

Directive No. 10/2018 of the Faculty of Economics and Administration, Masaryk University

**Evaluation of Academics
of the Faculty of Economics and Administration, Masaryk
University**

(in the version effective from 1 February 2022)

Pursuant to Section 28(1) of Act No. 111/1998 Coll. On Higher Education Institutions and on Amendments and Supplements to Other Acts (The Higher Education Act), as amended (hereinafter the "Higher Education Act"), I am issuing this directive:

**Article 1
Introductory Provisions**

1. This directive stipulates the methodology of evaluating academic staff members of the Faculty of Economics and Administration, Masaryk University, and builds on Masaryk University Directive No. 5/2017 Employee Evaluation (in the version effective from 1 July 2017).
2. The purpose of the directive is to set basic rules and principles for the internal evaluation of academic staff members (hereinafter "Employees") of the Faculty of Economics and Administration, Masaryk University (hereinafter the "Faculty"). This evaluation represents one of the main tools in HR work, providing information about the performance of each Employee. The directive lays down the core parts and participants of the evaluation, and also describes its general process.
3. The provisions of this directive apply to employees who have their home unit within the Faculty.

**Article 2
Purpose of Evaluation**

1. The purpose of evaluation is to assess the main areas of employees' work performance in the evaluated period, including an evaluation of their development needs. The evaluation also includes setting the long-term goals or career plan for the employee and setting specific work plans for activities and tasks for the following period.
2. The output of the evaluation process is an assessment of the employee's performance expressed in a verbal evaluation.

**Article 3
Basic Rules of Evaluation**

1. The regular evaluation of employees as a tool of personnel work is important for supporting the development of employees' working potential and represents the implementation of the obligations of senior employees under Section 302 of Act No. 262/2006 Coll., the Labour Code, as amended.
2. In accordance with the MU Internal Wage Regulations and the Faculty's Instruction No. 4/2018 Wage Claims of Employees, the result of the performance evaluation is one of the key criteria for setting the performance premium for the next period, or the amount of performance bonuses, as the case may be. Furthermore, the quality of an employee's performance is also considered when extending employment contracts.

3. The evaluation takes place regularly once a year, generally in the 1st quarter of a calendar year, whereby the specific date of data collection for the given evaluation is determined by the head of the Personnel Office.
4. Employee evaluation takes place at the level of each unit in the Faculty.
5. The immediate superior is responsible for carrying out the evaluation, i.e. the head of the department. In the case of a change of superior during the evaluated period, the previous superior is also included in the evaluation, if possible.
6. Each Employee is evaluated individually with respect to their relevant duties. The evaluator is required to set out the Employee's work tasks for the next evaluation period, as well as long-term performance objectives. Within the evaluated areas, senior employees shall also evaluate the work conduct and behaviour of the evaluated Employee.
7. The work performance and results of Employees are assessed not only in the given evaluation period, but also in the longer-term perspective, with regard to Employees' long-term goals, career growth, and the objectives of the unit.
8. The evaluation of an Employee shall be carried out in a transparent manner, so that it is clear on what criteria the Employee is being evaluated. The evaluation of the Employee's performance is carried out mainly with regard to the position held, the amount of working hours, etc.
9. Senior employees are required to set the same evaluation criteria for Employees holding the same or similar positions within the unit. Senior employees shall take a comprehensive view of the Employee's performance and consider all areas of their performance.
10. In addition to specific work outputs, senior employees also consider other objective external or internal circumstances that may have affected Employee performance during the evaluation period, in particular the workload of other activities for the benefit of the Faculty or university, internships abroad, preparation of a habilitation thesis, an exceptional family or personal situation, or parental leave.

Article 4 **Course of the Evaluation Process**

1. The evaluation includes criteria for evaluating Employees in a given unit – Annex No. 1.
2. Every evaluator may, in addition to the criteria set for the Employee's evaluation, add other criteria at will.
3. The Evaluator shall inform the evaluated Employee of the dates for the start and end of data collection and the manner of data collection. The Evaluator also informs the Employee about the planned dates of evaluation interviews, which shall take place in the period after the collection of documents needed for the evaluation is completed.
4. The evaluated Employee shall fill out the required data in the IS MU in the supportive application EVAK¹. The Employee can comment on all monitored criteria (e.g. state the reasons that caused a reduced performance in a given criterion).
5. The evaluator shall conduct evaluation interviews, which take the form of an individual meeting with each Employee being evaluated. Data acquired during data collection serves as supporting data for the evaluation interview.
6. Findings from the evaluation shall be recorded in a written record of the Employee evaluation, which is later filed in the Employee's personal file.
7. If necessary, the Employee may express their disagreement with the evaluation results directly in the written file on the evaluation and state the reason for the disagreement. Expression of disagreement with the result of the evaluation is forwarded to the dean or person authorized by the dean, who discusses the situation with the evaluated Employee and the evaluator. A written record of the outcome of the discussion is made and subsequently placed in the evaluated Employee's personal file.

¹ EVAK is a supportive application for data collection, basic evaluation, and for the generation of outputs from the evaluation of academics.

Article 5
Evaluated Employees

1. Employee evaluations shall be carried out for employees in an employment relationship provided:
 - a. their employment has lasted for at least 6 months within the period under review and is still ongoing at the time the evaluation is initiated,
 - b. they are not on notice.

2. The evaluation of senior employees is carried out by the dean of the Faculty. Employees performing the function of vice-deans are also evaluated by the dean within the scope of their area of administration.

Article 6
Final Provisions

1. This directive shall supersede Directive No. 10/20188 in the version effective from 28 June 2018.
2. I authorize the head of the Personnel Office to interpret each provision of this directive.
3. The Personnel Office shall supervise compliance with this directive.
4. This directive shall enter into force on the day of its publication and comes into effect on 1 February 2022.

Annex:

- No.1 Criteria for the Evaluation of Academics.

prof. Mgr. Jiří Špalek, Ph.D.
dean

signed electronically