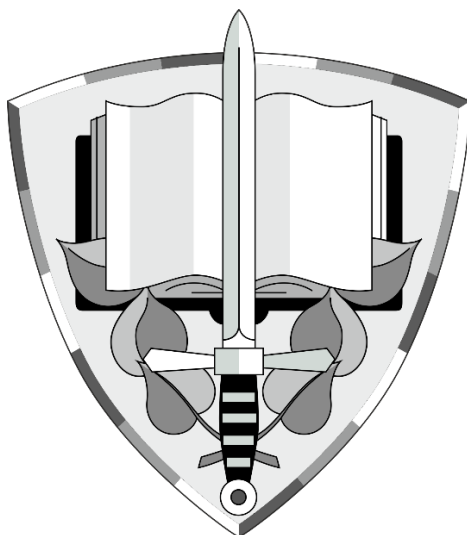


Approved by:
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Rector

Brno, 21 May 2019



**MEASURE OF THE RECTOR
OF THE UNIVERSITY OF DEFENCE IN BRNO**

No. 7/2019

**MANAGEMENT OF CAREER DEVELOPMENT
OF ACADEMIC STAFF**

PART ONE INTRODUCTORY PROVISIONS

Article 1 Introductory Provisions

- (1) The legitimate interest of the University of Defence in Brno (hereinafter referred to as "the University") as an employer¹ is, inter alia, to ensure the quality of educational activities and associated creative and other related activities². A condition for increasing the quality of educational activities and associated creative and other related activities is to have professionally qualified academic staff. In line with the abovementioned legitimate interest of the University, career development of academic staff is both desirable and expected, and shall be supported by the University.
- (2) In accordance with the employer's legitimate interest as stated above, this Measure sets out the rules for the management of careers of academic staff of the University so as to:
 - a) define the optimal course of career development of an academic staff member of the University,
 - b) specify, in relation to the Work Regulations issued by the Minister of Defence³, the method of evaluation of employees who are academic staff of the University,
 - c) specify, in connection with generally binding legal regulations⁴, the method of evaluation of professional soldiers who are academic staff of the University,
 - d) define the methods of motivation and support of each academic staff member in relation to their career development.

Article 2 Definition of terms

- (1) For the purposes of this Measure, a principal manager of the University shall mean an employee of the University or a professional soldier⁵ serving at the University as Dean of a Faculty, Director of a Centre or Director of an Institute.
- (2) For the purposes of this measure, an evaluator shall mean a person as defined by the Labour Code⁶ or a generally binding legal regulation⁷.
- (3) For the purposes of this measure, career development of an academic staff member means the gradual acquisition of knowledge and experience in pedagogical, creative and managerial activities with sub-objectives that verify the level of this knowledge and experience. These sub-objectives are considered to be:
 - a) successful completion of a doctoral degree programme in the relevant field of study⁸ (hereinafter referred to as "1st stage of career development"),
 - b) appointment as an associate professor in the relevant field (hereinafter referred to as "2nd stage of career development"),

¹ § 1a (d) Act 262/2006 Coll. Labour Code, as subsequently amended (Labour Code).

² § 77a (1) Act 111/1998 Coll., On Higher Education Act and amending other Acts, as subsequently amended (Higher Education Act).

³ primarily Annex 1 to Work Regulations.

⁴ § 17 (5) Act 221/1999 Coll., On Professional Soldiers, as subsequently amended, and Decree 189/2015 Coll., on the procedure for service evaluation of soldiers and its aspects.

⁵ § 2 (1) Act 221/1999 Coll., On Professional Soldiers, as subsequently amended.

⁶ Art. 2 Annex 1 to Work Regulations.

⁷ § 1 Decree 189/2015 Coll., On the Procedure for Service Evaluation of Soldiers and its Aspects.

⁸ Act 275/2016 Coll., On Areas of Education in Higher Education.

