

**DEVELOPMENT STRATEGY, CAREER
 REGULATIONS AND EVALUATION OF ACADEMIC
 WORKERS OF THE COLLEGE OF POLYTECHNICS
 JIHLAVA**

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1. Basic Provisions	3
2. Definition of Terms	3
3. Strategy of Academic Staff Development	3
4. System of Academic Staff Development and Education	4
5. Adaptation Process of the Academic Staff.....	5
6. Support and Motivation Tools in the Area of Academic Staff Development and Education.....	5
7. Career Regulations for Academic Staff	7
8. Evaluation of Academic Staff of the College	8
9. System of Performance and Quality Control	9
10. Final Provisions.....	9

	DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA	Code: SP No. 3/2019
		Page No: 2/11

List of annexes

Revision record

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Amendment record

Number	Amendment title	Approved by	Date

Change record

Number	Change description	Approved by	Date

List of related documents

1. Act No. 111/1998 Coll., On Higher Education and on Amendments to Other Acts (Higher Education Act), as amended
2. The Rules of Procedure of the College of Polytechnics Jihlava
3. Internal Wage Regulation of the College of Polytechnics Jihlava
4. Rules of the System of Providing the Quality of Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the College of Polytechnics Jihlava
5. Long-Term Intent of Educational and Scientific, Research, Development and Innovation, Artistic and Other Creative Activities of the College of Polytechnics Jihlava
6. Rules of Management of the College of Polytechnics Jihlava and the Workload of Organisational Units and Specific Positions
7. Strategic Framework for Human Resources Development of the College of Polytechnics Jihlava
8. Rules of Management of the Human Resources Development Fund of the College of Polytechnics Jihlava
9. Guideline for Valuation of Significant Creative Results Created by Academic Workers of the College of Polytechnics Jihlava

 <p>Vysoká škola polytechnická Jihlava</p>	<p>DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA</p>	<p>Code: SP No. 3/2019</p> <hr/> <p>Page No: 3/11</p>
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1. BASIC PROVISIONS

1. To ensure efficient development of academics and development of educational, research, artistic, and other creative activities, the College of Polytechnics Jihlava (hereinafter the College) issues the guideline *Development Strategy, Career Regulations and Evaluation of Academic Workers of the College of Polytechnics Jihlava*. The guideline sets the method of promoting development and education of academic workers, motivation tools that the College uses for their development, the career regulations and the rules for evaluating the academic workers of the College.
2. The principles formulated in this guideline are based on the requirement for equal opportunities that must be applied to prevent discrimination or exclusion, especially due to sex, age, race, language, origin, nationality, orientation, religion, or mindset.
3. This guideline can be adequately used also for the development, education and evaluation of other Employees of the College.

2. DEFINITION OF TERMS

Academic staff development represents educational and developmental activities leading to increasing competences and work capabilities of an academic worker.

Career regulations set the method and conditions of the career development of an academic worker, which means qualification growth and career advancement.

The qualification growth of an academic worker means successful completion of doctoral studies, habilitation procedures or professorship procedures.

Career advancement means promotion to a higher position as part of the performance of a specialized activity or function.

Academic staff evaluation means evaluation of work results achieved and evaluation of academic workers development.

Achieved work results of an academic worker represent activities for the benefit of the College in the pedagogic, creative, project and application, and organisation areas and in other tasks with which a direct superior or the rector entrusts an academic worker.

The direct superior of an academic worker is the head of the College department whose member the academic worker is; in case of heads of College departments, the rector is the direct superior.

Personnel development plan defines human resources necessary for providing study programmes and planned creative objectives for the period of five years. The person responsible for the personnel development plan, its updating and fulfilling is the rector.

3. STRATEGY OF ACADEMIC STAFF DEVELOPMENT

1. The aim of the College is to attract, connect, and support motivated, high quality workers interested in further development with the emphasis on respecting key principles and values of the College.
2. The aim of the strategic development of academic staff of the College is to keep increasing the level of professional and personal competencies of the College academic staff in accordance with

 <p>Vysoká škola polytechnická Jihlava</p>	<p>DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA</p>	<p>Code: SP No. 3/2019</p> <hr/> <p>Page No: 4/11</p>
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the requirements of the knowledge society, with deepening internationalisation, and the mission and strategic intent of the College.

