

## Career system of the Faculty of Economics and Administration of Masaryk University

(as amended effective from 24 January 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), I issue this Directive:

### Article 1 Subject matter

- (1) This Directive regulates the principles of career management of employees of the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as ECON MUNI).
- (2) The provisions of this Directive apply to employees who are assigned to ECON MUNI on a regular staff basis for the performance of their work.
- (3) For the purposes of this Directive, a senior employee is defined as an immediate superior employee according to the Organizational Regulations of ECON MUNI.

### Article 2 Career development, career growth, career advancement and career change

- (1) ECON MUNI shall systematically create conditions and support career development through career growth, career advancement and career change for employees of all professions.
- (2) **Career growth** is the improvement of professional competencies and qualifications in the field of the work activity performed, including training in broader issues related to the professional and functional classification.
- (3) **Career advancement** is defined as qualification and functional advancement achieved through professional development and improving qualifications. Career advancement is a change of classification to a hierarchically higher position according to MU Directive No.3/2018 Catalogue of Job Positions (hereinafter referred to as the Catalogue of Positions).
- (4) **Career change** is a change of career path between teaching, scientific or non-academic areas, or within these areas, without the need to advance to a position in a higher grade.
- (5) Career planning is ongoing throughout employment between the employee and the senior employee and is part of the regular annual performance evaluation as governed by ECON MUNI.
- (6) Career growth, advancement, and change are contingent upon the employee's initiative-taking approach to deepening and improving their qualifications. In the case of career growth and change, the availability of positions and the conditions laid down for filling them, in particular the internal regulations governing the selection procedure, i.e. the MU Selection Procedure Regulations, ESF MU, Dean's Measure No. 5/2022 on the selection procedure process and ESF MU Dean's Directive No. 2/2023 Systemisation of Job Positions.

### Article 3 Support of career development and growth

- (1) Direct provision for career development and growth shall include:
  - a) internships and conferences abroad,
  - b) sabbatical leaves in connection with habilitation procedures and promotion to professor,
  - c) systematic training in the organisation and management of research and research projects,
  - d) courses in teaching skills,

- e) support for improving foreign language skills,
  - f) support in the area of professional writing,
  - g) support in developing presentation, communication, IT, management, and other skills,
  - h) mentoring from more senior colleagues,
  - i) workplace facilities in line with current trends.
- (2) Indirect support for career development and growth includes:
- a) Adjustment of working conditions in connection with the fulfilment of the requirements of the habilitation and professorial appointment procedure (e.g. working hours, teleworking, change of hours, etc.),
  - b) support for training and development during maternity and parental leave,
  - c) creating conditions for partial work involvement during parental leave,
  - d) adjusting working conditions and helping to integrate into teams after returning from maternity and parental leave,
  - e) adjusting working conditions due to long-term ill health or the need to care for a loved one,
  - f) adjusting the working conditions of otherwise disadvantaged persons,
  - g) adjusting working conditions and building social facilities for parents with preschool children.

#### Article 4 Career paths for employees

- (1) Typical career paths are:
- a) **Academic positions in education, science, and research:**  
Instructor → Assistant Professor → Associate Professor → Professor
  - b) **Academic positions in education:**  
Lecturer I → Lecturer II → Lecturer II (job vacancy methodologist)
  - c) **Academic positions in education, science, and research**  
Academic Researcher I → Academic Researcher II → Academic Researcher III → Academic Researcher IV
  - d) **Career change between teaching, research, or non-academic areas**
- (2) Career advancement for non-academic staff is defined as a change of activity to an activity classified in the Catalogue of Positions at a higher grade.

#### Article 5 List of activities conducted in academic and non-academic positions

- (1) The classification of individual academic positions is regulated in MU Directive No 3/2018 Catalogue of Job Positions.
- (2) Annex 1 of this Career System provides a specification of the characteristics of the positions at ECON MUNI including the ratio of activities performed in each position in the field of education, science, and research.
- (3) Annex 2 to this Career System provides a specification of the characteristics of the positions at ECON MUNI including the ratio of activities performed in each position in the field of education.
- (4) Annex 3 of this Career System provides a specification of the characteristics of the positions at ECON MUNI including the ratio of activities performed in each position in the field of education, science, and research.
- (5) The performance of the individual activities listed in Annexes 1-3 by a particular employee is determined by the superior according to the needs of the workplace and the individual objectives set for the period in question.
- (6) The classification of academic employees into categories R1-R4 according to the content of the activity according to the European Framework for Research Careers is specified for the conditions of MU by the methodological sheet OPE Classification of academic and non-academic employees in research and development at Masaryk University into categories R1 - R4.
- (7) The number of hours of direct teaching and the number of supervised final theses for each position, including the calculation methodology, is determined by a measure of the Dean.

