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Article 1

Introductory provisions

- (1) Habilitation procedures and professorial appointment procedures are defined in detail in the Act No. 111/1998 Coll. on Higher Education Institutions and on Alterations and Amendments to Selected Acts (Higher Education Act), as amended (hereinafter referred to as the "Act"). Structured provisions of the Act are included in Annex 1 to this Directive.
- (2) This Directive determines formal and procedural matters related to habilitation procedures and professorial appointment procedures held at Tomas Bata University in Zlín (hereinafter referred to as "TBU in Zlín"), i.e. those matters that are neither specified in the Act nor exhaustively defined in the same.

Article 2

Procedure commencement

- (1) A habilitation procedure or a professorial appointment procedure is commenced on the day when a candidate's written application and all required documents are received by the R&D Office at the relevant faculty in accordance with Article 2 Paragraph 4 and 5. The aforesaid candidate's application must contain the name of the field in which the candidate has applied to be appointed as Associate Professor or Professor.

A professorial appointment procedure may also be commenced upon a proposal by the Dean or Rector submitted to the Scientific Board of the faculty that has been granted accreditation for the relevant field of appointment or to the Scientific Board of the higher education institution if the higher education institution has been granted accreditation for the relevant field. The procedure may also be commenced upon a proposal by the Scientific Board of the relevant faculty or the higher education institution, i.e. on their own initiative.

- (2) A habilitation procedure may be commenced no sooner than 3 years after a successful completion of the candidate's Ph.D. studies. A professorial appointment procedure may be commenced no sooner than 3 years after a successful completion of the candidate's habilitation procedure.

- (3) Neither a habilitation procedure nor a professorial appointment procedure can be commenced unless the candidate's publications have been included in the Web of Science database. Only procedures held in artistic fields are considered an exception to the above rule.
- (4) In accordance with § 72 Paragraph 2 and § 74 Paragraph 2 of the Act, the documents submitted by the candidate prior to the commencement of a habilitation procedure/professorial appointment procedure must include the documents specified in the Act and other selected documents. All documents must be submitted by the candidate in hard copy form and electronic form. A habilitation thesis structured in compliance with the faculty's requirements and with the Rector's Directive entitled "Scientific Theses", as amended, must be submitted in five hard copies and, at the same time, in electronic form.
- (5) List of documents to be submitted by the candidate to the relevant faculty of TBU in Zlín:
 - a) Habilitation thesis,
 - b) Curriculum vitae,
 - c) Documents certifying the completed higher education and the relevant degrees obtained,
 - d) Document certifying teaching experience - the form is available as Annex 2,
 - e) List of scientific, professional or artistic works containing the specification of the candidate's share - the form is available as Annex 3,
 - f) Overview of research, professional or artistic internships taken both in the candidate's home country and abroad,
 - g) List of citations related to the candidate's works - the form is available as Annex 4,
 - h) The candidate's self-assessment written on the basis of the criteria approved by the Scientific Board of the relevant faculty and posted on the faculty's website,
 - i) Original copies or copies of five of the candidate's most significant publications,
 - j) Topic related to the selected field and proposed for the candidate's habilitation lecture/qualifying lecture for professorship,
 - k) Specification of the candidate's relation to TBU in Zlín and of the reasons for submitting a proposal to commence a habilitation procedure/professorial appointment procedure in the relevant field of appointment at TBU in Zlín (in the event that either of the two procedures shall be commenced upon a proposal by the candidate),
 - l) Recommendation statements by at least two Professors in the same or a related field in case of a professorial appointment procedure (if the procedure has been commenced upon a proposal by the candidate).
- (6) During the procedure, a summary of the habilitation thesis or a summary of the qualifying lecture for professorship must be submitted in hard copy form and electronic form, written in compliance with the Rector's directive entitled 'Scientific Theses', as amended.
- (7) The proposals are checked as regards formal requirements by an authorized R&D officer at the relevant faculty at TBU in Zlín. The same officer is also responsible for keeping a habilitation/professorial file. Each file must contain all documents required by law and by this Directive. Any formal defects in the proposal must be corrected by the candidate within an adequate period of time determined by the Dean and notified to the candidate in writing. If the candidate fails to meet the deadline, the Dean shall suspend the procedure.
- (8) The documents submitted along with a proposal to commence the relevant procedure are not returned, except for those specified in § 72 Paragraph 12 of the Act.

