

Masaryk University Faculty of Law Measure No. 5/2020

**Determination of criteria for performance evaluation of academic staff
(workload)**

(as amended with effect from 1 May 2020)

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 am issuing this measure (hereinafter referred to as "this measure"):

PART ONE - Rules for assessing workload

I.

Purpose and scope

(1) This measure:

- a) establish rules for the distribution of the amount of funds for personal evaluation to individual departments and institutes;
- b) serves as one of the criteria for assessing the staff load of departments and institutes;
- c) serves as one of the criteria for the evaluation of individual academic staff members by heads of departments for the purpose of awarding a personal evaluation.

(2) "Award period" in this measure means the period for which an academic staff member is awarded a personal allowance, which begins on 1 May of a calendar year and ends on 30 April of the following calendar year.

(3) In this measure, "determining period" means the spring and fall semesters of the calendar year preceding the period awarded.

(4) In this measure, "instructional hour" means 50 minutes of time.

(5) In this measure, "direct instruction" means the conduct of lectures, seminars and exercises in degree programmes.

II.

Working time pool and its distribution

(1) The working time pool for academic staff positions is divided into five areas in accordance with MU Directive No.3/2018 Catalogue of Positions:

- (a) research and development;
- b) teaching and curriculum development;
- c) quality assurance of educational, creative and related activities;
- d) participation in the self-government of Masaryk University;
- (e) service to society.

(2) The distribution of direct teaching at departments and institutes must correspond to the job description of individual positions and must enable academic staff to carry out

their research and development activities to the extent that corresponds to the content of the respective position.

(3) Taking into account the above, the working time fund for the work activities of individual positions is determined by the decision of the head of the department or institute according to the teaching tasks of the department, taking into account the number of students, the hourly subsidy of taught courses, the number of full-time positions in the department/institute, the number of course guarantors and study programme guarantors and the composition of the department in terms of individual positions.

(4) In the event that a particular academic staff member participates in the self-government of Masaryk University, his/her activities in research and development, teaching and curriculum development, or service to society may be reduced as follows:

- a) the Rector up to 90 %
- (b) Vice-Chancellor up to 70 %
- c) the dean up to 80 %
- d) the vice-dean up to 50 %
- e) the President of the MU Academic Senate or MU Faculty of Law up to 30%.

(5) In the event of unfulfilled scope of activities within research and development, quality assurance of educational, creative and related activities, participation in the self-government of Masaryk University or service to society where the performance of these activities is required, the head of the department or the dean are entitled to increase the scope of direct teaching of the academic staff member.

(6) In cases where a department with predominantly research activities is established, the scope of teaching activities of the staff assigned to this department may be individually determined by a decision of the dean, specifying the period of time for which it is so determined.

III.

Research and development evaluation

(1) Creative scientific research activities are an integral part of the working time pool. In the event that an academic staff member performs research and development activities inadequately, the head of the department or institute shall take this fact into account when proposing personal remuneration.

(2) Control and evaluation of creative scientific research activities are carried out by the head of the department. Reporting of the fulfilment of the criteria in the field of research and development is done through the MUNI IS.

(3) The research activities of academic staff are evaluated with regard to their job position, taking into account the quantitative criteria used to evaluate R&D results in the M17+ methodology. Countable results for individual positions include results that are scored according to the rules set by the Dean on the basis of the proposal of the Commission for the Evaluation of Scientific Results operating at the MU Faculty of Law, which are valid for the relevant period.

(4) In evaluating the fulfilment of the scientific research workload of a given academic staff member, the head of the department or institute takes into account the content of the academic staff member's work activities, the plan of scientific research activities of

the academic staff member, as well as the scientific research and teaching needs of the department.

IV.

Evaluation of teaching and development in bachelor's, doctoral and master's degree programmes

(1) The reported values, including guarantees, for individual criteria are calculated for the award of personal evaluation only if at least 5 students are enrolled in the course in question in master's and bachelor's degree programmes. For courses with a SOC code, the reported values, including sponsorship, are counted if at least 4 students are enrolled in the course.

(2) For courses with the MVC attribute, the appropriate value/course is counted regardless of the number of students enrolled.

(3) Credits from seminar teaching are not included in the workload (the coefficients for the preparation and implementation of seminar teaching are covered).

