



Habilitation Procedure and Procedure for the Appointment of Professors

Directive

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Habilitation Procedure and Procedure for the Appointment of Professors

Article 1 Introductory Provisions

- (1) The principles of habilitation procedure and procedure for the appointment of professors (hereinafter referred to as the "procedure") are laid down in Articles 71 - 75 of Act No. 111/1998 Coll., On Higher Education Institutions and on Amendment to Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act").
- (2) This Directive regulates the organizational and procedural requirements of the habilitation procedure and the procedure for the appointment of professors at the Faculty of Economics and Administration, the University of Pardubice (hereinafter referred to as the "Faculty").

Article 2 Documents Submitted by the Applicant with Proposal to Open the Procedure

- (3) The documents that the applicant is required to submit together with a proposal to open the habilitation procedure are specified in Section 72, Subsection 2 of the Act, and a proposal to open procedure for the appointment of professors in Article 74, Subsection 2 of the Act.
- (4) Other documents to be submitted with the proposal are:
 - a) a statement of the relationship with the Faculty and the reasons for submitting the application for opening the procedure at the Faculty;
 - b) a written assessment of the applicant's superior on his/her scientific and pedagogical work and the experience gained;
 - c) self-evaluation of the applicant based on requirements approved by the Scientific Board of the Faculty (see Annex 1), attached to which is a complete list of documents for evaluation of individual criteria;
 - d) originals or copies of the 5 most significant publications;
 - e) proposal of 3 topics of lectures before the Scientific Board of the Faculty during the habilitation procedure and proposal of 3 topics of lectures before the Scientific Board of the Faculty and the Scientific Board of the University of Pardubice in the procedure for the appointment of professor, including an outline.
- (5) A habilitation thesis shall be submitted in 4 copies for the habilitation procedure, habilitation thesis intent paper in the range of 15 - 20 pages shall be presented ready for printing (i.e. one printed copy and one in electronic form).
- (6) For the procedure for the appointment of professor, the applicant shall, after consultation with the Dean of the Faculty, produce written opinions of at least two professors of the same or related field.

Article 3

Initiation of the Procedure

- (7) The procedure shall be initiated on the basis of a written proposal submitted by the applicant to the Dean of the Faculty. In the case of a procedure for the appointment of a professor, this procedure may also be initiated at the Dean's suggestion, submitted to the Scientific Board of the Faculty, or it may also be initiated by the Scientific Board of the Faculty.
- (8) The applicant for habilitation must meet the requirement of at least three-year systematic full-time higher education scientific pedagogical practice or equivalent higher education part-time scientific pedagogical practice or equivalent higher education scientific and pedagogical practice in another form of employment relationship. The applicant must have an academic Ph.D. degree or an academic-scientific Dr. title, or the equivalent academic CSc. or DrSc. degrees. At the same time, there should be a presumption of his/her further systematic academic and pedagogical work.
- (9) An applicant for the appointment of professor must have at least five years of systematic full-time higher education scientific pedagogical practice or equivalent higher education part-time scientific pedagogical practice or equivalent higher education scientific and pedagogical practice in another form of employment relationship, of which at least two years of continuous pedagogical practice in the degree of associate professor. The applicant must have an academic Ph.D. degree or the academic-scientific Dr. title or the equivalent scientific CSc. or DrSc degrees and must be appointed associate professor on the basis of habilitation procedure in the same or similar field as the one for which he/she is to be appointed professor. At the same time, there should be a presumption of his/her further academic pedagogical activity.
- (10) The date of submission of the application for the initiation of the procedure shall be the date of initiation of the procedure.
- (11) The proposal shall include the elements listed in Article 2. The proposal shall also specify the field in which the procedure is initiated, in accordance with the field in which the Faculty has the right to carry out the procedure.
- (12) The submitted proposal for initiation shall be registered by the Dean of the Faculty Office. The Dean or an authorized Vice-Dean shall assess the completeness, formal and factual accuracy and the level of the documents produced by the applicant.
- (13) If the proposal does not have all the requisites, the Dean shall invite the applicant to complete it. If the applicant fails to fill in the requisites within 1 month, the Dean shall stop the procedure and return all submitted materials to the applicant.
- (14) Unless the procedure is terminated pursuant to Paragraph 5, the Dean shall present the matter to the Scientific Board of the Faculty, together with a proposal for the composition of the Habilitation Committee / Committee for the Evaluation of Proposals for the Appointment of Professors.

