

## **Measure of the Dean of the Faculty of Law of MU No. 7/2019**

### **ON THE EVALUATION OF ACADEMIC STAFF IN CONNECTION WITH THE DECISION TO EXTEND THE EMPLOYMENT RELATIONSHIP**

(as amended with effect from 2 May 2019)

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue the following measure:*

#### **Article 1** **Subject of modification**

1. This measure implements Masaryk University's Directive No.5/2017 on Employee Evaluation (hereinafter referred to as the "MU Directive on Employee Evaluation") and regulates the procedure for the evaluation of academic staff of the Faculty of Law of Masaryk University (hereinafter referred to as the "Faculty") in connection with the employer's decision to extend a fixed-term employment relationship (hereinafter referred to as the "employee evaluation").

2. This measure does not apply to the evaluation of non-academic staff and those academic staff with an open-ended employment contract.

#### **Article 2** **Basic rules of employee evaluation**

1. The evaluation of the employee takes place in the first stage at the level of the departments (departments and institutes) of the faculty where the employee is assigned. The evaluator in the field of teaching, doctoral studies and other work for the Faculty is the head of the department (hereinafter referred to as the 'evaluator'). The evaluator in the field of research and publication is an external evaluator, who is usually appointed by the Dean from among the senior academic staff of the Faculty (hereinafter referred to as the 'external evaluator'). The evaluation is carried out over a period to be determined by the Dean in the text of the annexes to this measure. The evaluation in the area of research and publication shall be anonymous in the sense that the name of the external evaluator shall not be disclosed to the staff member being evaluated or to the evaluator.

2. In the second stage, the evaluation is carried out at the level of a three-member evaluation committee appointed by the Dean, which recommends to the Dean the procedure for the extension of the employment relationship in accordance with Article 4(6).

3. Each employee is evaluated individually by the evaluator with regard to his/her duties within the position held, the work tasks set, long-term work goals, or other circumstances deemed relevant by the head of the workplace. The appraiser shall comply with the principles set out in Article 3 and Article 3 of the MU Staff Appraisal Directive.

4. The employee being evaluated is obliged to cooperate with the evaluation and provide relevant and truthful information to the evaluator. The staff member shall comment on all the

criteria assessed in the self-evaluation report and, where appropriate, give the reasons for his/her reduced or increased performance in that criterion.

5. The main purpose of the evaluation is to assess the employee's performance in the following areas:

- (i) teaching, including, where appropriate, work in doctoral programmes,
- (ii) scientific research and publication, and
- (iii) other activities beneficial to the faculty.

The evaluation will take into account the employee's work behaviour and conduct (e.g. willingness to take responsibility, open communication, cooperation in and out of the workplace, initiative, etc.).

### **Article 3 Principles of employee evaluation**

(1) The evaluation of the staff member shall be transparent so that it is clear on what criteria the staff member is being evaluated.

2. The evaluation of an employee's performance is carried out mainly with regard to the position held,  
with regard to the amount of time worked, etc.

3. It is not possible to set different evaluation criteria for staff members who hold the same or similar positions within a workplace.

4. The appraisal takes a comprehensive view of the employee's performance and takes into account all areas of his/her work performance.

5. In addition to specific work outputs, other objective external or internal circumstances that may have influenced the employee's performance in the period under review are also taken into account, in particular, workload in other activities for the benefit of the faculty or the university, internships abroad, preparation of a habilitation thesis, exceptional family or personal situation or parental leave.

6. In the evaluation process, the evaluated employee has the opportunity to comment on the results of the evaluation.

7. A written record is made of the evaluation, summarising the main findings of the evaluation so that the results of the evaluation are conclusive.

### **Article 4 Course of the evaluation process**

(1) The evaluation criteria and the uniform form are annexed to this measure. The evaluation shall consist of the self-assessment report of the staff member being evaluated, the evaluation by \_\_\_\_\_ his \_\_\_\_\_ evaluator and the evaluation of the scientific research and publication area by an external evaluator.

2. With regard to the date of possible termination of employment, the Dean will set a deadline for the submission of the documents required for the evaluation. The staff member being evaluated and his/her evaluator shall be informed through the Human Resources Office of the start of the evaluation, the deadline for submission of the self-evaluation report and the evaluation report, and the progress of the evaluation. At the same time, they will receive basic information from the workload system and the number of publications for the evaluation period.

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3. The evaluated employee, the evaluator and the external evaluator shall submit the completed form in electronic and hard copy to the HR Department by the deadline.

4. The summary evaluation of the employee will be carried out by the evaluation committee, which will consider all submitted evaluations, including any special reasons for the extension of the employment relationship, in particular the sponsorship of the study programme, projects linked to the evaluated person and other reasons worthy of special consideration.

5. The Personnel Department shall provide the evaluated employee with all evaluations for familiarisation with their content at least 2 working days before the evaluation interview. The evaluation committee shall interview each staff member in the presence of the evaluator in the form of an individual discussion. The conclusions of the evaluation shall then be recorded in a written record of the staff member's evaluation. The final evaluation record shall be signed by the staff member, the evaluator and the chairman of the evaluation committee. The evaluation record shall then be filed in the staff member's personal file. If the staff member disagrees with the results of the evaluation, he shall express his disagreement directly in the written record of the evaluation, stating the reason for his disagreement.

6. Based on the evaluation, and taking into account any special reasons for the extension of the employment relationship, the Evaluation Committee will propose to the Dean one of the following conclusions:

(a) **extension of the contract without a competitive procedure** (in particular in cases of excellent performance, where the staff member has an excellent record and high quality of work in all areas of the evaluation, or where there are special reasons for extension of the contract)

(b) **renewal of the contract on the basis of a competitive selection procedure** (especially for good performance, where the staff member has a good record and satisfactory/average quality of work in all areas of the evaluation)

(c) **non-renewal of the contract** (for unsatisfactory appraisals where the employee performs below average in the areas assessed).

7. The decision on the procedure for the extension of the employment contract of the evaluated employee is within the exclusive competence of the Dean of the Faculty.

8. In the event that the evaluation committee, on the basis of the evaluation documents, already proposes to the Dean the extension of the employment relationship without a selection procedure in accordance with Article 4(6)(a), the evaluation interview may be waived on the basis of a written expression of the employee's will.

## **Article 5 Final provisions**

1. I entrust the Head of the Personnel Department with monitoring compliance with this measure, its implementation and possible updating.

2. I entrust the interpretation of the individual provisions of this measure to the Vice-Dean for Strategy and Faculty Development.

3. This measure shall enter into force on 2 May 2019.

Brno, 2 May 2019

Martin Škop  
Dean

Translated by deepl translator.

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