

CAREER GUIDE OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Preamble

(0) The Career Guide of the Czech Technical University in Prague is a translation of the Czech original text “kariérní řád Českého vysokého učení technického v Praze.” Only the Czech text has official legal status. For translation of terms consult [Glossary and official translation of the HE Act](#).

(1) The aim of the Career Guide (hereinafter referred to as the “Guide”) is to continuously increase the quality of teaching and creative activities of CTU and their evaluation according to European standards to maintain and increase international competitiveness.

(2) CTU is an internationally recognised technical university. Based on the traditions of CTU, the Guide aims to regulate the relationship of employees to CTU in the following areas:

- a) Defining the scope of job positions of CTU’s academic and other creative staff.
- b) Establishing the framework of a professional career and its milestones for employees and job seekers at CTU in terms of their expected career growth and motivation.
- c) Enshrining the principles of equal access, transparency and reviewability of fundamental labor law decisions in relation to the career advancement of workers.
- d) Establishing the basic principles that enable a successful balance of professional and personal life.

Article 1

Introductory Provisions

(1) The Guide regulates the status and career advancement of academic staff and other staff involved in educational and creative activities. It defines the qualifications of positions, terms and conditions, the hiring procedure and motivational elements of career growth.

(2) Pedagogical and creative activities at CTU’s faculties and institutes are carried out by academic staff and other experts pursuant to Section 70 of [Act No. 111/1998 Coll.](#), On Higher Education Institutions (Zákon o vysokých školách), as amended (hereinafter referred to as “ZVŠ”).

(3) The Guide determines the scope of pedagogical, research and other creative duties of academic and non-academic staff who participate in the above activities.

(4) The method of assigning employees to salary classes is determined by a special internal regulation of CTU¹.

(5) Individual parts of CTU may modify the methods addressed by the Guide in more detail according to their specific conditions but only in accordance with the Guide’s objectives.

(6) The [European Charter for Researchers](#) also applies to academic staff and researchers at CTU.

Article 2

¹ CTU Internal Salary Regulation (Vnitřní mzdový předpis ČVUT)

Positions

(1) Academic staff are, in accordance with § 70 par. 1 ZVŠ, those professors, associate professors, assistant professors, assistants, lecturers and scientific, research and development staff who are carrying out both teaching and creative activities in accordance with negotiated type of work in the contract

(2) CTU offers the following positions for academic staff:

- a) professor
- b) associate professor
- c) assistant professor
- d) senior lecturer
- e) researcher involved in pedagogical activities
- f) assistant

(3) CTU offers the following positions for non-academic staff participating in pedagogical and/or creative activities:

- a) postdoctoral student
- b) researcher
- c) teaching assistant

(4) Employees assigned to the positions referred to in paragraphs 2 and 3 are periodically evaluated by the workplace heads.

(5) The classification of positions into salary classes is defined by the CTU Work Catalog, which is an appendix to the CTU Internal Salary Regulation.

(6) The creation of specific job positions in accordance with this Guide is done at the discretion of the Deans and Directors of individual parts of CTU.

(7) Non-academic staff are not members of CTU academic community

Article 3

Descriptions of the Qualifications of Positions for Academic Staff

(1) Professor

- a) The professor is an internationally recognised expert in their field and is a professionally and personally respected individual with a long-term vision and is thus capable of independent scientific work at the international level.
- b) The professor develops their field by using current knowledge in the field of creative activity and pedagogy. They supervise doctoral students and conduct independent research and research management of a team of doctoral students, postdoctoral students and assistant professors. The professor devotes part of their time to teaching and is the guarantor of study programmes and courses ; they supervise thesis projects and other student work.

- c) The professor is a natural candidate to take responsibility for leading larger groups, as head of the department, chair of a common doctoral studies board, guarantor of the programme or specialisation, vice-dean or dean, e.g.
- d) Applicants for the position of professor are expected to have gained foreign experience during their current professional career.
- e) An employment contract for the position of professor is usually concluded for an indefinite period. An exception may be if the selection committee recommends concluding the first contract with the tenderer at CTU for a definite period of time.
- f) Appointment of a professor *according to [Act No. 111/1998 Coll.](#)* is a prerequisite for inclusion in the job position of professor. After the termination of the professor's employment contract, the dean of the faculty or the director of the higher education institution may propose to the rector their appointment as professor emeritus².