Article 4

Provisions of the Habilitation Committee or the Committee for the Evaluation of Proposals for the Appointment of Professors

- (15) In the case of a favourable opinion on the proposal to initiate the procedure, the Scientific Board shall approve the Habilitation Committee or the Committee for the Evaluation of Proposals for the Appointment of Professors.
- (16) The Dean shall submit to the Scientific Board of the Faculty a written proposal for the composition of a five-member Habilitation Committee or a Committee for the Evaluation of Proposals for the Appointment of Professors and its chairperson. The proposal for the composition of the Committee shall include details (name, surname, degrees) about the members, reasons for the proposal and their approval to the appointment. The chairperson of the Committee must be a professor; its members are professors, associate professors and other prominent representatives of the given or related field. At least three members must be from a higher education institute other than the University of Pardubice. If the

applicant is from a higher education institute other than the University of Pardubice, no member of the commission shall be an expert from the applicant's workplace.

- (17) If the proposal for the composition of the Committee does not receive an absolute majority of the votes of all members of the Scientific Board of the Faculty, the Dean shall present a new proposal at the next meeting of the Scientific Board of the faculty for discussion and approval.
- (18) The Habilitation Committee or the Committee for the Evaluation of Proposals for the Appointment of Professors shall be appointed by The Dean.

Article 5

Activities of the Habilitation Committee

- (19) The Habilitation Committee shall
 - a) appoint three reviewers of the habilitation thesis in the shortest possible term and pass the habilitation thesis over to them for the elaboration of the reviewers' reports. No more than 1 reviewer can be from the University of Pardubice. The Chairperson of the Committee shall communicate in writing the names of the reviewers to the Dean of the Faculty, who shall pass them over to an authorized Vice-Dean;
 - b) based on the reviewers' reports, evaluate the content and the level of the presented habilitation thesis;
 - c) assess the applicant's scientific and pedagogical practice for the given discipline, including the fulfilment of the self-evaluation criteria and other written materials submitted;
 - d) may ask the applicant for submission of additional documents to check the self-evaluation criteria;
 - e) prepare a proposal whether the applicant is to be appointed an Associate Professor, including the reasons for the Scientific Board of the Faculty;
 - f) the Committee shall decide on the proposal by secret ballot, by majority vote of all members, and immediately inform the Dean of the Faculty about the result;
 - g) in the case of a favourable opinion for the continuation of the habilitation process, it shall choose the topic of the habilitation lecture.
- (20) Unless the appointment receives the majority of the votes of all the members of the Habilitation Committee, the Habilitation Committee recommends that the habilitation procedure be stopped.
- (21) The Chairperson or a member of the Habilitation Committee appointed by him/her shall submit to the Scientific Board of the Faculty either a proposal to appoint the applicant Associate Professor, or the continuation of the habilitation procedure, or a motion to terminate the procedure.

Article 6

Course of Habilitation Procedure before the Scientific Board of the Faculty

- (22) The day, the hour and the venue of the Habilitation Procedure before the Scientific Board of the Faculty (i.e. the habilitation lecture and defence of the habilitation thesis) shall be published no later than 7 days before the meeting of the Scientific Board of the Faculty on the official board.
- (23) The habilitation lecture and defence of the habilitation thesis shall be held at a public meeting of the Scientific Board of the Faculty in the presence of the chairperson or an authorized member of the Habilitation Committee. The participation of reviewers is also expected. In the case of the reviewer's negative statement in the report, his/her participation in the

habilitation procedure is necessary. The habilitation lecture and defence of the habilitation thesis include the presentation of the applicant especially in relation to the situation and development in the field of habilitation in the world and its benefits for the given field. This is followed by an expert debate on the content and form of the presentation.