Teaching and management of works

1.	preparation for a lecture in Czech language	2/teaching hour
2.	lecture in Czech language	4,5/teaching hour
3.	preparation for a lecture in a foreign language	3/teaching hour
4.	lecture in a foreign language	6/teaching hour
5.	preparation for lecture in SOC-coded courses	3/teaching hour
6.	lecture in courses with SOC code	6/teaching hour
7.	preparation for the seminar in compulsory subjects in Czech language	2/teaching hour ¹
8.	seminar or exercises in compulsory subjects in Czech language	3,5/teaching hour
9.	preparation for a seminar or exercise in compulsory or optional subjects in a foreign language	3/teaching hour ²
10.	a seminar or tutorial in compulsory or optional subjects in a foreign language	4/teaching hour
11.	preparation for a seminar or practice in elective subjects	2/teaching hour ³

¹ In the event that seminars or exercises on the same topic are repeated in a given teaching cycle (week/14 days/block), the preparation is counted only once in that cycle.

² In the event that seminars or exercises on the same topic are repeated in a given teaching cycle (week/14 days/block), the preparation is counted only once in that cycle.

³ In the event that seminars or exercises on the same topic are repeated in a given teaching cycle (week/14 days/block), the preparation is counted only once in that cycle.

12.	seminar or practice in elective subjects	2,5/teaching hour ⁴
13.	object with MVC attribute (e.g. moot-court)	150/course in the relevant semester ⁵
14.	guaranteeing legal clinics	10/course in the relevant semester ⁶
15.	conducting the thesis in Czech language	6,5/student in the relevant semester ⁷
16.	conducting bachelor thesis in Czech language	5/student in the relevant semester ⁸
17.	conducting a thesis in a foreign language	10/student in the relevant semester ⁹
18.	conducting a bachelor thesis in a foreign language	7/student in the relevant semester ¹⁰
19.	management of the work of the JRC	3,5/student in the relevant semester
20.	guarantor of the compulsory course	5/course in the relevant semester
21.	guarantor of the elective course	3/course in the relevant semester ¹¹

Testing and testimonials

22.	written exam	0,2/assigned grade in IS in the respective semester
23.	oral exam	0,2/assigned grade in IS in the respective semester

⁴ The ISP group is not included in the workload for elective courses.

⁵ Neither course sponsorship nor examination is counted for these courses. Value is prorated for all instructors involved in the course.

⁶ Neither course sponsorship nor examination is counted for these courses. The value is credited to the course sponsor.

⁷ A maximum of 8 students per semester are counted. Final theses in Slovak language are considered as theses in Czech language. For a given item, thesis supervision in a given semester is counted. Neither the sponsorship nor the assignment of the assessment in IS counts.

⁸ A maximum of 6 students are counted in a given semester. Final theses in Slovak language are considered as theses in Czech language. For a given item, thesis supervision in a given semester is counted. Neither the sponsorship nor the assignment of the assessment in IS counts.

⁹ A maximum of 8 students in a given semester are counted. Final theses in Slovak language are considered as theses in Czech language. For a given item, thesis supervision in a given semester is counted. Neither the sponsorship nor the assignment of the assessment in IS counts.

¹⁰ A maximum of 6 students are counted in a given semester. Final theses in Slovak language are considered as theses in Czech language. For a given item, the leadership of the thesis in a given semester is counted. Neither the sponsorship nor the assignment of the assessment in IS counts.

¹¹ It does not apply to courses with the MVC attribute or to legal clinics, as the guarantee does not count for these courses.

24.	combined exam	0,4/assigned grade in IS in the respective semester
25.	Colloquium	0,1/assigned grade in IS in the respective semester
26.	State Final Examination Master's	0.7/student in the relevant semester
27.	state final bachelor's exam	0,5/student in the respective semester
28.	thesis defence	0,5/student in the respective semester
29.	opponent's opinion on the thesis	5/work ¹²
30.	opponent's opinion on the bachelor thesis	3/work ¹³
31.	referee's report on the thesis of the SVOČ	2/work
32.	thesis defence SVOČ	0.3/job
33.	elaboration of the assignment for the diploma task	7/task
34.	opposition of the diploma assignment	3/task
35.	correction of diploma assignment	0.5/student in the relevant semester
36.	discussion of the diploma assignment in the final bachelor's examination	0.5/student in the relevant semester
37.	defence of the rigorous thesis	1/candidate
38.	opponent's opinion to the rigorous thesis	8/work

Teaching, state final examinations and assessments in doctoral studies

39.	preparation for a lecture in Czech in a doctoral course	2/teaching hour ¹⁴
40.	lecture in Czech language in the subject of doctoral studies	6/teaching hour ¹⁵

¹² A maximum of 8 testimonials are counted.

¹³ A maximum of 6 testimonials are counted.

¹⁴ In the case of a lecture in more than one doctoral course that takes place at the same time, the preparation is counted only once.

¹⁵ In the case of a lecture in more than one doctoral course that takes place at the same time, the lecture is counted only once.

