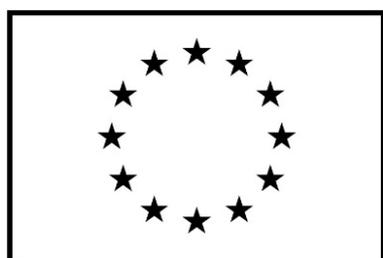


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MINISTRY OF EDUCATION,
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THE REGULATIONS OF THE CAREER SYSTEM AT THE UNIVERSITY OF OSTRAVA

Approved by the Academic Senate, University of Ostrava: 21 January 2019

Registered by the Ministry of Education, Youth and Sports: 6 March 2019

Valid from: 6 March 2019

Effective from: 6 March 2019

The Ministry of Education, Youth and Sports registered the Regulations on Study and Examinations at the University of Ostrava in accordance with Section 36, Subsection 2, Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) on 6 March 2019 under ref. no. MSMT-7933/2019.

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Mgr. Karolína Gondková
Head of the Higher Education Department

PART ONE

GENERAL PROVISIONS

Article 1

Introductory provisions

1. The Regulations on the Career System of the University of Ostrava (hereinafter referred to as the "Regulations") regulates the basic principles and principles of a career advancement, career development and career changes (hereafter referred to as "career planning") of the UO staff at systemized positions at the University of Ostrava (hereinafter referred to as the "UO") in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act"), Act No. 262/2006 Coll., Labour Code, as amended (hereinafter referred to as the "Labour Code"), the UO Statute, the UO Internal Wage Regulations, the UO Organizational Regulations and the Rules for the Quality Management System for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities. Furthermore, these Regulations regulate the basic rules and principles of evaluation related to the career planning of employees assigned to systemized positions.
2. These Regulations are the internal regulations of the UO.
3. Career planning is one of the basic tools of human resource management at UO and supports its development as well as the development and motivation of its employees. The results of employee evaluation within career planning are adequately taken into account in the following situations: determining variable wage parts, changing jobs, working with employee development and identifying excellent employees or employees for managerial positions.
4. The obligation to evaluate the employees is set out by the Section 302 let. a) of the Labour Code. Furthermore, the obligation to evaluate the employees is based on the fifth part of the Rules for the Quality Management System for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities at the UO.
5. The superior employee (hereinafter referred to as the "superior") is the senior employee to whom the employee is directly subordinated in the hierarchical management system in accordance with the relevant Organizational Regulations.

Article 2

Career paths

The following career paths are distinguished at the UO:

- a) academic,
- b) scientific,
- c) administrative.

Article 3

Career advancement

1. Career advancement is a change in the placement of an employee into a higher systemized position within his career path.
2. Career advancement to a higher systemized position is performed on the basis of the recruitment procedure in the accordance with the UO Regulations on Recruitment

Procedures.

Article 4
Career change

1. Career Change is a career change from academic position to scientific or administrative ones or from scientific position to academic or administrative ones.
2. If an employee meets the qualifying conditions for a vacated systemized position in a different career path, he/she may apply for a career change with a preferential assignment to that vacant systemized position. The condition of his/her assignment to the position is the consent of the superior of the vacant systemized position. In such a case, the head of the relevant department may cancel the recruitment procedure for that systemized position.

Article 5
Career development

1. The Head of the Department (or the Dean), after agreement with the coordinator ("garant") of the degree programme, appoints a teacher to be responsible for the implementation of the individual forms of teaching. The responsible teacher is usually the course coordinator or another teacher.
2. The basis of teaching at the UO is self-study; especially in the case of Master's and doctoral degree programmes, this self-study forms the basis for students' independent creative work.
3. Attendance of lectures is not obligatory unless the Dean issues an Order stipulating otherwise. Students' obligation to participate in other forms of teaching is stipulated by the requirements for the completion of the given course.
4. If a student is unable to participate in obligatory teaching due to serious circumstances, the course coordinator may determine an alternative form by which the student can meet the requirements for the completion of the course.
5. The course coordinator publishes or amends the course syllabus in the UO electronic information system no later than the date on which enrolment for courses commences (as stipulated in the schedule for the UO academic year). Students must acquaint themselves with the syllabus.