- (24) The course of habilitation proceedings before the Scientific Board of the Faculty includes:
- a) election of scrutineers and a three-member committee for evaluation of the level of habilitation lecture from the members of the Scientific Board of the Faculty;
 - b) presentation of the applicant by the Dean or an authorized Vice-Dean;
 - c) habilitation lecture of the applicant - about 30 minutes (presentation with discussion);
 - d) introductory presentation to the defence of the habilitation thesis;
 - e) presentation of the reviewers and questions for the applicant;
 - f) replies and opinions of the applicant;
 - g) a debate on the habilitation thesis, its presentation and its content in the context of the global development in the field;
 - h) in the closed part of the meeting of the Scientific Board of the Faculty, the presentation of the proposal of the Habilitation Committee, with reasons given by its chairman or by a member of the commission authorized by him;
 - i) the Habilitation Lecture Assessment Committee shall draw up and present a concise statement on the teaching abilities of the habilitant and the ability to clearly formulate ideas; this statement shall be part of the minutes of the meeting of the Scientific Board of the Faculty;
 - j) a closed discussion of the members of the Scientific Board of the Faculty on the proposal;
 - k) a secret vote of the members of the Scientific Board of the Faculty on the proposal;
 - l) a report of the scrutineers and the conclusion;
 - m) immediate public announcement of the results of the Habilitation Procedure.
- (25) The proposal of the Habilitation Committee, submitted to the Scientific Board of the Faculty, containing the result of the Habilitation Procedure (date and time of the meeting, participation of members, result of voting and justification of the proposal) is signed in writing by members of the Commission present during the voting.
- (26) If the proposal does not obtain the majority of the votes of all members of the Scientific Board of the Faculty, the Scientific Board of the Faculty shall terminate the Habilitation Procedure.
- (27) Should the Scientific Board decide to terminate the Habilitation Procedure, the Dean shall notify the applicant of the decision and return the habilitation thesis with the materials attached.

Article 7

Activities of the Committee for the Assessment of Proposals for the Appointment of Professors

- (28) The Committee for the Assessment of Proposals for the Appointment of Professors shall:
- a) assess the qualifications of the applicant, including compliance with the self-evaluation criteria and other written materials presented;
 - b) may ask the applicant to produce additional documents to check the self-evaluation criteria;
 - c) prepare a proposal for the appointment of a professor, including the justification of the proposal for the Faculty Scientific Board;

- d) the Committee for the Assessment of Proposals for the Appointment of Professors shall decide on the proposal by secret ballot by the majority of all members and immediately inform the Dean of the Faculty about the result;
 - e) in the event of a favourable opinion on the continuation of the procedure, it shall choose a topic of the lecture before the Scientific Board of the Faculty and the Scientific Board of the University of Pardubice.
- (29) If the proposal does not receive the majority of the votes of all members of the Committee for the Assessment of Proposals for the Appointment of Professors, the Committee for the Assessment of Proposals for the Appointment of Professors shall recommend that the procedure for the appointment of the professor be stopped.
- (30) The Chairperson or a member of the Committee for the Assessment of Proposals for the Appointment of Professors appointed by him/her shall submit to the Scientific Board of the Faculty either a proposal to appoint the applicant Professor, thus the continuation of the procedure, or a motion to terminate the procedure.

Article 8

Course of the Procedure for the Appointment of Professors before the Scientific Board of the Faculty

- (31) The day, the hour and the venue of the lecture within the Procedure for the Appointment of Professors shall be published no later than 7 days before the meeting of the relevant Scientific Board on the official board.
- (32) The lecture shall be held at a public session of the Scientific Board of the Faculty in the presence of the Chairperson or an authorized member of the Committee for the Assessment of Proposals for the Appointment of Professors and subsequently at a public session of the Scientific Board of the University of Pardubice. It shall include the applicant's presentation, in particular in relation to the situation and development of the field in the world and its benefits for the given field. It shall be followed by an expert debate on the content and form of the presentation.
- (33) The content of the lecture within the Procedure for the Appointment of Professors shall also include the concept of the scientific work and teaching in the given field.
- (34) The course of the Procedure for the Appointment of Professors before the Scientific Board of the Faculty shall include:
- a) the election of scrutineers from the members of the Scientific Board of the Faculty;
 - b) presentation of the applicant by the Dean or an authorized Vice-Dean;
 - c) presentation of written opinions of professors pursuant to Section 74, Subsection 2 of the Act;
 - d) professor lecture of the applicant (presentation with discussion);
 - e) in the closed part of the meeting of the Scientific Board of the Faculty, the proposal of the Committee for the Assessment of Proposals for the Appointment of Professors presented by its Chairperson or by an appointed member of the Committee;
 - f) a closed discussion of the members of the Scientific Board of the Faculty on the proposal;
 - g) a secret vote of the members of the Scientific Board of the Faculty on the proposal;
 - h) the report of the scrutineers and the conclusion;
 - i) immediate public announcement of the results of the appointment procedure.
- (35) The proposal of the Committee for the Assessment of Proposals for the Appointment of Professors submitted to the Scientific Board of the Faculty, containing the result of the procedure (the date and time of the procedure, participation of the members, the result of voting and justification of the petition) in writing and signed by the members of the Committee for the Assessment of Proposals for the Appointment of Professors shall be part of the minutes of the meeting of the Scientific Board of the Faculty.

