



OSTRAVSKÁ UNIVERZITA
LÉKAŘSKÁ FAKULTA

UO FACULTY OF MEDICINE CAREER RULES

Approved by the UO FM AS: 8 February 2021

Approved by the UO AS: 15 February 2021

In force: 15 February 2021

Effective from: 15 February 2021

Pursuant to Section 27, Subsection 1 of Act No. 111/1998 Coll., the Academic Senate of the University of Ostrava approved, on 15 February 2021 under file no. OU-19263/11-2021, the Career Rules of the Medical Faculty of the University of Ostrava.



Part One

INTRODUCTORY PROVISIONS

Article 1

Introductory provisions

- 1) The Career Rules of the Faculty of Medicine of the University of Ostrava (hereinafter referred to as the “Rules”) regulate the basic principles and rules of career advancement, career development and career change (hereinafter also “career planning”) of UO employees appointed to systemized positions at the Faculty of Medicine of the University of Ostrava (hereinafter referred to as the “UO FM”) in accordance with Act No. 111/1998 Coll. (Act on Higher Education Institutions), as amended (hereinafter referred to as the “Act”), Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the “Labour Code”), the UO Statute, the UO Internal Wage Regulation, the UO Organizational Regulations, and the Quality Management System Rules for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities at the University of Ostrava.

Furthermore, these Rules regulate the basic rules and principles of evaluation related to career planning of employees appointed to systemized positions.

- 2) These Rules are an internal regulation of the UO FM.
- 3) Career planning is one of the basic tools of human resources management of the UO FM and supports its development and the development and motivation of its employees. The results of the evaluation of employees in the framework of career planning are taken into account to an appropriate extent when determining the variable components of salaries, when changing employment, when working with employee development, and when identifying outstanding employees or employees for managerial positions.
- 4) The obligation to evaluate employees is given by Section 302 (a) of the Labour Code. Furthermore, the obligation to evaluate employees is based on Part Five of the Quality Management System Rules for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities at the University of Ostrava.
- 5) A superior employee (hereinafter referred to as a “superior”) means a senior employee to whom an employee is directly subordinated in the hierarchical management system in accordance with the relevant organizational regulations.

Article 2

Career path

The following career paths are distinguished at the UO FM:

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

Article 3

Career advancement

- 1) Career advancement is a change in the employee's assignment to a higher systematized position in the context of their career path.
- 2) Career advancement to a higher systematized position is carried out on the basis of a selection procedure in accordance with the UO Selection Procedure Rules.

Article 4

Career change

- 1) Career change is a change of career path from the academic to the scientific or administrative path, or from the scientific to the academic or administrative path, or the administrative to the academic or scientific path.
- 2) An employee, if they meet the qualification conditions for a vacant systemized position in another career path, may apply for a career change with priority placement for this vacant systemized position. The condition for their placement is the consent of the superior of this systemized position. In such cases, the head of the relevant component may dispense with the selection procedure for the systematized position.

Article 5

Career development

- 1) Career development is the professional growth of an employee which is not associated with a change in the employee's systematized position. Part of career development is also the fulfilment of work tasks and goals within the systematized position held.

- 2) In accordance with Section 230 Subsection 2 of the Labour Code, the employee is obliged to deepen their qualifications to perform the agreed work.
- 3) The UO FM supports the career development of the employee. In particular, consultations, mentoring, participation in further education, internships, including foreign ones, participation in seminars and conferences, and similar activities are supported.
- 4) The career development of the employee is subject to regular evaluation in accordance with Part Two of these Rules.

Part Two

THE PRINCIPLES AND RULES OF EVALUATION FOR THE CAREER DEVELOPMENT OF UO FM EMPLOYEES

Article 6

The basic principles of evaluating career development

- 1) Part of the evaluation of the employee's career development is the evaluation of work activities, tasks, goals, and competencies of the employee related to the systematized position held.
- 2) The employee evaluation is based on the following principles:
 - a) the principle of transparency (clear evaluation criteria must be given and a written record must be made of the evaluation);
 - b) the principle of relevance (the evaluation criteria must be proportionate to the systematized position held and the weekly working hours laid down);
 - c) the principle of equal treatment (no different evaluation criteria may be laid down for staff in the same or similar systematized positions within a given organizational unit);
 - d) the principle of completeness (in the evaluation of the employee, all activities performed within the scope of their work duties for the UO FM must be taken into account);
 - e) the principle of individual approach (the evaluation must take into account other individual external or internal circumstances that may have influenced the career development of the employee, such as maternity/parental leave);
 - f) the principle of feedback (the employee has the right to comment on the results of the evaluation).

