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PART ONE

INTRODUCTION

This Directive sets out the procedures for the evaluation of the work of academic and research staff at Tomas Bata University in Zlín (hereinafter referred to as “TBU”).

Article 1

General principles

- 1) For the purposes of this Directive, the term “staff member” refers to all academic and research staff involved in teaching, R&D and creative, managerial and other activities at TBU who are employed by TBU¹. In the case of staff with a weekly working time of 8 hours or less (0.2 FTE), it is within the Dean's remit to decide whether these staff members will be assessed in accordance with the criteria set out in this Directive.
- 2) Where this Directive refers to the “Dean”, the Director of the university institute shall also exercise the Dean's powers within the framework of this Directive.
- 3) All data used for the performance appraisal of staff are recorded in the staff appraisal information system (hereinafter to as “**IS HAP**”).
- 4) Internal regulations issued pursuant to this Directive must comply with the provisions of the Labour Code (§287 Paragraph 2 Letter d)).

¹ This Directive does not apply to staff carrying out work under agreements on work performed outside an employment relationship.

Article 2

Definition of terms and basic provisions

- 1) For the purposes of this Directive, “faculty” refers to a faculty of TBU and “university institute” refers to the University Institute.
- 2) The work duties (hereinafter referred to as “WD”) of academic staff consist of activities in the following groups:
 - a) teaching activities,
 - b) R&D and creative activities,
 - c) international cooperation,
 - d) management and organisational activities,
 - e) other activities falling within the so-called “third role” of the university.
- 3) The job descriptions of research staff consist of activities in four groups:
 - a) R&D and creative activities,
 - b) international cooperation,
 - c) management and organisational activities,
 - d) other activities that fall within the so-called “third role” of the university.
- 4) Work capacity is expressed in “work points” (hereinafter referred to as “**WP**”).
- 5) The basic annual workload (hereinafter referred to as “**BAW**”) of a member of staff is set at 1,000 WP².
- 6) Work performance is assessed and managed through staff appraisals, the outcome of which is a Career Development Plan (hereinafter referred to as “**CDP**”).
- 7) The Dean shall designate a person at each component part who is responsible for work within the IS HAP (hereinafter referred to as “**component part coordinator**”).
- 8) Where the term “superior” is used in this Directive, it refers to the employee’s immediate superior (hereinafter referred to as “**superior**”).

PART TWO

CAREER PLAN

Article 3

Career Development Plan

- 1) In the case of staff members who have a part-time assignment at another component part of TBU, the preparation and evaluation of the Career Development Plan (CDP) shall be carried out in accordance with Articles 4 and 5, with information being shared amongst all component parts where the staff member has a part-time assignment.
- 2) When assessing and preparing the CDP, the following will be taken into account: length of service, the length of employment at TBU and the number of weekly working hours, as well as any obstacles on the part of the staff member for which the employer is obliged to excuse them from work, namely long-term incapacity for work or the taking of maternity

² For staff whose weekly working hours at TBU are shorter than the statutory weekly working hours set out in § 79 of Act No. 262/2006 Coll., the Labour Code, the BAW shall be reduced in proportion to the length of their weekly working hours at TBU. The same procedure applies to staff who have been working at TBU for less than one year.

and/or parental leave, the performance of a senior academic role at TBU, or any other objective obstacles preventing the fulfilment of the CDP.

- 3) The CDP sets out the work objectives for the employee in question for the coming period and summarises the achievement of objectives for the previous period, including compliance with the BAW. The period always begins on 1 September of the relevant year.
- 4) Repeated unjustified failure to meet the CDP (assessed as part of the interim annual or final appraisal) will be regarded as a failure to fulfil the duties set by the employer and will have consequences under employment law.
- 5) The final assessment of CDP fulfilment and the preparation of the CDP are always carried out for a specific period, at two-year or four-year intervals, so that an assessment takes place at all component parts at least once every four years during the same period. The frequency is determined by the component part's internal regulations.
- 6) In the case of staff who enter into an employment relationship with TBU between assessments, a CDP is prepared for the remainder of the period upon their commencement of employment.

Article 4

Assessment of the fulfilment of an employee's career development plan for the previous period

- 1) The CDP is always assessed at the end of the period (final assessment) and during the period (interim annual assessment), with only one of these being carried out in any given year.³
- 2) The interim annual assessment is carried out by the superior (usually by 31 October of the relevant year) in the form of a verbal assessment⁴. The verbal assessment is based on a comparison of the employee's actual performance with the BAW and the alignment of the activities carried out with the CDP. WP points are calculated for the last academic year in the case of teaching, managerial, organisational and other activities, and based on a weighted average⁵ for the last three calendar years in the case of R&D and creative activities, and for the last calendar year in the case of activities related to internationalisation. The superior may state:
 1. Fulfilment of the BAW and compliance of activities with the CDP.
 2. Fulfilment of the BAW and non-compliance of activities with the CDP.

