

Directive of the Dean of the Faculty of Economics Technical University of Liberec No. 5/2016				
Title	Habilitation Procedures and Professor Appointment Procedures			
	Name	Position	Date	Signature
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For information purposes only. The [Czech version](#) of the Dean's Directive is legally binding.

Article 1 General Provisions

- (1) The habilitation procedure at the Faculty of Economics is implemented in accordance with sections [§ 71](#) and [§ 72](#) of the Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as the "Act"). The professor appointment procedure at EF, TUL is implemented in accordance with sections [§ 73](#) and [§ 74](#) of the Act. More detailed regulation of the course of the habilitation procedure and the professor appointment procedure is set out in the Regulations the Habilitation Procedures and the Professor Appointment Procedures at the Technical University of Liberec (hereinafter the "TUL Regulations") and this Directive.
- (2) At the Faculty of Economics, the Technical University of Liberec (hereinafter referred to as "EF TUL"), applications can be submitted for habilitation procedures and professor appointment procedures in the accredited Business Economics and Management field of study.

SECTION ONE HABILITATION PROCEDURE

Article 2 Habilitation Procedure Initiation

- (1) The habilitation procedure is initiated on the basis of a written proposal by the applicant to the Dean of the faculty together with the habilitation thesis and documents required by law, the TUL Regulations, and this Directive. A recommended model proposal is provided in Annex A to this Directive.
- (2) Documentation in accordance to the Act:
 - a) curriculum vitae (structured, in the extent of 1–2 pages),
 - b) certified copies of materials documenting the completion of higher education and academic degrees obtained and used by the applicant in the proposal for initiating habilitation procedure. In the case of international doctoral studies, it is necessary to



present materials relevant to the recognition of education obtained abroad unless the intergovernmental agreement provides otherwise,

- c) documentation certifying pedagogical experience,
 - d) list of published scholarly or scientific works,
 - e) list of scholarly or scientific placements, (both in the Czech Republic and abroad),
 - f) additional materials documenting scientific qualifications.
- (3) Additional documentation certifying scientific qualifications:
- a) completed form of "Self-evaluation Criteria" in accordance with Annex C of this Directive,
 - b) attachments to the form of "Documents certifying pedagogical experience and scientific qualifications" in accordance with Annex E of this Directive,
 - c) original or copy of five publications that the applicant considers significant for the development of relevant scientific field,
 - d) habilitation thesis and habilitation thesis proposition.
- (4) The applicant suggests three topics for the habilitation lectures, including a brief outline and abstract.
- (5) Habilitation thesis is:
- a) written thesis introducing new scholarly or scientific findings, or
 - b) collection of previously published scholarly or engineering works with commentary. The commentary must correspond to standard expectations in the field. At least a quarter should not be longer than five years from publication, and in the case of co-authored works, the applicant specifies a passage characterising the applicant's contribution in terms of both quality and content, or
 - c) previously published monograph or peer-reviewed publication introducing new scholarly or scientific findings.
- (6) To initiate the habilitation procedure, the applicant submits the documentation referred to in Article 2 par. (2) to (3) in duplicate, habilitation thesis in four copies and 40 pieces of habilitation thesis proposition in the extent of 12 to 16 pages, printed as an A5 booklet. Habilitation thesis and the habilitation thesis proposition are also submitted electronically on data storage. The documentation can be submitted in Czech, Slovak, or English.
- (7) The self-evaluation criteria of the habilitation procedure represent an only assistant tool for the assessment of the applicant's scientific and pedagogical abilities. The opinions of the Habilitation Board and Scientific Board of the EF TUL have a main say.
- (8) The presented proposal for initiation of a habilitation procedure is registered with the Dean's office. The Dean and the Vice-Dean for Science and Research assess the competence of the proposal in terms of the accredited field of the habilitation procedure, the completeness, formal and factual correctness and the level of the documentation submitted by the applicant. Within one month, the Dean informs the applicant whether all required documentation has been included in the proposal or set a reasonable deadline to eliminate possible mistakes. Provided that the applicant does not eliminate mistakes within the stipulated period, the Dean terminates the habilitation procedure, returns the habilitation thesis with all the documentation, and terminates the procedure justifying the decision.

- (9) Providing that the habilitation procedure is not terminated under par. 8 of this Article, the Dean submits the issue to the scientific board of the faculty together with the proposal to set up a five-member Habilitation Board. The Habilitation Board consists of professors, associate professors, and other distinguished representatives of the given or a related field. The chair of the Board is a professor, at least three members must be experts from another department who do not have any form of employment relationship with TUL for the duration of the board's activities. An unnamed contract (see Annex F for a sample) may be applied to cover the costs associated with the board's activities or the creation of the review. Any co-author of the habilitation thesis must not be a member of the commission.
- (10) The habilitation procedure may be terminated at any time during its course by the Dean on the basis of a written request of the applicant. The Dean is obliged to inform the Rector, the Scientific Board of the faculty, the members of the Habilitation Board, and the external reviewers of the habilitation thesis about this fact.

