

# FEE Career Code

1. The FEE Career Code refers to the employees engaged in research and / or teaching activities.
2. Academic staff of FEE includes professors, associate professors, assistant professors, instructors and researchers involved in teaching activities. The Career Code also applies to scientific and technical assistants as well as to teaching assistants.
3. Assistant professors are hired for a fixed period of time; it is expected that they will become associate professors / professors.
4. Associate professors are usually accepted for the first time for a fixed period of time. The following contract is usually permanent.
5. Professors are usually given a permanent contract
6. All employees are evaluated annually by their supervisors. Academic staff members having permanent contract are subject to periodic approval.
7. Implementation of the career structure is controlled by the Dean's Directive that goes through the same approval process as the career structure:
  1. The directive regarding the selection process
  2. Responsibilities and duties of workers for each job classification
  3. The directive on the assessment of staff
8. Exceptions to the rules of the Career Code are granted by the Dean and as a general rule for a fixed period of time. All exceptions must be publicly disclosed. Reasons for making an exception include the arrival of a renowned expert from industry or limited mobility due to family or medical reasons  
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# Selection processes by the FEE Dean's Directive

1. Academic staff positions are filled on a competitive basis. Tenders may also be opened for other positions.
2. The Dean appoints a selection committee in accordance to CTU Rules. At least one member has to be an employee of the relevant department, and at least one member of the commission has to be an external expert not a member of FEE staff. If the position is connected to a specific project, the person responsible for that project must be a member of the committee.
3. The task of the commission is to select the best employee from the standpoint of FEE. The majority of the committee members should have no conflict of interest.
4. Vacancies are advertised in advance (usually a minimum of three months before the anticipated onset) so that they may attract the widest range of potential applicants. The positions of associate professor and professor are advertised internationally. Candidates must submit all materials in electronic form.
5. In addition, the department shall address the potential applicants directly. The list of the invited candidates must be presented to the selection committee two weeks prior to the application deadline.
6. Committee members receive candidate materials electronically in advance. The selection committee may ask the candidate to prepare a presentation; for example, in regards to their scientific work. The commission may come to observe lectures or seminars of the leading candidate, if they exist. Information regarding these options is part of the application.
7. In case there is only one candidate, the commission must decide if the candidate is qualified and should be invited for an interview or the committee will recommend repeating the open tender process.
8. A degree or a title of a professor or associate professor is not a prerequisite in tenders for the positions such as professor or associate professor. A candidate without this title, who has equivalent external experience can be temporarily accepted on the condition that they will acquire such degree or title in 3 years.
9. The description of the job vacancy must be broad. The selection committee takes into account to make exceptions when looking for an instructor for a specific compulsory course. ...
10. Applicants are expected to meet the criteria defined by the directive ("Responsibilities and duties of the employees.") An exception to this is when looking for an instructor of a specific compulsory course.
11. In case the tender is being held for the Head of the FEE department, the candidate must present a project for the development of the workplace. In the event that the candidate has already led the workplace, his previous projects must be presented along with the report of its implementation. The project of a successful candidate will be published.

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# Responsibilities and duties of the employees for each job classification

Academic staff are<sup>1</sup>

- Professor
- Associate professor
- Assistant professor
- Instructor
- Scientific researcher involved in teaching activities

## Academic staff

- are recruited on the basis of a tender
- may vote for and be elected to the Academic Senate
- receive 8 weeks of holiday per calendar year

## Non-academic staff involved in scientific activities

- Scientific and technical assistant
- Educational assistant

## Job Descriptions

### 1. Scientific, Technical Assistant

a) Holds a master's or engineering degree, or an equivalent title. Scientific, Technical Assistant may be a doctoral student.

b) In case of a doctoral student, he will be devoting primarily to doctoral studies and related research under the guidance of a supervisor. In case of a Ph.D. (postdoc) student, the main focus will be in specializing on research under the guidance of a leadership. In case he is not a doctoral neither a PhD student, the main focus will be specializing in auxiliary work that is related to the research. This is classified as 10th salary grade and the job description corresponds to section III.10 of the CTU work catalog.

c) May engage in teaching on a small scale under the guidance of a guarantor; especially seminars. He/She may participate in the supervision of semester, dissertations and thesis<sup>2</sup>. Scientific or Technical Assistant cannot be assigned as a project manager although there are few exceptions to this.

d) Always has a fixed-term contract, usually only for the duration of the project, from which it is paid. Must then leave FEE or receive another position<sup>4</sup>.

### 2. Educational Assistant

a) Holds a master's or engineering degree, or equivalent title. Educational Assistant may be a doctoral student.

b) Educational assistant works mainly on auxiliary jobs related to teaching of specific subjects and leads seminars at the bachelor level of studies. He may participate in supervising semester projects, bachelor and master thesis<sup>5</sup>. With certain exceptions, he/she may not be a project manager. This position is classified as 10th salary grade and the job description corresponds to section III.10 of the CTU work catalog.

c) Always has a fixed-term contract, usually only for the duration of the project, from which it is paid. Must then leave FEE or receive another position.

