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Univerzita Karlova

Dean's Measure No. 22/2023

UKPedF/512058/2023

Prepared by: the Dean's Board

Responsible: the Dean

Evaluation of Academics, Researchers, and Lecturers at the Faculty of Education of Charles University

Article 1

Introductory provisions

1. This measure, in accordance with Article 3 of Rector's Measure No. 28/2021, Framework Principles of Career Growth of Academics, Researchers, and Lecturers at Charles University
2. ity, as amended, and Dean's Measure No. 21/2023, Framework Principles of Career Growth of Academics, Researchers, and Lecturers at the Faculty of Education of Charles University, as amended (hereinafter also referred to as the "Career Code"), regulates the evaluation procedure of staff members in an employment relationship who perform pedagogical and/or scientific and research, developmental, and innovative, artistic or other creative activities (hereinafter referred to also as "creative activities"), i.e., academics, researchers, and lecturers (hereinafter referred to also as staff members) employed at the Faculty of Education of Charles University (hereinafter referred to as the "Faculty").
3. The evaluation procedure of employees has the following objectives:
 - a) it provides the evaluated staff members with regular opportunities for self-reflection and for reassessing their further professional and research development; it motivates them towards meaningful professional growth; and it sets the general culture of high-quality academic and research work at the Faculty;
 - b) it helps each staff member, by means of the Career Growth Plan/The Personal Development Plan (hereinafter referred to as the "Plan"), to better plan his professional growth, and it allows the staff member's supervisor and the relevant study programme guarantor to discuss this growth with them regularly and to provide them with the necessary support and feedback;
 - c) it helps ensure that all staff members across the Faculty will work in their work positions in a comparable manner, and it allows regular evaluation of whether the work position assignment of each staff member corresponds to their actual performance;
 - d) it sets the conditions and parameters for the extension and termination of employment.
4. The Dean of the Faculty, the Evaluation Commission, the evaluated staff member are involved in the evaluation of employees.



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5. For the purposes of this measure, an academic is a staff member who performs creative and pedagogical activities in the work position of an assistant in the AP1 pay band, assistant professor in the AP2 pay band, associate professor in the AP3 pay band, professor in the AP4 pay band, or a lecturer in the L2 pay band. For the purposes of this measure, a researcher is an employee who performs creative activities and is classified in the work position of a researcher in the VP1, VP2, and VP3 pay bands.
6. For the purposes of this measure, a lecturer is a staff member who performs primarily pedagogical activities and is classified in the work position of a lecturer in the L1 pay band.
7. For the purposes of this measure, long-term sick leave means a temporary incapacity for work for at least six months or temporary incapacity for work which, in total, reaches twelve months during the period for the commencement of the evaluation of the staff member.

Part I
Groups of evaluated staff members, evaluation schedule

Article 2

Groups of evaluated staff members

1. All staff members with an employment contract are subject to the evaluation, except for:
 - a) staff members who are not interested in extending the term of their employment contract or whose employment contract should not be extended on the basis of their supervisor's proposal;
 - b) staff members whose employment is due to end during their maternity or paternal leave, or during their unpaid leave immediately following a parental leave or during their long-term sick leave.
2. In exceptional circumstances, the Dean of the Faculty may decide that a staff member who should be evaluated according to this measure will be evaluated in a different than given evaluation period. The Dean must justify this decision to the staff member as well as their supervisor. Also, the Dean must state a period for the commencement of the evaluation.

Article 3

Evaluation schedule

1. The evaluation schedule of individual staff members is determined by the period for the commencement of the next evaluation which is specified in accordance with Article 13 of this measure. The length of this period is dependent on the result of the previous evaluation and on other circumstances specified in this measure.
2. The evaluation of a staff member will not take place before the expiry of the period for the commencement of the next evaluation, except for a staff member with an employment contract for a fixed term where the evaluation must be commenced no later than six months before the agreed termination of the employment.
3. The period for the commencement of the first evaluation of a staff member with an indefinite employment contract is set by the Dean.
4. The Dean's approval, based on the supervisor's opinion, is the prerequisite for the commencement of the evaluation of a staff member with an employment contract for a fixed term. If a supervisor proposes not to



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extend the employment contract of the staff member (e.g., due to non-compliance with the supervisor's instructions, behaviour which constitutes a serious violation of academic work ethics, changes in the concept of the relevant department, etc.), he/she is obliged to justify this proposal in writing.