³ Note on the process: As part of the ongoing assessment, each activity is completed annually with the input of each employee. Once the form has been submitted, the assessment is carried out by the superior, who, in the text section (B) of the 'Final Assessment by the Superior' form, selects option (a) to (d) in accordance with Paragraph 2. However, neither the CDP section nor the questionnaire section of the 'Final Assessment by the Superior' form is to be completed. During the final appraisal, the CDP section is also completed as part of the 'Working Hours Form'. The CDP forms part of the form that the employee completes when entering data into the IS HAP system. Once the form has been submitted, the completed CDP is automatically copied into the 'Final Assessment by the Superior' form. The superior then completes both the questionnaire and text sections, in which they assess the employee. The quantitative assessment takes place outside the IS HAP system, but the superior enters its conclusions into the text section of the form.

⁴ The verbal assessment is entered into the 'Final Assessment by the Superior' form, in section 'B – Text Section'.

⁵ The weighting for the most recent year taken into account is set at 50, for the preceding year at 30, and for the oldest year taken into account at 20.

3. Non-fulfilment of the BAW and compliance of activities with the CDP.
4. Failure to fulfil the BAW and non-compliance of activities with the CDP.

Where it is found that the BAW has not been met and/or that the activities carried out are not in line with the CDP, the superior is obliged to request the employee in writing (by email) to provide a statement and justification. The employee has the right to respond to the assessment in writing (by email) within 10 working days of the request being sent. The employee shall send their response to their superior. Should the employee disagree with their superior's assessment, or should the superior disagree with the employee's response, the superior shall forward both the interim assessment and the employee's response to the next level of joint line manager for further resolution.

As part of the interim annual appraisal, the CDP may be updated in accordance with Article 5.

- 3) The final appraisal is carried out by the superior in the form of a verbal assessment⁶ covering the following points:
 - a) A quantitative assessment of the employee's performance during the previous period, by comparing the employee's actual performance with the BAW⁷. WP are calculated for the last academic year in the case of teaching, managerial, organisational and other activities, and as a weighted average⁸ for the last three calendar years in the case of R&D and creative activities, and for the last calendar year in the case of activities related to internationalisation. The quantitative assessment is expressed as a percentage of the BAW.
 - b) Qualitative assessment of an employee's performance in areas that cannot be assessed using WP, contribution to the development of the department, component part or TBU; ensuring the smooth running of laboratories, studios, specialist classrooms, etc.; involvement in promotion; preparation of teaching materials and resources; work discipline; and fulfilment of employment obligations.
 - c) A personal interview between the superior and the staff member, the outcome of which is a record in the IS HAP system.
 - i) The personal interview takes place following the quantitative and qualitative assessment.
 - ii) The necessary documentation for conducting personal interviews is compiled in the IS HAP by 30 September of the relevant year at the latest.
 - iii) Prior to the personal interview, the employee has the right to view the superior's verbal assessment in accordance with Letters (a) and (b) of this paragraph. The employee has the right to comment on the verbal assessment via the IS HAP system by the deadline set by the superior prior to the personal interview.
 - iv) The face-to-face interview shall take place at the respective component part, as a rule, by 31 October of the relevant year.

On the basis of the assessment under Article 3, the superior shall prepare the staff

⁶ The verbal assessment is entered into the 'Final Assessment by the Superior' form under section 'B – Text section'.

⁷ The component part coordinator shall provide the supervisor with the supporting documentation for the quantitative assessment.

⁸ The weighting for the most recent year taken into account is set at 50%, for the preceding year at 30% and for the oldest year taken into account at 20%.

member's appraisal in the IS HAP system. The staff member has the right to comment on the appraisal via the IS HAP system⁹. Once the staff member has submitted their comments, these are forwarded to the Dean¹⁰. The deadline for the superior to prepare the appraisal, for the staff member to submit their comments, and for the documents to be forwarded to the Dean is set by the component part's internal regulations.

- 4) When determining staff members' personal performance bonus in addition to their salary, the results of both the interim annual and final appraisals are taken into account. The conditions for determining the personal performance bonus of staff members undergoing appraisal must be set out in an internal regulation issued by the component parts.