41.	preparation for a lecture in a foreign language in a doctoral course	3/teaching hour ¹⁶
42.	lecture in a foreign language in the subject of doctoral studies	7/teaching hour ¹⁷
43.	preparation for a seminar in a doctoral course in Czech language	2/teaching hour ¹⁸
44.	seminar in the subject of doctoral studies in Czech language	6/teaching hour ¹⁹
45.	preparation for a seminar in a foreign language doctoral course	3/teaching hour ²⁰
46.	preparation for a seminar in a foreign language doctoral course	7/teaching hour ²¹
47.	Supervision of doctoral students in Czech doctoral study programmes	20/student in the relevant semester
48.	supervision of doctoral students in foreign language doctoral study programmes	30/student in the relevant semester
49.	completion of a DSP course taught in Czech (except for courses related to the dissertation and pedagogical work)	0,2/student in the relevant semester
50.	Completion of a DSP course taught in a foreign language (except for dissertation-related courses and pedagogical work)	0.3/student in the relevant semester
51.	participation in the state doctoral examination committee	1/student in the relevant semester
52.	participation in the dissertation defence committee	1/student in the relevant semester
53.	opponent's opinion on the dissertation	12/work

¹⁶ In the case of a lecture in more than one doctoral course that takes place at the same time, the preparation is counted only once.

¹⁷ In the case of a lecture in more than one doctoral course that takes place at the same time, the lecture is counted only once.

¹⁸ In the case of a seminar in more than one doctoral subject that takes place at the same time, the seminar is counted only once.

¹⁹ In the case of a seminar in more than one doctoral subject that takes place at the same time, the seminar is counted only once.

²⁰ In the case of a seminar in more than one doctoral subject that takes place at the same time, the seminar is counted only once.

²¹ In the case of a seminar in more than one doctoral subject that takes place at the same time, the seminar is counted only once.

54.	opinion of the supervisor on the dissertation	8/work
55.	sponsorship in a DSP course taught in the Czech language (with the exception of courses related to the dissertation and pedagogical work)	3/course in the relevant semester
56.	sponsorship in a DSP course taught in a foreign language (except for courses related to the dissertation and pedagogical work)	4/course in the relevant semester

V.

Evaluation of quality assurance of educational, creative and related activities

(1) In the context of quality assurance of educational, creative and related activities, the sponsorship of a study programme is evaluated in the form of a separate functional supplement.

(2) Course sponsorship is counted in the monitoring of the criteria for assessment of teaching and development in degree programmes.

VI.

Participation in the self-government of Masaryk University

In accordance with the Higher Education Act and the internal regulations of Masaryk University and the faculty, academic staff participate in self-government, in particular through elections to the Academic Senate or through membership in university and faculty bodies. In the event that academic staff are members of university or faculty bodies, their duties in research and development or teaching and curriculum development may be reduced accordingly (see Article II).

VII.

Company service

The evaluation of community service activities is carried out by the Head of Department, based on a review provided by the academic for the period under review. Charity public lectures and other criteria are evaluated under exceptional remuneration.

VIII.

Basis for evaluation

(1) The basis for the evaluation of the workload of the working time pool is the data contained in the workload database on the intranet of the Faculty of Law (hereinafter referred to as the database).

(2) The head of the Centre for Information Technology (hereinafter also referred to as "CIT") is responsible for the technical operation of the database.

(3) The data are entered into the database by the contracting authority designated by each item.

(4) Furthermore, the data recorded in the Information System of Masaryk University (hereinafter referred to as IS MUNI) are scanned.

(5) The data inputter to the database is:

a) Department/Institute Secretary for items:

- lecture in Czech language
- lecture in a foreign language

- lecture in doctoral courses (with details of whether the lecture is for more than one course)
- elaboration of the assignment for the diploma task
- opposition of the diploma assignment
- correction of diploma assignment
- (b) The study department for items:
 - State Final Examination Master's
 - state final bachelor's exam
 - thesis defence
 - defence of the bachelor thesis
 - discussion of the diploma assignment in the final bachelor's examination
- c) Department for Doctoral Studies and Rigorous Proceedings:
 - participation in the dissertation defence committee
 - participation in the state doctoral examination committee
 - opinion of the supervisor on the dissertation
 - defence of the rigorous thesis
- (d) the Science and Research Department:
 - thesis defence SVOČ
 - referee's report on the thesis of SVOČ
 - management of the work of the JRC
- e) Data captured in MUNI IS:
 - exams
 - colloquia
 - seminar or exercise in Czech language
 - seminar or exercise in a foreign language
 - Master's diploma seminar
 - bachelor's diploma seminar
 - conducting diploma and bachelor theses in a foreign language
 - doctoral student mentoring
 - Guarantor of a compulsory course in Bachelor and Master study programmes
 - Guarantor of elective courses in Bachelor's and Master's degree programmes
 - Course guarantor in doctoral study programmes (except for courses related to the dissertation and pedagogical work)
 - object with MVC attribute
 - opponent's opinion on the bachelor thesis
 - opponent's opinion on the thesis
 - opponent's opinion of the dissertation
 - opponent's opinion to the rigorous thesis

PART TWO - Procedure for determining personal appraisal IX.