- (36) If the proposal does not obtain the majority of the votes of all members of the Scientific Board of the Faculty, the Scientific Board of the Faculty shall terminate the Procedure for the Appointment of Professors.
- (37) If the Scientific Board of the Faculty decides to terminate the Procedure for the Appointment of Professors, the Dean shall notify the Applicant of the decision and return the submitted materials.

Article 9

Notification and Disclosure

- (38) The Dean of the Faculty shall submit to the Rector the announcement of the opening of the procedure after the proposal has been approved by the Scientific Board of the Faculty.
- (39) The Dean of the Faculty shall forthwith publish the information on the opening of the procedure and the dates of the relevant public meetings of the Scientific Boards on the official notice board and shall forthwith disclose information on the termination of these procedures pursuant to Section 75, Subsection 1 of the Act.
- (40) The Dean of the Faculty shall forward the proposal for the appointment of Associate Professor to the Rector of the University of Pardubice for decision no later than 30 days after the meeting of the Scientific Board of the Faculty.
- (41) The proposal for the appointment of Professor shall be forwarded by the Scientific Board of the Faculty through the Dean to the Rector to be discussed by the Scientific Board of the University of Pardubice no later than 30 days after the meeting of the Scientific Board of the Faculty.
- (42) The proposal shall include a written proposal of the Dean of the Faculty for appointment, a copy of the minutes of the meeting of the Scientific Board of the Faculty, the opinions of the reviewers, the proposal of the Committee pursuant to Article 5 and Article 7 of this Directive, respectively, and the documents referred to in Article 2 of this Directive.
- (43) Notification of the initiation, progress and termination of proceedings shall be submitted to the Ministry in accordance with Section 75, Subsection 2 of the Act.

Article 10

Temporary and Final Provisions

- (44) The applicant may lodge objections to the Habilitation Procedure. If the Dean does not allow the objections, he/she shall forward them to the Rector; the Rector's decision shall be final.
- (45) The applicant may lodge objections to the Procedure for the Appointment of Professors, which shall be decided by the Rector; the Rector's decision shall be final.
- (46) The entry into force of this Directive repeals Directive No. 3/2012 Habilitation Procedure and Procedure for the Appointment of Professors.
- (47) The Directive was approved by the Scientific Board of the Faculty on September 18, 2017 and its full version becomes effective on the day of its approval.

doc. Ing. Romana Provazníková, Ph.D.
Dean

List of Annexes

Annex 1 Self-evaluation Criteria

SELF-EVALUATION CRITERIA

pursuant to Article 2, Section 2, Subsection b of Directive FES_SME_2017_004/A
for the Habilitation Procedure and the Procedure for the Appointment of Professors

(1) Self-evaluation criteria are set to comprehensively assess the applicant's professional activities. For the Habilitation Procedure, the recommended minimum is 95 points, the recommended minimum for the Procedure for the Appointment of Professors is 195 points.

(2) The criteria are divided into three parts:

- in Part 1, Scientific, Research and Publishing Activities, the applicant is expected to get 60, or 120, respectively, of the recommended minimum of points;
- in Part 2, Pedagogical and Other Creative Activities, the applicant is expected to get 30, or 60, respectively, of the recommended minimum of points;
- in Part 3, Other Professional Activities, the applicant is expected to get 5, or 15, respectively, of the recommended minimum of points.

(3) Self-evaluation criteria for assessing the scientific, research and other creative and professional activities of applicants for habilitation or professorship appointment procedures at the Faculty of Economics and Administration, the University of Pardubice, are only an ancillary basis for the commencement of the respective procedures. Deciding in evaluating the candidates are opinions of the habilitation, or evaluating, committees, respectively, and those of the Scientific Council of the Faculty of Economics and Administration at the University of Pardubice, in the case of the Procedure for the Appointment of Professors also those of the Scientific Council of the University of Pardubice.

(4) The initiation of the Habilitation Procedure presupposes the successful completion of doctoral or equivalent postgraduate studies, as the case may be. The initiation of the Procedure for the Appointment of Professors presupposes a previous successful habilitation procedure.

(5) The condition for the initiation of the Habilitation Procedure is the applicant's activities of an academic worker for a period of at least 3 years, in the case of the Procedure for the Appointment of Professors for at least 5 years. In the case of part-time work, this required period is prolonged accordingly.

