

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
D I R E C T I V E No. 8/2024	
Subject:	Evaluation of Academics and Researchers at the FChT
Scope of action:	Departments of the FChT
Effective from:	13 th December 2024
Reference No.:	sfcht/0298/24
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Approved by:	prof. Ing. Petr Němec, Ph.D., Dean

PART ONE

Preamble

- 1) This directive defines the fundamental procedures for the evaluation of work performance for all academic and research staff of the Faculty of Chemical Technology at the University of Pardubice (hereinafter referred to as the "FChT"). It establishes general principles and areas for evaluation while allowing faculty employees to supplement and propose other aspects they consider significant in their work.
- 2) The evaluation of work performance for academic and research staff at the FChT is based on individually set qualification growth plans for employees, the FChT personnel development plan, and other strategic documents of the FChT and the University of Pardubice (hereinafter referred to as the "UPCE").

Article 1

Introductory Provisions

- 1) This directive follows The Internal Wage Regulations of the University of Pardubice.
- 2) The rules outlined in this directive are part of the material incentives system within the personnel development strategy applied at the FChT.
- 3) Personal remuneration is granted in accordance with the provisions of the Article 7.4 of The Internal Wage Regulations of the University of Pardubice and are primarily based on the assessment of work quality, quantity, effort, and self-education activities. Employees must be informed in advance of any changes to their personal remuneration.

Article 2

Principles of Employee Evaluation

- 1) This directive establishes specific rules for evaluating the performance of academic and research staff at the FChT.

- 2) The evaluation of academic and research staff is conducted by the head of the respective department. In the case of vice-deans, the evaluation is carried out by the dean of the faculty.
- 3) Each employee is evaluated annually as of 31st December of the relevant year. The evaluation covers the given calendar year.
- 4) Annual evaluation includes a review and potential adjustment of personal remuneration.
- 5) The work performance of academic staff is assessed across four categories of activities:
 - teaching activities,
 - creative activities,
 - managerial and organisational activities,
 - other activities.
- 6) The work performance of research staff is assessed across three categories of activities:
 - creative activities,
 - managerial and organisational activities,
 - other activities.
- 7) Evaluations are conducted using the following three-tier scale:
 - above-average work performance,
 - average work performance,
 - below-average work performance.

PART TWO

Article 3

Employee Evaluation Process

- 1) The evaluation process for academic and research staff is carried out through the employee evaluation information system (hereinafter referred to as the "information system") and comprises the following steps:
 - a) self-assessment by the employee,
 - b) evaluation by the head of the department,
 - c) evaluation interview,
 - d) review and potential adjustment of the personal remuneration.
- 2) Employees prepare a self-assessment report summarising their activities in the respective categories, following the structure defined in the information system. This report, along with any attachments, must be submitted via the information system by 10th January of the calendar year immediately following the evaluated period. In case of deficiencies, the head of the department may request revisions or additional documentation. Employees are responsible for the accuracy of the data provided in their self-assessment reports.
- 3) The head of the department reviews the self-assessment report and drafts an evaluation of the employee.
- 4) The head of the department conducts an evaluation interview with each employee and prepares a written record of the interview in the structure defined by the information system.
- 5) By 31st January, the head of the department must complete evaluation interviews with all subordinate employees, submitting the entire evaluation to the dean of the faculty. The dean confirms, modifies, or returns the evaluations for revision.

- 6) Self-assessment reports, evaluations by the head of the department, records of evaluation interviews, and the dean's final evaluation, including any attachments, are stored in the information system.

PART THREE

Article 4

Evaluation of Teaching Activities

The following teaching activities are subject to evaluation:

- a) Conducting teaching:

Lectures in bachelor's and follow-up master's study programmes
Seminars, practical exercises, and laboratory sessions in bachelor's and follow-up master's study programmes
Consultations in doctoral study programmes
Course guaranteeing

- b) Supervising students, reviewing, and supervising students' work:

Supervisor/specialist supervisor of a doctoral student in the 1 st to 4 th year of study
Supervisor/specialist supervisor – successful doctoral thesis defence
Review of a doctoral thesis
Supervision of a successfully defended bachelor's thesis
Supervision of a successfully defended master's theses
Supervision of Student Scientific and Professional Activities and Students' Professional Activities

- c) Examinations:

Examination in bachelor's and follow-up master's study programmes
Administering credits in bachelor's and follow-up master's study programmes
Examination in doctoral programmes

- d) Membership in examination committees:

Chair or member of state final examination committee in bachelor's study programmes, including bachelor's thesis defence
Chair or member of state final examination committee in follow-up master's study programmes, including master's thesis defence
Chair or member of doctoral state examination committee
Chair or member of doctoral thesis defence committee

- e) Entrance examinations:

Chair or member of entrance examination committees for oral admissions
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- f) Participation in licensed study programmes:

Course leadership
Course examination
Supervision of a successfully defended thesis
Membership in final examination committee

- g) Educational grant activities:

Submission of educational projects
Implementation of educational projects

Article 5

Evaluation of Creative Activities

The following creative activities are subject to evaluation:

a) Results of creative activities:

Publications classified as Jimp ¹ in quartiles Q1 and Q2 in the relevant field according to the Article Influence Score (AIS) in the Journal Citation Reports (JCR) within the FORD classification. For journals listed in multiple fields, the best quartile applies.
Publications classified as B and C ²
Active participation in European and global conferences
Granted patents
Pilot plants or validated technologies
Utility or industrial designs
Prototypes or functional samples
Certified methodology

b) Grant activities and contractual research:

Submission of ERC ³ , ERC CZ, or Horizon projects
Submission of other research projects
Implementation of research project
Implementation of contractual research and commercialisation (action types 59, 82, and 83)

c) Additional activities:

Membership on editorial boards of international journals indexed in the Web of Science database
Habilitation thesis review

Article 6

Evaluation of Managerial and Organisational Activities

The following managerial and organisational activities are subject to evaluation:

Vice-Dean
Head of Department/Institute
Deputy Head of Department/Institute
Chair of the Academic Senate of the UPCE
Chair of the Academic Senate of the FChT
Chair of the Economic/Legislative Committee of the Academic Senate of the

¹ Jimp – an original or review article in a peer-reviewed scholarly journal, indexed in the Web of Science database as "Article", "Review", or "Letter".

² B – scholarly book, C – chapter in a scholarly book.

³ ERC – ERC projects such as Starting Grant, Consolidator Grant, Advanced Grant, and Synergy Grant.

UPCE
Member of the Academic Senate of the UPCE
Member of the Academic Senate of the Faculty
Chair or Member of a Doctoral Programme Advisory Board
Member of a Scientific Council
Member of the Internal Evaluation Board of the UPCE and its specialist committees
Chair or Member of the Habilitation or Appointment Committee
Guarantor of a Study Programme at the FChT
Secretary of the State Final Examination Board at the UPCE
Preparation of accreditation materials for study programmes
Preparation of review or evaluation reports for study programmes

Article 7

Evaluation of Other Activities

- 1) The term "other activities" refers to actions that predominantly fall within the scope of the so-called "third mission" of the university, through which the FChT promotes and popularises science, research, public awareness, and cooperation with professional practice.

- 2) The following activities are included in the evaluation:

- a) Educational activities targeted at the general public:

Lectures for participants of the University of the Third Age
Lectures for participants of lifelong learning courses
Events for kindergartens, primary, and secondary schools
Other professional lectures, courses, or workshops for the public

- b) Collaboration with external entities:

Voluntary and charitable work
Other professional collaboration with professional practice

- c) Membership in external bodies:

Membership in bodies representing higher education institutions as per Section 92 of Act No. 111/1998 Coll.
Active membership in professional societies or external organisational bodies

- d) Organisational activities related to external collaboration:

Organisation and hosting of congresses, symposia, or conferences in collaboration with external entities
Organisation of olympiads and summer schools

Article 8

Data for Evaluation

- 1) In the evaluation of activities according to the Articles 4–7, data recorded in operational systems used at the University of Pardubice, such as IS STAG for teaching, shall be utilised to the maximum extent possible.

- 2) Relevant data is provided by a statistical report created from the university's data warehouse, which implements a unified methodology within the FChT.
- 3) Each evaluated employee validates the output provided by the statistical report; in case of discrepancies, they initiate changes in the data of the operational systems.
- 4) In cases where changes in the data of operational systems are not possible, or if facts not recorded in operational systems are to be included in the evaluation, the employee specifies these facts in the self-assessment report form.
- 5) As an attachment to the self-assessment report form, the employee submits a PDF export of the validated statistical report output.

PART FOUR

Article 9

Final Provision

- 1) This Directive shall become valid on the date of signature.
- 2) This Directive shall become effective on 13th December 2024.

Article 10

Transitional Provisions

The deadline for the preparation and submission of the self-evaluation report for the year 2024 is set for 15th January 2025.

Pardubice, 10th December 2024

prof. Ing. Petr Němec, Ph.D.
Dean