- c) appointment as a professor in the relevant field (hereinafter referred to as “3rd stage of career development”),
- (4) In the context of this measure, the immediate superior of an academic staff member shall mean the nearest senior staff member or, where appropriate, the nearest superior professional soldier who is authorised to impose tasks on that academic staff member, to organise, control and supervise their work and to give binding instructions to that purpose⁹. The immediate superior may also be the principal manager.

PART TWO
THE OPTIMAL COURSE OF CAREER DEVELOPMENT OF AN ACADEMIC
STAFF MEMBER OF THE UNIVERSITY

Article 3
Deadlines for achieving sub-objectives

- (1) The year “0” is:
- a) the year in which an academic staff member successfully completes the master's degree programme; or
 - b) the year in which a staff member was recruited to an “academic” position, if this is one year later than specified in par. a); or
 - c) the year in which a professional soldier was first appointed to a position of “academic staff”, if this is one year later than specified in par. a).
- (2) The year in which an academic staff member reaches the 1st stage of career development shall be the 7th year following the date determined in accordance with the preceding paragraph.
- (3) The year in which an academic staff member reaches the 2nd stage of career development shall be the 8th year following the date on which the academic staff member reaches the 1st stage of career development.
- (4) The year in which an academic staff member reaches the 3rd stage of career development shall be the 10th year following the date on which the academic staff member reaches the 2nd stage of career development.
- (5) Achievement of the sub-objectives within the timeframes as specified in this article shall be considered the optimal course of career development.

Article 4
Excluded time period

- (1) Excluded time period is considered to be:
- a) the period during which an academic staff member has not been in an employment relationship with the type of work “academic staff member” or in a service relationship in the position of “academic staff member”,
 - b) the period during which an academic staff member has been in an employment relationship with the type of work “academic staff member”, or has been in a service relationship in the position of “academic staff member”, but has been unable to perform the work, or service, because of long-term obstacles to work¹⁰, or obstacles to service¹¹. A long-term obstacle is defined as one which lasts for at least 60 consecutive working days,

⁹ § 11 of Labour Code.

¹⁰ § 191 et seq. of Labour Code.

¹¹ § 39 Act 221/1999 Coll., On Professional Soldiers, as subsequently amended.

- c) the period of time during which an academic staff member has been in an employment relationship with the type of work "academic staff member", or has been in a service relationship in the position of "academic staff member", but has been unable to perform the work, or service, due to long-term continuous performance of tasks the nature of which is not academic. Long-term continuous performance of a non-academic task is defined as doing such a task which completely takes up the set number of working hours without the possibility of performing academic activities for at least 60 consecutive working days,
 - d) the duration of the adaptation period.
- (2) Excluded time period shall be taken into account by the evaluator in assessing the career development of an academic staff member and in assessing the performance of the tasks set out in the evaluation for a calendar year; the evaluator shall take the excluded time into account to the extent and in the manner as set out in this measure.

PART THREE

MANAGING THE CAREER DEVELOPMENT OF ACADEMIC STAFF

Article 5

Evaluation of career development of an academic staff member

- (1) The tool for managing the career development of an academic staff member is the evaluation prepared by the evaluator:
- a) pursuant to the Labour Code, as for employees,
 - b) pursuant to generally binding legal regulations, as for professional soldiers.
- (2) In addition to the requirements set out in the Work Regulations and generally binding legal regulations, the evaluation of an academic staff member shall also include:
- a) an evaluation of the hitherto progressing career development, in the manner as defined in this measure,
 - b) an evaluation of the fulfilment of the individual tasks set by the evaluator in relation to the academic staff member's career development in a previous evaluation, or during the just passed calendar year, in the manner as defined in this measure,
 - c) setting career development tasks in the manner as defined in this measure,
 - d) an evaluation in the educational, creative and related areas based on a comprehensive assessment carried out by the academic staff evaluation application in the electronic information system, if the resulting evaluation is available.
- (3) If the evaluator is not the immediate superior of the academic staff member, the evaluator shall cooperate with that immediate superior in the preparation of the evaluation.