Article 3

The Course of Habilitation Procedure by the Habilitation Board

- (1) The Habilitation Board members are approved by the Scientific Board of EF TUL.
- (2) The Dean notifies the Habilitation Board members of approving their appointment (see Annex G for a model of the appointment of the committee) and provides them with the documents necessary for the assessment of the applicant's scientific and professional qualifications as well as pedagogical competence within the [Section 72 par. \(8\)](#) of the Act. The Habilitation Board sessions are chaired by a chairperson, or in his or her absence by a member of the Habilitation Board authorised by the chairman.
- (3) The session of the Board may be conducted in person or online by videoconference. In justified extraordinary cases, the voting of the Board may be conducted by technical means of remote communication that ensure the secrecy of the ballot. The form of the meeting and voting of the Habilitation Board is decided by its chairperson in agreement with the Dean. The minutes of each meeting must be recorded.
- (4) The Habilitation Board is able to hold a quorum if at least four of its members are present in person or by remote communication. A resolution is adopted if at least three of its members have voted for it.
- (5) Within one month of its approval, the Habilitation Board appoints three reviewers of the habilitation thesis, two of whom may not have any form of employment relationship with TUL during the period of the Board's activity or with the legal entity of which the candidate is an employee, and only two reviewers may also be members of the Habilitation Board. The chair of the Board provides the reviewers with the habilitation thesis to write an external reviewer's report. The chair of the Board communicates the names of the reviewers in writing to the Vice-Dean for Science and Research.
- (6) The chair of the Habilitation Board may ask the candidate to submit additional documents to prove or specify his/her scientific and pedagogical competence.

- (7) The Habilitation Board assesses the applicant's scientific qualification and previous pedagogical competence and experience for the relevant field within three months from the day of its approval and evaluates the level of the habilitation thesis on the basis of the reviewers' opinions. The Board votes by secret ballot on whether or not the applicant should be nominated for appointment to associate professor. If the nomination does not obtain a majority of all the members of the Board, the Board recommends that the proceedings come to a halt.
- (8) The chair or an authorized member of the Habilitation Board submit to the Scientific Board either a proposal for the appointment of an applicant as an associate professor, i.e., for the continuation of the habilitation procedure, or a proposal to halt the reasoned procedure. The evaluation, recorded in writing, contains, in particular, a summary evaluation of the pedagogical activity, the applicant's scientific activities, the originality of the publications, a summary of the reviewers' opinions, a statement on the originality of the habilitation thesis (applying means to check the conformity of the text), an evaluation of strengths and weaknesses of the proposal, and a definite conclusion on the fulfillment of the requirements for appointment as an associate professor.
- (9) The Habilitation Board selects one topic of the habilitation lecture from the topics proposed by the applicant.

Article 4

The Course of Habilitation Procedure by the Faculty Scientific Board

- (1) The applicant's habilitation lecture and habilitation thesis defence take place at a public session of the faculty Scientific Board in Czech, Slovak or English. Reviewers of the habilitation thesis are invited to the session (their presence is ensured by the Vice-Dean for science and research). The day, time, form and place of the habilitation lecture is published on the public notice board of the faculty's website no later than 7 days before the session of the scientific board (provided by the secretary of the faculty). In justified cases, the meeting of the Scientific Board of EF TUL may be held online by videoconference or by a combination of attendance and online participation. The form of the Scientific Board meeting is decided by the Dean.
- (2) After the proposal of the Habilitation Board is presented by the chairman of the board (or a member authorized by him or her), a habilitation lecture follows, during which the candidate proves his / her pedagogical competence. 25 minutes are set aside for the lecture.
- (3) Furthermore, the applicant briefly (in the range of about 15 minutes) and concisely introduces the scientific findings that the habilitation work covers.
- (4) Reviewers present the basic ideas of their opinions, including the conclusions, questions, and comments. The opinion of the absent reviewer is presented by the chairman of the Habilitation Board, or a member of the Habilitation Board authorized by its chairperson.
- (5) A debate follows, in which the applicant is provided with the opportunity to comment on the opinions of reviewers, defend the habilitation thesis, and comment on his / her current scientific and pedagogical activities.