Article 3

Proposals, approvals and activities of the Habilitation/Evaluation Committee

- (1) Unless the relevant procedure is suspended in compliance with § 72 Paragraph 4 of the Act, the relevant proposal shall be submitted by the Dean to the Scientific Board of the relevant faculty.
- (2) A proposal to exempt candidates in artistic fields from the requirement to have completed higher education, including a written statement of reasons for the decision, is submitted by the Dean to the Scientific/Artistic Board of the relevant faculty.
- (3) Along with the candidate's application, the Dean submits nominations to the Habilitation/Evaluation Committee (the latter to be established in case of professorial appointment procedures) including the name of their chairpersons, and that to the relevant Scientific Board.
- (4) Both committees are comprised of five members. The chairperson of either of the two committees must hold the post of Professor; at least three members of either of the two committees must be highly respected experts employed outside TBU in Zlín. Members and chairpersons of the aforesaid committees are appointed by the Dean upon approval by the Scientific Board of the relevant faculty.
- (5) A proposal is passed only if it wins an absolute majority of votes cast by all committee members. Except for the final secret ballot on the appointment proposal, which must be held in the presence of the committee members, a committee meeting can be held by correspondence or in electronic form. The minutes of all committee meetings must be taken in writing.
- (6) During a habilitation procedure, the Habilitation Committee nominates and approves three external examiners; no less than two among them must be employed outside TBU in Zlín. The external examiners are appointed by the chairperson of the Habilitation Committee. The candidate's Ph.D. supervisor in the completed doctoral programme cannot be appointed as an external examiner of the habilitation thesis. The external examiners are required to give written reviews assessing the professional quality of the habilitation thesis and its relevance to the habilitation field. In the final part of their written reviews, the external examiners must explicitly state whether or not the standard requirements for a habilitation thesis in the given field have been met. The candidate must be notified of the aforesaid written reviews no later than two weeks prior to the Scientific Board meeting at which the habilitation procedure will be held.
- (7) On the basis of the evaluation of the candidate's written documents, his/her habilitation thesis, the external examiners' written reviews and the candidate's self-assessment, the Habilitation Committee assesses the candidate's scientific/artistic qualifications, his/her teaching qualifications and the relevance of the habilitation thesis topic to the given habilitation field. The committee decides in a secret ballot whether or not to submit a proposal to appoint the candidate as Associate Professor in the given field; the approved proposal is subsequently submitted to the relevant Scientific Board by the chairperson of the Habilitation Committee or by another committee member authorized by the chairperson. If the appointment proposal does not win a majority of votes cast by all Habilitation Committee members, a proposal to suspend the procedure is submitted to the Scientific Board by the chairperson of the Habilitation Committee or by another committee member authorized by the chairperson. The proposal to suspend the procedure is accepted only if it wins a majority of votes cast by all Scientific Board members.

- (8) The rules governing the professorial appointment procedure, the composition of the Evaluation Committee and the appointment of its members are defined in § 74 of the Act. The composition of the Evaluation Committee and its meetings are specified in provisions of this Directive in Article 3 Paragraph 3, Paragraph 4 and Paragraph 5.
- (9) During a professorial appointment procedure, the Evaluation Committee assesses the candidate's written documents, the recommendation statements specified in Article 2 Paragraph 5 Letter I), the candidate's self-assessment, his/her teaching qualifications and scientific/artistic qualifications for holding the post of Professor. The committee is obliged to explicitly state whether or not the candidate is a distinguished and highly respected expert in the given field, whether or not he/she has contributed to the development of the field, and whether or not he/she is a leading personality in a school of science/research team.
- (10) A proposal to appoint a Professor, or a proposal to suspend the procedure (if the appointment proposal does not win a majority of votes cast by all Evaluation Committee members) is submitted to the relevant Scientific Board by the chairperson of the Evaluation Committee or by another committee member authorized by the chairperson.
- (11) Habilitation/professorial appointment procedures adhere to the Rules of Procedure of the Scientific Board of the relevant faculty/Rules of Procedure of the Scientific Board of TBU in Zlín. Members of Habilitation and Evaluation Committees are also entitled to attend closed meetings of the relevant Scientific Board.

Article 4

Habilitation lectures and qualifying lectures for professorship given by candidates

- (1) A lecture delivered by the candidate is part of a habilitation/professorial appointment procedure.
- (2) A habilitation lecture and the defence of a habilitation thesis are both held at an open meeting of the Scientific Board of the relevant faculty. The candidate is required to select the content of his/her habilitation lecture in such a manner that the issues related to the given habilitation field and the candidate's own results contributing to the development of the field are covered in the lecture. In his/her lecture, the candidate is also expected to prove that he/she possesses teaching skills. The length of the habilitation lecture must correspond to the amount of time determined for the candidate's presentation. The meeting of the Scientific Board also includes a debate giving the candidate an opportunity to comment on the external examiners' written reviews, to respond to the questions asked by the members of the Scientific Board, to defend his/her habilitation thesis, and to provide details on his/her scientific/artistic and teaching activities.
- (3) A candidate for the appointment as Professor is required to deliver a lecture at an open meeting of the relevant Scientific Board. The lecture must cover the issues related to the given field, the candidate's own contribution to the development of the field, his/her own strategy for scientific/artistic activities, and a teaching strategy for the given field. The length of the lecture must correspond to the amount of time determined for the candidate's presentation. The meeting of the Scientific Board also includes a debate on the lecture, thus giving the candidate an opportunity to respond to the questions asked and comments made, and to provide details on his/her scientific/artistic and teaching activities.