### 3. Instructor

a) Holds a master's or engineering degree, or equivalent title. Has a proven ability to teach well. Instructor carries out developmental or other (creative/innovative) activities.

b) An instructor is primarily engaged in preparing and leading seminars or other activities related to teaching, such as the preparation of training and testing materials under the guidance of a course supervisor. Does not supervise doctoral students, but supervises master's or bachelor's students. Generally does not serve as a manager of scientific projects. This is classified as 10th or 11th salary grade<sup>6</sup> and the job description corresponds to section III.11 of the

CTU work catalog. A Ph.D. is not required for the position of instructor in cases where it does not require teaching of a practical nature (e.g. for language lessons).

c) An instructor lectures with the permission of the dean.

d) An instructor may have a permanent contract. However, the position is likely to change due to the specific course and its expiration. The work of an instructor is evaluated on a regular basis

#### **4. Scientific researcher involved in teaching activities**

a) Holds a Ph.D., or equivalent. Has the requirement for independent scientific work, as evidenced, for example, by publications in journals.

b) Focuses mainly on research, the expectation of which is scientific results especially in the form of publications. The scientific researcher can supervise master's or bachelor's students. This is usually classified as 11th salary grade and the job description corresponds to the section III.11 of the CTU work catalog.

c) May engage in teaching under the guidance of a course supervisor. The permission to give lectures is given by the Dean. Scientific researcher may be assigned as a specialist supervisor (co-supervisor).

d) An independent scientific researcher may have a permanent contract. Their work is evaluated regularly.

#### **5. Assistant Professor<sup>7</sup>**

a) Holds a title equivalent to a Ph.D. and has corresponding international experience, usually at least a total of one year at a top foreign research institution (this requirement may be met in the first three years after the commencement of employment). Has the requirement for independent scientific work, as evidenced, for example, by publications in journals.

b) An assistant professor is engaged in research and teaching, along with the expectation of scientific results especially in the form of publications<sup>8</sup>.

c) An assistant professor participates in lessons under the guidance of a subject supervisor. They may offer topics for master's or bachelor's students<sup>9</sup>. Usually supervises doctoral students as a consultant or as a specialist supervisor<sup>10</sup>. An assistant professor leads a small group of PhD students and postdoctoral students. This position is classified as 11th salary grade and the job description corresponds to the section III.11 of the CTU work catalog.

d) The work of an assistant professor is evaluated regularly. Within 9 years of becoming an assistant professor at the Faculty of Electrical Engineering, a doctoral thesis must be submitted. If no work is submitted or if not defended, the employee must leave FEE or receive another position<sup>11</sup>. The position of an assistant professor cannot be taken again.

#### **6. Associate Professor-**

a) Holds the title of associate professor, demonstrates an ability to perform independent scientific work at an international level, for example, by publications in journals, has at least one year of experience from a foreign research project, has a proven ability to teach and lead a scientific team, has a proven ability to supervise a doctoral student as a supervisor<sup>12</sup> or as a specialist supervisor. This position is classified as 12th salary grade, and the workload corresponds to section III.12 of the CTU work catalog.

b) An associate professor is engaged in independent research and leading a research team of PhD students, postdocs and assistant professors. From an associate professor and from members of their team there is an expectation of results mainly in the form of high-quality publications<sup>13</sup>. The associate professor usually supervises doctoral students and can be assigned as a project manager.

c) An associate professor devotes part of his time to teaching, lectures in particular, and is a senior scientist, or scholar supervising master's or bachelor's students.

d) The contract for an associate professor is signed for an indefinite period and his work is evaluated on a regular basis.

e) When reaching the age of retirement, an associate professor shall not work as a supervisor for new PhD students, nor become a subject supervisor. It is also expected that he will agree to finish their indefinite contract and change it to a fixed contract; the range of work corresponding with the needs of the faculty and involvement in projects.<sup>15</sup>

#### **7. Professor**

a) Holds the title of Professor or has held equivalent positions at another university. In addition, should be capable of independent scientific work at an international level, as well as be able to teach well and lead a research team. Should also have significant international experience and be a professionally and personally respected figure with a long-term vision.

b) The rights and obligations of professors are the same as associate professors. Professors develop their discipline in the field of science and education. Professors are also natural candidates to take over responsibility for the management of larger groups for positions such as Head of Department, Head of the Branch Board, Associate Dean or Dean. Professor is classified as 13th salary grade and the job description corresponds to section III.13 of the CTU work catalog.

c) Professor can continue working at the faculty after the retirement The contract corresponds to the needs of the faculty and involvement in projects. The professor then may receive the honorable title of Professor Emeritus granted by the Dean of the Faculty.