3. The College systematically creates conditions for the development and education of academic staff and supports their career growth and career advancement; the College does so in three strategic areas:
 - a) systematic development and education of academic staff at College and individual level,
 - b) development and education of managerial academic staff in the area of managerial competencies,
 - c) career development aimed at increasing qualification (qualification growth) and at career advancement of academic staff,
 - d) supporting academic staff in participation in international project teams.

4. SYSTEM OF ACADEMIC STAFF DEVELOPMENT AND EDUCATION

1. The system of the College academic staff development and education is the key instrument for ensuring the quality of the College. It is based on the *Conception of Human Resources Development of the College of Polytechnics Jihlava*, on the *Long-Term Intent of Educational and Scientific, Development, Research and Innovation, Artistic and Other Creative Activities of the College of Polytechnics Jihlava*, and on the *Plan of Personnel Development of the College of Polytechnics Jihlava*.
2. The system of the College academic staff development and education leads to increasing professional and personal competencies of the College academic staff, it contributes to efficient management and extension of working abilities and consequently to improving the study results of students.
3. The system of the College staff development and education provides possibilities of education and development of the academic staff leading to:
 - a) adaptation at a particular workplace,
 - b) qualification increase (qualification growth) by means of further study, habilitation and professor procedures,
 - c) deepening and extending qualification,
 - d) managerial and specialized activities performance (career advancement),
 - e) higher success rate in project, scientific research, and creative activities,
 - f) experience and good practice sharing, interdisciplinary and international cooperation,
 - g) participation in management and development of the College.
4. Academic workers of the College are encouraged to develop especially in the area of pedagogic, didactic, professional, and personal competencies, competencies in project, scientific research, and creative activities, information and technical competencies, language, economic, and managerial competencies.
5. The basic tools of professional and personal development and education of academic staff are internal and external educational activities, placements and stays with foreign and other partners, self-education, work on or participation in projects, participation in professional events, negotiations and activities of regional, national, and international importance, participation in

 <p>Vysoká škola polytechnická Jihlava</p>	<p>DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA</p>	<p>Code: SP No. 3/2019</p> <hr/> <p>Page No: 5/11</p>
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professional associations, cooperation with Employers and other partners, and participation in the management and development of the College.

6. The management of academic staff development and education is the responsibility of the department managers who create suitable condition for it.
7. Individual educational and development activities of academic staff are recorded into the information system of the College (hereinafter the IS).

5. ADAPTATION PROCESS OF THE ACADEMIC STAFF

1. The purpose of the adaptation process is to ensure that newly hired academic workers have the best conditions to accommodate at the workplace and become beneficial and creative members of the College.
2. New academic workers of the College undergo an adaptation period of three months. In this period, they receive an introductory training, mentoring, and further support from the College.
3. Every new academic worker is familiarized with key principles and values of the College, internal regulations of the College, the working environment, and the requirements of the workplace. Next, they are familiarized with the documentation of the degree programme, the teaching documentation of the courses they teach, and further requirements related to the activities of an academic worker.
4. The adaptation period is evaluated by the direct superior who, together with the worker, sets goals for the following evaluation period.

6. SUPPORT AND MOTIVATION TOOLS IN THE AREA OF ACADEMIC STAFF DEVELOPMENT AND EDUCATION

1. Academic worker personal and professional development is supported by the College management, the department manager, the degree programme supervisor, and the supervisor of the course the academic worker teaches.
2. Academic workers are motivated towards personal and professional growth, career growth and advancement, and they can take their initiative to propose ways of their own education and development.
3. The College supports academic staff education and development especially by:
 - a) organizing its own internal systematic education,
 - b) individualized professional education support,
 - c) supporting academic staff career growth and advancement.
4. In accordance with the plan of personnel development of the College, with the development of the degree programme, and the latest scientific findings, every academic worker prepares a plan of personal and professional development, which is part of *the System of Performance and Quality Control* (hereinafter SPQC).
5. The plan of personal and professional development includes time and thematic schedule of methods of deepening, extending, and increasing qualification and personal development of the academic worker.