Article 5

Habilitation procedures/professorial appointment procedures held at faculties of TBU in Zlín

- (1) The course of a habilitation procedure is defined in § 72 Paragraph 9 of the Act.
- (2) A habilitation procedure held at a meeting of the Scientific Board of the relevant faculty includes the following:
 - a) Election of scrutineers and the person authorized to take the minutes,
 - b) Introduction of the candidate by the Dean or by the authorized Vice-Dean,
 - c) Presentation of the report of the Habilitation Committee,
 - e) Candidate's habilitation lecture along with the subsequent defence of his/her habilitation thesis held in accordance with Article 4 Paragraph 2 of this Directive,
 - f) Presentation of reviews written by external examiners,
 - g) Candidate's reply to the external examiners' written reviews and his/her responses to the external examiners' comments,
 - h) Open debate on the habilitation lecture and on the defence of the habilitation thesis,
 - i) Closed debate among the members of the Scientific Board,
 - j) Secret ballot cast by the members of the Scientific Board on the proposal for the appointment of the candidate as Associate Professor,
 - k) Scrutineers' report,
 - l) Public announcement of the ballot results.
- (3) The Dean, acting on behalf of the Scientific Board, shall refer the proposal for the appointment of the candidate as Associate Professor to the Rector of TBU in Zlín no later than 30 days of the date on which the meeting of the Scientific Board of the relevant faculty was held.
- (4) A professorial appointment procedure held at the relevant faculty at TBU in Zlín includes the following:
 - a) Election of scrutineers and the person authorized to take the minutes,
 - b) Introduction of the candidate by the Dean or by the authorized Vice-Dean,
 - c) Introduction of the members of the Evaluation Committee,
 - d) Presentation of the Professors' written statements (if the procedure has been commenced upon a proposal by the candidate), or the presentation of the proposal submitted either by the Dean or Rector, to the Scientific Board, in compliance with § 74 Paragraph 2 of the Act,
 - e) Presentation of the proposal approved by the Evaluation Committee,
 - f) Candidate's qualifying lecture for professorship held in compliance with Article 4 Paragraph 3,
 - g) Discussion and questions relating to the lecture,
 - h) Open debate on the lecture,
 - i) Closed debate among the members of the Scientific Board,

- j) Secret ballot cast by the members of the Scientific Board on the proposal for the appointment of the candidate as Professor,
 - k) Scrutineers' report,
 - l) Public announcement of the ballot results.
- (5) The Dean shall refer the proposal for the appointment of the candidate as Professor to the Rector of TBU in Zlín no later than 30 days of the date on which the meeting of the Scientific Board of the relevant faculty was held.
- (6) A professorial appointment procedure held at a meeting of the Scientific Board of TBU in Zlín is governed by specific procedures defined within the Rules of Procedure of the Scientific Board of TBU in Zlín as follows:
- a) Introduction of the candidate by the Dean of the faculty at which the professorial appointment procedure was commenced and, also, by the chairperson of the Evaluation Committee,
 - b) Speech by the candidate,
 - c) Discussion among all persons present,
 - d) Secret ballot cast by the members of the TBU Scientific Board,
 - e) Announcement of the results of the meeting of the TBU Scientific Board.

The proposal for the appointment of the candidate as Professor is submitted by the Rector of TBU in Zlín following the instructions given by the MEYS.

Article 6

Publicizing information on procedures

- (1) In compliance with § 75 Paragraph 1 and Paragraph 2 of the Act, publicizing of information on the commencement and termination of the relevant procedure is defined as follows:
- a) Posting the information on the official board in the Information System of TBU in Zlín,
 - b) Providing the information to the MEYS through the R&D Office of the Rectorate at TBU in Zlín.

Article 7

Final provisions

- (1) This Directive replaces SR/19/2009 issued on 2 November 2009.

Annexes:

- Annex 1: Structured Version of the Provisions of § 71 – 75 of Act No. 111/1998 Coll., as Amended
- Annex 2: Document Certifying the Candidate's Teaching Experience
- Annex 3: List of the Candidate's Research, Professional or Artistic Works Including the Specification of the Candidate's Share
- Annex 4: List of Citations to the Candidate's Works