Article 5

Preparation of the Career Development Plan for the next period

- 1) Employees are required to prepare a draft Career Development Plan (CDP) by the deadline specified in the component part's internal regulations. Should a superior disagree with the draft CDP, they are required to return the form for revision via the IS HAP system and, at the same time, request in writing (by email) that the employee revise it. The employee is required to revise the CDP in accordance with and in line with their superior's instructions (no later than two weeks after the request). In cases of dispute, the decision shall be made by the nearest immediate superior.

PART THREE TEACHING ACTIVITIES

Article 6

Scope and structure of staff members' teaching activities

- 1) The scope of staff members' teaching activities is determined on the basis of the study plans of the component parts for the relevant modes of study within individual degree programmes, degree courses and specialisations for the given academic year.
- 2) A teaching unit – a timetable hour (hereinafter referred to as “TH”) – at TBU lasts 50 minutes.
- 3) The WPs used to credit individual teaching activities include the time spent carrying out the activity as well as the time required for lesson preparation and subsequent assessment.
- 4) The assessment of teaching activities in WPs in accordance with this Article represents the maximum possible value of WPs allocated for individual forms of teaching activity. A component part's internal regulations may reduce this value.
- 5) Component parts may, within the framework of their internal regulations, specify further teaching activities and set their evaluation in WP. These points may be counted towards the BAW and the evaluation of the CDP up to a maximum of 100 WP¹¹.
- 6) The IS/STAG information system for studies' administration is used to monitor direct

⁹ The employee's statement is entered into the 'Employee's Statement on the Assessment and Career Plan' form, under section 'B – Text section'.

¹⁰ The Dean may view the documentation directly in the IS HAP system.

¹¹ Points awarded for supervising and examining final theses are not included in the 100 WP limit. Individual component parts may define the allocation of points for supervising and examining final theses through an internal regulation, up to a maximum of 100 WPs and only in cases where the staff member has not fulfilled their BAW requirements.

teaching activities (including outdoor teaching), i.e. delivering lectures, seminars, tutorials, laboratory sessions, supervising studio work, etc., as well as to record scheduled indirect teaching (e.g. consultations). All scheduled teaching for TBU students carried out within accredited degree programmes is recorded here in the form of a timetable.

- 7) Data collection for the purposes of evaluating teaching activities takes place on an ongoing basis and is completed by 31 August of the relevant year at the latest. The staff member is responsible for confirming the accuracy of the data for the purposes of evaluating teaching activities. The process of verifying accuracy may be further regulated by the internal regulations of the component part.
- 8) Data from the IS/STAG database is transferred to the IS HAP system for further processing of the scope of scheduled teaching relating to a specific staff member¹². The Dean or a person authorised by the Dean is responsible for the accuracy of the data in IS/STAG.

¹² If incorrectly entered data in IS/STAG do not correspond to reality upon import into the IS HAP system, the coordinators of the component parts, or authorised staff, are obliged to correct this data manually.

Table 1 Evaluated teaching activities

Teaching (i.e. the delivery of direct teaching activities as well as scheduled indirect teaching – e.g. online consultations); the valuation of individual teaching activities is expressed here in WP per scheduled hour, unless stated otherwise:	
Lecture in BP, MP	2.25 WP
Lecture in a world language * in BP, MP	3.0 WP
Lecture in DP	3.0 WP
Lecture in DP in a world language *	4.5 WP
Seminars, tutorials, laboratory and studio sessions in a foreign language* (including scheduled consultations)	2.25 WP
Seminars, tutorials, laboratory and studio sessions in course units in technical English in the MP and DP	2.0 WP
Seminars, tutorials, laboratory and studio sessions (including scheduled consultations)	1.75 WP
Supervision of compulsory professional placements/practical training (to be further specified by the component part's internal regulations)	0.3 – 0.8 WP per semester/student
Supervision of students and student projects (remuneration expressed in WP per academic year (AY)):	
Supervisor ** to a PhD student in years 1–4 of their studies	60 WP/AY
Supervising a PhD student for an examination in communication skills in a foreign language	10 WP/AY
The WP allocation for supervising and examining Bachelor's theses, Master's theses and other student work (e.g. seminar papers, studio projects) is defined by the component part's internal regulations.	
Examination and membership of the final state examination board (remuneration expressed in WP per student):	
Semester-long or multi-semester examination in BP, MP	0.4*** WP/student
Graded credit in BP, MP	0.3*** WP/student
Credit in BP, MP	0.2 WP/student
Partial examination in DP	0.7*** WP/student
Member of the board for the final state examination in BP, including the defence of the Bachelor's thesis	0.9 WP/student
Member of the examination board for the state final examination in MP, including the defence of the Master's thesis	1.2 WP/student