Part Two
PRINCIPLES AND RULES FOR EVALUATION OF EMPLOYEES'
CAREER DEVELOPMENT AT THE UO

Article 6
Basic principles of career development evaluation

1. The evaluation of the employee's career development includes an evaluation of the work activities, tasks, goals and competences of the employee related to the systemized position.
2. Employee evaluation is based on the following principles:
 - a) the principle of transparency (clear evaluation criteria must be stated and a written record of the evaluation must be made);
 - b) the principle of relevance (the evaluation criteria must be adequate to the systemized position and to the stated weekly working time);
 - c) the principle of equal approach (different evaluation criteria for the employees at the same or similar systemized positions within the organizational unit must not be established);

- d) the principle of completeness (when evaluating an employee, all the activities he/she performs within his/her duties at UO must be taken into account);
 - e) the principle of individual attitude (all other individual external or internal circumstances which may have influenced the career development of the employee, such as maternity/parental leave, must be considered in the evaluation);
 - f) the principle of feedback (the employee has the right to comment the results of the evaluation).
3. The evaluation should be performed with the widest possible knowledge of the assessed employee. Therefore, the employee's superior always participates in the evaluation and a personal interview with the employee must be a part of the evaluation.
 4. The evaluation includes self-evaluation by the employee. The evaluated employee is obliged to cooperate in the evaluation process and provide relevant and truthful information.
 5. The evaluation also includes an overview of the performance and workload of the employee in the selected indicators which are relevant for the systemized position of the employee. Part of the indicators may be common to all employees within a stated career path and the type of systemized position. The list of those indicators is determined by the Rector's Order after the discussion at the Rector's Collegium.
 6. The input point for the evaluation is the employee's career development plan which is drawn up with the employee formulated when taking up the systemized position and updated according to the evaluation results. The employee's career development plan shall be processed in accordance with the principles set out in paragraph 1.
 7. The evaluated employee has the right to be acquainted well in advance with all materials collected for his/her evaluation and has the right to submit other relevant materials for the evaluation.
 8. The evaluated employee, if he/she so requests, has the right of another employee's participation during his/her evaluation.
 9. The results of the evaluation must include a proposal for measures that will assist the employee in his/her further career development or in his/her work and performance of tasks and goals.

Article 7

Career development

1. A career development plan, usually based on a proposal submitted by the employee, will be drawn up by the superior at the time of commencement of the systemized position performance, but not later than two months after starting the job. The career development plan must be formulated in accordance with the workplace development concept.
2. The career development plan for academic and scientific employees must include the information whether the employee is expected to pursue career advancement and if so, a timetable for that process must be included, too. Where career advancement is not foreseen, a justification for not being assumed must be provided.
3. The career development plan must include:
 - a) a personal (soft skills, including language ones) and professional development plan for the next period;
 - b) determination of the importance (weight) of the different areas of evaluation defined in Article 8, or of other individually identified evaluation areas;
 - c) determination of the relevant indicators that will be important for assessing of the performance and workload of the employee in each of the evaluation areas, and the

anticipated values that an employee is expected to achieve in long term evaluation;

d) the expected date for long-term evaluation.

4. The career development plan is placed in the employee's personal file.

Article 8

Evaluation areas

1. Career development evaluation areas vary according to the career paths.

2. The academic career path is evaluated in particular by:

a) educational activity,

b) creative activity,

c) activities within university's community engagement (e.g. contract research, popularization of creative activities, involvement in the University of the Third Age and further lifelong learning),

d) management, organizational and academic activities,

e) language skills,

f) work acting and behaviour (e.g. initiative, cooperation, willingness to take responsibility, managerial skills).

3. The scientific career path is evaluated in particular by:

a) creative activity,

b) activities within the third role of the university (e.g., popularization of creative activities, involvement in the University of the Third Age and further lifelong learning),

c) management, organizational and academic activities,

d) language competences,

e) work acting and behaviour (e.g. initiative, cooperation, willingness to take responsibility, managerial skills).

4. The administrative career path is evaluated in particular by:

a) the relevant activity being performed,

b) language skills and approach to their development,

c) work acting and behaviour (e.g. initiative, cooperation, willingness to take responsibility, managerial skills).