Article 6

Method of evaluating the hitherto progressing career development

- (1) The evaluator shall assess the hitherto progressing career development of the academic staff member by comparing the real career development progress with the optimal career development progress of the academic staff member as set out in this measure.

- (2) In evaluating the hitherto progressing career development of an academic staff member, the evaluator shall take into account the excluded time period by deducting the entire excluded time period from the length of the academic staff member's career to date. The evaluator shall indicate in the evaluation the type and length of the excluded time period that was taken into account.
- (3) The evaluator shall indicate in the evaluation whether or not the hitherto progressing career development of the academic staff member is in harmony with their optimal career development progress as set out in this measure.

Article 7

Method of evaluating the fulfilment of individual tasks set in the context of career development

- (1) The evaluator shall evaluate each specified task separately by clearly indicating whether or not the task has been completed.
- (2) In assessing individual tasks, the evaluator must take into account the excluded time period to the benefit of the academic staff member. The type and length of the excluded time period taken into account shall be specified by the immediate superior in the evaluation.

Article 8

Method of setting career development tasks

- (1) The evaluator shall determine the career development tasks by listing in the evaluation the specific activities that the academic staff member will carry out in relation to their career development in the calendar year to which the annual personal plan relates. These activities shall be set out by the evaluator in the form of work or service assignments.
- (2) The evaluator shall set tasks so that their completion creates the conditions for achieving the sub-objectives of career development in accordance with the optimal career development of the academic staff member. In setting them, the evaluator shall take into account the excluded time period to date for the benefit of the academic staff member. The formulation of the task must be chosen in such a way that it is clear when the task will be assessed as having been completed.

PART FOUR MOTIVATION AND SUPPORT

Article 9

Forms of motivation and support

- (1) The University supports and motivates academic staff for their career growth.
- (2) The direct provision of career development of academic staff is implemented by the University and its individual parts in particular through:
 - a) increased care for staff and professional soldiers during the adaptation period, in the manner as stipulated in this measure,
 - b) granting a sabbatical leave¹² to academic staff studying a doctoral programme under the conditions as stipulated in this measure,

¹² § 76 of the Higher Education Act.

- c) granting a sabbatical leave¹³ to academic staff preparing to submit a proposal to initiate habilitation proceedings or proceedings for appointment as professor under the conditions as stipulated in this measure,
- d) supporting the participation of academic staff in specialized activities running at national and international level contributing to the improvement of their expertise in the field or in the organisation of research management,
- e) support for systematic training of academic staff in the organisation, including management of research and research projects in the form of organised training blocks or individual courses,
- f) support for the improvement of foreign language skills,
- g) support for internationalisation through academic stays abroad,
- h) organization of training of academic staff in the areas of presenting results, communication and organization skills, information technology, etc.,
- i) making optimal background for creative work, in particular by harmonizing and balancing the pedagogical and creative activities of the staff, and by providing the needed equipment to research centres.

Article 10
Adaptation of academic staff

- (1) The purpose of the adaptation is to, in particular:
 - a) familiarise each academic staff member with the University, working environment and internal regulations of the University and other documents pertaining to the University management,
 - b) acquaint each academic staff member with the rules and requirements for teaching and creative activities at the University,
 - c) familiarise each academic staff member with the study materials and documents for the subjects they teach; and
 - d) verify the knowledge and skills declared by the academic staff member in the selection procedure.
- (2) The adaptation of an academic staff member takes place during the adaptation period. The adaptation period shall begin on the date of starting the employment or service relationship with the type of work “academic staff member”, or on the date of beginning the work or service with the type of work “academic staff member” and shall last for 3 months. The period of adaptation shall be extended by the period of the whole day absences from work or service for which the employee or professional soldier cannot work due to obstacles to work during the adaptation period, and by the period of the official whole day leave.
- (3) The academic staff member's immediate superior shall, no later than the second working day of the adaptation period, inform the academic staff member which of the immediate superior’s subordinates has taken up the role of mentor; the mentor is the academic staff member to whom the academic staff member adapting to the academic environment may turn to and ask them adaptation-related questions.
- (4) For the duration of the adaptation period, the immediate superior shall assign work or service tasks to the academic staff member so that the purpose of the adaptation can be fulfilled.