(2) Associate Professor

- a) The associate professor is capable of independent scientific work at the international level. They usually have experience from a foreign research institute. They are able to teach and lead a scientific team.
- b) The associate professor participates heavily in the development of science and pedagogy. They supervise doctoral students and conduct independent research and research management of doctoral students, postdoctoral students and assistant professors. The associate professor devotes part of their time to teaching, they are the guarantor of subjects, and they usually supervise thesis projects and other student work.
- c) The appointment of an associate professor *according to the [Act No. 111/1998 Coll.](#)* is a necessary precondition for inclusion in the job position of associate professor
- d) An employment contract for the position of associate professor is usually concluded for an indefinite period. An exception may be if the selection committee recommends concluding the first contract with the tenderer at CTU for a definite period of time.
- e) After the termination of the associate professor's employment contract, the Head of the department may propose to the Dean or to the Rector their appointment as associate professor emeritus for the given faculty in accordance with its internal regulations.

(3) Assistant Professor

- a) The assistant professor is involved in research and teaching. They are expected to produce scientific, artistic or other creative results.
- b) The assistant professor is involved in the teaching of academic courses. They may lead bachelor and master thesis projects and other student work. With permission of the Dean, they may run lectures.

² In accordance with the Statute of Emeritus Professors of CTU

- c) They can participate in the teaching of doctoral students as a consultant or as a supervisor-specialist. If approved by the scientific council of the faculty, they may be a supervisor of doctoral students.
- d) To be assigned the position of assistant professor, it is necessary to have obtained the title of Ph.D., CSc., Dr. or have earned an equivalent degree abroad, or have demonstrated significant creative achievements.
- e) An employment contract for a assistant professor is negotiated by taking into account the recommendations of the selection committee. The initial contract will last for a definite period of time. At the request of the manager, the contract may be extended without the necessity to go through a selection committee, including an extension to indefinite period.
- f) The recommended length of period for which a worker can be assigned to the position of assistant professor is 10 years. In this period, care for children under four years of age is not included. Well-founded exceptions may be granted by the Dean or the Director of the department.

(4) Senior lecturer

- a) The senior lecturer mainly lectures and manages the preparation and execution of exercises and additional activities related to teaching, such as the preparation of teaching and testing materials. They supervise student projects. The senior lecturer participates in creative activities.
- b) To be assigned the position of senior lecturer, it is necessary to have already obtained the title of Ph.D., CSc., Dr. or have earned an equivalent degree abroad, or have demonstrated significant creative achievements.
- c) An employment contract for a senior lecturer is first negotiated for a definite period. At the request of the manager, the contract may be extended for a specific length of time or indefinitely without the necessity to go through a selection committee.

(5) Lecturer

- a) The lecturer is mainly involved in the preparation and execution of exercises and other activities related to teaching, such as the preparation of teaching and testing materials. They supervise student work. The lecturer participates in creative activities. The lecturer may give lectures with the permission of the Dean.
- b) In order to be appointed as a lecturer, it is necessary to have already earned a master's degree.
- c) An employment contract for a lecturer is first negotiated for a definite period. At the request of the manager, the contract may be extended for a specific length of time or indefinitely without the necessity to go through a selection committee.

