

The Career Development Rules of Research Workers at Institute of Biophysics of CAS, v.v.i.

Introductory Provisions

The Career Development Rules of research workers at Institute of Biophysics of CAS, v.v.i. are in line with the internal regulation of CAS No. 5/2008 published on 17th December 2008, which was published in accordance with the Statutes of CAS, taking into account the Commission Recommendation on a European Charter for Researchers and on Code of Conduct for the Recruitment of Researchers (2005/251/ES) and in line with the Career Development Rules for CAS Employees with a University Degree approved at the XXXIII meeting of the Academy Assembly of the CAS on 16th December 2008.

Article I

General Provisions

1. The Career Development Rules regulate the position of CAS employees with a university degree (hereinafter referred to as “employees”) at research departments at the Institute of Biophysics CAS, v.v.i. (hereinafter referred to as “workplace”). The establishment, workflow, changes and termination of employment are governed by the relevant labor law regulations.

2. In accordance with Section 16 (1) of Act No. 283/1992 Coll., on the Academy of Sciences of the Czech Republic, as amended, the employees are recruited on the basis of a selection (recruitment) procedure announced by the Director of the Institute of Biophysics of CAS, v.v.i. The recruitment procedure is regulated by Article 51 of the Statutes of the Czech Academy of Sciences.

3. Performance, creativity, and results of the employees are regularly evaluated. During the evaluation, employees must not be discriminated in terms of gender, age, origin, religion, political opinion, etc.

4. Based on the evaluation results, the employees are assigned to the relevant qualification grades (Article 22 (2) of the Appendix to the Statutes of the CAS). The

result of this assessment is crucial for further career advancement and salary of the employee. The employee may also be evaluated at the request of their supervisor, or at the employee's own request.

5. Staff remuneration is governed by internal payroll rules of the institute, which define salary categories based on the specific qualification grades.

6. The employees comply with the Code of Ethics for Researchers of the CAS.

7. The employees shall strive to continuously improve their qualification and develop their skills and abilities. The institute provides conditions for professional growth.

8. Depending on their capacities, the employees shall also contribute to education of students and the public which is crucial for qualification improvements and spreading knowledge. The CAS considers teaching to be an important activity performed by its employees.

Article II

Qualification Grades

In CAS, the following qualification grades are applied to the employees with a university degree:

V1 - Research Fellow – an employee with a university degree. Usually graduates before starting their post gradual studies.

V2 - Ph. D Student – an employee who is enrolled in a doctoral study program.

V3 - Postdoctoral Scientist – an employee who has received the academic title Ph.D., Dr., or its equivalent (hereinafter referred to as "Ph.D."). Usually works under the supervision of experienced scientists and publishes their results individually and/or as part of a creative team. The employee may remain in this category for no more than five years after receiving their doctoral degree.

V4 - Junior Scientist – an employee who has not been assigned to grade V5 or V6 within five years of obtaining their doctoral degree.

V5 - Senior Scientist – an employee who has obtained a scientific degree CSc. or a doctoral degree Ph.D. in their field. Works independently and performs highly demanding and complex scientific work in their field. Regularly publishes research papers in domestic and foreign peer-reviewed journals and usually is assigned to work on grant or program projects.

V6 - Group Leader – an employee complying with grade V5 qualification requirements who is, in addition, also a leading scientific personality significantly involved in the development of their scientific field on an international scale.

Article III

Researchers

1. The researchers are the employees in qualification grades V3, V4, V5 or V6 (article 22 (4) of the Appendix to the CAS Statutes).
2. The positions of researchers are regulated by Article 24 of the Appendix to the CAS Statutes.
3. Activities of the researchers are regularly evaluated during attestation at least once every five years (Article 23 (1) of the Appendix to the CAS Statutes).

Article IV

Emeritus Researcher

1. The researchers may be granted the status of an emeritus researcher at the CAS as a recognition of their lifelong successful scientific work and contribution to the development of the institute and the relevant scientific field.
2. An emeritus researcher of the CAS can be the researcher who at the same time meets the following conditions:

a) is or has been a group leader (qualification grade V6) of the institute which submitted the proposal for the recognition; b) is a recipient of the government retirement pension.

3. Emeritus researcher of the CAS is appointed by the CAS President on the basis of a justified proposal of the Director of the institute, which was discussed and approved by the Board of the institute.

4. Emeritus researcher of the CAS is appointed without any time restrictions, has the rights of a member of the Assembly of Researchers (Article 25 (2) of the Appendix to the CAS Statutes) and is not subject to regular evaluations.

5. Emeritus researcher of CAS has the right to attend the institute, to be informed about the work performed at the institute, and to be invited to important events of the institute.

Article V

Evaluations

1. The general purpose of the evaluations includes the following:

- a) to contribute to the improvement of the level of scientific activities at the institute;
- b) to create a basis for conceptual and rational human resources policy at the institute;
- c) to compare results of the employees under the relevant qualification grades;
- d) to stimulate the employees to strive for continuous professional growth;
- e) to provide the employees with regular opportunity for self-reflection.

2. Evaluations are focused solely on the scientific, professional and pedagogical work of an employee.

3. Regular evaluations (Article III (3)) do not apply to:

- a) Directors of institutes who are appointed to the position on the basis of a selection procedure and whose activities are evaluated by the Supervisory Board of the institute and the Academy Council of the CAS in other contexts and terms;

- b) visiting researchers who are employees of other domestic or foreign institutes;
- c) emeritus researchers at the CAS;
- d) pensioners (based on the Director's decision) who are recruited for a maximum of one year.

4. Evaluations are carried out by the Evaluations Committee appointed by the Director of the institute (Article 23 (2) of the Appendix to the Statutes of the CAS) after discussion with the Board of the institute (Article 11 (b) of the Appendix to the Statutes of the CAS). The Evaluations Committee has at least five members, and at least one third of them must not be employees of the institute.

