

Instruction of the Head of School of Computing No. 1VK/2018

Career Track Guidelines at School of Computing FAV UWB (Zásady kariérního růstu SoC)

1. Terms and Definitions

- **Tenure** is understood as an indefinite contract “guaranteed by department”, i.e. effort will be exercised by the department to keep the contract going even in case of economic or other difficulties, as opposed to standard indefinite contract where this is not guaranteed.
- **May** = often not so, exceptions are OK but must be justified and agreed upon
Should expected to = usually so, exceptions are OK but must be justified and agreed upon
Expected to = exceptions will be granted only in very rare cases
Can = is eligible (officially allowed) to
- As always, exceptions are under the sole discretion of the appropriate Head.

2. Regular Career Tracks (for Newly Hired Members of Staff)

The following tracks are available for newly hired people. Decision which track to follow is up to the given person and confirmed by a Head position. For mapping to other schemes see Appendix.

Level \ Track	Academic	Research	Teaching
<i>Early</i>		Research assistant	Teaching assistant
<i>Junior</i>	Assistant lecturer	Junior researcher	Assistant lecturer
<i>Mid-career</i>	Lecturer	Researcher	Lecturer
<i>Senior</i>	Associate professor	Senior researcher	Senior lecturer
	Full professor		

Academic – Balanced teaching and research activities, driving department’s development in both areas. Junior and mid-career positions are expected to develop their teaching and research profiles towards habilitation (associate professorship). Senior positions can guarantee study programmes and hold lectures in core (“A”) courses, lead research groups / department sections; are expected to be active in several of: advise PhD students, steer department teaching and research, raise funding (international grants, industry projects), share in department and faculty management / administration duties, serve the local, national and international academic or professional communities.

Positions hired by department always via open competition (*výběrové řízení*). Co-funded by department and external sources, salary with progressive valuation linked to long-term performance. Revolving fixed-term contract, good performers indefinite contract, senior positions usually tenured.

Entry requirements: English speaking and writing proficiency. Assistant lecturer / lecturer: PhD, promising research record, adequate teaching experience. Associate professor: habilitation comparable to or exceeding UWB-FAV criteria, should have substantial continuous academic/research experience abroad and research record of international standing. Professor: Professorship comparable to or exceeding UWB-FAV criteria, teaching and research of high international standing.

Teaching – Focus on teaching, contributing to department’s strength in providing computing education at (and beyond) UWB. All positions are expected to cover significant amount of teaching (higher than in Academic track positions) including “exported” courses, should have some continuing research output related to their areas of teaching. Lecturer positions are expected to be active in several of: lead course development, share in department management / administration duties, serve at least local academic or educational community; senior lecturers can participate in shaping study programmes. Post-junior may work towards habilitation and switch to academic track.

Positions hired by the department always via open competition. Funded by the department, stable salary linked mainly to position and partly to long-term performance. Revolving fixed-term contract, indefinite contract for good stable performers, tenure option for exceptional Senior lecturers.

Entry requirements: English speaking and writing proficiency. Degree at least Bc. (teaching assistant) / Ing. or Mgr. (assistant lecturer, lecturer) / PhD (senior), relevant technical knowledge (industrial or academic) and teaching experience corresponding to position.

Research – Focus on basic or applied research, enhancing department’s national and international reputation. All positions are expected to produce significant amount of research output (higher than in Academic track positions) of high quality, should engage in some teaching activities e.g. by supervising appropriate final project (thesis) students. Senior researchers can lead research groups; are expected to be active in several of: help steer department research, manage projects and teams, raise funding, share in management / administrative duties, serve at least national

academic or professional community. Post-junior may work towards habilitation and switch to academic track.

Hired by a group / section lead or a project Principal Investigator, preferably via open competition; senior positions by the department always via open competition. Funded primarily by external (grant, industry) sources, excellent senior performers may be co-funded by the department; variable project- and performance-based salary. Contract length project-based or fixed-term revolving, may be indefinite for researcher positions, tenure option for exceptional Senior positions.

Entry requirements: English speaking and writing proficiency. Assistant: Bc. or Ing. degree. Junior researcher, researcher: PhD degree. Senior researcher: project management experience, research record of international standing or strong industry collaboration results.

Support (technical, administrative) – Provide high-quality, reliable and friendly support for the whole department. Positions include department secretary, secretary assistants, finance officers, IT personnel, PR and other specialists.

Funded and hired by the department, stable salary linked to position, revolving fixed-term or indefinite contracts (may be part-time).

Entry requirements: English speaking proficiency desirable, ability to communicate and cooperate with all department members and roles, fit to job description.

3. Special Cases

Pre-Retirement period – at least 2 years before reaching retirement age, an individual plan is negotiated with the Head of Department to enable smooth transition. Default parameters: regular contract 0.5 FTE for at most 5 years from reaching retirement age, then individual arrangement.

Emeritus – interested retired holders of tenured positions past the pre-retirement period may be awarded this status. Expected to contribute by voluntary advise, mentoring, student supervision and/or small amount of teaching. Chair+table+internet+PC+basic secretarial service is provided.

Hired and funded by the department, regular contract at most 0.25 FTE, base salary only, no questions asked.

Visiting – temporary position for people on leave from their home institution. Usually research oriented, may include teaching duties (depends on arrangement); expected to contribute to department research or project outputs.

Usually regular full-time contract funded by appropriate external or project sources.

PhD student – full-time doctoral students can be employed as teaching or research assistants (see above), with at most 0.5 FTE contract. Expected nevertheless to continuously and diligently work on PhD thesis topic and participate in any case in department teaching duties.