Member of the board for the state doctoral examination in the DP	1.8 WP/student
Member of the committee for the defence of doctoral theses in the DP	1.8 WP/student
Member of the advanced post-Master's examination board	1.8 WP/student
Entrance examinations:	
Chair of the entrance examination board	0.3 WP/applicant
Member of the entrance examination board marking entrance tests	0.2 WP/applicant
Member of the oral entrance examination board	0.2 WP/applicant
Member of the main admissions committee	3.6 WP/day
Member of the examination board for the BP – 1st round of the entrance examination (talent test) – field of study: Arts	0.2 WP/student
Member of the BP examination board – 2nd round of the entrance examination – field of study: Arts	1 WP/student
Member of the examination board for MP/DP – Arts	0.5 WP/student
Preparation of one version of the entrance examination test	7 WP/version
Preparation of an entrance examination paper – field of study: Arts	3 WP/one version

Digitisation of teaching:

The component part's internal regulations define the number of points and the types of outputs eligible for bonus points. The total included in an employee's assessment may not exceed 50 WP.

Note on the evaluation of teaching activities:

* "World languages" here refer to English, German, Russian and French. Teaching in a world language does not apply to foreign language course units (e.g. English, Academic Writing, etc.), but only to the teaching of specialist course units.

** The faculty may specify the maximum number of WPs awarded to supervisors for supervising PhD students. If a PhD student has a consultant in addition to their designated supervisor, the WPs are divided in a 1:1 ratio between the supervisor and the consultant, or as agreed.

*** The number of WP per student is set at a fixed rate, regardless of the number of times the course is repeated.

**** Further criteria and their point values may be adjusted by the internal regulations of the component part.

The outputs of the TBU in Zlín's education digitalisation plan for evaluation purposes shall be verified by the person responsible for drawing up the digitalisation plan.

Article 7

Evaluation of the quality of teaching activities

- 1) When evaluating staff members' teaching activities, account is also taken of the qualitative

parameters for the evaluation of teaching for the given period, which take into account the results of student evaluations of teaching quality, the results of classroom observations, an assessment of the approach to awarding credits and conducting examinations (in particular, the distinction between oral/written and online test formats), the preparation and updating of teaching materials, and the complexity of lesson preparation and organisation.

- 2) A classroom observation refers to the attendance of a superior or a person authorised by them at a lesson for a given course unit, for which a report is drawn up and the staff member is given feedback on their teaching practice. The staff member has the opportunity to comment on this report.
- 3) The maximum bonus for the assessment of the quality of teaching is 100 WPs per staff member per academic year, up to a maximum of 50% of the WPs earned from teaching activities excluding this bonus.
- 4) Component parts are required to set out the criteria for assessing the quality of teaching activities in their internal regulations. A component part may not award a WP for the quality of teaching activities without having established such criteria.

PART FOUR

EVALUATION OF R&D AND CREATIVE ACTIVITIES

Article 8

Method of evaluating R&D and creative activities

- 1) The evaluation of R&D and creative activities shall comply with the evaluation set out in the applicable Methodology for the Evaluation of Research and Development and their Results.
- 2) The individual types of results are defined by the Methodology for the Evaluation of Research Organisations and Targeted Support Programmes for Research, Development and Innovation.
- 3) Component parts may, within the framework of their internal regulations, specify further R&D and creative activities and set out their evaluation in WP. These points may be counted towards the BAW and CDP evaluation up to a maximum of 100 WPs.
- 4) The evaluation of R&D and creative activities is carried out on the basis of data recorded in the internal information system, the Personal Bibliographic Database (hereinafter 'OBD'), as at 30 April, or in the Register of Artistic Outputs (hereinafter 'RUV'), as at 30 September of the relevant year. The point-based assessment in the WP for individual outputs, based on the OBD database, will be exported/recorded into the HAP IS. The Dean is responsible for the accuracy of the data in the OBD system. The staff member is responsible for confirming the accuracy of the data for the purposes of assessing R&D and creative activity. The process for verifying the accuracy of the data is defined by the component part's internal regulations.
- 5) The contribution of individual co-authors to the creation of a given output is expressed by means of the so-called intellectual contribution (as a percentage). The determination of the intellectual contribution adheres to the principles of the TBU Code of Ethics. This allocation will then be taken into account during the evaluation process. A mental share is allocated to all co-authors, even if they are not subject to evaluation (PhD students, staff from outside TBU); the minimum specified share is 5 per cent. Where a mental share is not defined, the co-authors' contribution, expressed in WP, is distributed equally amongst all co-authors of the output.