- (6) In the non-public part of the session, which follows the debate, the Scientific Board votes by secret ballot on the proposal whether the applicant should be appointed associate professor in the relevant field. In justified cases, the Scientific Board of EF TUL may vote secretly by means of remote communication. Non-public parts may be attended by members of the Habilitation Board. The minutes of the voting result is recorded and signed by two scrutineers nominated by the Dean from among the members of the Scientific Board and approved by the Scientific Board at the session of the Scientific Board.
- (7) Provided that the proposal for appointment does not receive a majority of votes of all members of the Scientific Board of the faculty, the rule holds that the habilitation procedure is terminated by the Scientific Board.
- (8) If the proposal for appointment receives a majority of votes from the members of the faculty Scientific Board, the Dean of the EF TUL submits the proposal to the Rector. If the Rector does not agree with the proposal, he / she submits it with his / her justification to the TUL Scientific Board to discuss it and decide by secret ballot whether the applicant should be appointed associate professor. If the proposal for appointment does not receive a majority of votes of all members of the TUL Scientific Board, the procedure is terminated. Otherwise, the Rector appoints an associate professor.
- (9) In case of appointment as associate professor, the Rector informs the candidate in writing that he or she will be appointed associate professor.
- (10) In case of termination of the habilitation procedure, the habilitation thesis with the attached documentation are returned to the applicant. The habilitation procedure can be repeated after 12 months from the date of termination of the habilitation procedure at the earliest.

SECTION TWO

PROFESSOR APPOINTMENT PROCEDURE

Article 5

Professor Appointment Procedure Initiation

- (1) In the procedure for appointment as a professor, the pedagogical and scientific qualification of the applicant, who is a prominent and recognized scientific personality in a relevant field, is proved. The precondition for the commencement of the procedure would be the previous appointment as an associate professor on the basis of the habilitation procedure if the submission of the habilitation thesis was included.
- (2) The procedure for appointment as a professor is initiated on the proposal of the applicant supported by at least two written opinions of professors of the same or related field or on the proposal of the Dean or Rector submitted to the Scientific Board of EF TUL. The proceedings may also be initiated on its own initiative by the EF TUL Scientific Board.
- (3) The proposal is submitted to the Dean of the Faculty together with the requisites required by law, the TUL Regulations, and this Directive. A recommended model proposal is provided in Annex B to this Directive.
- (4) Documentation in accordance to the Act:
 - a) curriculum vitae (structured, in the extent of 1–2 pages),



- b) certified copies of materials documenting the completion of higher education and academic degrees obtained and used by the applicant in the proposal for initiating the habilitation procedure. In case of international doctoral studies, it is necessary to present materials relevant to the recognition of education obtained abroad unless the intergovernmental agreement provides otherwise,
 - c) documentation certifying pedagogical experience,
 - d) list of published scholarly or scientific works,
 - e) list of scholarly or scientific placements, (both in the Czech Republic and abroad),
 - f) additional materials documenting scientific qualifications.
- (5) Additional documentation certifying scientific qualifications are as follows:
- a) completed form of "Self-evaluation Criteria" in accordance with Annex C of this Directive
 - b) attachments to the form of "Documents certifying pedagogical experience and scientific qualifications" in accordance with Annex E of this Directive,
 - c) positive opinions of at least two professors from the same or a related economic field to initiate the procedure and a summary of the applicant's professional contribution (in the range of about 3 pages) proving his / her contribution to the development of Business Economics and Management, including the most important creative outputs of the applicant,
 - d) proposition of the habilitation lecture.
- (6) The candidate for the commencement of the procedure for appointment as a professor submits the documents and papers referred to in Article 5 par. (4) and (5) in duplicate and 60 copies of the lecture propositions in the extent of 12-16 pages printed as A5 booklet. The lecture propositions contain, in particular, a summary of the applicant's professional contribution, the concept of scientific work and teaching in the relevant field, lists of the most important results of research and development, as well as professional curriculum vitae. Propositions are also submitted in electronic form on a data storage. Documents can be submitted in Czech, Slovak, or English.
- (7) The self-evaluation criteria for the appointment as a professor procedure are only an auxiliary tool for assessing the scientific and pedagogical competence of the applicant. The opinion of the Evaluation Board and the Scientific Board EF TUL is decisive in the evaluation of the applicant.
- (8) The submitted proposal for the professor appointment procedure initiation is registered at the Dean's office. If the proposal does not meet all the requisites stipulated by law or if all the documents required by the TUL Regulations and this Directive are not delivered, the Dean invites the applicant in writing to eliminate the deficiencies.
- (9) The professor appointment procedure may be stopped at any time during the course by the Dean on the basis of a written request of the applicant. The Dean is obliged to inform the Rector, the Scientific Board of the Faculty, and the members of the Board about this fact.



