

Faculty of Science Masaryk University Directive No. 2/2019**Career Code at the Faculty of Science MU**

(effective as of 1st March 2020)

In accordance with Act No. 111/1998 Sb., on Higher Education Institutions and the Modification and Amendment of Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as the "Higher Education Act"), I hereby issue this directive:

Section 1
Initial Provisions

- (1) This directive is issued to define principles of directing the career of employees at the Faculty of Science Masaryk University (hereinafter referred to as the Faculty). This directive is linked to the Directive No. 1/2019 - System of Positions and Job Titles at the Faculty of Science Masaryk University.
- (2) Provisions of this directive apply to the employees whose main part of work is carried out at the Faculty, and whose employment relationship and associated matters are within the purview of the Dean of the Faculty or the Faculty Bursar.
- (3) This directive does not apply to the position of dean, bursar, vice dean, head of a department, adjunct professor, visiting professor, and professor emeritus.
- (4) The head of the workplace is, for this directive, defined as the direct superior of the employee as per the organisation regulations of the department/other workplace. The head of other workplace is defined as the head of the Institute of the Physics of the Earth, the head of the Botanical Garden, and the Faculty Bursar.

Section 2
Career Management at the Faculty

- (1) Career management enables continuous professional and qualification development of employees. Key aspects of employee's career management are the following:
 - a) Professional growth – further development linked to qualification and expertise enhancement at the current position in line with the position requirements, competency models, agreed on objectives or a development plan.
 - b) Career promotion – upward move to a higher position within the current career track. The change of a position is also linked to a wage category upgrade.
 - c) Career change – horizontal move to a position in a different career track. The change of a position is linked to a change in the type of work.
- (2) The overview of employees' career directions is introduced in Annex No. 1.
- (3) The scheme of typical paths within the career promotion or career change of academics and researchers is introduced in Annex No. 2.
- (4) Career management is linked to regular evaluation of an employee performance conducted by the superior. The general principles of employees' evaluation applied at the Faculty are specified in the Faculty directive No. 5/2019, in line with the MU directive No. 5/2017 – Staff Evaluation.
The evaluation of employee work performance also includes a review of development needs and preparation of development plan with specific actions supporting further professional development and career aspirations. Such career development plans are mandatory for

newly hired employees. For other employees, such plans are set up, taking into consideration their actual needs and professional seniority.

- (5) The duration of employment, including an extension of fixed-term contracts, is agreed upon in accordance with regulations given by the Labour Code of the Czech Republic and the MU Collective Agreement. The superior shall primarily take into consideration employee's overall performance assessed in annual performance evaluation, involvement in research or educational or other (mostly project-related) activities, employee's potential for further career growth, and fulfilment of given duties and responsibilities. Furthermore, the personal and operational needs and financial capacities of the department are considered.

Section 3
General Career Prerequisites

- (1) The job purpose and main duties associated with the positions of academic employees and researchers are defined in the faculty directive System of Positions and Job Titles at the Faculty of Science Masaryk University. Essential prerequisites for further advancement at the position are specified in the overview below.

Employees	Career Track	Position	Prerequisites for further advancement
ACADEMIC EMPLOYEES	TEACHING & RESEARCH	Assistant Professor	Further personal and professional development focused on the highest quality of teaching and research. Successful completion of the habilitation procedure is expected within 10 years* from the start at the position. Otherwise, career change is recommended.
		Associate Professor	Further personal and professional development focused on the highest quality of teaching and research. Preparation for the initiation of the professor appointment procedure.
		Professor	Further personal and professional development focused on the highest quality of teaching and research.
	TEACHING	Lecturer I	Further personal and professional development focused on the highest quality of teaching.
		Lecturer II	
	RESEARCH & STUDENTS SUPERVISION	Academic Researcher II - IV **	Further personal and professional development focused on the highest quality of research and mentoring of students.
RESEARCHERS	RESEARCH	Researcher I - IV	Further personal and professional development focused on the highest quality of research.
	POSTDOC	PostDoc II	The expected length of the appointment is generally up to 3 years (exceptionally longer). The maximal duration of assignment within this career track is up to 6 years, following career change in case of further cooperation is mandatory.
		PostDoc III	

Explanatory Notes:

[*] The count of 10 years is considered as active employment status at the position of an Assistant Professor. A period of maternity/parental leave, long-term unpaid leave or sickness, or obstacles to work for reasons of public interest.

[**] Positions of an Academic Researcher II - IV are generally created at the research infrastructures as stated in section 3, point 1a) of Faculty directive - System of Positions and Job Titles.

- (2) Positions of support staff are important for ensuring specific processes or work activities, and employees are expected to stay at the positions with a long-term perspective. Due to diverse types of work/job purposes performed by these positions and not always available opportunities for further career growth in respective specialisation or area of work, there are not defined specific career growth prerequisites for support staff at the faculty level. Employees are expected to focus on their professional growth and expertise enhancement. Such an effort is positively evaluated in case of employee´s application for a different position (within career change or promotion).