- 6) The evaluation of activities within the framework of contract research beyond the scope of this Directive will be regulated by the internal regulations of the component part.

Table 2. Evaluation of published and unpublished outputs of R&D and creative activity

Results assessed under the M1 module– quality of selected results:	WP
Result assessed with grade 1 – world-leading*	1,100
Result assessed with grade 2 – excellent*	900
Result assessed with grade 3 – very good*	450
Result assessed with grade 4 – average*	150
<i>Note on the evaluation of M1 results:</i>	
* WPs are awarded in the year following the publication of their assessment in M1	
Jump-type results assessed under the M2 module – research performance	
Jump in a journal ranked in the top decile of journals**	1,100
Jump in a journal ranked in the first quartile of journals**	900
Jump in a journal ranked in the second quartile of journals**	750
Jump in a journal ranked in the third quartile of journals**	450
Bonus points in addition to the above for a Jump publication in a FORD field deemed strategic for the relevant TBU component part, with each TBU component part defining these fields in its internal regulations, taking into account its educational focus. Bonus points may be awarded if the journal in question is classified in the first or second quartile within a strategic FORD field. FORD fields are defined in the FORD/WOS field conversion table applicable under the M17+ methodology.	200
Bonus points for the first and corresponding authors (in the case of multiple first or corresponding authors, the bonus points are divided equally).	50
Bonus points for a publication with authors from abroad, where the first or corresponding author is from TBU.	100
<i>Note on the evaluation of Jump results:</i>	
** The classification of journals into fields and the determination of the relevant decile/quartile is carried out by the Library of TBU in Zlín in accordance with the M17+ methodology rules. If an article appears in a journal classified in more than one FORD field, the best quartile from these fields shall apply.	
Other publications	
Jsc in a journal ranked in the first quartile of journals *** / #	400
Jsc in a journal ranked in the second quartile of journals *** / #	300
Jsc in a journal ranked in the third quartile of journals *** / #	200
Bonus points in addition to the above for the publication of a Jsc in a FORD field that is strategic for the relevant TBU component part, with each TBU component part defining these fields in its internal regulations, taking into account its educational focus. A bonus may be awarded if the journal in question is classified in the first or second quartile within a strategic FORD field. FORD fields are defined in the FORD/WOS field conversion table applicable under the M17+ methodology.	100
<i>Note on the evaluation of Jsc results:</i>	
*** The classification of journals into fields and the determination of the relevant decile/quartile is carried out by the Library of TBU in Zlín in accordance with the rules of the M17+ methodology. If an article appears	

in a journal classified in more than one FORD field, the best quartile from these fields shall apply.

Only publications falling within the following FORD fields will be evaluated: 5.2 Economics and Business; 5.3 Education; 5.4 Sociology; 5.5 Law; 5.6 Political science; 5.7 Social and economic geography; 5.8 Media and communications; 5.9 Other social sciences; 6.1 History and Archaeology; 6.2 Languages and Literature; 6.3 Philosophy, Ethics and Religion; 6.4 Arts (arts, history of arts, performing arts, music); 6.5 Other Humanities and the Arts. FORD fields are defined in the FORD/WoS field conversion table applicable under the M17+ Methodology.

Scholarly books (B), chapters in scholarly books (C), and conference proceedings papers (D), provided that the result is not assessed under Module 1 of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes. The internal regulation of the respective TBU component part shall define the number of points awarded and the internal approval process for the preparation and publication of the publication, with the aim of selecting results with high creative potential. The results must meet the criteria defined in the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes - Definition of Types of Results under the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes.	Max 400
Scholarly books (B) meeting the criteria defined in the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes - Definition of Types of Results under the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes, which are in regular commercial distribution and have been included in the publishing plan of the respective faculty and published by the TBU University Press or, where applicable, by another publisher on the basis of a duly approved exception.	1,100
Non-publication outputs	
Granted international patent (EU, worldwide)	1,800
Granted national patent (Czech Republic)	900
Other non-publication outputs listed in Annex 4 “Definition of Types of Results” under M17+ (excluding P), which are demonstrably used in practice (documented by a contract, user declaration, etc.).	100
Bonus points for patents and applied research outputs on the basis of which a utilisation agreement with an external entity has been concluded, with a licence fee of at least CZK 50,000/100,000 (or the equivalent in a foreign currency).	250/500