Article 6

**Conditions for career development of academic staff**

- (1) Successful completion of the selection procedure in accordance with the current MU Selection Procedure Regulations and ESF MU Dean's Measure No. 5/2022 on the selection procedure is a prerequisite for being placed in a position, except for positions or situations where the selection procedure does not have to be announced in accordance with the MU Selection Procedure Regulations, Article 7.
- (2) The requirements for academic positions are set out in Annex 3 to MU Directive No.3/2018 Catalogue of Job Positions and are specified for the needs of ECON MUNI as follows:

Positions	Requirements
Instructor	<ul style="list-style-type: none"> <li>• University degree in a Master's degree programme or equivalent</li> <li>• Successful completion of the selection procedure</li> </ul>
Assistant professor	<ul style="list-style-type: none"> <li>• Higher education in a doctoral programme</li> <li>• Successful completion of the selection procedure</li> </ul>
Associate professor	<ul style="list-style-type: none"> <li>• Obtaining an associate professor degree in economics, economic policy, finance, public economics, business economics and management or related fields, namely: <ul style="list-style-type: none"> <li>○ at Masaryk University or</li> <li>○ at another institution, if at the same time the Faculty's Scientific Board recognises their scientific and pedagogical qualifications as corresponding to the current standard of successful habilitation procedures at ECON MUNI.</li> </ul> </li> <li>• Successful internal evaluation according to the criteria set out in the Methodology Sheet</li> <li>• Tenure-track instructor/assistant professor with the possibility of indefinite extension</li> <li>• Obtaining the title of associate professor is usually expected within nine years of employment at MU</li> </ul>
Professor	<ul style="list-style-type: none"> <li>• Obtaining the title of professor in economics, degree in economics, economic policy, finance, public economics, business economics and management or related fields, namely: <ul style="list-style-type: none"> <li>○ at Masaryk University or</li> <li>○ or another institution, if at the same time the Faculty's Scientific Council recognises his/her scientific and pedagogical qualifications as corresponding to the current standard of successful procedures for appointment as professor.</li> </ul> </li> <li>• Successful completion of the selection procedure</li> </ul>
Lecturer I	<ul style="list-style-type: none"> <li>• Higher education in a Master's degree programme</li> <li>• Successful completion of the selection procedure</li> </ul>
Lecturer II	<ul style="list-style-type: none"> <li>• Higher education in a Doctoral programme</li> <li>• At least 3 years of experience as a lecturer or in a similar teaching position (e.g. assistant professor)</li> <li>• Successful internal evaluation</li> <li>• Successful completion of the selection procedure</li> </ul>
Lecturer II (job vacancy methodologist)	<ul style="list-style-type: none"> <li>• Higher education in a doctoral programme</li> <li>• Successful completion of the selection procedure</li> <li>• Successful internal evaluation</li> </ul>
Academic researcher I	<ul style="list-style-type: none"> <li>• University degree in a Master's degree programme or equivalent</li> </ul>
Academic researcher II	<ul style="list-style-type: none"> <li>• University degree in a doctoral degree programme or equivalent</li> </ul>
Academic researcher III	<ul style="list-style-type: none"> <li>• University degree in a doctoral degree programme or equivalent</li> </ul>
Academic researcher IV	<ul style="list-style-type: none"> <li>• University degree in a doctoral degree programme or equivalent</li> </ul>

Article 7  
**Conditions for career development of academic staff**

- (1) The classification of individual non-academic positions, including the requirements for individual positions, is governed by MU Directive No.3/2018 Catalogue of Job Positions.
- (2) The specifics of the conditions for ECON MUNI are in the individual job descriptions.

Article 8  
**Terms and conditions of employment of academic and non-academic staff**

- (1) The negotiation of the length of employment relationships, including the extension of the fixed term, is conducted in accordance with Act No. 262/2006 Coll., the Labour Code Act, as amended, and the MU Collective Agreement.
- (2) In accordance with the MU Selection Procedure Rules, the duration of the employment relationship is published in the advertisement when the selection procedure is announced.
- (3) The employment relationship is negotiated for academic positions as follows:
  - a) fixed-term with the likelihood of a future open-ended contract (tenure track). A change to an open-ended contract is possible if the following conditions are met:
    1. after 3 years at the earliest and after 9 years at the latest,
    2. it is conditional on obtaining the position of associate professor, professor, or lecturer,
    3. is subject to a vacancy in the job classification systematisation,
    4. is conditional on a successful internal evaluation based on the conditions set out in the job posting (publications, grant results, teaching load, collaboration).
  - b) Fixed-term contract without the possibility of a future open-ended contract.
- (4) Employment for non-academic positions is for a fixed term of one year with the possibility of extension or change to an indefinite term.

Article 9  
**Final and transitional provisions**

- (1) This Directive repeals the Directive of the Faculty of Economics and Administration, MU No. 2/2023 effective from 1 January 2024.
- (2) I hereby delegate the interpretation of this Directive to the Head of the Personnel Office.
- (3) This Directive falls under the methodological management area 'Developing the efficiency and quality of the performance of faculty staff' and 'Academic staff HR policy'.
- (4) This Directive shall enter into force on the date of signature.
- (5) This Directive shall enter into effect on 24 January 2024.

**Annexes:**

Annex 1 Characteristics of education, science, and research job positions

Annex 2 Characteristics of education job positions

Annex 3 Characteristics of science and research job positions

Prof. Mgr. Jiří Špalek, Ph.D.  
Dean  
*signed electronically*