Schedule for the determination of personal remuneration

(1) Contracting authorities shall enter all the above data into the database by 28 February of the relevant calendar year at the latest. The secretary within the department (department/institute) is responsible for entering the relevant data, unless otherwise specified by the head of the department.

(2) The CIT is responsible for checking the data relating to the database of academic staff and correcting it, if necessary, in cooperation with the Human Resources Department. The check shall be carried out on the database by 10 March of the calendar year concerned.

(3) All data available in the database relating to the evaluation of direct teaching and other activities, where applicable, shall be made available from 11 March of the relevant calendar year. Each academic staff member is obliged to check the data held therein and in the event of irregularities is entitled to lodge a complaint by 14 March. Complaints should only be made using the database application. The head of the department/institute, or his/her delegated officer, shall decide on the complaint. The Head of Department shall decide on complaints by 20 March of the relevant calendar year.

(4) An indication of the allocation of the amount of funds will be communicated to the departments by 31 March of the calendar year. On the basis of the data available in the database, the head of the department shall propose to the Dean of the Faculty, by 10 April of the relevant calendar year, the amount of personal remuneration of individual academic staff within the department. The Head of Department shall discuss the proposed changes with the staff member.

(5) The Dean shall confirm or modify the proposed personal evaluation. If he or she changes the amount of the personal evaluation proposed by the department head, he or she shall discuss the change with the department head and the employee. The dean shall forward proposals for personal evaluations to the Human Resources and Payroll Office by April 17 of the calendar year.

X.

Special provisions for the determination of the personal remuneration of academic staff

(1) The Secretary, in cooperation with the Head of the Personnel Department, is responsible for calculating the average faculty teaching staff remuneration and for determining the teaching staff remuneration according to a given department and a given category (professor, associate professor, assistant professor, assistant professor, lecturer).

(2) In the event that a newly appointed academic staff member joins the department during the probationary period, the head of the department shall, after the probationary period, determine a personal evaluation in the range of 40 - 80% of the average departmental teaching personal evaluation of staff in a given academic position (professor, associate professor, assistant professor, assistant professor, lecturer), taking into account his/her previous experience and work experience at the department.

(3) The personal remuneration of an academic staff member returning after maternity or parental leave or an academic staff member returning after taking a creative leave of absence, in the teaching part, shall be set by the head of the department/institute at the same level as before taking maternity/parental leave or creative leave. If it is not

possible to use this rule for the length of the break in work or other substantial change in circumstances, the personal remuneration is set at 50-100% (depending on previous experience) of the average departmental teaching personal remuneration in the academic position in question (professor, associate professor, assistant professor, lecturer). This provision does not affect the part of the personal remuneration for scientific research activities, which will be determined according to actual performance.

(4) For an academic staff member who has served as head of a department in the past period, the dean shall set the personal evaluation in the pedagogical part of the personal evaluation at 100 - 130% (taking into account previous experience) of the average faculty pedagogical personal evaluation of staff members in a given academic position (professor, associate professor, assistant professor, assistant professor, lecturer) for the past calendar year.

(5) For an academic staff member who has served as Rector, Vice-Rector, Dean or Vice-Dean in the past period, the Dean shall set the personal evaluation in the pedagogical part at 100 - 160% (taking into account previous experience) of the average faculty pedagogical personal evaluation of staff in the given academic position (professor, associate professor, assistant professor, assistant, lecturer) for the past calendar year. This provision does not affect the personal remuneration for creative scientific research activities, which will be determined according to actual performance. The rule shall apply for as long as the data capture period extends beyond the period during which the activity was carried out.

PART THREE - Common provisions

XI.

Final provisions

(1) This measure repeals Instruction No 4/2016 of 11 May 2016.

(2) This measure shall take effect on 1 May 2020 and shall apply to the determination of the personal assessment for the vesting period commencing on 1 May 2021 and ending on 30 April 2022.

(3) The personal remuneration for teaching and curriculum development activities as well as research and development for the period from 1 May 2020 to 30 April 2021 shall be determined in accordance with Instruction No.

In Brno, 30 April 2020

Martin Škop, v. r.,
Dean

Translated by deepl translator.