

**Directive of the Faculty of Economics and Administration, Masaryk University,  
No. 4/2019**

**Requirements and Criteria for Scholarly and Teaching Qualification in FEA  
Habilitation Procedures and Professor Appointment Procedures**

*in the version effective from 1 June 2021*

Pursuant to Section 28 (1) Act No. 111/1998 Coll. On Higher Education Institutions and on amendments and supplements to other acts (The Higher Education Act) and Sec. 2.1.1 (b) Statute of the MU Faculty of Economics and Administration (hereinafter "FEA"), I hereby issue this Directive:

Section 1

**Subject of Directive**

1. This directive defines the requirements and criteria for scholarly and teaching qualification, which are used by members of habilitation boards, evaluation boards and Scientific Board in MU FEA in habilitation procedures and professor appointment procedures.
2. By establishing minimum requirements in some criteria for evaluation of scholarly or teaching qualification, the potential applicants are informed about expected minimum standard in the habilitation and appointment procedures and about the criteria that will be evaluated in the procedures.
3. The course of the habilitation procedure and professor appointment procedure in FEA shall be governed by Section 71 to 74 Act No. 111/1998 Coll. and MU Directive No. 7/2017 Habilitation Procedure and Professor Appointment Procedure.

Section 2

**Facts Assessed During the Procedure and the Assessment Process**

1. Scholarly and teaching qualification of the applicant is checked in the habilitation procedure. Scholarly qualification is checked by means of habilitation thesis and its defence and by means of other research and scientific work, response to it, involvement in projects and other indicators verifying scholarly activity. Applicant's teaching qualification is checked by evaluating a public lecture, habilitation lecture and previous teaching experience. Relevant documents proving existing scholarly activity and previous teaching experience are listed in the annexes to the proposal for initiating the habilitation procedure made according to the MU Directive No. 7/2017 Habilitation Procedure and Professor Appointment Procedure.
2. An applicant, who is a distinguished and recognized scholar in his/her field and promotes its development, has to prove his/her scholarly and teaching qualification in the professor appointment procedure. The applicant is required to have at least five years of full-time scholarly and teaching experience (or other adequate form), of which at least two years as an associate professor. Assessing the qualification is based namely on published scholarly

and scientific work and response to it, on scientific and research project solving, academic internships completed, on evaluation of a public lecture and lectures at the scientific board's public session and other indicators proving scholarly activity and previous teaching experience. Recognition in the scientific community is assessed based on references, membership on professional panels and in councils and lectures requested at scientific conferences. Relevant documents proving existing scholarly activity and previous teaching experience are listed in the annexes to the proposal for initiating the habilitation procedure made according to the MU Directive No. 7/2017 Habilitation Procedure and Professor Appointment Procedure.

3. The applicant shall submit a proposal for the commencement of the habilitation procedure, including its particulars pursuant to Masaryk University Directive No. 7/2017 Habilitation proceedings, proceedings to appoint professors, Article 4 in English, with the exception of officially certified copies of documents on the university education achieved, which shall be submitted in the original wording.
4. As part of the proposal for habilitation procedure initiation or professor appointment procedure initiation the applicant shall submit to FEA professional characterization of scientific activities and results achieved (see MU Directive No. 7/2017 Habilitation Procedure and Professor Appointment Procedure, Sec. 4, Par. 2 (j) and Sec. 14 Par. 2 (k). Recommended structure of the professional characterization is attached as Annex No. 1 hereto.
5. The habilitation or evaluation board comprehensively assesses professional and personal profile of the applicant and presents a clearly justified proposal to the scientific board. The board shall give the reasons for its decision, particularly in case the applicant does not meet some of the minimum requirements for scholarly or teaching experience criteria. Failure to meet some requirements may be for example compensated by excellence in other assessed areas. On the other hand, meeting all of the minimum reference criteria may not automatically imply board's positive verdict.