Section 4 Professional Growth

- (1) In accordance with the Faculty Academic and Professional Employee Code of Ethics, active involvement in further educational activities is essential for successful professional growth. The employee is obliged to strengthen her/his expert knowledge and skills; to upgrade the qualification in order to achieve the highest quality of teaching and research; to search for training opportunities provided by the University or externally.
- (2) The Faculty and departments ensure, depending on available resources, favourable conditions for further professional growth and qualification enhancement, in particular by the following means:
- a) providing learning opportunities for employees (e.g., providing training, purchase of specialised literature, mentoring of colleagues, support in participation at conferences or workshops, networking, study stays, and others),
 - b) adjustment of working conditions or working hours allowing participation at developmental activities provided by the department or arranged by the employee (e.g., long-term stay abroad, sabbatical, workload adjustment in respect to preparation for habilitation and others),
 - c) support in the establishment of structured training and development programmes for employees in different stages of their careers. Educational activities are aimed at personal and professional development in various areas such as development for early-stage researchers, leadership skills in managerial roles, and others.

The superiors are mainly responsible for areas stated in part a) and b), the part c) is to be provided at the Faculty level.

Section 5 Career Promotion

- (1) Promotions are earned. Employee's advancement to a higher position within the current career track, especially for positions of academics and researchers, is subject to availability of such position and current operational needs and financial resources of a department.
- (2) The main prerequisites for career promotion for academic employees and researchers are stated in Annex No. 3.
- (3) Standard selection procedures, guided by the Masaryk University Selection Procedure Regulations and the faculty directive No. 3/2019 - Recruitment Procedure at the Faculty of Science Masaryk University, are used for vacant positions. The Head of Department can decide, in accordance with the above regulation, to waive the selection procedure and initiate employee´s direct career promotion in the following cases:
- a) Academic employees – provided that employee´s duties are changing, correspond to a higher position, and an employee has achieved required academic rank at the same time. For the Academic Researcher III and IV positions, the requirement of academic rank is substituted by criteria such as length of experience, long-term work performance

and fulfillment of given duties at an excellent level, and level of scientific and research activity similar to standards required for habilitation and professor appointment procedures at the Faculty.

- b) Researchers (non-academic employees) - provided that the employee shall perform advanced research tasks within a given research project corresponding to a higher position or based on the grant staffing needs.
 - c) Support staff – provided that the employee shall perform advanced work tasks corresponding to the higher wage category for which employee also meets the essential position requirements, furthermore employee's long-term work performance and fulfillment of given duties at an excellent level are considered.
- (4) The Head of Department/other workplace submits a proposal to change employee assignment to a higher position to the faculty HR department for the Dean's approval (academic employees) or the Bursar's approval (non-academic employees).

Section 6 Career Change

- (1) Career change is earned. Change of the career track is subject to the availability of a new position and current operational needs and financial resources of a department.
- (2) The main prerequisites for a career change for academic employees and researchers are stated in the Annexe No.4. For support staff, there are no prerequisites specified concerning the diversity of the positions.
A career change can occur as a shift in career tracks (e.g. from Assistant Professor to Lecturer) or a change in academic and non-academic positions (e.g., from Researcher to Academic Researcher or Specialist).
- (3) Standard selection procedures, guided by the Masaryk University Selection Procedure Regulations and the faculty directive No. 3/2019 - Recruitment Procedure at the Faculty of Science Masaryk University, are used for vacant positions. The Head of Department can decide, in accordance with the above regulation, to waive the selection procedure and initiate employee's direct career change in the following cases:
- a) transferring from an academic position to a non-academic one in accordance with the research needs of the department.
 - b) direct assignment to Researcher II/III position after the end of Post Doc.
 - c) moving from the position of an Assistant Professor to the position of a Lecturer II or an Academic Researcher.
 - d) support staff positions
- (4) The Head of Department/other workplace submits a justified proposal to change an employee assignment to a different position to the faculty HR department for the Dean's approval (academic employees) or the Bursar's approval (non-academic employees).

Section 7 Directive Application at the Faculty Departments

- (1) Head of Department/other workplace as defined by the Organisational Scheme of the Faculty of Science MU, may further, taking into consideration departmental specifics and personnel strategy, expand with unit-specific criteria/rules for:
- a) career prerequisites stated in the table in Section 3.
 - b) promotion prerequisites stated in Annex No. 3.
- (2) These specifications must be consulted with the Dean and the Faculty HR department and afterward published and announced to employees within the Department. Any adjustments

to these specifications shall be applied in adequate timelines. Any change of the above-mentioned criteria is permissible once in two years, or due to an update of this directive.