(6) Researcher involved in pedagogical activities:

- a) The researcher primarily conducts scientific research, development and other creative activities. They have the qualifications for independent creative work. The researcher is

expected to produce scientific results, especially publications, patents or other outputs of creative activity. The career development of a researcher is divided into four categories (according to the European Framework for Research Careers):

- i) R1 - stage until the researcher obtains a Ph.D. or earns an equivalent degree abroad (First Stage Researcher);
 - ii) R2 - stage where the researcher already holds a Ph.D. or has earned an equivalent degree abroad but has not yet gained full independence (Recognised Researcher);
 - iii) R3 - stage during which the scientist has established research independence (Established Researcher);
 - iv) R4 – stage during which the scientist becomes a leader in their research or field (Leading Researcher).
- b) The researcher can participate in the teaching of academic courses. They lecture with the permission of the dean/director of the department. They can lead student projects.
 - c) From level R2, they can be a supervisor-specialist of doctoral students. With the consent of the Scientific Council, they may be a supervisor of doctoral students.
 - d) An employment contract for a researcher is first negotiated for a definite period. At the request of the manager, the contract may be extended for a specific length of time or indefinitely without the necessity to go through a selection committee.

(7) Assistant

- a) The assistant is involved in research and teaching. They are expected to produce scientific or other creative results.
- b) The assistant is involved in teaching under the guidance of course guarantors. They can lead bachelor and master thesis topics and other student projects.
- c) In order to be appointed as an assistant, it is necessary to have already earned a master's degree.
- d) An employment contract for an assistant is negotiated by taking into account the recommendations of the selection committee. The initial contract will last for a definite period. At the request of the manager, the contract may be extended for a specific length of time or indefinitely without the necessity to go through a selection committee.

Article 4

Descriptions of the Qualifications of Positions for Non-Academic Creative and Pedagogical Staff

(1) Postdoctoral student

- a) In order to be employed as a postdoctoral student, it is necessary to have already earned the title of Ph.D. or a comparable title abroad in the past seven years. The employment contract for the postdoctoral position is negotiated for a definite period of 1-3 years. The contract may be

extended at the request of the head of the workplace up to a maximum of 3 years; possible exceptions may be granted by the Dean of the faculty or the director of the department.

b) The postdoctoral student position is filled in accordance with a selection procedure.

(2) Researcher

a) The researcher is primarily involved in project-based research. A researcher can be classified into four categories (according to the European Framework for Research Careers):

- i) R1 – stage until the researcher obtains a Ph.D. or earns a comparable degree abroad (First Stage Researcher);
- ii) R2 - stage where the researcher already holds a Ph.D. or has earned an equivalent degree abroad but has not yet gained full independence (Recognised Researcher);
- iii) R3 – stage during which the scientist has already created a partial independence (Established Researcher);
- iv) R4 - stage during which the scientist becomes a leader in their research or field (Leading Researcher).

b) The researcher position is filled in accordance with a selection procedure; exceptions are positions bound to a research project. An employment contract for a researcher is negotiated for a definite period; it is possible to extend the period of the contract. If a selection procedure has taken place, the employment contract can be extended even to a contract of indefinite period.

(3) Teaching assistant

a) The teaching assistant is mainly engaged in ancillary work related to the teaching of specific courses; they conduct exercises under the guidance of an academic staff member. They can participate in the supervision of semester projects and bachelor's and master's theses.

b) An employment contract for a teaching assistant is negotiated for a definite period. The contract may be extended for a specific length of time at the request of the head of the workplace.

Article 5

Procedure for the Recruitment and Assignment of Staff

(1) Selection procedures for the filling of academic staff positions are completed in accordance with a separate internal regulation³ and any other relevant internal standards.

(2) Non-academic positions are filled in accordance with a selection committee, if such has been defined in the current document.

(3) The [Code of Conduct for the Recruitment of Researchers](#), compliance with which is a condition for the HR Award, applies at CTU.

Article 6

Career Growth and Motivational Elements of Career Growth

(1) Career growth of employees means their qualification and functional progress achieved on the basis of their personal professional development and increase of qualification. Individual motivational

³ Rules of the selection procedure for filling the positions of CTU academic staff.

elements of career growth are not granted automatically, unless so required by the law or other regulation. The head of the department is responsible for creating conditions for professional and personal growth. The employees themselves are also responsible and are expected to take the initiative in designing individual development activities and providing regular feedback through evaluation.