Article 6

The Course of Professor Appointment Procedure by the Evaluation Board

- (1) To assess the proposal for the initiation of the procedure for the appointment of a professor, the Dean of the EF TUL sets up and approves a five-member evaluation board (hereinafter referred to as the "Board") composed of professors, associate professors and other distinguished experts in the relevant field or in associated fields. The chair of the Board is a professor and at least three members are experts from another department who do not have any form of employment relationship with TUL for the duration of the Board's activities. An unnamed contract (see Annex F for a sample) may be used to cover the costs associated with serving on the committee. A sample for the appointment of the Board is provided in Annex H of this Directive.
- (2) The composition of the Evaluation Board is approved by the EF TUL Scientific Board. Sessions of the Board are chaired by its chairman, in his / her absence by a member of the board authorized by him / her.
- (3) The Board's sessions may be conducted in person or online by videoconference. In justified extraordinary cases, the voting of the Board may be conducted by technical means of remote communication that ensure the secrecy of the ballot. The form of the meeting and voting of the Board is decided by its chair in discussion with the Dean or the Rector. The minutes of each session of the Board must be recorded.
- (4) The Board has a quorum if at least four of its members are present in person or by videoconference. A resolution is adopted if at least three members of the Board are in favour of it.
- (5) The chair of the Board may ask the applicant to submit additional documents to prove or specify his/her scientific and pedagogical competence.
- (6) The Board assesses the applicant's scientific and pedagogical qualifications for the field within three months of its approval. A secret ballot is taken on the proposal as to whether the candidate should be appointed professor. If the nomination does not receive a majority of all the members of the Board, the Board recommends that the proceedings are discontinued.
- (7) The proposal of the Evaluation Board is presented to the Scientific Board of the EF TUL by its chairman or a member of the Evaluation Board authorised by him/her. The proposal recorded in writing contains, in particular, a summary evaluation of the applicant's pedagogical activities, scientific research and professional activities, the originality of publications and projects, an evaluation of the strengths and weaknesses of the proposal for the initiation of the procedure for the appointment as a professor, and a clear conclusion on the meeting the requirements for the appointment as a professor. The proposal to discontinue the procedure for the appointment of professor must be duly substantiated.

Article 7

The Course of Professor Appointment Procedure by the Scientific Board of the Faculty and the Scientific Board of TUL

- (1) Provided that the Evaluation Board decides on the proposal to appoint the candidate as a professor, the Scientific Council of the TUL EF invites the candidate to give a lecture at its public meeting in which he/she presents the concept of scientific work and teaching in the relevant field.



- (2) The lecture takes place at a public session of the scientific council of the Faculty in Czech, Slovak, or English. Members of the commission are invited to the session. The day, time, form and place of the lecture are published on the public notice board of the faculty's website no later than seven days before the session of the Scientific Board (provided by the secretary of the faculty). In justified cases, the meeting of the Scientific Board of EF TUL may be held online by videoconference or by combination of attendance and online participation. The Dean or the Rector decides on the form of the EF TUL Scientific Board.
- (3) After the presentation of the Board's proposal by the chair of the Board (or a member authorized by him / her), a public lecture follows, at which the applicant submits the concept of scientific work and teaching in the relevant field. 25 minutes are set aside for the lecture.
- (4) This is followed by a discussion of the lecture, in which the applicant must be given the opportunity to comment on his / her current scientific and pedagogical activities.
- (5) In the non-public part of the session after the end of the debate, the EF TUL Scientific Board decides by secret ballot on the proposal whether the candidate should be appointed a professor in the relevant field. Members of the Evaluation Board may attend non-public parts. The minutes of the voting result are prepared and signed by two scrutineers, who are nominated by the Dean from among the members of the Scientific Board and approved by the Scientific Board at the session of the Scientific Board.
- (6) If the proposal for an appointment does not receive a majority of votes of all members of the Scientific Board of the Faculty, the Scientific Board suspends the procedure for appointment as a professor. If the procedure is terminated, the submitted materials will be returned to the applicant.
- (7) Providing that the proposal for appointment as a professor receives a majority of votes of all members of the TUL Faculty's Scientific Board, it is referred to the TUL Scientific Board, which votes by secret ballot on the submission of the proposal to the Minister. If the proposal for appointment does not obtain a majority vote of all the members of the TUL Scientific Board, the procedure is terminated and the submitted materials are returned to the applicant.

Article 8 **Final provisions**

- (1) The Administrative Procedure Code does not apply to the habilitation procedure and the professor appointment procedure.
- (2) Within 30 days, the applicant may lodge a complaint regarding the course in the habilitation procedure to the Dean. If the Dean does not comply with the objections in the justified decision, he / she forwards them to the Rector to decide. A substantiated decision issued by the Rector is final.
- (3) Within 30 days, the applicant may lodge a complaint regarding the course in the professor appointment procedure, on which the Rector decides. A substantiated decision issued by the Rector is final.
- (4) Disclosure of data on the habilitation procedure and the professor appointment procedure is governed by Section [§ 75](#) of the Act.
- (5) This revision supersedes Revision 04 of Directive No. 5/2016 effective since 1 September 2021.
- (6) This revision to Directive No. 5/2016 is effective and in force on 22 April 2022.