Part II
Subject matter of evaluation

Article 4

Types of evaluated activities and evaluation criteria

1. Subject matter of evaluation:
 - a) pedagogical activities;
 - b) creative activities;
 - c) other activities and skills (language, managerial, and so-called soft skills¹).
2. Academics are evaluated in all 3 types of activities, researchers are evaluated only in those activities which are specified in paragraph 1 under (b) and (c), lecturers are evaluated only in those activities which are specified in paragraph 1 under (a) and (c).
3. Only outputs and activities that have the Faculty's affiliation can be reported as part of the evaluation.
4. The evaluation will take into consideration the following:
 - a) the range of activities of the staff member is to be compared with the typical job description as defined in the Catalogue of Jobs and Work Positions (see Appendix No. 1 to the Career Code);
 - b) the staff member's fulfilment of the objectives and tasks laid down in the Plan, or possibly in the job description;
 - c) the quantity of activities (is reported/not reported, if reported, in what quantity) and the quality of activities and their importance for the functioning of the given Faculty's department or the Faculty as a whole.
5. Evaluation requirements for staff members with part-time will be reduced proportionately.

Article 5

Evaluated period

1. The employee's activities are evaluated only within an evaluated period. The evaluated period is 5 years unless stated otherwise.
2. If the employment of a staff member is shorter than 5 years, their activities are evaluated only for the period for which they have been employed.
3. A staff member who has been absent from work for a part of the past five years because of maternity or parental leave, long-term sick leave, long-term unpaid leave, or obstacles to work on the part of the staff member will be evaluated only for the period during which he/she performed work.

¹ see Rector's Measure No. 28/2021



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4. The Dean may, on the proposal of the Evaluation Commission, determine a shorter evaluation period.

Part III

Evaluation commission

Article 6

Composition of the evaluation commission

1. The Dean will appoint, after a discussion in the Dean's Board, a separate evaluation commission for every staff member or every group of staff members.
2. The evaluation commission comprises a representative of the faculty management (Vice-Dean - chair of the commission), the supervisor of the evaluated staff member, usually also the guarantors of study programmes in which the evaluated staff member is significantly involved (hereinafter referred to as the "relevant guarantor") and the coordinator (or a representative designated by them) from the field to which the staff member is assigned to according to their primary field, or other members appointed by the Dean.
3. A representative nominated by the academic senate may participate in the commission's meetings with an advisory vote.
4. A representative nominated by the faculty trade union participates in the commission's meetings with an advisory vote, if requested by the evaluated staff member.
5. The composition of the evaluation commission is to be the same for the entire period of a staff member's evaluation. If needed, the Dean will appoint new members at any time during an already ongoing evaluation.
6. The evaluated staff member is informed of the proposed composition of the evaluation commission in advance. They may ask the Dean of the Faculty to remove some members from the evaluation commission on the grounds of bias.
7. All members of the evaluation commission must maintain confidential any information which they gain in executing the office of the members of the evaluation commission or in connection with it.

Article 7

Meetings of the evaluation commission

1. The evaluation commission conducts the evaluation of a staff member based on written documents. The staff member is not personally present during the evaluation. He/she is entitled to present their self-evaluation report in front of the evaluation commission.
2. Meetings of the evaluation commission are not public. In addition to in-person meetings, the evaluation commission may also hold remote or hybrid meetings. The chair of the commission may announce voting per rollam.
3. The evaluation commission decides by simple majority of votes.



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Part IV

Course of evaluation

Article 8

Commencement of evaluation

1. Evaluation is started by delivering the decision for the commencement of the given staff member's evaluation.
2. Within 14 days of notification, the staff member may refuse the commencement of the evaluation in the following cases:
 - a) He/she does not wish to extend their employment contract;
 - b) He/she is planning to terminate their employment contract in the following 12 months after the notification of the commencement of the evaluation.
3. In case the staff member refused the evaluation for the reasons mentioned in paragraph 2 of this article, the evaluation is terminated.

Article 9

Staff member's self-evaluation

1. The staff member must submit the Plan and the self-evaluation report (see Appendix 1 and Appendix 2 of the measure) within 14 days of the commencement of the evaluation.
2. In the self-evaluation report, the staff member has the opportunity to propose the amendment of the employment contract, either a transfer to another job position, or a reduction staff member's working hours.
3. The evaluation will take place according to the evaluation criteria for the staff member's current job position considering the Career Growth Plan if it was processed for the evaluated period.