 <p>Vysoká škola polytechnická Jihlava</p>	<p>DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA</p>	<p>Code: SP No. 3/2019</p> <hr/> <p>Page No: 6/11</p>
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6. The plan of personal and professional development is prepared for the period of three years; in case the academic worker is under an employment contract of less than three years, then it is prepared for the period of this employment contract duration.
7. The academic worker discusses the proposal of their plan of personal and professional development with their direct superior and the plan is approved by the relevant vice-rector.
8. Every year, the plan of personal and professional development of an academic worker is specified in the worker's personal goals in SPQC and its fulfilment is evaluated.
9. For staff development and education, the College uses the following instruments:
 - a) qualification increase support by allowing study or creative leave and providing further conditions,
 - b) support in qualification deepening and extending through professional education courses,
 - c) systematic education and development support and provision through internal education,
 - d) internationalisation support by means of mobilities and placements abroad,
 - e) support of participation in the College negotiations and activities, in professional events of regional, national, and international significance,
 - f) project, scientific research and creative activities support,
 - g) support of team and interdisciplinary cooperation,
 - h) support of cooperation with application sphere through common projects and placements,
 - i) creating background, working conditions and infrastructure for pedagogic and creative support.

These instruments are complemented with the motivation programme for the support of creative, project activities and publication outputs, following the *Guideline for Valuation of Significant Creative Results Created by Academic Workers of the College of Polytechnics Jihlava*, and with the motivation programme for career development and reward for increasing qualification according to the guideline *Development Strategy, Career Regulations, and Evaluation of Academic Workers of the College of Polytechnics Jihlava and Internal Wage Regulation of the College of Polytechnics Jihlava*.

10. Indirect support of academic staff career growth is based primarily on the possibility to adjust:
 - a) working conditions of academic workers finishing materials for submitting a proposal to initiate habilitation or professorship procedures,
 - b) working conditions of workers returning from parental leave, allowing them to engage in creative teams faster,
 - c) working conditions of workers whose career growth stagnates due to objective external limitations, e.g. long-term unsatisfactory health status or necessary care for the close family members,
 - d) working conditions of workers whose career growth stagnates due to objective internal limitations, especially caused by long-term unbalanced work activity structure, e.g. excessive teaching workload, workload related to job performance,
 - e) working conditions of academic workers with sensory or motor impairment,
 - f) working conditions of academic workers with pre-school children aimed at balancing work and family life.

 <p>Vysoká škola polytechnická Jihlava</p>	<p>DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA</p>	<p>Code: SP No. 3/2019</p> <hr/> <p>Page No: 7/11</p>
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Deciding on condition adjustment under a) to f) is the responsibility of the Rector, based on the academic worker's application and after assessing current possibilities of the specific workplace.

7. CAREER REGULATIONS FOR ACADEMIC STAFF

1. The *Career Regulations* set the method and conditions of career development. These include academic staff qualification growth and career advancement achieved on the basis of their personal and professional development and qualification increase.
2. The career regulations are based on the *Internal Wage Regulation of the College* and the guideline *Rules of Management of the College of Polytechnics Jihlava and the Workload of Organisational Units and Specific Positions*, where individual academic and functional positions, their mutual relations, workloads, and wage grade are defined.
3. The prerequisite of an academic worker qualification growth is their systematic and constant effort to increase professional competencies and formal qualification. The prerequisite of career advancement to a managerial or specialized position is systematic increase of professional competencies in the area of performed work activities according to their position.
4. The College creates conditions and provides support for academic workers who seek to achieve qualification growth and career advancement as stated in Article 6, Paragraphs 9 and 10.
5. The College enables academic workers who seek to increase qualification (qualification growth) to get study or creative leave, professional placement abroad, and creates further conditions for their career growth.
6. Academic staff creative leave requisites follow Section 76 of the Higher Education Act. Creative leave is supported especially in workers in the final stage of preparing for submitting a proposal to initiate habilitation or professorship procedures.
7. The conditions created by the College for the academic worker to achieve qualification growth are specified in the *Qualification Agreement Related to Qualification Increase* (Annex 1).
8. The Rector decides upon the support and working conditions in order to increase qualification based on the worker's application and the direct superior's recommendation.
9. Increasing qualification is remunerated with a special bonus.
10. Career advancement to specialized or managerial positions is proposed for those academic workers who show excellent results in a long term and have professional and personal competencies to perform the functions.
11. Qualification growth and career advancement are remunerated according to the *Internal Wage Regulation* of the College with a higher grade, the amount of the variable wage component, functional surcharge, or managerial surcharge.