## General rules

- Employee supervisors will take into account the career development of FEE employees when choosing teachers.
- Efforts of staff to gain experience abroad will be supported by the department if possible; for example, by releasing the worker from teaching and other duties. Financial support will be offered in the form of a competition.
- A lecturing staff member without a PhD must receive the extra approval of the FEE Scientific Board.

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11.4.2013 Prof. Ing. Pavel Ripka, CSc.,

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1 As stated in the Higher Education Act

2 If the student work proved during their leadership, they may be appointed as supervisors of this work.

3 grants

4 For example, teaching assistant, independent researcher, instructor, and technical-economic worker.

5 If the student work proved during their leadership, they may be appointed as supervisors of this work

6 accordingly, if it is a Ph.D.

7 This is a "tenure track" position, preparing for associate professor.

8 At least two articles in journals with impact factor in WoS for evaluation period (5 years), the significance of which will be assessed by the Evaluation Committee.

9 This requirement is also met by the leadership of PhD theses

10 According to the principles of studies in a CTU doctoral program a standard supervisor is an associate professor or professor

11 For example, independent researcher or instructor

12 For example, abroad or already having the title of associate professor

13 According to the rules of evaluation

14 a specialist supervisor is possible

15 The aim of this measure is to motivate instructors to obtain professorships.

# Dean's Directive on employee evaluations

1. The activity of each employee is evaluated annually by his supervisor
2. The activity of each academic staff member and researcher in a permanent position (independent researcher) is evaluated at least once every five years by an independent evaluation committee appointed by the Dean. The processes and procedures leading to becoming a professor can replace one's evaluation. Evaluation can also be done at any other time at the request of the employee or his supervisor.
3. The general purpose of the review and evaluation is:
  - a) to contribute to raising the level of scientific activities of the institute;
  - b) to create a basis for a conceptual and rational departmental personnel policy;
  - c) to compare the results of the activities of workers in the same position;
  - d) to stimulate workers to continuous professional growth;
  - e) to provide workers a regular opportunity for self-reflection.
4. The evaluation of a scientific (or other innovative, creative, developmental activities<sup>17</sup>) and pedagogical activity<sup>18</sup> is the transmission of science into practice and success in fundraising, a diversity of experiences and activities beneficial to the faculty.
5. A record of the result of each evaluation will be entered into the information system. A written protocol is placed into the personal file of the worker.
6. The Dean, with the approval of the Academic Council, establishes the evaluation criteria and announces it so that workers may prepare the materials necessary for their evaluation.
7. The Evaluation Committee is appointed by the Dean after the consultation with the Academic Council. The Chairman of the Evaluation Committee is usually a member of the Academic Council, a prominent former member of the Scientific Council, or significant external employee. At least one third of the committee members are external employees. If a committee member has a conflict of interest (e.g. the person being evaluated is their direct superior, subordinate or co-worker), he is excluded from the proceedings.
8. The Evaluation Committee has at its disposal all existing evaluations of the employee according to points 1 and 2. The Evaluation Committee may request a brief report from the person to be evaluated, according to established criteria and with appropriate documentation of their activities during the period since the last evaluation. Furthermore, the Committee may seek comments from the direct supervisor of the person being evaluated. The Committee also has access to the employment contract.
9. The Committee may decide on a positive evaluation without reservations (see point 10) without an interview with the evaluated employee if it is apparent that the worker has achieved quality results. Otherwise a personal meeting with the employee must take place in the presence of the supervisor..
10. The Evaluation Committee's overall assessment will conclude in a mark of A, B or C. A means a positive assessment, without reservation; B means a positive assessment; C indicates there are reservations. In the case of an assessment of A, the Committee will explain its decision in brief. In the case of a B rating, the Committee will make recommendations for future professional growth. If assessed a mark of C, the Committee will recommend in writing to the Dean that the worker be called to account for the shortcomings in their work; the Committee will specifically indicate what these deficiencies are, and as part of the conclusion will recommend a deadline for the next evaluation.
11. The employee and his supervisor will be notified of the full results of the evaluation. If no consensus of opinion can be reached among Evaluation Committee and the employee being evaluated, the comments and objections of the employee will be processed in writing and attached to the conclusions of the Evaluation Committee and be

submitted to the Dean along with its findings. The outcome of the evaluation is to be commented upon by the direct supervisor of the evaluated employee. Quantitative evaluation indicators<sup>19</sup> are published without limitation, other parts of the reports are confidential, unless the employee decides to publish it on his own.

12. The conclusions of the Evaluation Committee are the basis for the changes in labor contracts and salary matters.

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<sup>16</sup> For example, a team leader

<sup>17</sup> Examples of other creative activities are the development, innovation, creation of new teaching aids

<sup>18</sup> according to results of research and innovation, student survey, observation

<sup>19</sup> For example, the number of articles, the number of grants received