- 3) The evaluation should be performed with the widest possible knowledge of the evaluated employee. Therefore, the superior of the evaluated employee always participates in the evaluation and the evaluation must include a personal interview with the employee.
- 4) The evaluation includes self-evaluation by the employee. The evaluated employee is obliged to cooperate in the evaluation and provide relevant and truthful information related to it.
- 5) The evaluation includes an overview of the employee's performance and workload in selected indicators that are relevant to the systematized position they hold. Some of the indicators may be common to all employees within a given career path and type of systematized position. The list of these indicators is determined by the Dean by means of measures after discussion at the Dean's Board.
- 6) The input basis for the evaluation is the employee's career development plan, which is prepared with the employee upon taking up a systematized position and updated according to the result of the evaluation. The employee's career plan must be drawn up in accordance with the principles set out in paragraph 1.
- 7) The evaluated employee has the right to acquaint themselves with all the collected materials for their evaluation well in advance, but at least 7 days before the date of the evaluation itself, and has the right to document other relevant materials for the evaluation.
- 8) The evaluated employee, if they so request, has the right to the participation of another employee in their evaluation.
- 9) The results of the evaluation must include a proposal of measures that will help the employee in their further career development or in their work activities, fulfilment of work tasks, and goals.

Article 7

Career development plan

- 1) A career development plan shall be drawn up on taking up a systematized position, usually on the basis of a proposal submitted by the employee to their superior, but no later than two months after taking up the post. The career development plan must be drawn up in accordance with the given workplace development concept.
- 2) The career development plan for academic and scientific careers must include a timetable for this process. In a very exceptional case where career advancement is not envisaged, a justification as to why it is not envisaged must be provided.
- 3) The career development plan must include:

- a) a plan of personal (soft skills, including language skills) and professional development for the next period;
 - b) a determination of the importance (weight) of the evaluation of individual areas of evaluation defined in Article 8, or other individually determined areas of evaluation;
 - c) a determination of relevant indicators that will be important for the assessment of the employee's performance and workload in individual areas of evaluation, and the expected values that the employee should achieve in the long-term evaluation;
 - d) the setting of an envisaged deadline for the long-term evaluation.
- 4) The career development plan is stored in the employee's personnel file in accordance with the GDPR rules. For academic staff for whom there is the assumption of initiating habilitation and professorship procedures, this plan is also accessible to persons designated by the Dean's measure.
- 5) Definitions of development according to individual positions and levels corresponding to the systematized place are given within the Measure of the Dean of the Faculty of Medicine, University of Ostrava.

Article 8

Motivational elements of career development

- 1) Direct provision of employee career growth must be enabled by each direct superior of the employee concerned at the UO FM. In the event that the employee's direct superior does not objectively allow or hinders this career development, the employee may use the possibility of support, provided in written form, from the guarantor of the relevant degree programme, or the Vice-Dean for Study and Lifelong Learning, or the Dean of the UO FM. The person addressed in this way must discuss the matter and submit it to the management of the UO FM for a definitive solution within 30 days.
- 2) The UO FM implements the direct provision of career growth of academic staff mainly through the following forms of support:
 - a) administrative support from the relevant departments to academic staff preparing to submit a proposal to initiate a habilitation procedure or a procedure for appointment as a professor by allowing creative leave or foreign internships, or other support, especially in preparing materials for initiating the procedure,
 - b) administrative support from the relevant departments to academic staff studying doctoral degree programmes by enabling creative leave at the time of finalizing their doctoral studies, foreign internships during studies, or other support, especially in the preparation of materials confirming pedagogical activities,