(2) CTU ensures professional growth through

- a) support for employees preparing to submit a dissertation or habilitation thesis by allowing free working time or a foreign specialized internship,
- b) support for employees' participation in events at the national and international level that increase their expertise in their field,
- c) support for the use of foreign mobility in the form of short-term and long-term internships with external partners for the purpose of individual development, gaining foreign contacts and increasing CTU's outreach overall,
- d) work on projects in cooperation with external partners,
- e) sabbatical,⁴
- f) support for internal and external systematic training of employees in the following areas:
 - i. organisation, management and administration of research and research projects,
 - ii. mentoring and leading working groups (for managers),
 - iii. knowledge of languages and writing professional texts,
 - iv. presentation, communication and other soft skills,
- g) facilitate creative work, especially by time-managing and balancing research and pedagogical activities and quality equipment of workplaces,
- h) modification of working conditions after workers' return from parental leave and supporting faster readjustment to work, for example through the creation of shared jobs.
- i) adjustments to working conditions for workers with pre-school children with the aim of balancing family and working life,
- j) adjustments to the working conditions of workers for whom career growth could stagnate due to objective external circumstances (e.g. health status, care for immediate family members),
- k) adjustments of time limits with regard to parental leave.

(3) Other elements of support

- a) regular evaluation of employees,
- b) financial evaluation of employees using variable components of salaries in accordance with the internal salary regulation (faculty and non-faculty resources),

⁴ According to the Collective Agreement § 1 Salary, par. 9, when taking creative leave according to § 76 ZVŠ, the tariff components of salaries are provided.

- c) providing tangible and intangible remuneration for extraordinary results in pedagogical and creative activities.

Article 7

Development Planning and Staff Evaluation Process

- (1) Within the individual parts of CTU, a personal development plan is created during a periodic internal evaluation, and the employee in turn can provide feedback to the manager.
- (2) The aim of the evaluation is to provide feedback, assess performance (both hard and soft skills) and career development since the last evaluation, confirm strengths and identify obstacles, offer opportunities for development and jointly set career goals.
- (3) The criteria for evaluation⁵, the evaluation's frequency and the overall evaluation process are determined according to the directive or internal regulation of the individual part at CTU where the employee is assigned, under the competence of the Dean or Director. The evaluation criteria take into account verifiable personal circumstances worthy of special consideration (long - term incapacity for work, disability, caring for a close person, foreign military missions, etc.)
- (4) The main conclusions of the evaluation and the professional goals of the employee for the upcoming period are summarised in electronic or written form. The results of the evaluation are the basis for setting goals and planning further development of the employee.
- (5) The employee will receive the results of the evaluation and the list of professional goals in electronic or written form. They may comment on them within a reasonable amount of time and their opinion shall thereafter be included in the evaluation.
- (6) If the employee does not agree with the results of the evaluation, they have the right to discuss them with the Dean, the director of the department or an authorised representative. The minutes of the discussion are then included in the evaluation's results.

Article 8

Other Provisions

- (1) Any exceptions to these Rules may be granted by the Dean or the Director of the Institute for a definite period of time. The relevant Academic Senate must be informed of any exceptions. Examples of reasons for granting an exemption include the arrival of an important expert from practice, arrival from a foreign institution, or restricted mobility for family or health reasons.
- (2) For employees whose employment began before this Guide came into effect, the time constraints described in this Guide shall be calculated from the date on which this Guide came into effect.

⁵ Examples of criteria:

- pedagogical activity
- scientific or other creative activity
- transfer of science into practice
- success in obtaining financial resources
- diversity of experience, internationalisation
- activity beneficial to school or its part

Article 9
Common, Transitional and Final Provisions

- (1) This Guide was approved by the CTU Academic Senate pursuant to § 9 par. 1 let. (b) point 3 of the Act on .November 25, 2010.
- (2) This Guide shall enter into effect pursuant to § 36 par. 4 of the Act on the day that it is registered by the Ministry of Education, Youth and Sports.
- (3) This Guide shall enter into effect on April 1, 2021.

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