5. A more detailed description of the individual evaluation areas, including the methodological instructions, is mentioned in the Rector's Order.

Article 9

Evaluation scale

1. The following evaluation is used to evaluate an employee's career development in each area:

a) excellent,

b) very good,

c) good,

d) satisfactory,

e) insufficient.

2. A more detailed verbal description of the individual grades of evaluation for each of the evaluated areas is given in the Rector's Order.

Article 10

Types of career development evaluation

The following types of career development evaluation take place at the UO:

a) short-term evaluation,

b) long-term evaluation.

Article 11

Short term evaluation

1. The short-term evaluation shall take place once a year by the end of March of the calendar year concerned.
2. The basis for short-term evaluation is an overview of the interim value of indicators for the previous calendar year, which were set in the career development plan of the evaluated employee. Furthermore, the evaluation is based on a self-evaluation report prepared by the employee.
3. The short-term evaluation is conducted by the superior of the evaluated employee and includes an evaluation interview, which focuses in particular on facts that prevent the employee from fulfilling the career development plan, and on discussion of those measures that would help the employee to achieve it. The superior may invite another person to participate in the evaluation interview.

Article 12

Long term evaluation

1. A long-term evaluation is usually carried out every three to five years. Long-term evaluation must always be performed in connection with the requirement to prolong a fixed-term employment or in connection with an employee's application for career advancement
2. The long-term evaluation replaces the short-term evaluation in the given year.
3. The basis for long-term evaluation is an overview of the achieved value of indicators which were set in the career development plan of the evaluated employee. Furthermore, the evaluation is based on a self-evaluation report prepared by the employee.
4. At the long-term evaluation, the overall fulfilment of the employee's career plan is evaluated.
5. A long-term evaluation is carried out by an evaluation committee, of which the employee's superior is always the member. The other member or members of the evaluation committee shall be appointed by the managerial employee of the relevant UO constituent part. The long-term evaluation includes an evaluation interview in front of the evaluation committee.
6. In case of an overall long-term evaluation result excellent, very good and good, the head of the relevant UO constituent part may waive the recruitment procedure for the systemized position the assessed employee occupies in accordance with Section 77 of the Act and prolong contract to the assessed employee without a recruitment procedure.

Article 13

Common provision

1. The short-term and long-term staff evaluation timetable for the following calendar year shall be set by the head of the relevant organizational unit.
2. The Personnel Department which is in charge of the organizational unit is obliged to inform the managerial employee and the evaluated employee well in advance about the dates of the planned short-term and long-term evaluation.
3. Records of short-term or long-term evaluation, including evaluation results, shall always be available for the consultation by the evaluated employee.
4. Any disagreement with the results of the short-term or long-term evaluation shall be included in the evaluation record. The employee is obliged to give the reasons for any disagreement with the evaluation. The head of the relevant UO constituent part is obliged to initiate a solution of that situation and to inform the evaluated employee and his/her

superior and to make a written record into the evaluated employee's personal file.

5. Managerial employees and persons participating in evaluation committees must be trained in the methodology of the short-term and long-term evaluations of the UO employees.
6. Where the employee's work performance is classified as excellent, he/she shall be entitled to a financial reward stipulated in Article 12, Subsection 1i) of the Internal Wage Regulations of the UO.
7. Where the employee's work performance is classified as insufficient, he/she is not entitled to receive the performance bonus according to the Internal Wage Regulations of the UO.

Part Three

TEMPORARY AND CONCLUDING PROVISIONS

Article 14

Temporary provision

Within six months following the entry into force of these Regulations, the superior shall draw up a career development plan in cooperation with the subordinate employee. The standard duration of studies is determined when a degree programme is accredited; it is published in the list of accredited degree programmes at the UO in the public part of the UO website.

Article 15

Concluding provisions

1. In accordance with Section 9, Subsection 1b), point 3 of the Higher Education Act, these Regulations were approved by the Academic Senate of the UO on 21 January 2019.
2. In accordance with Section 36, Subsection 4 of the Higher Education Act, these Regulations become valid on the date of its registration by the Ministry of Education, Youth and Sports.
3. These Regulations become effective on the date of its registration by the Ministry of Education, Youth and Sports.

prof. MUDr. Jan Lata, CSc.
rector