Annex A
HABILITATION PROCEDURE INITIATION PROPOSAL

Name and surname, including academic degrees:

Date of birth:

Permanent residence address:

Field of habilitation procedure: Business Economics and Management

Original title of the habilitation thesis:

Type of habilitation thesis in accordance with Article 2 par. (4) of the Dean's Directive:

- a) written thesis introducing new scholarly or scientific findings, or
- b) collection of previously published scholarly or engineering works with commentary, or
- c) previously published monograph, introducing new scholarly or scientific findings.

Three proposed topics of habilitation lecture:

1st proposal:

2nd proposal:

3rd proposal:

(please, attach the abstract in the extent of at least 10 lines, on a separate sheet of paper).

Additional information required by the Ministry of Education, Youth and Sports of the Czech Republic:

Citizenship:

Employment data:

Email:

Phone:

In:

Date:

Signature:

List of Appendices in accordance with the Article 2 par. (2) and (3) of the Dean's Directive



Annex B
PROFESSOR APPOINTMENT PROCEDURE INITIATION PROPOSAL

Name and surname, including academic degrees:

Date of birth:

Permanent residence address:

Field of Professor Appointment Procedure: Business Economics and Management

Topic of professor's lecture:

(please, attach the abstract in the extent of at least 10 lines, on a separate sheet of paper).

Education (*year, academic degree, institution*):

Original title of the habilitation thesis:

Habilitation thesis defence successfully completed (date, institution):

Professors issuing supporting opinion (name, surname, academic degrees, institution, field):

1.

2.

Additional information required by the Ministry of Education, Youth and Sports of the Czech Republic:

Citizenship:

Employment:

Email:

Phone:

In:

Date:

Signature:

List of Appendices in accordance with the Article 5 par. (4) and (5) of this Directive.



Annex C
SELF-EVALUATION CRITERIA
HABILITATION PROCEDURE INITIATION AT THE EF TUL – DOCUMENTATION

Name and surname, including academic degrees:

Institution:

Field of habilitation: Business Economics and Management

The quality of the applicant's pedagogical and scientific research activities is assessed on the basis of the submitted documents of the habilitation board. The applicant must be a scientific and pedagogical expert in the field of business economics and management. The minimum mandatory requirements that the applicant must meet in order to initiate the habilitation procedure are listed in points A.1, B.1, C.1 and D.1. In addition, it is desirable for the applicant to meet the other conditions set out in points A.2, B.2, C.2 and D.2.

A. Pedagogical and Scholarly Activity

A.1 Standard minimal requirements		Amount	Reality
1	High quality pedagogical activities at a university	At least 3 years, of which at least 2 years after obtaining Ph.D. degree	
2	Supervising theses	At least successfully defended theses	
3	Writing reviews on submitted theses		
4	Membership in Board of Examiners at Final State Examinations		
5	Investigator / Member of a research team of educational, innovative or development projects		
A.2 Other activities worthy of consideration			
1	Participation in implementing of a new concept of a discipline or a subject, or a new methodical approach to the subject, or introduction of a new field or subject		
2	Subject guarantor		
3	Authorship of university teaching texts		
4	Creation of other teaching aids (case studies, films, SW, video, e-learning support courses)		
5	Management and organization of major educational and qualification courses and programmes		
6	International pedagogical activities ¹		

B. Scientific and Research Activities

B.1 Standard minimal requirements		Reality
1	Investigator / Member of research team of successfully completed domestic and international scientific research projects	
B.2 Other activities worthy of consideration		
1	Cooperation with practice (contract research, solving significant tasks addressing the public sector, cooperation with businesses)	



C. Works Published and Scientific Contribution

C.1 Standard minimal requirements		Amount	Reality
1	Professional book ³ or a scientific article published abroad in foreign language in the journal with IF ⁴ higher than the IF median for the Management field in the year of publishing	1 ²	
2	Scientific article published in a scientific journal that is indexed in the world-renowned database Web of Science – Journal Citation Reports with allocated non-zero IF in the year of journal's issue	1 ²	
3	Scientific article in a journal that is recorded in the Scopus database with assigned SJR index or the Web of Science – Emerging Sources Citation Index database	2 ²	
4	Scientific article in peer-reviewed journal without citation indicator. At least two scientific articles to be published in foreign journals ⁵	8	
C.2 Other activities worthy of consideration			
1	Contribution in Proceedings of an international conference, which is recorded in world-renowned databases (Web of Science – CPCI, Scopus)		
2	Invited talk at an international conference		
3	Contribution in Proceedings of an international conference published in a world language		
4	Contribution in Proceedings of a conference published in Czech		
5	A scientific article published in an expert reviewed journal		
6	Translation of specialized publications, stating the translator's name		
7	Significant (co-) authorship of a dictionary or encyclopaedia		