Section 8 Concluding Provisions

(1) Interpretation of this directive and its updates are the responsibility of the Head of the HR department.

(2) Verification of compliance with this directive is the responsibility of the Faculty Bursar.

(3) Following annexes are an integral part of this directive:

Annex No. 1 – Overview of employees' career directions at SCI MU

Annex No. 2 – Scheme of career tracks for academic employees and researchers at SCI MU

Annex No. 3 – General prerequisites for career promotion of academic employees and researchers

Annex No. 4 – General prerequisites for a career change of academic employees and researchers

(4) This Directive is valid from the day of publishing and enters into force from March 1, 2020.

Brno, February 13, 2020

Assoc. Prof. Mgr. Tomáš Kašparovský, Ph.D.
Dean

Annex No. 1

Overview of Employees' Career Directions at SCI MU

SCI MU - CAREER DIRECTIONS

RESEARCH & TEACHING

RESEARCH TECHNICAL SUPPORT

ADMINISTRATION & OPERATIONS

CAREER TRACKS IN RESEARCH

USUAL POSITION ASSIGNMENTS

Positions with opportunity of career promotion to advanced research positions or career change to other positions related to research: academic/non-academic positions or from/to research technical support.

Usually positions of individual contributors, with opportunity of career change - switch to a different position/workplace.

