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Annex to Dean's Measure No 34/2024

Principles of career development and evaluation of members of the technical and economic staff at the Faculty of Education of Charles University

This Annex is to provide economic and administrative, technical, and professional staff, manual workers, service employees, and business-operational employees (“members of the technical and economic staff” or “employees”) with rules regarding their career development at the Faculty of Education of Charles University in accordance with the strategic plan of the faculty and Charles University. The aim is to set comprehensible and clear rules for their career development and to systematically improve their quality in their key activities which they provide for the faculty.

The basic requirement for the career development system is to be as transparent as possible, without any form of discrimination based on, for example, race, ethnic origin, nationality, ideology, religion, belief, opinions, age, gender, sexual orientation, disability, social origin, or property. A necessary prerequisite for career development is the principle of equal opportunities.

Members of the technical and economic staff are irreplaceable to the faculty and Charles University as a whole. Their work does not primarily consist of pedagogical or creative activities, yet the quality of their work and their pro-active approach significantly reflect on the operation of faculty as well as Charles University. Their work activities are usually to provide high-quality services, support, and an adequate study and work environment for students, academics, researchers, lecturers, and other members of the technical and economic staff.

Part of the career development system of employees is their regular evaluation, whose main aim is to cultivate the working environment, receive feedback from superiors or other employees leading primarily to the setting of this environment, improve working conditions and cultivate internal communication between employees and their supervisors. Senior management members and the faculty management work systematically with the suggestions arising from the evaluation.



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Career development and career change

The classification of members of the technical and economic staff into pay bands is governed by the Internal Wages Regulation of Charles University¹. The basic job description and qualification requirements are based on the Catalogues of Jobs and Work Positions for Employees of Charles University². Individual requirements for the activities of specific employees are further specified in their employment contracts and, or in their career development plan, or work goals stated in the conclusion of their regular evaluation.

Members of the technical and economic staff have the following opportunities for career development, in particular:

- self-development and further education aimed at deepening professional, language and so-called soft-knowledge and skills (for example, by participating in training courses or professional seminars).
- performing more demanding work, for example in relation with achieving higher expertise, higher education, etc. (with possible reclassification to a higher pay band);

Members of the technical and economic staff also have the option of changing their professional focus. They can transfer to a completely different job position within the faculty.

Senior management members

Positions of heads of other workplaces are filled through an open and transparent competitive hiring process, heads of the dean's office's departments may be also filled based on a competitive hiring process. It is recommended to follow the rules set out in the Competitive Hiring Process Code of Charles University.

¹ Article 4 of the Internal Wages Regulation of Charles University

² Rector's Measure No. 56/2021, Catalogues of Jobs and Work Positions for Employees of CU, and Rector's Measure No. 78/2017, as amended by Rector's Measure No. 11/2018, Catalogue of Jobs for economic and administrative, technical, and professional staff, manual workers, service employees, and business-operational employees of Charles University.



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In addition to the duties indicated in the job description, senior management members are also responsible for the following tasks:

- Transforming the institution's goals into the goals of the individual units, workplaces, and employees in cooperation with superior management member³;
- Managing and directing the department, including regular feedback from and evaluation of subordinate employees, their professional development and improvement of their qualifications, also in regard to ensuring the continuation of the workplace, and searching for suitable candidates that might contribute to the development of the workplace;
- Cooperating with other workplaces.

New employees

New employees are usually hired for a fixed term, and only exceptionally for an indefinite term, with a trial period.

New employees are entitled to an onboarding period, which means introductory training and further support. The key role is played by the new employee's direct supervisor or by another employee designated by the supervisor, who helps the new employee get settled in the new position as smoothly as possible. Before the trial period expires, the supervisor must inform the employee of the criteria or areas of evaluation and set the work goals for the following period with the employee, unless the employment is to be terminated within the trial period.

Evaluation of members of the technical and economic staff

Basic principles

The work of member of the technical and economic staff subject to regular evaluation. Employees with agreed weekly working hours of up to 16 hours (inclusive), employees included in pay bands 1, 2 and 3 and employees paid exclusively from grants/projects are not subject to regular evaluation. The dean may decide on their inclusion in the evaluation.

³ Within the meaning of the effective Rules For Internal Governance of Faculty of Education of Charles University



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Employees are evaluated regularly, usually once a year, but at least once every two years or no later than 3 months before the termination of a fixed-term employment contract. The evaluation of all workers may be conducted during the duration of the employment even at a different time than at the set period, at the request of the employee or, in justified cases, at the request of their superior or the faculty management.

The evaluation takes place within the framework of a unified university-wide electronic application.

