv) R4 – the researcher has become a leading personality in their research area or field (Leading Researcher).
- b) The post of researcher is filled based on a selection procedure; this does not apply to employment relationships that are linked to a project. Employment contracts for the post of researcher are concluded for a definite period of time; if the employee has been selected based on a selection procedure, the contract can be extended to an indefinite period of time.

(3) Pedagogical assistant

- a) They are involved primarily in auxiliary activities linked to the teaching of specific subjects, they lead practical classes under the supervision of an academic worker. They can participate in supervision of course papers, bachelor and diploma theses.
- b) The employment relationship for the post of pedagogical assistant is concluded for a definite period time.

Article 5

Process of recruitment and classification of workers

- (1) Posts of academic workers are filled based on a selection procedure pursuant to the Act⁸ and in accordance with an independent internal regulation⁹ and possibly in accordance with other internal regulations.
- (2) Posts of non-academic workers are filled based on a selection procedure, unless this System stipulates otherwise for the given post.
- (3) The Code of Conduct for the Recruitment of Researchers¹⁰ is applied at CTU, the compliance with which a precondition for the HR Award¹¹.

Article 6

⁸ Pursuant to Section 77 of the Act.

⁹ Rules of Selection Procedure to Appoint Academic Workers at CTU.

¹⁰ The Commission Recommendation (EC) No 251/2005 of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers (https://cdn2.euraxess.org/sites/default/files/brochures/kina21620b1c_cs.pdf)

¹¹ The European Commission gives the HR Award (HR Excellence in Research Award in full) for excellence in the care of human resources in the scientific environment.

Career growth and motivation elements of career growth

- (1) Career growth of workers refers to their qualification and functional progress achieved based on their personal development and gaining more qualifications. Individual motivation elements of career growth are non-compulsory, unless the law or another legal regulation stipulates otherwise. Creating conditions for professional and personal growth is the responsibility of the head of workplace. Also employees themselves have responsibility as it is expected from them to take on the initiative in proposing individual developmental activities and providing regular feedback through assessment.
- (2) Career or professional growth is ensured by
 - a) Providing support to employees preparing their dissertation or habilitation theses, giving them the possibility to take time off or to go on a study stay abroad,
 - b) Providing support for the participation of employees in national and international events that contribute to the increase of their expertise in the given field,
 - c) Providing support to international mobility, in the form of both short-term and long-term stays with external partners; with the aim of individual development, acquiring international contacts and support to CTU as a whole,
 - d) Work on projects in collaboration with external partners,
 - e) Sabbatical leave,¹²
 - f) Providing support to systematic (internal and external) education of employees in the area of:
 - i. Organization, management and administration of research and research projects,
 - ii. Mentoring and leading working groups (for managers),
 - iii. Language skills and writing of research papers,
 - iv. Presentation, communication and other soft skills,
 - g) Creating background for creative work, primarily harmonization and balance of research and pedagogical activity and high-quality equipment of workplaces,
 - h) Modification of working conditions for workers returning from parental leave that support a faster integration, or re-integration into work, for example by creating shared posts,
 - i) Modification of working conditions for workers with pre-school children with the aim to harmonize working and family life,
 - j) Modification of working conditions for workers who are at risk of stagnating career growth due to objective external limitations (health, care for close family members),

¹² Pursuant to the Collective Agreement, Section 1 Salary, Para 9, when on sabbatical leave in accordance with Section 76 of the Act, the employees are entitled to the part of the salary according to the salary rate.

- k) Modification of time limits depending on the recognized period of parenthood.
- (3) Other elements of support
- a) Regular employee evaluation,
 - b) Remuneration of employees using variable components of salary in accordance with the internal salary regulation (faculty and non-faculty sources),
 - c) Providing benefits for extraordinary results in pedagogical and creative activity as financial and non-financial rewards.

Article 7

Planning of development and the process of employee evaluation

- (1) At the constituent parts of CTU, a plan of personal development is created and feedback from employees to managers is provided as part of the internal evaluation that is conducted periodically.
- (2) The aim of the evaluation: providing feedback, assessment of work performance (both hard and soft skills) and career development achieved since the previous evaluation, confirmation of strengths and identifying obstacles, offering possibilities for development and joint setting of career aims.
- (3) The evaluation criteria¹³, periodicity and the whole evaluation process are set pursuant to a directive or an internal regulation of the individual constituent part of CTU where the employee belongs and it is the responsibility of the dean or director of institute. The evaluation criteria take into account provable personal circumstances worthy of special attention (long-term work incapacity, health disability, care for a family member, military mission abroad, etc.).
- (4) The main outcome of the evaluation and qualification objectives of an employee for the next period are summarized in electronic or paper form. The results of the evaluation are used to set objectives and for planning the employee's further development.

¹³ Examples of criteria:

- pedagogical activity
- scientific or another creative activity
- transfer of science to practice
- ability to acquire financial resources
- diversity of experience, internationalization
- activity benefiting the university or its constituent part

- (5) The employee will receive the electronic or paper form of the evaluation outcome and a list of qualification objectives. They can comment on them within a reasonable period of time and their comments become an inseparable part of these documents.
- (6) If an employee disagrees with the conclusions of the evaluation, they have the right to discuss them with the dean or the director of institute or their authorized representative. The minutes of the discussion become an inseparable part of the evaluation outcomes.

Article 8

Other provisions

- (1) Possible exceptions from this System can be granted by the dean or director of institute, but always for a limited period of time. The relevant Academic Senate must be informed about every exception. Examples of reasons for granting an exception include arrival of a top outside expert, an expert from a foreign institution, or mobility restricted by family or health reasons.
- (2) The deadlines set in this System that apply to employees whose employment relationship was established before this System came into effect begin on the day this System comes into effect.

Article 9

Common, transitional and final provisions

- (1) This System was adopted by the CTU Academic Senate pursuant to Section 9, Para 1 (b), point 3 of the Act on 25 November 2020¹⁴.
- (2) Pursuant to Section 36, Para 4 of the Act, this System comes into force on the day it is registered by the Ministry of Education, Youth and Sports.
- (3) This System comes into effect on 1 April 2021.

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¹⁴ Revocation of an AS CTU resolution of 17 June 2020.