Table 3. Evaluation of artistic output

Code	Significance and importance	Scope	Institutional context
AKX	Fundamental significance and originality	Major	International
AKY	Fundamental significance and originality	Major	National
AKZ	Fundamental significance and originality	Major	Regional
ALX	Fundamental significance and originality	Medium	International
ALY	Fundamental significance and originality	Medium	National
ALZ	Fundamental significance and originality	Medium	Regional
AMX	Fundamental significance and originality	Minor	International
AMY	Fundamental importance and originality	Minor	National
AMZ	Fundamental importance and originality	Minor	Regional
BKX	With a number of significant innovations	Major	International
BKY	With a number of significant innovations	Major	National
BKZ	With a number of significant innovations	Major	Regional
BLX	With a number of significant innovations	Medium	International
BLY	With a number of significant innovations	Medium	National
BLZ	With a number of significant	Medium	Regional

	innovations		
BMX	With a number of significant innovations	Minor	International
BMY	With a number of significant innovations	Minor	National
BMZ	With a number of significant innovations	Minor	Regional
CKX	Developing current trends	Major	International
CKY	Developing current trends	Major	National
CKZ	Developing current trends	Major	Regional
CLX	Developing current trends	Medium	International
CLY	Developing current trends	Medium	National
CLZ	Developing current trends	Medium	Regional
CMX	Developing current trends	Minor	International
CMY	Developing current trends	Minor	National
CMZ	Developing current trends	Minor	Regional

Note on the evaluation of artistic output:

Points for outputs in the RUV (Register of Artistic Outputs) will be awarded in accordance with the currently valid methodology for the point allocation of category codes as set out by the Ministry of Education, Youth and Sports.

The number of WP awarded is equal to a multiple of the value shown in the table above, as follows:

- 1) Group A results and BKX results – three times
- 2) Group B results (excluding BKX) – four times
- 3) Group C results – five times

Results assessed in the RUV with the grades AKX, AKY, AKZ, ALX or AMX will be awarded 200 WP in addition to the above-mentioned assessment.

Table 4. Evaluation of project and other R&D and creative activities

National research projects	WP
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Submission of a scientific research project through national agencies for basic and applied research. (TBU as lead applicant/TBU as co-applicant (additional applicant))	300/150
Securing a scientific research project through national agencies for basic and applied research. (TBU as lead applicant/TBU as co-applicant (additional applicant))	500/250
Implementation of a national scientific research project. The allocation of WP will be determined by the project supervisor at TBU. The number of WP is determined according to the amount of the grant received in the previous calendar year within the budget of the project being carried out, converted to CZK.	- CZK 0 to 100,000 = 50 WP - CZK 101,000 to 500,000 = 200 WP - CZK 501 to 1,000,000 = 400 WP - Over CZK 1,000,000 = 600 WP
International research projects	
Submission of an international scientific research project from a foreign funding body. (TBU as lead applicant/TBU as co-applicant (additional applicant))	800/400
Securing an international scientific research project from a foreign funding body. (TBU as lead applicant/TBU as co-applicant (additional applicant))	1,200/600
Implementation of an international scientific research grant. The allocation of WP will be determined by the project supervisor at TBU. The number of WP is determined according to the amount of funding received in the previous calendar year within the budget of the project being carried out, converted to CZK.	- CZK 0 – 100,000 = 100 WP - CZK 101,000 to 500,000 = 600 WP - CZK 501,000 to 1,000,000 = 800 WP - CZK 1,001,000 to 2,000,000 = 1,200 WP - over CZK 2,000,000 = 2,000 WP
<i>Note on the evaluation of national and international projects:</i> <i>A scientific research project is defined as a project whose results constitute outputs of basic, experimental or applied research in accordance with the current RVVI Methodology. Its published results are available in the OBD, and the project is listed as the source of funding in those publications. Scientific research projects do not include projects funded by the ESF (e.g. OP VVV), centralised development projects, IGA-type projects, SVOČ projects, etc.</i> <i>Only project proposals submitted and administered in accordance with the Rector's Directive on 'Project Submission and Administration' will be assessed. The share of authorship will be specified in the Grants and Projects database.</i> <i>WP will be allocated according to the intellectual contributions listed in the GAP database. If no share of authorship is specified, WP will be allocated equally amongst the team of co-authors.</i>	