- c) support for the active participation of academic staff in professional events at the national and international level that contribute to increasing their expertise in the given field, or in the organization of research management,
 - d) support for the systematic education of academic staff in the field of organizing and managing research and research projects through organized educational units or individual courses as part of internal education and education outside the Faculty of Medicine,
 - d) support for increasing knowledge of foreign languages under the internationalization programme,
 - e) promoting participation in training in the areas of presentation, communication, and organizational skills, information technology, etc.,
 - f) creating the background for creative work, especially by harmonizing and balancing the creative and pedagogical activities of academic staff, by supporting the provision of research facilities in accordance with the current level and trends.
- 3) The requirements for creative leave for academic staff are governed by Section 76 of the Act on Higher Education Institutions. The provision of creative leave is supported mainly in the case of academic staff in the final phase of preparation for the submission of a proposal to initiate a habilitation procedure or a procedure for appointment as a professor, through annual funding of part of the creative leave and foreign internships.
- 4) The UO FM implements the direct provision of career growth of other employees mainly through:
- a) support for the active participation of employees in professional events at the national and international level that contribute to increasing expertise in matters of directing, managing, and administrating educational and research projects,
 - b) support for the systematic training of employees in the field of directing, managing, and administrating educational and research projects in the form of organized programmes and courses of lifelong learning as part of internal education and education outside the UO FM,
 - c) support for language training under the internationalization programme,
 - d) support for employees gaining experience in the field of directing, managing, and administrating educational and research projects in the form of short-term internships at external workplaces.
- 4) Support for the career growth of employees in the form of systematic lifelong learning is implemented mainly through the relevant educational events organized by the UO FM, or other components of the UO, and enabling professional internships and employee participation in conference events related to career growth.

5) Indirect support for the career growth of employees is based primarily on these opportunities:

- a) adjusting the working conditions of employees completing the preparation of documents for the submission of a proposal to commence the habilitation procedure, or the procedure for appointment as a professor,
- b) adjusting the working conditions of employees after returning from parental leave, supporting faster inclusion, or re-inclusion in the creative teams of the UO FM,
- c) adjusting the working conditions of employees who experience or could experience a stagnation of their career growth resulting from objective external limitations, caused, in particular, by a long-term unsatisfactory state of health or necessary care for immediate family members,
- d) adjusting the working conditions of employees who experience or could experience a stagnation of their career growth resulting from objective internal limitations, caused, in particular, by the long-term unbalanced structure of their work activities (for example, excessive teaching load due to workplace needs or workload related to an academic position),
- e) adjusting the working conditions of employees with sensory and physical disabilities.

Adjustment of working conditions according to (a) to (d) is decided by the senior employee, or an employee authorized by them on the basis of the employee's request and after assessing the current possibilities of a particular workplace to provide teaching and possibly also research in the given period.

6) Other elements to support career growth are

- a) regular evaluation of UO FM employees,
- b) the possibility for financially evaluating UO FM employees through variable components of the wage in accordance with the UO Internal Wage Regulation.

Article 9 Areas of evaluation

- 1) Areas of career development evaluation vary according to career paths.
- 2) In the case of an academic career, the evaluated areas include, in particular:
 - a) pedagogical activity,
 - b) creative scientific research,
 - d) activities within the third role of the university (for example, contract research, popularizing creative activities, involvement in the University of the Third Age and other lifelong learning, other activities related to representing the Faculty),
 - e) achievement of academic degrees,
 - f) activities related to managerial, organizational and academic positions,
 - g) language skills,
 - h) work behaviour and conduct (e.g. initiative, cooperation, willingness to take responsibility, and managerial skills).
- 3) In the case of a scientific career, the evaluated areas include, in particular:
 - a) creative scientific research,
 - b) activities within the third role of the university (for example, popularizing creative activities, involvement in the University of the Third Age and other lifelong learning),
 - c) activities related to managerial, organizational and academic positions,
 - d) language skills,
 - e) work behaviour and conduct (e.g. initiative, cooperation, willingness to take responsibility, and managerial skills)
- 4) In the case of an administrative career, the evaluated areas include, in particular:
 - a) the activity pursued,
 - b) language skills and approach to their development,
 - c) work behaviour and conduct (e.g. initiative, cooperation, willingness to take responsibility, and managerial skills)
- 5) A more detailed description of individual areas of evaluation, including methodological instructions, is given in the Measures of the Dean of the UO FM.