 <p>Vysoká škola polytechnická Jihlava</p>	<p>DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA</p>	<p>Code: SP No. 3/2019</p> <hr/> <p>Page No: 8/11</p>
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8. EVALUATION OF ACADEMIC STAFF OF THE COLLEGE

1. The purpose of academic staff evaluation is:
 - a) to contribute to increasing the quality of educational, scientific research, and creative activities of the College,
 - b) to get groundwork for conceptual and rational personal policy of the College,
 - c) to manage academic staff development efficiently according to the College needs,
 - d) to stimulate academic staff to permanent personal and professional development,
 - e) to provide academic staff with regular feedback and self-reflection opportunity.
2. Academic staff evaluation means evaluating their work results and level of professional development.
3. Academic staff evaluation takes place periodically, at least once a year. Academic workers with fixed-term employment contract are evaluated at least three months before the date of their employment contract termination.
4. Academic staff evaluation is based on quantitative and qualitative indicators. The evaluation is based especially on information from the IS and SPQC. Determination and evaluation of pedagogic activities of academic staff can be found in the IS and includes especially engagement in and results of educational activities and teaching evaluation conclusions. Creative results are recorded by the Results Records application in the IS. The quality and fulfilment of objectives and plans of personal and professional development is monitored in SPQC.
5. Academic staff evaluation is aimed at:
 - a) professional and qualification development level,
 - b) scope and quality of teaching and student support,
 - c) study success rate,
 - d) number and quality of scientific research and creative outputs,
 - e) level of engagement in project, scientific research and creative activities,
 - f) teaching internationalisation rate,
 - g) level of further engagement in the College organisation and management,
 - h) rate of fulfilling further set objectives.
6. Academic staff evaluation is performed by means of an evaluation interview led by the direct superior of the evaluated academic. The interview also includes the academic's self-evaluation.
7. The evaluation itself considers the worker's workload and objective external and internal circumstances that could influence work results of the evaluated worker, especially the circumstances stated in Article 6, Paragraph 10.
8. The main evaluation results, further development recommendations for the following period and the academic's further work perspective at the College are summarized in a report that is processed and recorded in the IS and which the evaluated worker comments on.
Academic staff evaluation is related to remuneration within the amount of variable wage component.
9. Evaluation dates, structure and person responsible are announced by the Rector's decision.

	DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA	Code: SP No. 3/2019
		Page No: 9/11

9. SYSTEM OF PERFORMANCE AND QUALITY CONTROL

1. To manage and evaluate its activities, the College of Polytechnics Jihlava uses the application of System of Performance and Quality Control (SPQC), implementing internal managerial processes and competencies. It is available at <https://iis.vspj.cz> after entering the standard login details of an academic worker of the College.
2. By means of SPQC, qualitative and quantitative goals of the College management, the professional departments and academic workers are iteratively planned. The application further provides continuous evaluation of fulfilling goals including related communication and archiving.
3. Every year, the College management sets in SPQC categories and goal priorities including their quantification at the College level. In the professional department (hereinafter "department") environment, the structure of the goals is specified into partial departmental objectives, or is supplemented with further specific departmental objectives. Based on individual objectives of academic workers who take the objectives over from the departmental objectives or propose new personal objectives, the final structure of objectives and the value of their fulfilment at departmental level are set. After departmental objectives structure approval and their fulfilment estimation by the College management, the department enters the implementation period.
4. The method of planned objectives fulfilment within SPQC is periodically revised and on the grounds of obtained data, adequate managerial measures are taken. The resulting degree of fulfilment of individual objectives influences the amount of academic staff personal evaluation.
5. The planed goals are always implemented during an academic year. The complete partial activities schedule of SPQC, including the dates of the planning period beginning, its structure, and the dates of periodical reviews, is published by an internal communication of the Vice-Rector for Research and Project Activities.