DEPARTMENTS

DEAN'S OFFICE

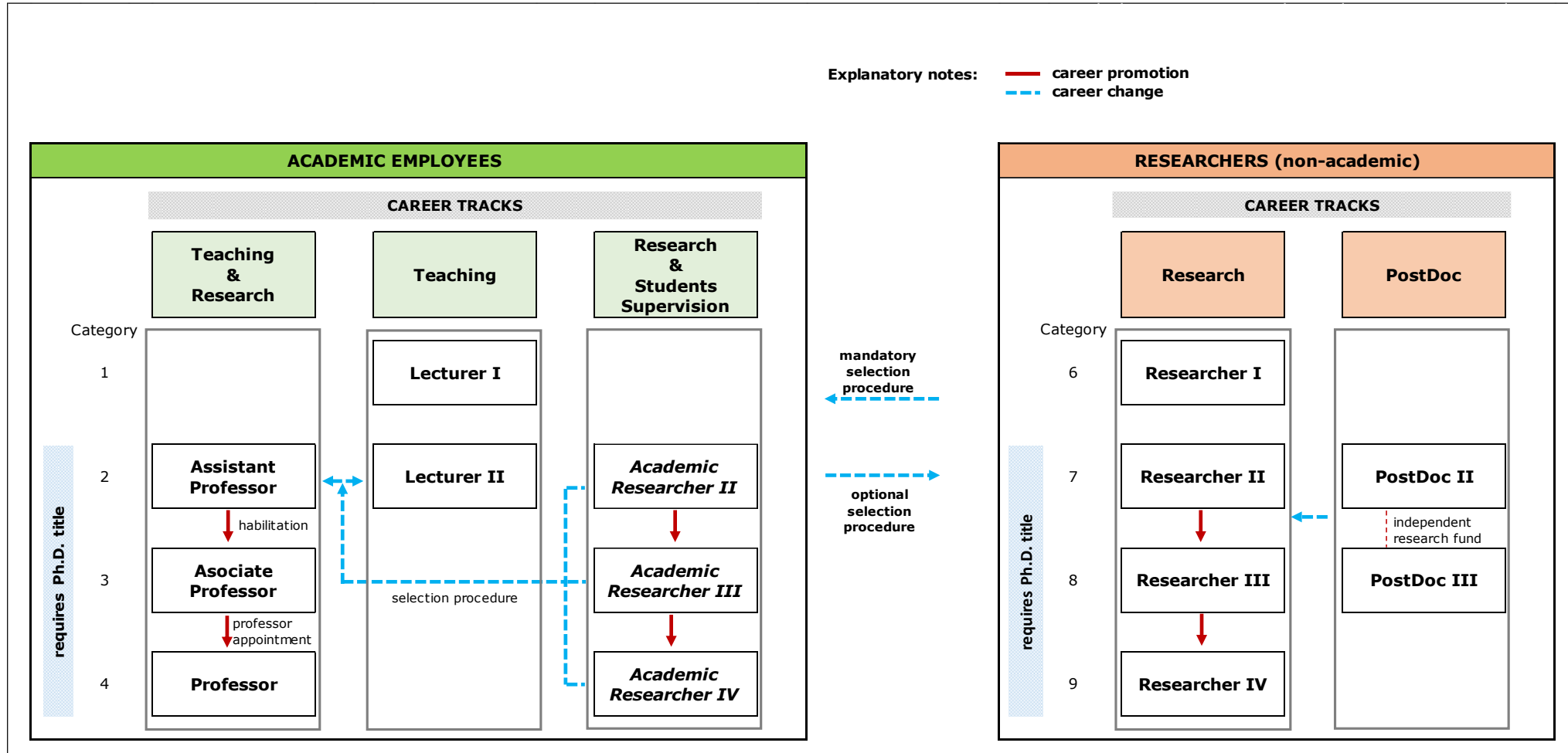
DEPARTMENTS

Wage Category		Academic positions			Non-academic		Non-academic			Non-academic				Non-academic			
Academ	Non-Academ	TEACHING & RESEARCH	TEACHING	RESEARCH*	RESEARCH	POSTDOC	TECHNICIAN	SPECIALIST	MANAGER*	WORKER	OFFICER	SPECIALIST	MANAGER	WORKER	OFFICER	SPECIALIST	MANAGER
1										Worker I				Worker I			
2										Worker II							
3										Worker III							
4							Technician II			Worker IV	Officer II				Officer II		
5							Technician III				Officer III	Specialist I			Officer III	Specialist I	
1	6		Lecturer I		Researcher I		Technician IV	Specialist II			Officer IV	Specialist II		Officer IV	Specialist II		
2	7	Assistant Professor	Lecturer II	Academic Researcher II	Researcher II	Post Doc II		Specialist III				Specialist III	Manager I			Specialist III	Manager I
3	8	Associate Professor		Academic Researcher III	Researcher III	Post Doc III			Manager II				Manager II				
4	9	Professor		Academic Researcher IV	Researcher IV												

Explanatory Notes: [*] Positions are generally created at the research infrastructures as stated in section 3, point 1a) of Faculty Directive - System of Positions and Job Titles.

Annex No. 2

Scheme of Career Tracks for Academic Employees and Researchers at SCI MU



Annex No. 3

General Prerequisites for Career Promotion of Academic Employees and Researchers

CAREER PROMOTION (advancement within current career track)								
Employees	Career Track	Wage Category	Position	Position Availability	Selection Procedure	Qualification (above Ph.D. title)	Outstanding International Experience (stay abroad)	
ACADEMIC EMPLOYEES	Teaching & Research	2	Assistant Professor	yes	yes	-	mandatory	
		3	Associate Professor		yes*	habilitation		
		4	Professor		professor appointment			
	Teaching	1	Lecturer I	no promotion options <i>(purpose of the position is to teach subsidiary/developmental courses)</i>				
		2	Lecturer II	no promotion options				
	Research & Students Supervision	2	Academic Researcher II	yes	yes	no	advantage	
		3	Academic Researcher III		yes*			
		4	Academic Researcher IV					
	RESEARCHERS (non-academic)	Research	6	Researcher I	typically no direct promotion <i>(after doctoral studies, expected is to gain further experience outside of the Faculty)</i>			
			7	Researcher II	yes	yes*	no	not required
8			Researcher III					
9			Researcher IV					
PostDoc		7	PostDoc II	promotion not relevant <i>(specific purpose of the position)</i>				
		8	PostDoc III	assignment in case of conducting own research project (independent fund)				

Explanatory notes: [*] Selection procedure can be waived in justified cases addressed in section 5 point 3.

Annex No. 4

General Prerequisites for Career Change of Academic employees and Researchers

CAREER CHANGE (change of career track)								
	Employees	Career Track	Wage Category	Position	Position Availability	Selection Procedure	Shift possible from Position	
WITHOUT CHANGE OF STATUS ACADEMIC EMPLOYEE / RESEARCHER	ACADEMIC EMPLOYEES	Teaching & Research	2	Assistant Professor	yes	yes	Lecturer II, Academic Researcher II-IV	
			3	Associate Professor			Academic Researcher with adequate academic rank	
			4	Professor				
		Teaching	1	Lecturer I	<i>career change to this position is not relevant</i>			
			2	Lecturer II	yes	yes*	Assistant Professor, Academic Researcher II-IV	
		Research & Students Supervision	2	Academic Researcher II	yes	yes*	Assistant Professor	
			3	Academic Researcher III			Assistant/Associate Professor	
			4	Academic Researcher IV			Associate Professor, Professor	
		RESEARCHERS (non-academic)	Research	6	Researcher I	yes	yes*	x
				7	Researcher II			PostDoc II a III
	8			Researcher III	PostDoc III			
	9			Researcher IV	x			
	PostDoc		7	PostDoc II	<i>career change to this position is not relevant</i>			
			8	PostDoc III				
WITH CHANGE OF STATUS ACADEMIC EMPLOYEE / RESEARCHER								
							<p>When shifting to an academic position from a non-academic one, a regular selection procedure is a must.</p>	
							<p>When shifting to non-academic position from academic one, a regular selection procedure is recommended but not required in justified cases.</p>	

Explanatory notes: [*] Selection procedure can be waived in justified cases addressed in section 6 point 3.