D. Recognition of the Applicant's Scientific and Pedagogical Work by Professional Public

D.1 Standard minimal requirements		Amount	Reality
1	Citations in publications by other authors listed in the Web of Science database or Scopus, without self-citations ⁶	2	
2	Other citations in publications by other authors without self-citations ⁷	10	
D.2 Other activities worthy of consideration			
1	Membership in programme / organizational committees of scientific conferences		
2	Membership in professional organizations and scientific societies		
3	Membership in editorial boards of professional journals		
4	Activities in grant agencies and commissions of scientific and research character		
5	Various awards of scientific work		
6	Membership in advisory bodies of domestic or foreign organizations		

Comments:

¹ International pedagogical activities include teaching at universities abroad in a world language, preparing international educational programmes or reviews of theses of students at foreign universities.

² The sum of the authorship shares of the applicant.

³ Professional book is defined as a monograph that contains the candidate's initial research result. The book must be published and reviewed by at least one generally recognized expert in a particular field who is not a member of the author's workplace. The publication must include a methodological basis and rely on existing theoretical research in the field. As for the formal aspects, the publication must include referencing to literature, the list of references, a summary in at least one of the world languages, and the ISBN code. A university textbook reviewed by an independent expert, published by a nationwide publisher, and readily available in the distribution network can also



be recognized as a book publication. The minimum extent of one book publication, or the corresponding sum of the applicant's authorship shares, is 11 AA.

- ⁴ Impact Factor (IF) according to the Journal Citation Reports database, Clarivate Analytics.
- ⁵ Articles in journals of a higher category can replace articles in the lower category (impacted → Scopus/Emerging Sources Citation Index → peer-reviewed), but never vice-versa.
- ⁶ Only citations within h-index in the Web of Science database or Scopus are included (without self-citations).
- ⁷ Web of Science or Scopus citations listed in D.1.1 may replace other citations in D.1.2.



Annex D
SELF-EVALUATING CRITERIA
PROFESSOR APPOINTMENT PROCEDURE INITIATION – DOCUMENTATION

Name and Surname:

Institution:

Field: Business Economics and Management

The quality of the applicant's pedagogical and scientific research activities is assessed on the basis of the submitted documents of the evaluation board. The candidate must be a recognized scientific and pedagogical expert in the field of business economics and management. The minimum mandatory requirements that a candidate must meet in order to initiate the procedure for appointment as a professor are set out in points A.1, B.1, C.1 and D.1. In addition, it is desirable for the candidate to meet the other conditions set out in points A.2, B.2, C.2 and D.2.

A. Pedagogical and Scholarly Activity

A.1 Standard requirements		Amount	Reality
1	High quality pedagogical activities at a university	min. 2 years of experience as an associate professor is assumed	the evaluation will be carried out by an evaluation committee
2	Introduction of a new concept of a study programme or subject, or a new methodological concept of a subject, or introduction of a new study programme or subject		
3	Subjects or study programmes guarantor		
4	Supervisor of at least two doctoral students until the successful defence of the dissertation		
A.2 Other activities worthy of consideration			
1	Writing reviewer's report on dissertation and habilitation theses		
2	Membership in habilitation commissions, or commissions for state final examinations, or in commissions for dissertation defences		
3	Authorship of university teaching texts		
4	Authorship of other teaching aids and study support (film, software, video, e-learning courses)		
5	Management and organization of major educational and qualification programmes		
6	International pedagogical activities		
7	Teaching in Ph.D. study (at least one semester course)		

B. Scientific and Research Activities

B.1 Standard requirements		Reality
1	Investigator of a research team of successfully completed domestic and international scientific research projects	
2	Member of research team of successfully completed domestic and international scientific research projects	
B.2 Other activities worthy of consideration		
1	Cooperation with practice (solving significant tasks for enterprises, or projects for state and public sector)	



C. Works Published and Scientific Contribution

C.1 Standard requirements		Amount ¹		Reality	
		international	Czech	international	Czech
1	Professional book ² containing the results of author's scientific research activities	1 ³			
2	Scientific paper in a journal with a non-zero IF	2 ³			
3	Scientific paper in a peer-reviewed journal without IF published in Scopus database with non-zero SJR	4 ³			
4	Scientific paper in a peer-reviewed journal without citation indicator IF, SJR	5 ³	10 ³		
C.2 Other activities worthy of consideration				Reality	
1	Chapter in a monography				
2	Contribution in Proceedings of an international conference, which is recorded in world-renowned databases Web of Science or Scopus				
3	Invited talk at an international conference				
4	Contribution in Proceedings of an international conference published in a world language, not recorded in the Web of Science or in Scopus				
5	Contribution in Proceedings of a conference published in Czech				
6	Scientific paper published in an expert reviewed journal				
7	Translation of specialized publication				
8	Reviewer's report on publication				
9	Other eligible outputs of research activities according to the valid methodology of evaluation of research organizations (certified methodologies, software, etc.)				
C.3 Research contribution					
1	A brief summary of the professional contribution, including a list of the most important creative outputs contributing to the development of the applicant's scientific field			the evaluation will be carried out by an evaluation committee	