Article 10

Rating scale

- 1) The following evaluation is used to evaluate the career development of the employee in individual areas:
 - a) outstanding,
 - b) very good,
 - c) good,
 - d) satisfactory,
 - e) insufficient.
- 2) A more detailed verbal description of the individual levels of evaluation for the individual evaluated areas is given in the Measure of the Dean of the UO FM.

Article 11

Types of career development evaluation

- 1) The following types of the career development evaluation take place at the UO FM:
 - a) short-term evaluation,
 - b) long-term evaluation.

Article 12

Short-term evaluation

- 1) Short-term evaluation takes place once a year by the end of March.
- 2) The basis for short-term evaluation is an overview of the ongoing value of indicators for the previous calendar year, which were set in the career development plan of the evaluated employee. Furthermore, the basis for evaluation is a self-assessment report prepared by the employee.
- 3) Short-term evaluation is performed by the evaluated employee's superior and includes an evaluation interview, which focuses mainly on the facts that prevent the employee from fulfilling the career development plan and on discussing measures that would help the employee fulfil it. The superior and the evaluated employee may invite another person to participate in the evaluation interview. The report from the evaluation is made in two copies,

with one copy being stored in the employee's file, and one copy handed over to the evaluated employee.

Article 13

Long-term evaluation

- 1) Long-term evaluation is usually carried out once every three to five years. Long-term evaluation must always take place in connection with the requirement to extend the employment of an employee with a fixed-term employment relationship, or in connection with the employee's application for career advancement.
- 2) 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 that were set in the career development plan of the evaluated employee. Furthermore, the basis for the evaluation is a self-assessment report prepared by the employee.
- 4) During long-term evaluation, the overall degree of fulfilment of the employee's career plan is evaluated.
- 5) Long-term evaluation is performed by an evaluation commission, one of whose members is always the evaluated employee's superior. Another member, or members of the evaluation committee, will be appointed by the senior employee of the relevant part of the UO FM. Part of the long-term evaluation is an evaluation interview before the evaluation committee. The report from the evaluation is made in two copies, with one copy being stored in the employee's file, and one copy handed over to the evaluated employee.
- 6) In cases where the overall result of long-term evaluation is outstanding, very good or good, the head of the relevant component may waive the selection procedure for filling a systemized position held by the employee in accordance with Section 77 of the Act and extend their employment without a selection procedure.

Article 14

Additional provisions concerning the internal evaluation of employees

- 1) The provisions on career development set out in this internal regulation do not apply to employees with the status of visiting professor, employees with an employment contract concluded for less than one year, or employees with the status of professor

emeritus.

- 2) The evaluation of employment relationships negotiated exclusively in connection with projects, in which employment relationships are negotiated or extended for the maximum duration of the project, are adapted to the duration of employment in the given project and the content of activities in connection with it. The project manager is always present during the evaluation.
- 3) During self-assessment, the amount of working hours and objective external or internal circumstances that may have caused stagnation in the employee's career growth during the evaluation period may be taken into account, especially circumstances specified in Article 6 (2).
- 4) The internal evaluation also includes regular evaluation of UO FM workplaces as a whole, or research and project teams, including evaluation of the fulfilment of career growth plans and a plan for the further education of employees. The criteria and procedures that are submitted to Faculty management are in the competence of the senior employee.

Article 15

Labour relations in terms of career development for heads of workplaces

- 1) The period for filling the position is determined by subsequent measures of the Dean. If there is no increase in the qualifications of the head of workplace during the defined period according to career development, or there is no personnel or other development of the workplace, a new selection procedure is announced for the given position.
- 2) The head of workplace must have, within 2 years from their appointment to this position, at least one habilitated member of academic staff of appropriate age, and publishing and grant activities, in the staff of their workplace, and two lecturers with a scientific degree with the potential for successful habilitation procedures within three years.

Article 16

Professors emeritus, visiting professors

- 1) The status of professor emeritus is given by the UO Statute and can be obtained at the UO FM by a former academic staff member of the UO FM who was appointed as professor. A necessary condition for obtaining the status of professor emeritus is terminated employment at the UO FM and previous work as an academic staff member for at least 10 years.