10. FINAL PROVISIONS

1. This guideline It cancels the Guideline for Academic Staff Evaluation in the Period of Transition to the New System of Performance and Quality Control, the Guideline for Employee Education at the College of Polytechnics Jihlava, and the Methodological Instruction for Language Training of Employees of the College of Polytechnics Jihlava.
2. The Vice-Rector for Research and Project Activities is responsible for monitoring the implementation and compliance with this guideline. The Vice-Rector is also responsible for informing all the units concerned or directly obliged by the provisions of the standard.
3. This guideline shall enter into force on the day of its publication.
4. The first academic staff evaluation according to Article 8 will take place in the academic year of 2019/2020.

	DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA	Code: SP No. 3/2019 Page No: 10/11
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Annex 1: Qualification Agreement form

Qualification Agreement Related to Qualification Increase

Pursuant to the provisions of Section 234 et seq. of Act No. 262/2006 Coll., The Labour Code, as amended (hereinafter referred to as the "Labour Code")

Employer: College of Polytechnics Jihlava
 Seat/address: Tolstého 16, 586 01 Jihlava
 ID: 71226401
 Represented by:
 (hereinafter "Employer")

and

Employee:
 Address:
 Born:
 (hereinafter "Employee")

conclude this:

Qualification Agreement

I.

- 1) The Employer hereby undertakes to allow the Employee to increase/deepen their qualifications, consisting in: The Employee undertakes to achieve the increase/deepening of their qualifications byat the latest.
- 2) During qualification increase/deepening, the Employer will provide the Employee with funds from budget items intended for this purpose in the form of payment of especially the following types of costs:
 - costs of ensuring teaching workload reduction and study leave,
 - labour costs (wage, agreement to perform work, or agreement to complete a job) for workers who will teach or perform research or development instead of the Employee,
 - wage compensation in case of obstacles to work pursuant to Sections 232, 205 of the Labour Code,
 - cost of property, material or services acquisition,
 - costs related to participation in international and domestic scientific conferences,
 - costs related to publishing activities (the parties consider these costs to include, inter alia, the purchase of literature, equipment, materials, services required for the implementation of research or development, etc.),
 - travel expenses.
- 3) The costs defined in this Agreement are the costs recognized by the Employee as having been used to increase/deepen their qualifications.

 <p>Vysoká škola polytechnická Jihlava</p>	<p>DEVELOPMENT STRATEGY, CAREER REGULATIONS AND EVALUATION OF ACADEMIC WORKERS OF THE COLLEGE OF POLYTECHNICS JIHLAVA</p>	<p>Code: SP No. 3/2019</p> <hr/> <p>Page No: 11/11</p>
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- 4) In connection with the increase/deepening of the Employee's qualifications, the Employer will incur the expected costs in the maximum amount of CZK XX XXX.

II.

- 1) The Employee thereby undertakes to increase/deepen the qualification according to Article I. and to continue their employment with the Employer for the period of XXX years after successful qualification increase/deepening with the same or higher workload as on the day of signing this Agreement.

III.

- 1) If the Employee terminates their employment or reduces the workload of the employment contract with the Employer within the period specified in Article II, the Employee shall reimburse the Employer for the actual costs incurred pursuant to Article I, up to the maximum of their stated value.
- 2) At least once in a quarter, the Employee will receive an overall overview of allocated funds drawing. They are obliged to report possible discrepancies to their account administrator, i.e. the assigned PC worker, no later than ten days after the date of the disputed information issue. If they fail to do so, it shall be deemed that the Employee recognizes all the booked costs.
- 3) If the Employee fails partly to fulfil his obligation to remain with the Employer after the successful completion of the qualification for the period stated in Article II, their obligation to pay the costs shall be reduced proportionately.
- 4) The beneficiary is obliged to always apply and participate in the selection procedure for their position.
- 5) The cost of assets, materials, services or travel expenses exceeding CZK 15,000 including VAT on individual qualification support is always conditioned by a written statement of the direct supervisor, guaranteeing its long-term use within the entire workplace.

IV.

Issues not covered by this Agreement, in particular regarding periods not counted in the Employee's period of employment under this Agreement, and cases where the Employee is not required to pay costs under this Agreement, are covered by the relevant provisions of the Labour Code.

V.

The Agreement was made in two copies, one taken over by the Employer and the other by the Employee.

In Jihlava on

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Employee

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Employer