5. The Evaluations Committee usually meets once a year, the frequency of its meetings may be higher based on the need of the institute.

6. Multiple and mutually coordinated evaluations committees may be established at the institute as needed.

7. Based on the specifics of the relevant scientific field, and on the conditions valid at the institute and on the provisions of these Career Development Rules, the Director of the institute shall establish criteria for the assessment and within the meaning of Article 11 (d) of the Appendix to the Statutes of the CAS shall discuss it with the Board of the institute.

8. The Director of the institute shall ensure that the evaluation criteria are announced so that the evaluated employee is informed about these criteria in due course and may prepare documents required for the evaluation.

9. Evaluations Committee

a) shall verify that all employees who are to be evaluated are familiar with the evaluation criteria;

b) shall request a brief report from the evaluated employees on the basis of the established criteria including relevant documentation describing their activities performed since the last evaluation;

c) shall request an expert opinion of the direct supervisor of the evaluated employee as well as a proposal for qualification grade placement of the evaluated employee and the evaluated employee's work contract.

10. The actual evaluation shall be carried out by the Evaluations Committee in the form of a meeting and in the presence of the direct supervisor of the evaluated employee; the evaluated employee has the right to be present.

11. The conclusions provided by the Evaluations Committee including recommendations for the Director of the institute must include, in addition to the brief assessment of the employee's scholarly activities, the following:

a) a proposal to assign the employee to the given qualification grade; the qualification grade may remain unchanged or it may be increased or decreased;

b) a proposal whether an employment contract is to be concluded for an indefinite or for a fixed period, including recommendation for the employment duration;

c) as for an employee who was found ineligible based on the evaluation (Article 23 (3) of the Appendix to the Statutes of CAS), the Evaluations Committee shall include in the minutes report a proposal for the Director of the institute to ask the employee in writing to remedy shortcomings in their work – in line with Section 52 (f) of Act No. 262/2006 Coll., the Labor Code. The Evaluations Committee shall propose a date for the next evaluation, which shall assess whether the given shortcomings have been corrected, or if the Director is to be submitted with a proposal for terminating the employment with the concerned employee.

12. The evaluated employee must be familiar with the exact wording of the conclusions of the Evaluations Committee and must be given the opportunity to comment on it. If there is no agreement between the opinion of the Evaluations Committee and the evaluated employee, the employee's objections and comments shall be attached to the conclusions of the Evaluations Committee and together submitted to the Director of the institute.

13. The evaluated employee may apply for their evaluation meeting to be open to the public review (Article 23 (3) of the Appendix to the Statutes of the CAS). The Director of the institute shall satisfy the request of the employee.

Article VI

Classification based on Qualification Grades

1. Placement of an employee in a certain qualification grade and in the appropriate salary grade, specification of salary and the duration of the employment contract is within the competence of the Director of the institute as defined in Article 51 of the Statutes of CAS and Article 23 (2) of the Appendix to the Statutes of CAS. The

relevant proposals are submitted to the Director of the institute by the Evaluations Committee, or by the Recruitment Committee if it concerns a newly recruited employee.

2. Before the Director decides to place the employee in the qualification grade V6, the proposal shall be submitted by the Director of the institute to the Coordination Committee for Ranking Employees of the CAS into the Highest Qualification Grades (Article 22 (3) of the Appendix to the Statutes of CAS). An assessment by this Committee is not required if the grade V6 qualification has been recommended for the employee by the Coordination Committee in the past or if the employee possesses the DSc. degree. The proposal to place an employee, who was not recommended by the Coordination Committee, in qualification grade V6 may be submitted again after one year.

3. The inclusion of a newly recruited employee in the qualification grade and in the relevant salary grade shall remain valid until the Director of the institute issues a decision on the basis of the next following evaluation procedure which shall take place in the institute.

4. The Director is classified to the qualification grade V6 as a Group Leader for the entire duration of their term. Their salary is determined by the President of the CAS. After the end of their term they remain in the qualification grade V6 until the next evaluation, and the next Director shall determine their salaries according to the rules valid at the institute.

Article VII

Coordination Committee

for Ranking Employees into the Highest Qualification Grades

1. The Coordination Committee for Ranking Employees into the Highest Qualification Grades (hereinafter the "Coordination Committee") is established in line with Article 28 (1) (s) of the Statutes of the CAS, as a permanent subsidiary body of the Academy Council of the CAS.

2. The chairman and members of the Coordination Committee are appointed and recalled after discussions by the Academy Council of the CAS (Article 22 (3) of the Appendix to the Statutes of the CAS and Article 42 (1) b) of the Statutes of the CAS). The term of office of the chairman and members of the Coordination Committee is

four years – a maximum of two consecutive terms. Further details regarding the composition and activities of the Coordination Committee are governed by the statute of the committee, which is approved by the Academy Council of the CAS.

3. The task of the Coordination Committee is to compare academic results achieved by the employees who are proposed to be placed in the qualification grade V6, so that a high professional level of this group of employees is ensured across all institutes of the Czech Academy of Sciences. The Coordination Committee also monitors the proportional representation of the qualification grade V6 at the CAS institutes.

4. On the basis of materials submitted by the Directors of the institutes, the Coordination Committee discusses proposals for the placement of employees in the qualification grade V6. The Coordination Committee issues its opinions on the proposals.

5. The opinions of the Coordination Committee are forwarded to the Directors of the relevant institutes and are seen as recommendations. Should the Director of the relevant institute reject these recommendations, they shall inform the Coordination Committee in writing about their decision.

Article VIII

Closing Provisions

1. These Career Development Rules shall become effective on _____.

Brno, on ____ . ____ 2018

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