

## **Masaryk University Faculty of Law Measure No. 4/2021**

### **Evaluation of Employees at the MU Faculty of Law**

(as amended with effect from 1 February 2021)

*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 is issued to implement MU Directive No.5/2017 - Staff Appraisal and applies to academic staff and other employees.
- (2) The measure defines in more detail the procedure for assessing the work performance of individual employees in the past period, setting short- or long-term work prospects (goals) and identifying the training and development needs of employees.
- (3) This measure applies to employees who are assigned to perform their work on a tribal basis at the MU Faculty of Law.
- (4) For the purposes of this measure, a senior employee who carries out an evaluation is defined as a direct supervisor in accordance with the MU Faculty of Law Organisational Regulations.
- (5) The rules for the evaluation of academic staff in connection with the decision to extend the employment contract are regulated by the 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 contract.

#### **Article 2**

##### **Basic principles and rules of evaluation**

- (1) 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 managers of employees under Section 302 of Act No. 262/2006 Coll., the Labour Code, as amended.
- (2) In accordance with MU Faculty of Law Measures No. 5/2020, 6/2020 and 7/2020, the result of the performance evaluation is one of the criteria for setting the amount of personal remuneration, as well as the amount of performance and extraordinary remuneration.
- (3) The evaluation of an employee shall be carried out by the employee who is the manager at the time the evaluation is carried out. A staff member who was a senior member of staff during the period in respect of which the evaluation is carried out but is not a senior member of staff at the time of the evaluation shall assist his successor in carrying out the evaluation.
- (4) In the evaluation process, the performance of academic staff is assessed not only in the evaluation period, but also in the longer term with regard to their long-term goals, career development and workplace objectives. For other staff, only regular annual performance appraisals are normally carried out.

(5) The evaluation of an employee is carried out in a transparent manner so that it is clear on what criteria the employee is being evaluated. In particular, the staff member's performance shall be evaluated with regard to the position held, the level of seniority, etc.

(6) Managers are obliged to set the same evaluation criteria for employees holding the same or similar positions within the workplace. They must take a comprehensive view of the performance of the staff member and take into account all areas of his/her performance.

(7) In addition to specific work outputs, managers also take into account other objective external or internal circumstances that may have influenced the employee's performance during the period under review, in particular the workload of 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.

### **Article 3**

#### **Purpose and outcome of the evaluation**

(1) The purpose of the evaluation is to assess the areas of the employees' work performance in the period under evaluation, including an assessment of their development needs. The purpose of the evaluation is also to assess whether the employee's work performance corresponds to the definition of the job according to Masaryk University Directive No. 3/2018, Catalogue of Job Positions.

(2) The evaluation also includes setting long-term goals or a career plan for the employee and establishing specific work plans for activities and tasks for the next period.

(3) The output of the appraisal process is an assessment of the employee's performance expressed in a verbal evaluation.

### **Article 4**

#### **Evaluation of academic staff**

(1) Academic staff are evaluated in the following areas:

(a) Pedagogical area (includes in particular teaching in study programmes; evaluation and assessment activities; course sponsorship; availability of teaching aids; e-learning);

(b) scientific research and publications (includes in particular scientific research projects; publication outputs; participation in conferences; international cooperation);

(c) Other activities (includes in particular the administration of demanding activities that are relevant to the faculty or department/institute; organisation of conferences; involvement in other activities representing the faculty or department/institute, including non-commercial activities developing collaboration with practice).

(2) The evaluation of academic staff is carried out together with the determination of the staff's personal evaluation in accordance with MU Faculty of Law Measure No. 5/2020 and the Secretary's instructions.

(3) The evaluation of academic staff consists of a self-assessment report of the staff member being evaluated in the specified areas and an evaluation of his/her work performance by his/her supervisor over the past period. Within the areas of evaluation, supervisors shall also evaluate the appraisee's work conduct and behaviour.