Article 11

Sabbatical leave

- (1) Academic staff may be granted sabbatical leave, particularly in the final phase of study in a doctoral programme, or in the final phase of preparation for the submission of a proposal for initiating habilitation proceedings, or proceedings for the appointment of a professor.
- (2) An academic staff member shall apply for granting of creative leave by submitting a written request to their immediate superior at least 2 months before the date from which the creative leave is requested. The request for sabbatical leave shall include in particular:
 - a) the length of the sabbatical leave requested by the academic staff member, provided that this length must not be in conflict with generally binding legislation¹⁴
 - b) the date from which the sabbatical leave is to be granted,
 - c) the reason for the request.
- (3) The decision on an academic staff member's request for sabbatical leave shall be made by the Rector. The request shall be submitted to the Rector by the principal manager within whose unit the academic staff member works. This principal manager shall submit the request to the Rector for a decision no later than the fifteenth working day following the date when the request was submitted by the academic staff member in accordance with the previous paragraph. Together with the request itself and his or her statement on the request in writing, the principal manager shall also forward to the Rector a written statement made by the immediate superior of the academic staff member. The statements made by both superiors must clearly indicate whether the request for sabbatical leave is recommended or not, and whether the Rector should or should not grant the leave.

PART FIVE

COMMON, SPECIAL, TRANSITIONAL AND FINAL PROVISIONS

Article 12

Responsibilities of principal managers in relation to career development

- (1) For the career development of academic staff, principal managers shall in particular:
 - a) create appropriate conditions,
 - b) motivate senior staff under their authority to apply this measure to practice,
 - c) continuously monitor senior staff under their authority to ensure that they apply this measure to practice.
- (2) The career development of an academic staff member of the University is managed by their immediate superior, in particular by:
 - a) creating appropriate conditions for career development in accordance with the evaluation,
 - b) monitoring continuously the fulfilment of the tasks set out in the evaluation.
- (3) In managing the career of an academic staff member, the immediate superior of the academic staff member and the principal manager shall act in accordance with the basic principles of employment¹⁵ or service relationships.

¹⁴ § 76 of the Higher Education Act.

¹⁵ § 1a Labour Code.

Article 13
Exceptions

- (1) The deadlines for the achievement of the sub-objectives as set out in Article 3 of this Measure shall apply appropriately to the academic staff of the Language Centre and the Physical Training and Sport Centre, taking into account how such deadlines are applied to academic staff with a similar curricular focus in public universities.
- (2) Other exceptions to this measure are decided in writing by the Rector.

Article 14
Transitional provisions

- (1) No later than the 20th working day after the effective date of this measure, the academic staff member's immediate superior shall conduct a review of the most recent evaluation. As part of this review, the academic staff member's immediate superior shall, in particular, verify that the tasks set out in this evaluation for the calendar year 2019 are consistent with Article 8 of this measure.
- (2) If the review does not find compliance with Article 8 of this measure, the immediate superior shall specify the tasks for the remainder of the year of 2019 in a supplementary task plan to achieve such compliance. The wording of the 2019 Supplementary Task Plan shall be communicated to the academic staff member by the immediate superior in paper form no later than the 25th day following the date on which this measure takes effect and shall not be subject to appeal. The 2019 Supplementary Task Plan shall be part of the academic staff member's personnel file.
- (3) The first evaluation after the date when this measure comes into force shall also include an evaluation of the tasks set out in the 2019 Supplementary Task Plan.

Article 15
Validity and effectiveness

This measure shall enter into force and effect on the date when signed by the Rector.