PART FIVE EVALUATION OF INTERNATIONAL CO-OPERATION

Article 9 Evaluation of international cooperation

Table 7 Evaluation of activities related to internationalisation

	WP
Organisation of summer schools for international students	90 WP/week
Running BIP under Erasmus+	90 WP/week
Supervision of practical placements for international students (minimum duration: 1 month)	40 WP/month
Participation in a teaching, educational, R&D and creative or training mobility programme abroad at a university or other prestigious research institution in the year preceding the assessment, lasting more than 5 days.	4WP/ working day
Submission of an international project aimed at strengthening internationalisation from a foreign provider. (TBU as lead applicant/TBU as co-applicant)	400/200 WP
Securing an international project aimed at strengthening internationalisation from a foreign funding provider. (TBU as lead applicant/TBU as co-applicant)	600/300 WP
Implementation of an international project aimed at strengthening internationalisation from a foreign funding provider. The allocation of WP will be determined by the project supervisor at TBU. The number of WP is determined according to the amount of the grant in the previous calendar year within the budget of the project being implemented, converted to CZK.	- CZK 0 to 100,000 = 50 WP - CZK 101,000 to 500,000 = 200 WP - CZK 501,000 to 1,000,000 = 400 WP - over CZK 1,000,000 = 600 WP
Recognition by the international academic community*	
Membership of the editorial board of an international scientific journal indexed in the Web of Science / Scopus database.	100/50
Invited lecture by a staff member at an international conference.	50
Membership of elected bodies of international professional societies.	100
Membership of international professional societies.	50

* The maximum number of points for recognition by the international community is set at 300 WP.
Only memberships provisionally approved by a superior are counted.

PART SIX

EVALUATION OF MANAGEMENT AND ORGANISATIONAL ACTIVITIES

Article 10

Method of evaluating management and organisational activities

- 1) Management activities are activities of a managerial and organisational nature carried out by staff on behalf of TBU and which are directly linked to the organisational structure of TBU and its component parts.
- 2) Data on management and organisational activities are recorded for the past academic year within the IS HAP system. The director of the institute/centre/ head of a studio is responsible for maintaining records of management and organisational activities; in the case of management positions exceeding the remit of the director of the institute/centre/head of a studio, this responsibility lies with the Dean.
- 3) Component parts may, within the framework of their internal regulations, specify further management and organisational activities and set their remuneration, but only up to a maximum of 100 WP per staff member per academic year.

Article 11

Structure and definition of management and organisational activities

The amount of the bonus points for management activities is set in WP per academic year, unless stated otherwise.

Table 5. Evaluation of management and organisational activities

Vice-Rector	500 WP
Dean/Director of a university institute/Director of a research centre established under the OP VaVpI	800 WP
Vice-Dean	400 WP
Director of a department /centre/head of a studio (up to 10 staff)*	110 WP
Director of a department/centre/ head of a studio (11–20 staff)*	165 WP
Director of a department/centre/ head of a studio (more than 20 staff)*	220 WP
Deputy director of a department/centre/ head of a studio (up to 10 staff)*	30 WP
Deputy director of a department/centre/ head of a studio (11–20 staff)*	55 WP
Deputy director of a department/centre/ head of a studio (more than 20 staff)*	80 WP
Secretary to a department/centre/studio (up to 10 staff)*	30 WP
Secretary to a department/centre/studio (11–20 staff)*	55 WP
Secretary to a department/centre/studio (more than 20 staff)*	80 WP
Chair of the Academic Senate of TBU	300 WP
Chair of the Faculty Academic Senate	250 WP
Chair of the Economic/Legislative Committee of the TBU Academic Senate	100 WP

Chair of the Faculty AS Economic/Legislative Committee	70 WP
Member of the TBU Academic Senate	70 WP
Member of the Faculty Academic Senate	40 WP
Chair of the PhD programme board and degree programme board at TBU	30 WP
Member of the PhD programme board and degree programme board at TBU	10 WP
Member of the U3A Board, LL Board and other advisory bodies to the Rector of TBU	10 WP
Member of the TBU Scientific Board and member of the scientific board of a TBU component part	30 WP
Member of the TBU Internal Evaluation Board	30 WP
Degree programme guarantor**	200 WP
Departmental mobility coordinator (outgoing and incoming)	15 WP
Head teacher of a study group/year group	10/20 WP
Secretary to the examination board for final state examinations at TBU	6 WP/day
Member of the assessment committee for internal competitions at TBU	6 WP
Preparation of accreditation materials for the accreditation of a new degree programme. Points are shared amongst those involved in preparing the application.	200 WP / accreditation dossier
Preparation of accreditation materials for an application to extend the validity of a degree programme's accreditation. Points are shared amongst those involved in preparing the application.	150 WP / accreditation dossier
Member / Chair of the Research Ethics Committee at TBU in Zlín	40 / 80 WP
Member / Chair of the ad hoc Ethics Committee at TBU in Zlín	40 / 80 WP

* The number of staff at a department/centre/studio is determined by the actual number of employees, including technical and administrative staff, PhD students and external collaborators.