SELF-EVALUATION CRITERIA FOR THE HABILITATION PROCEDURE AND THE PROCEDURE FOR THE APPOINTMENT OF PROFESSORS AT THE FACULTY OF ECONOMICS AND ADMINISTRATION, UNIVERSITY OF PARDUBICE

1. SCIENTIFIC, RESEARCH AND PUBLISHING ACTIVITIES

č.	Criterion	Coefficient	Number	Total
1	Completed grant and other significant foreign projects (principal investigator / co-investigator)	10		
2	Completed grant and other significant foreign projects (member of the investigating team)	5		
3	Completed grant and other significant domestic projects (principal investigator / co-investigator) Except for FRVŠ, MEYS, internal grant agencies	8		
4	Completed grant and other significant domestic projects (member of the investigating team)	4		
5	Foreign monograph or a separate chapter in a foreign monograph (for AA)	6		
6	Monograph in the Czech Republic or a separate chapter in a Czech monograph (for AA)	4		
7	Original reviewed article of the Jimp category¹	8		
8	Original reviewed article of the Jsc category ¹	6		
9	Original reviewed article in a foreign journal (not Jimp and Jsc)	3		
10	Original reviewed article of the Jrec category ¹	3		
11	Contribution in conference proceedings of the D category ¹	2		
12	Contribution in conference proceedings from a scientific conference	1		
13	Quotation in the Web of Science database²	6		
14	Quotation in the Scopus database²	3		
15	Documented quotations in monographs	4		
16	Other documented quotations ³	2		

¹ Categories according to "Methodology of Evaluation of Results of Research Organizations and Evaluation of Results of Completed Programmes" (valid for the years 2013 to 2016). Approved by Government Resolution No. 475 of June 19 2013, as amended by Government Resolution No. 250 of April 16, 2014 and Government Resolution No. 605 of July 29, 2015.

² This is an intersection, i.e. the same quotation is counted only once. Self-quotations (i.e. quotations of the author and co-author of the quoted resource) are not considered quotations.

³ Excluding quotations in Bachelor's and Master's theses.

Note A: In the case of co-authoring, the coefficient will be adjusted according to the percentage share of the applicant.

Note B: Non-zero values are required for criterion 5 or 6, 7 and 13 or 14. For habilitation procedures, criteria 5 or 6 can be replaced by a journal article with an IF that is higher than the median of the discipline.

2. PEDAGOGICAL AND OTHER CREATIVE ACTIVITIES

Č.	Criterion	Coefficient	Number	Total
1	University textbook or distance support	8		
2	Pedagogical activities at a foreign university (for every whole month)	6		
3	Development project - FRVŠ, development project of MEYS, project under EU-funded operational programmes (Investigator)	6		
4	Development project - FRVŠ, development project of MEYS, project under EU-funded operational programmes (member of the investigating team)	3		
5	Investigator of the internal development competition project	2		
6	Guarantor of the study programme	4		
7	Guarantor of the field of study or specialization	2		
8	Introducing and guaranteeing a course of a bachelor study programme	1		
9	Introducing and guaranteeing a course of a postgraduate study programme	2		
10	Introducing and guaranteeing a course of a doctoral study programme	3		
11	Supervision of awarded Bachelor's and Master's theses	2		
12	Supervisor to a PhD student who successfully defended the dissertation¹	4		
13	Supervisor to a PhD student who has passed the state doctoral exam ¹	2		
14	Supervision to other PhD student ¹	1		
15	Requested lectures at other Czech or foreign universities	1		

¹ A particular PhD student may be counted only once.

Note C. In the case of the Procedure for the Appointment of Professors, a non-zero value of criterion 12 is required.

3. OTHER PROFESSIONAL ACTIVITIES

Č.	Criterion	Coefficient	Number	Total
1	Membership of the scientific board of a university, faculty or research institution (multiplied by the number of terms)	2		
2	Membership of a scientific body or institution	2		
3	Membership of a Habilitation Procedure Committee or a Committee Procedure for the Appointment of Professors	3		
4	Membership in a commission for state doctoral examinations or for the defence of doctoral theses	2		
5	Membership of a committee for state final examinations (max. 5 times)	1		
6	Assessment of a habilitation or dissertation thesis	1		
7	Requested reviews of monographs or Jimp articles, or Jsc articles.	1		
8	Original reviewed professional, surveying, or popularizing article	1		
9	Academic function at a university - Rector, Vice-Rector, (multiplied by the number of years)	4		
10	Academic function at a faculty - Dean, Vice-Dean (multiplied by the number of years)	2		
11	Head of department, institute (multiplied by number of years)	1		
12	Membership of the editorial board of a foreign scientific journal	3		
13	Membership of the editorial board of a Czech scientific journal	2		
14	Membership of the Scientific (Programme) Committee of an international conference	1		

List of Changes and Revisions to the Controlled Document

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