It is advisable to view PhD study as a full-time on-site job (with reporting to the PhD supervisor) preparing the candidate for the Academic track.

Managerial and administrative – not a career track. Management is understood as a service duty, by default temporary, and contributes to academic track career progression (esp. habilitation) requirements. Selected recognized positions:

- Head of Department (by default also the Head of School of Computing),
Head of NTIS-P2 Research programme
- Deputy head for Education, Deputy head for Research, Department Secretary
- Section lead (*vedoucí oddělení*), Support group lead

4. Evaluations, Promotions and Contract

Evaluations are performed on all levels for all regular career tracks staff. *Annual evaluations* are done by the Head positions based on data on current performance, and are used primarily for yearly bonuses. *Peer-review evaluations* are done for non-tenured fixed term contract positions at least 2 months prior to contract end date, for other positions at least every 3 years, have the form of group (committee) evaluation of all aspects of the person's performance in the position plus review meeting, and are used primarily for long-term planning, promotion, track change and tenure decisions.

Promotion to associate professor and full professor positions is usually preceded by a period with mentoring from a senior academic staff; support may be granted to temporarily (6-12 months) off-load part of teaching / administration duties in order to boost performance and prepare the materials.

The list below indicates how long a person would *usually* stay in the given position. Faster pace is possible if evaluations support it, staying longer is usually OK as long as passing the evaluations; switching tracks (towards a more suitable one) can be another option in both cases.

- Academic: *assistant lecturer* 2-9 years, *lecturer* 3-9 years, *associate professor* 5-15 years
- Teaching: *assistant lecturer* 2-9 years, *lecturer* 3-6 years
- Research: *junior researcher* 3 years if not project based, *researcher* 3-6 years.

Contract duration: Standard length of fixed-term contract is 3 years, with up to 2x extension. For new hires, a 1-year contract is standard, used as settlement and probation period (mentor from senior positions may be assigned if desired) before deciding on the track and progression. Regular contract is strongly preferred to "DPP" or "DPČ", except for the early positions.

5. Salaries and Bonuses

Salary consists of base salary (*tarifní mzda*) and individual valuation (*osobní ohodnocení*), for formal rules and ranges of the base salary see Mzdový předpis ZČU. Base salary is essentially linked to position, individual valuation is essentially linked to long-term performance.

For good performers in research and teaching positions, the department may make an effort to bridge the employment between projects or through short periods of low teaching load; a fixed base salary plus small individual valuation is only available for such periods, no bonuses.

Bonuses are subject to available finances.

- Yearly bonuses: at least once a year a bonus of up to approx monthly salary, based on the performance of the whole department, individual alignment with position goals and specific achievements in the period from previous bonus term; all positions are eligible.
- Performance bonuses: exceptional performers (with respect to track and position criteria) get significantly higher bonus in yearly evaluation.
- Ad-hoc bonuses: see the Department motivation system.

Benefits are non-monetary goodies available selectively. Example benefits:

- external training cost reimbursement (for exceptional performers and managerial positions),
- department-funded phone and data tariff (for selected senior positions),
- sabbatical leave may be granted (for good performers in senior academic positions),
- extended secretarial support (for tenured full professors and “head” managerial positions).

6. Arrangements For Current Employees

Interim rules for staff members hired before this Career Tracks guidelines became active:

1. Junior positions (post-doc, assistants) – 7 year maximum transition period, by default on the Academic track; in select cases an Ing. equivalent degree from a renowned university and a student mobility period may serve in lieu of experience at a foreign institution.
2. Mid-career and Senior positions, staff over 50 years of age – individual plan agreed with the Head of Department.
3. Near/above retirement age – transition period agreed with the Head of Department, in select cases Emeritus status offer; see default parameters above.

In Pilsen on 5th February 2018

doc. Ing. Přemysl Brada, MSc. Ph.D.
Head of Department

(Appendix: 1 - Mapping of track positions)

Appendix: Mapping of track positions to other systems

Level	SoC Career Tracks			Vnitřní mzdový předpis ZČU	
	Academic	Teaching	Research	Akademičtí pracovníci	Výzkumní pracovníci
early	n/a	teaching assistant	research assistant	lektor, asistent	vědecký, výzkumný a vývojový asistent
junior	assistant lecturer („postdoc“)	assistant lecturer	junior researcher ("postdoc")	asistent (odborný asistent)	vědecký, výzkumný a vývojový pracovník
mid-career	lecturer	lecturer	researcher	odborný asistent s vědeckou hodností (docent, profesor)	samostatný vědecký, výzkumný a vývojový pracovník
senior	associate professor	senior lecturer	senior researcher	(odborný asistent) docent (profesor)	vedoucí vědecký, výzkumný a vývojový pracovník
senior	full professor	n/a	n/a	profesor (docent)	n/a

Level	Karierní řád NTIS	International		EU system
		UK system	US system	
early	Odborný pracovník Odborný vědecký pracovník			First Stage Researcher
junior	Junior researcher (výzk. pracovník)	Assistant lecturer / Research associate / Teaching associate	Research Associate, Lecturer	Recognised Researcher
mid-career		Lecturer / Research fellow / Teaching fellow	Assistant Professor	Recognised / Established Researcher
senior	Senior researcher (samost. výzk. pracovník)	Senior lecturer / Research fellow / Teaching fellow	Associate Professor	Established Researcher
senior		Reader, Professor	Professor	Leading Researcher

EU System = European Framework for Research Careers,
<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>