Article 10

Evaluation performed by supervisor and a relevant guarantor

1. In the case of an evaluation of a staff member with a fixed-time employment contract, the supervisor, after agreeing with a relevant guarantor, may announce that the evaluated staff member's employment contract will not be extended, and the evaluation is then terminated.
2. The supervisor and the relevant guarantor must give their opinion on the self-evaluation and the Plan within 14 days of submitting these documents by the staff member. In case the supervisor and the guarantor decide to return the documents for additional information, the period is extended by 5 calendar days.
3. Within 14 calendar days from the submission of the final version of the forms by the staff member, the supervisor and the relevant guarantor will prepare a joint Career Growth Plan for the next period (see Appendix 3 of this measure) and the Evaluation performed by the supervisor and the guarantor (see Appendix 4 of this measure), namely in accordance with the workplace concept. The evaluation performed by the supervisor and the relevant guarantor may include a proposal to amend staff member's employment contract,



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either a transfer to another job position, or a reduction staff member's working hours, or a proposal to terminate the employment contract.

3. The supervisor will hand over the complete documents for the staff member's evaluation (Appendix 1 to 4) to the HR department.

4. If the evaluated staff member is a supervisor or guarantor, only the other of the two performs the mentioned duties. If this is not possible, then the Dean authorizes a member of the Dean's Board.

Article 11

Evaluation performed by the evaluation commission

1. The evaluation commission must carry out the evaluation of the staff member within 21 calendar days of the day on which the members of the evaluation commission received all the necessary documents. This period must not be extended, unless stated otherwise by the Dean.

2. The evaluation commission, based on presented documents, will prepare an evaluation in the form of an evaluation report.

Article 12

Evaluation report

1. The evaluation report is the output of the evaluation. The evaluation report is not public, and it is accessible, in the application, only to the evaluated employee.

2. The evaluation contained in the evaluation report consists of a summative and formative verbal commentary on the staff member's evaluated activities and of an overall evaluation graded according to the following criteria:

a) excellent: the staff member has fulfilled and significantly exceeded the requirements given by their Plan and job description,

b) very good: the staff member has fulfilled and exceeded the requirements given by their Plan or possibly by their job description,

c) satisfactory: the staff member has fulfilled the requirements given by their Plan or possibly by their job description,

d) satisfactory with qualifications: the staff member has partially failed to fulfil the requirements given by their Plan or possibly by their job description,

e) unsatisfactory: the staff member has failed in a fundamental way to fulfil the requirements given by their Plan or possibly by their job description.

3. The evaluation report may include recommendations:

a) non-extension of the staff member's fixed-term employment contract if the staff member has received overall result of „satisfactory with qualifications“ or „unsatisfactory“;

b) proposal to amend the employment contract, either by transferring to another job position, or reducing staff member's working hours;



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c) proposal to improve unsatisfactory work performance if the staff member has received the overall result of „satisfactory with qualifications“;

d) proposal to terminate an indefinite employment contract if the staff member has received the overall result of „unsatisfactory “.

4. As part of the evaluation report, the evaluation commission can recommend the amendment of the staff member's Plan, including goals and tasks for the period that was set for the commencement of the next evaluation, both in the non-binding part filled in by the staff member and in the binding part, in which the supervisor sets the staff member's work tasks.

Article 13

Period for the commencement of the next evaluation

1. The period for the commencement of the next evaluation is determined by the Dean, who considers the commission's conclusions.
2. The start of the period for the commencement of the next evaluation is counted from the moment of the commencement of the previous evaluation.
3. The period for the commencement of the next evaluation is usually 3 to 5 years.
4. The staff member is entitled to ask the Dean to extend the period for the commencement of the next evaluation.

Article 14

Termination of evaluation

1. Evaluation is terminated due to termination of employment contract.
2. The staff member is entitled to object file objections to the evaluation report within 14 calendar days from the moment he/she was acquainted with the evaluation report. The objections are submitted in writing to the Dean.
3. After the time limit for submission of objections is expired, the evaluation is terminated.
4. After discussing the objections in the Dean's Board, the Dean deals with the objections as follows:
 - a) if the staff member's objections are justified, the Dean may change the overall result of the evaluation report;
 - b) if the staff member's objections are unjustified, the Dean will reject them.

The evaluation is closed once all objections have been resolved.

Article 15

Final provisions

1. This measure was discussed at the meeting of the Academic Senate on September 26, 2023.
2. The Dean's measure No 28/2022 is hereby rescinded.
3. This measure comes into force on October 1, 2023.

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4. This measure comes into effect on October 1, 2023.
5. The following appendices are integral part of this measure:
 - Appendix 1 –The Personal Development Plan
 - Appendix 2 – Self-Evaluation Report
 - Appendix 3 – The Career Growth Plan
 - Appendix 4 – The Supervisor's and Guarantor's opinion on the evaluationand their Proposal

In Prague on September 29, 2023

prof. PaedDr. Michal Nedělka, Dr., v. r.
Dean of the Faculty of Charles University