(4) The evaluation also includes the determination of the academic staff member's development in these areas and the establishment of a task plan for the following period. In addition, the evaluation may also include the setting of long-term and career goals for the

academic staff member (typically the composition

certain examinations, submission of a project, taking a sabbatical leave or achieving an academic position) and reviewing their implementation, or revising development plans for the next period.

(5) Evaluations include appraisal interviews (individual meetings with employees), which may be waived by the employee's supervisor if the employee's completed documentation is sufficient for the supervisor and the employee receives a positive evaluation of his/her job performance. However, if the academic staff member being appraised requests an appraisal interview, the senior member of staff is obliged to conduct an oral appraisal interview. The appraised academic staff member shall be entitled to consult the appraisal documents.

(6) The academic staff member being evaluated has the right to comment on the outcome of the evaluation and is entitled to express agreement or disagreement with the conduct or outcome of the evaluation. Disagreement shall be expressed by means of an electronic form.

(7) Expressions of disagreement with the result/process of the academic staff member's evaluation are referred to the Dean for resolution. Similarly, if the senior member of staff does not allow an oral evaluation at the request of the member of staff.

#### **Article 5 Non-rated employees**

(1) Employee evaluations are generally not conducted with employees,

(a) whose employment relationship lasted less than 6 months during the assessment period,

(b) whose employment will end within 6 months of the end of the assessment period,

(c) whose employment has been terminated by notice and whose notice period is still running,

(d) their employment relationship is ongoing, but the employee has been on maternity or parental leave for most of the period under review,

(e) who are on long-term sick leave at the time of the evaluation.

(2) Evaluation of academic staff is not necessary for senior staff in the position of professor if they do not have a full-time position at Masaryk University Faculty of Law.

#### **Article 6 Evaluation of other employees**

(1) The evaluation of other staff shall be carried out as appropriate in accordance with Article 4 of this Measure.

(2) Evaluations of other employees are usually only related to the period under review, with the setting of work objectives and a proposal for the employee's development for the following period.

(3) The details regarding the areas of evaluation of other staff members shall be determined by the Secretary of the Faculty in a measure.

#### **Article 7 Evaluation of senior staff**

(1) The evaluation of senior staff who are academic staff and academic staff who participate in the self-government of Masaryk University is carried out by the Dean of the Faculty. The provisions of Articles 2 to 6 of this measure shall apply *mutatis mutandis*.

(2) The evaluation of senior staff who are other staff members is carried out by the Secretary of the Faculty. The provisions of Articles 2 to 6 of this measure shall apply mutatis mutandis.

### **Article 8** **Evaluation of departments and institutes and other departments**

(1) The aim of the evaluation of departments, institutes, or other workplaces is in particular to address the development of the workplace, its staffing, the scientific and research outputs and activities of the workplace, involvement in projects and international cooperation, the tasks of the workplace in study programmes, as well as the definition of other tasks of the workplace in accordance with the Strategic Plan of Masaryk University and the Faculty of Law.

(2) The evaluation of departments and institutes is carried out by the Dean's College, usually also with the participation of study programme guarantors.

(3) The dean shall determine the evaluation period and the evaluation schedule by his/her instruction.

(4) At the request of the relevant vice-dean, an evaluation of a department other than the department or institute may be carried out in a similar manner.

(5) Article 4 of this measure shall apply mutatis mutandis to the evaluation of departments and institutes or other workplaces.

### **Article 9** **Final provisions**

(1) The evaluation of employees under this measure will take place in 2021, with the evaluation period being the spring and fall semesters of 2020.

(2) The evaluation of departments, institutes and other workplaces takes place according to the Dean's instruction for the relevant calendar year.

(3) I am entrusting the interpretation of this measure and its update to the Vice Dean for Strategy and Development.

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

Brno, 29 January 2021

doc. JUDr. Mgr. Martin Škop, Ph.D., v. r.,  
Dean