### Section 3

#### **Criteria for Assessing Scholarly Qualification**

1. In the habilitation procedure the applicant is required to be involved in scientific and research activities, publication in renowned scientific periodicals important for the field of habilitation and in scholarly monographies. As far as publication collection is concerned, the applicant is expected to be a co-author of at least one journal article in a quartile over 4 according to AIS (WoS). Also, involvement in solving research projects is expected.
2. In the professor appointment procedure the applicant is required to be involved in scientific and research activities, to have publication of significant scientific results in renowned scientific periodicals, important for the field of the professor appointment procedure, and in scholarly monographies. As far as publication collection is concerned, the applicant is expected to be a co-author of at least one journal article in a quartile over 4 according to AIS (WOS), whereas journals in quartiles 1 and 2 according to AIS (WoS) are preferred. Also, research project solving is expected, whereas international projects financed from

abroad get a very positive score. Also involvement in contractual research and applied results (namely arising from TA ČR projects) are valued.

Minimum requirements for an applicant\*:

	Habilitation procedure	Professor appointment procedure
Publication of scientific articles in journals included in the JCR citation database <sup>1</sup>	Total portion 1	Total portion 2
Publication of scientific articles in journals included in the SCOPUS <sup>1</sup> international database	Total portion 1	Total portion 2
Publication of a scholarly monography or chapters in monography (at least 100 pages of text in total) <sup>2</sup>	1	2
Involvement in solving a scientific project with external financing (applicant is a team member)	2	4
Getting a scientific project with external financing (applicant is a solver/co-solver)		1
Involvement in an international project with foreign financing (applicant is a team member)		1
Contractual research/applied results		1

#### Section 4

### Criteria for Assessing Teaching Qualification

1. In the habilitation procedure the applicant is required to be involved in regular university teaching, supervision of bachelor theses and diploma theses. Also, preparation of teaching materials is expected. The applicant shall meet the criteria for a lecturer's position, ideally in subjects profiling the study program closely related to the relevant field.
2. In the professor appointment procedure the applicant is required to be involved in regular university teaching. Also, experience in giving lectures in key subjects profiling the study programs, active involvement in setting up this profiling and guaranteeing these subjects and programs are expected. Applicant's teaching qualification is further supported by

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\*For journal articles the minimum requirements are expressed as the sum of individual author's portions, whereas the author's portion in one article is divided equally; for other categories the requirements are set in numbers. Publications in the field of 5.2 Economics and Business according to FORD are preferred.

<sup>1</sup> The sum of portions shall not include articles in a journal that is affiliated with the applicant's place of work where the applicant studied or was employed at the time the article was written, or in a journal with an editorial board of which the applicant was a member at the time the article was published. Applicant for the associate professor qualification is expected to have at least 1 article in a journal published outside CZ, SK and CEE; applicant for the professor qualification is expected to have at least 2 articles published outside CZ, SK and CEE. Mutual compensation of journal publications in WoS and SCOPUS is acceptable, whereas publication included in both databases shall be counted only once.

<sup>2</sup> Compensation with several renowned journal publications included in WoS or SCOPUS is acceptable.

successful supervision of a number of final theses and involvement in the education of undergraduate and postgraduate students.

Minimum requirements for an applicant:

	Habilitation procedure	Professor appointment procedure
University teaching experience in the relevant field – number of semesters of regular teaching <sup>3</sup>	6	10
Of which number of lectures/seminars/tutorials taught	12	20
Number of successfully defended final theses of bachelor/master's degree students	20	40
Number of successfully defended studies of doctoral students		2
Textbooks and texts for study, including electronic materials	1	1

#### Section 5

#### **Criteria for Assessing the Recognition by the Scientific Community**

1. In the habilitation procedure the applicant is expected to have responses to his/her science and research publications from the scientific community in the relevant science. Completed foreign scientific and academic internship and membership on professional panels, boards or committees is expected.
2. In the professor appointment procedure the applicant is required to have responses to his/her scientific and research publications from the international scientific community. Cooperation with other leading places of work in relevant field, completion of foreign academic and scientific internship is expected. Also, membership on professional panels, scientific boards, professional councils or grant agency committees is expected. Also, applicant's lectures requested at scientific conferences and on renowned professional panels are considered to be a proof of applicant's importance and his/her scholarly recognition in the field.