- 2) The status of visiting professor is given by the UO Statute and can be obtained at the UO FM by an expert for the given area of education at the Faculty, based on a proposal by the UO Rector and the consent of the Scientific Board of UO FM (UO FM SB) submitted to the UO Scientific Board (UO SB) which recommended the appointment of the visiting professor.
- 3) Emeritus professors and visiting professors are appointed by the Rector on the basis of the proposal of the Dean of the Faculty of Medicine of the University of Ostrava and on the basis of discussion and approval in the UO FM SB, and subsequently the UO SB. The proposal must include the assent of the UO FM SB. The appointment is confirmed by handing over the appointment decree, usually at a UO SB meeting.
- 4) Emeritus professors and visiting professors, who do not have an employment relationship with the UO, are honorary members of the academic community of the UO FM with the right to participate as consultants in the activities of the UO FM, or the relevant workplace. They actively participate in the activities of the workplace, especially through consulting activities on conceptual issues and partial matters of expertise, and in evaluating various aspects of workplace activities.
- 5) Organizationally, emeritus and visiting professors belong to one of the departments of the Faculty, usually to the department that proposed them to the Dean for appointment as emeritus or visiting professor. The organizational integration of emeritus and visiting professors is regulated by a contract.
- 6) Emeritus and visiting professors have a workplace with the appropriate equipment. Based on an agreement with the head of the department, the professor emeritus may participate in research or other activities of the department, or engage in their own research within the framework of freedom of research. In connection with these activities and with the consulting activities pursuant to paragraph 4 of this Article, they are entitled to make adequate use of the equipment, information resources, and the personnel of the workplace.
- 7) Emeritus and visiting professors are obliged to follow the safety regulations and other relevant legal regulations, as well as the internal standards of the UO FM and the UO. The UO Selection Procedure Rules do not apply to them.
- 8) In connection with the status of professors emeritus or visiting professors, no financial, property or labour rights arise for the employee. For serious reasons and after discussion in the UO SB, the Rector may, at the proposal of the Dean of the Faculty of Medicine of the University of Ostrava, revoke the status of an emeritus or visiting professor.

Article 17

Common provisions

- 1) The schedule for the short-term and long-term evaluation of employees for the following calendar year is compiled by the head of the given organizational unit.

- 2) The Personnel Department is obliged to notify the senior employee and the evaluated employee in good time of the dates of the planned short-term and long-term evaluations.
- 3) Records of short-term or long-term evaluations, including evaluation results, are always available for inspection by the evaluated employee.
- 4) Any disagreement with the results of the short-term or long-term evaluation is part of the evaluation record. The employee is obliged to state the reasons for any disagreement with the evaluation. The head of the relevant component is obliged to initiate a solution for this situation and to inform the evaluated employee and their superior about the result, and to make a written record in the personnel file of the evaluated employee.
- 5) Superior employees and persons participating in evaluation commissions must be trained in the methodology of short-term and long-term evaluation of UO FM employees.
- 6) In the event that an employee is rated as an outstanding employee, they are entitled to remuneration under Article 12 (1) (i) of the UO Internal Wage Regulation.
- 7) In the event that the employee is evaluated as insufficient, they are not entitled to the award of any performance evaluation according to the UO Internal Wage Regulation.

Part Three

TRANSITIONAL AND FINAL PROVISIONS

Article 18

Temporary provisions

- 1) Within six months after the entry of these Rules into effect, the superior, in cooperation with the subordinate employee, shall prepare a plan for the latter's career development.

Article 19

Final provisions

1. The UO FM Career Rules and other internal regulations of the UO FM are stored in paper form at the Secretariat of the Dean of the Faculty of Medicine.

2. These UO FM Career Rules were approved by the UO FM AS on 8 February 2021 according to Section 27 Subsection 1 (b).
3. These UO FM Career Rules were approved by the UO AS on 15 February 2021 according to Section 9 Subsection 1 (b) Clause 2.
4. These UO FM Career Rules enter into force on the day of approval in the UO AS.
5. These UO FM Career Rules enter onto effect on the day of approval.

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Dean of the Faculty of Medicine of the UO