** Where a degree programme is divided into specialisations, the degree programme guarantor shall allocate the points.

PART SEVEN EVALUATION OF OTHER ACTIVITIES

Article 12

Method of evaluating other activities

- 1) The term “other activities” refers to activities falling within the scope of the university’s so-called “third role”, through which TBU ensures the promotion and popularisation of science and research, public education and cooperation with industry. These are activities involving a third (external) party.
- 2) Component parts may, within the framework of their internal regulations, specify additional activities beyond the scope of Table 6 and set their own evaluation criteria. The maximum number of WPs for additional activities per staff member is 200 WPs, of which a maximum of 100 points may be awarded for activities defined by the component part beyond the scope of Table 6. Component parts may reduce this value through their internal regulations.
- 3) Data on additional activities are recorded for the previous academic year within the IS

HAP.

- 4) The head of the component part is responsible for the final confirmation of the accuracy of the data for the purposes of evaluating additional activities.

Article 13

Structure and definition of other activities

- 1) The amount of the annual bonus points for other activities is set in the WP for one academic year.
- 2) The evaluated other activities include the following, which may be further specified in the component part's internal regulations:

Table 6. Evaluation of other activities

Educational activities where the target audience consists of individuals other than students at TBU in Zlín. The target group for this activity is the general public.	
Lectures for U3A students	1.5 WP/TH
Lectures for LL students	1.5 WP/ TH
Events for nursery, primary and secondary schools; educational activities for teachers; events for pupils and students (scientific conferences for pupils); academic competitions, etc.	4 WP/TH
Other specialist lectures/courses/workshops for the public	4 WP/TH
Cooperation with external organisations:	
Volunteering and charitable activities (total per event)	up to 30 WP per day of the event*
Membership of external bodies (for each individual membership):	
Membership of scientific boards at other universities, including faculty scientific boards	30 WP
Membership of university representative bodies pursuant to § 92 of Act No. 111/1998 Coll.	30 WP
Membership of doctoral programme boards outside TBU	10 WP
Membership of national and regional professional associations	6 WP
Membership of professional societies and bodies of external organisations	8 WP
Organisational activities within the framework of external collaboration.	
Organisation and staging of congresses, symposia, conferences, workshops and exhibitions in collaboration with external bodies (total per event)	up to 60 WP per day of the event*
Organisation of competitions (total per event)	up to 60 WP per event*
Promotional activities as part of the TBU and its component parts' promotional plan.	
Promotional events (total per event)	up to 30 WP per event per day*

Non-research projects¹³

WP

Project implementation.	- CZK 0 to 100,000 = 30 WP
The allocation of WP will be determined by the project supervisor at TBU. The number of WP is determined according to the amount of the grant received in the previous calendar year within the budget of the project being carried out, converted to CZK.	- CZK 101,000 to 500,000 = 130 WP
	- CZK 501,000 to 1,000,000 = 260 WP
	- over CZK 1,000,000 = 400 WP

* Activities must be provisionally approved by a superior, who also decides on the allocation of points amongst the organisers.

PART EIGHT**FINAL PROVISIONS**

- 1) Component parts are obliged to issue internal regulations and conditions for determining personal allowances for assessed staff members in accordance with this Directive, within four months of the date on which this Directive comes into force.
- 2) In cases where component parts may, through internal regulations, set different conditions for the appraisal of staff members, such adjustments must be made under the conditions set out in the enabling provisions and in accordance with the limits laid down in this Directive.
- 3) The component parts of TBU will apply this Directive for the first time when preparing career plans in 2025, and performance appraisals will commence from the 2025/26 academic year for teaching activities, and from 2026 for all other activities. For the purposes of evaluating career plans and assessing activities carried out prior to the above-mentioned dates, the assessment shall be conducted in accordance with the Directive in force at the time the activity was carried out.
- 4) The Directive was discussed with the trade unions operating at TBU on 2 July 2024 and 11 March 2025.

Document version			
Date	Version	Changed	Description of change
19 March 2025	01	TBU Management Board	Creation of document

This English version of the internal regulation is provided for informational purposes only and is not legally binding. It may not fully correspond to the Czech version of the document.

¹³ This applies in particular to university-wide or large-scale infrastructure projects.