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<sup>3</sup> A course of 12 – 14 lectures or tutorials can be considered one semester of regular teaching. Applicant for a professor qualification is required to work as an associate professor for at least 4 semesters.

Minimum requirements for an applicant:

	Habilitation procedure	Professor appointment procedure
Number of citations in international databases (WoS, SCOPUS) <sup>4</sup> of scientific articles, monographies and articles in proceedings	3	6
Number of foreign academic and scientific internships completed <sup>5</sup>	1	2
Membership on professional panels, scientific boards, professional councils or grant agency committees	1	5
Lectures requested at scientific conferences and renowned professional panels		2

#### Section 6

#### **Criteria for Habilitation Thesis Presented in the Form of a Previously Published Scientific Work Collection Plus Commentary**

1. Previously published scientific work means:
  - original scientific articles published in reviewed journals,
  - chapters in book-type monographies distributed through a distribution network.
2. A habilitation filed in the form of a set of published scientific papers, supplemented by a comment, where:
  - a. the thesis must contain at least three articles published in journals included in JCR,
  - b. at least one article included in the submitted set of papers must be published in a journal in a quartile higher than 3 according to AIS (WoS),
  - c. if the set contains co-authored publications, the applicant must clearly (in percentage or in the form of verbal statement) define his/her share in the processing of these publications,
  - d. for at least one publication, the applicant must be the main (correspondent) author.
3. The collection of articles shall be provided with unifying commentary of at least 30 pages. The commentary shall contain the following characterization:
  - the comprehensive concept of the submitted work collection,
  - the current state of research in the relevant field (on international scale),
  - the theoretical bases and research methodology,

<sup>4</sup> The number of responses shall not include citations of staff members with the same affiliation as the applicant at the time of publication, or citations of the publication co-authors. Citations existing in more international databases shall count only once.

<sup>5</sup> Applicant for habilitation is expected to have completed at least one foreign internship of at least 1 month, applicant for a professor qualification is expected to have completed at least one foreign internship of more than 1 month.

- summary of findings and specification of overall scientific contribution of the published articles; in case of co-authorship the applicant shall specify also his/her own contribution,
- specification of limits of the published research and desirable course of further research.

Section 7  
**Final Provisions**

1. This directive shall supersede MU FEA Directive No. 4/2019 Requirements and Criteria for Scholarly and Teaching Qualification in FEA Habilitation Procedures and Professor Appointment Procedures.
2. I oblige the Vice-Dean for Science, Research and Doctoral Studies to interpret each provision of this directive.
3. This directive comes into force on the date of its execution.
4. This directive comes into effect on 1 June 2021.

Brno, 20 May 2021

prof. Mgr. Jiří Špalek, Ph.D. in his own hand  
Dean

## PROFESSIONAL CHARACTERIZATION OF SCIENTIFIC ACTIVITY AND RESULTS ACHIEVED<sup>6</sup>

It is recommended that each paragraph of the professional characterization should specify:

- Focus of applicant's scientific activity, main fields of research and professional interest
- Characterization of results achieved, important research acts (including projects) and renowned results (mainly in publication), how the candidate advanced the research in the relevant field
- Applicant's teaching experience, focus of lecturing
- Scientific cooperation with other places of work, international cooperation and foreign internships
- Membership in scientific communities and other significant organizations
- Practical application of research: results applied, contractual research

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<sup>6</sup> Definition according to MU Directive No. 7/2017 (according to Sec. 4 par. 2 j) and Sec. 11 par. 2 k): Professional characterization means "an outline describing the applicant's concept of scholarly or artistic activity and his/her results and achievements; the outline includes a brief description of the area investigated by the applicant, the state of scholarship in an international context and an accurate description of the applicant's key contributions to scholarship in his/her chosen area".