The workload, any long-term incapacity to work, maternity or parental leave, care for a person dependant on the assistance of another, stay abroad, and other relevant circumstances must be taken into account in the evaluation.

Good practice is to obtain feedback from employees on working conditions, the operation of the workplace or faculty, including the work of the supervisor, opportunities for further education, etc. A key area of evaluation is employee's motivation.

Stages of evaluation

The evaluation is commenced by delivering the decision to commence the evaluation to the employee. The employee may refuse the evaluation within 7 calendar days of the notification in the following cases:

- is not interested in extending the duration of the employment relationship,
- plans to terminate the employment within the next 6 months from the notification of the commencement of the evaluation.

If the employee refuses the evaluation for the reasons stated above, the evaluation is terminated.

The evaluated employee prepares a self-evaluation based on the given areas and sets work goals for the next evaluation period. Then the evaluated employee discusses their self-evaluation and goals in a personal interview with their direct supervisor, who, if necessary, in agreement with the evaluated employee, will modify the work goals for the next evaluation period and prepare an evaluation report by the senior management member/evaluator, which will then be submitted to the relevant superior vice-dean,



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bursar or dean⁴ of the faculty, for a decision.

If the evaluated employee does not agree with the evaluation report, they may respond in written form and appeal to the relevant vice-dean, bursar or dean of the faculty. In such a case, their report will be considered by the evaluation commission, which is appointed for this purpose by the dean of the faculty. The evaluation commission usually has three members and consists of a representative or representatives of the faculty management (vice-dean, bursar - chairman of the commission), a direct supervisor and other members appointed by the dean. A representative nominated by the academic senate or a representative nominated by the faculty trade union may participate in the commission's meetings in an advisory capacity if the evaluated employee requests it. The evaluated employee is informed of the proposed composition of the evaluation commission in advance. In the case of other members of the evaluation commission appointed by the dean, the evaluated employee may request the exclusion of one of them for bias. The evaluation commission decides by a simple majority of votes. Members of the evaluation commission are obliged to maintain confidentiality regarding facts that they become aware of while performing their duties as a member of the evaluation commission or in connection with it. The dean of the faculty approves the conclusions of the evaluation commission.

The outcomes of the evaluation may result in:

- a recommendation to extend the employment contract,
- a transfer to another job position based on agreement with the employee,
- a placement in another pay band based on agreement with the employee,
- a decision on (non-)payment of a financial remuneration,
- a change of the working hours based on agreement with the employee,
- a decision on re-evaluation in a shorter than specified period,
- a notice given by the employer under Section 52 (f) or (g) of Act No. 262/2006 Sb., the

⁴ Within the meaning of the effective Rules For Internal Governance of Faculty of Education of Charles University



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Labour Code, as amended.

The evaluated employee shall be immediately informed of the evaluation results or the conclusions of the evaluation commission meeting by the head of the relevant department, the relevant vice-dean, the bursar of the faculty, the designated evaluator or the chairman of the evaluation commission.

The evaluated employee is entitled to file objections to the evaluation results within 14 calendar days from the moment they were informed of the results. The employee shall submit objections in written form to the dean of the faculty. After the deadline for submitting objections has expired, the evaluation is terminated.

The dean of the faculty, after discussion in the Dean's Board, handles the employee's objections as follows:

- if the employee's objections are justified, he/she may change the employee's overall evaluation,
- if the employee's objections are unjustified, he/she rejects the employee's objections.

The evaluation is completed by resolving the employee's objections.

The documents and outputs of the employee evaluation are stored in the faculty's personnel department in accordance with the principles of personal data protection so that only a limited number of people with a legitimate interest in this can access them.

Evaluation of senior management members

A senior management member undergoes a regular evaluation at least once a year or no later than 3 months before the termination of a fixed-term employment contract according to the same rules as other employees and is evaluated by their direct supervisor, i.e. the relevant vice-dean, the bursar of the faculty. In the case of evaluation of senior management members of departments directly subordinate to the dean, the dean usually appoints the evaluator from the members of the dean's board.

In rare cases, at the request of the dean, senior management members may also be evaluated on the basis of 360-degree evaluation, i.e. on the basis of evaluation by their



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supervisors, subordinates and peers at the same level.

Areas of evaluation

Employees are evaluated in the following areas:

- achievement of set work goals in the previous period,
- professional knowledge and skills according to the job position,
- language and ICT skills (if relevant),
- soft skills and personal approach (teamwork, social skills, flexibility, effectiveness in problem solving, economy and economic behaviour of the employee, communication and support of quality relationships in the workplace),
- managerial skills (if relevant).