

## Appendix 3

### The Career Growth Plan

The career growth plan is processed by a superior and a relevant guarantor as a mandatory workload of work tasks; the table below contains typical tasks that can be assigned (according to job position and job content). The period for which these work tasks are set usually refers to the end of the employment contract for staff members with a fixed-term contract, and the subsequent evaluation is the basis for the extension of the employment contract. For staff members with an indefinite contract, the period is usually five years.

Tasks should be as specific as possible, including a time limit (e.g. submission of at least one database article each year) so that they are verifiable at the next evaluation.

**Evaluated staff member:**

**Workplace:**

**Job position:**

**Period:**

**a. Pedagogical activity** (innovation of subjects, international dimension of subjects, theses supervisions, etc.)

- active guarantying of a study programme
- fulfilling the required scope of teaching
- continuous innovation of taught subjects
- preparation and opening of a new subject
- preparation and opening of one subject taught in English
- participation in the state final exams
- supervising final theses (depending on students' interests)
- integration of interactive elements into teaching
- extension of the offer of thematic areas of final theses
- consideration of suggestions from student evaluations of subjects
- organization of pedagogical practices / field practices / excursions

**b. Creative activity** (schedule of publications, conferences, project activities, international cooperation, etc.)

- submission of professional articles to a peer-reviewed journal or a chapter in a peer-reviewed collection annually, for the entire period of at least two indexed in the databases Scopus, WoS
- work on ongoing grant projects and publication activities resulting from them
- continuous work on a monograph
- creative activity according to the RUV
- active development of international cooperation
- R&D project submission (as a researcher or team member)
- commencement of the habilitation / appointment procedure (no later than ...)
- participation in organization of an international workshop .....in.....
- regular attendance at field-specific conferences
- completing a professional internship
- supervision of doctoral and postdoctoral students

**c. Other activity** (administration, work in committees, fulfilling the third role, etc.)

- administrative activity within the workplace (secretary, SIS or OBD administrator, Erasmus+ coordinator, coordinator for students with special needs)
- participation in workplace management
- contribution to the popularization of the field
- participation in the preparation of the accreditation of a new study programme

- membership in editorial boards, committees, working groups
- conducting of life-long courses
- development of language, managerial, or soft-skills (see Rector's measure No. 28/2021)

In Prague on

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supervisor and a relevant guarantor