D. Recognition of the Applicant's Scientific and Pedagogical Work by Professional Public

D.1 Standard requirements		Amount	Reality
1	Citations in publications of other authors registered in world-renowned databases (Web of Science, Scopus) ⁴	20	
2	Other citations in publications by other authors ⁵	15	
D.2 Other activities worthy of consideration (the applicant is obliged to meet at least 5 requirements from 1 to 9, at least once)			
1	Membership in scientific and academic boards of universities and faculties		
2	Membership in program committees of international conferences		
3	Membership in committees for habilitation procedures and professor appointment procedures		
4	Membership in the doctoral studies boards		
5	Membership in professional organizations and scientific societies		
6	Membership in editorial boards of scientific journals		
7	Activity in grant agencies and foundations of scientific research		
8	Membership in advisory bodies and commissions of a scientific nature		



9	Various awards for scientific work	
---	------------------------------------	--

Comments:

- ¹ Articles in journals in a higher category can replace articles in a lower category (articles indexed in the Web of Science with non-zero IF → articles indexed in Scopus with non-zero SJR → articles indexed in the Web of Science without IF or articles indexed in Scopus without SJR). The opposite does not apply.
- ² Professional book is defined as a monograph that contains the candidate's initial research result. The book must be published and reviewed by at least one generally recognized expert in a particular field who is not a member of the author's workplace. The publication must include a methodological basis and rely on existing theoretical research in the field. As for the formal aspects, the publication must include referencing to literature, the list of references, a summary in at least one of the world languages, and the ISBN code. A university textbook reviewed by an independent expert, published by a nationwide publisher, and readily available in the distribution network can also be recognized as a book publication. The minimum extent of one book publication, or the corresponding sum of the applicant's authorship shares, is 11 AA.
- ³ The total sum of the author's shares must reach at least the stated value. In case of co-authorship of several professional books, the sum of the applicant's authorship shares must reach at least the given amount and at the same time the corresponding sum of the applicant's copyright shares min. 11 AA.
- ⁴ Non-self-citations that enter the h-index in the Web of Science or Scopus are included.
- ⁵ The citations in the Web of Science or Scopus mentioned in D.1.1 may replace other citations in D.1.2. The opposite does not apply.



Annex E
DOCUMENTS CERTIFYING PEDAGOGICAL EXPERIENCE AND SCIENTIFIC QUALIFICATIONS

Name and surname:

A.1.1 Overview of regular teaching activities (during last 5 years including the year of the initiation of the procedure)

a. Lectures

	Subject	Bc/M.A.- M.S./Ph.D.	Year	hours/week	From:	To:
1						
2						

b. Seminars

	Subject	Bc/M.A.- M.S./Ph.D.	Year	hours/week	From:	To:
1						
2						

c. Practical classes

	Subject	Bc/M.A. – M.S./Ph.D.	Year	hours/week	From:	To:
1						
2						

A.1.2 Supervising bachelor's, diploma and dissertation theses (during last 5 years including the year of the initiation of the procedure)

Student's name	Field	Year	Thesis Bc/M.A.- M.S./Ph.D.	Defended/Not defended
Total number of students:		Sucessfully defended:		Not defended:

A.1.3 Reviewing diploma and dissertation theses (during last 5 years including the year of the initiation of the procedure)

Student's name	Title of the thesis	University	Field	Year

A.1.4 Membership in a Board of Examiners at Final State Examinations in Bachelor (SZB), Master (SZM) and Ph.D. study programme (i.e. SZD) (during last 5 years including the year of the initiation of the procedure)

Commission	University	Type of study programme	Field	From:	To:



A.1.5 List of educational, innovative or development projects (stating the investigation share)

Project number, Project name, Provider, Year, Investigator / Team Member, Proportion (%)

A.2.1 Participation in an introduction of a new concept of a discipline or a subject, or a new methodological approach to the subject, or the introduction of a new field or subject

Discipline, subject, year, the candidate's share, characteristics of the share

A.2.2 Subject Guarantor

	Subject	Bc/M.A.- M.S./Ph.D.	Year	hours/week	From:	To:
1						
2						
3						

A.2.3 List of textbooks, chapters in textbooks, teaching texts and other teaching support (in that order and stating the author's share)

Textbook:

AUTHOR, Title, Edition, Place of publication, Publisher, Year, Scope, ISBN, Author's share (%)

Textbook chapters:

Teaching texts:

A.2.4 Creating other teaching support and aids

Case studies, films, SW, video, e-learning support – indicate the author's share (%)

A.2.5 Management and organization of major educational and qualification courses and programmes

Course name, Organization, Year, Candidate's share (%)

A.2.6 International pedagogical activities

Year	University	Country	Length of stay / Extent of teaching

I hereby certify that the above statements are true and correct to the best of my knowledge:

Workplace:

Name and signature of a direct supervisor:

In:

Date:



**LIST OF SCIENTIFIC AND RESEARCH WORKS WITH THE SPECIFICATION
OF THE APPLICANT'S SHARE**

Name and surname:

B.1. Research and development projects

Full citation	Applicant's share (%)
Project number , Name, Provider, Recipient, Period, Position	

B.2. Cooperation with the praxis

Full citation	Applicant's share (%)
Contract research, solving important tasks for the public sector, cooperation with business entities	

C.1.1.1 Monographs

Full citation	Applicant's share (%)
AUTHOR, Title, Edition, Published, Publisher, Year, Scope, ISBN	

C.1.1.2 Chapters in monographs

Full citation	Applicant's share (%)
AUTHOR, name of chapter, In: AUTHOR, Title, Edition, Published? Publisher, Year, pages, ISBN	

C.1.2 Original scientific papers in journals with an impact factor

Full citation	IF	IF median	Applicant's share (%)
AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN			

C.1.3 Original scientific papers in peer-reviewed journals without an impact factor - SCOPUS or EMERGING SOURCES CITATION INDEX (Web of Science) databases

Full citation	SCOPUS/ESCI	Applicant's share (%)
AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN		

C.1.4 Original scientific papers in peer-reviewed journals without IF

Full citation	Applicant's share (%)
AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN	

C.2.1 Original scientific papers in collections from international conferences - Thomson Reuters (Web of Science) or Scopus databases

Full citation	Applicant's share (%)
AUTHOR, Title, In: EDITOR, Name of the collection, Place, Publisher, Year, Scope, ISBN/ISSN, WOK/SCOPUS	



C.2.2 Invited lectures (indicating who requested them, when and where they were presented):

.....

C.2.3 Original scientific papers in collections from international conferences, published in world language

Full citation	Applicant's share (%)
AUTHOR, Title, In: EDITOR, Name of the collection, Place of publishing, Publisher, Year, Scope, ISBN/ISSN	

C.2.4 Original scientific papers in collections from conferences, published in Czech

Full citation	Applicant's share (%)
AUTHOR, Title, In: EDITOR, Name of the collection, Place of publishing, Publisher, Scope, ISBN/ISSN	

C.2.5 Scientific papers in non-peer reviewed scientific journals

Full citation	Applicant's share (%)
AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN	

C.2.6 Translations of scientific publications

.....

C.2.7 Significant (co-) authorship of dictionaries or encyclopædiæ

.....

Statutory declaration:

I hereby certify that the above statements are true and correct to the best of my knowledge.

In:

Date:

Signature:



**ACKNOWLEDGMENT OF THE SCIENTIFIC-PEDAGOGICAL ACTIVITIES OF THE APPLICANT BY
THE PROFESSIONAL PUBLIC**
(habilitation procedure)

Name and surname:

D.1.1 List of citations in publications of other authors (Web of Science, Scopus)

Cited publication (exact bibliographic record).

- Citation response: 1) Citing publication (exact bibliographic record), IF/SJR
2) Citing publication (exact bibliographic record), IF/SJR

D.1.2 List of citations in publications of other authors (other citations)

Cited publication (exact bibliographic record).

- Citation response: 1) Citing publication (exact bibliographic record)
2) Citing publication (exact bibliographic record)

D.2.1 Membership in program / organizing committees of scientific conferences

Conference name, Year, Organizer, Position

D.2.2 Membership in professional organizations and scientific societies

Name of organization / scientific society, Member since

D.2.3 Membership in editorial boards of professional journals

Name of the journal, Publisher, Member since

D.2.4 Activities in grant agencies and commissions of scientific research character

Name of organization, Function, since

D.2.5 Various awards for scientific work

Characteristics of the award, Awarded by, Year

D.2.6 Membership in advisory bodies of domestic or foreign organizations

Name of organization, Position, since



Statutory declaration:

I hereby certify that the above statements are true and correct to the best of my knowledge.

In:

Date:

Signature:



**ACKNOWLEDGMENT OF THE SCIENTIFIC-PEDAGOGICAL ACTIVITIES OF THE APPLICANT BY
THE PROFESSIONAL PUBLIC**
(professor appointment procedure)

Name and surname:

D.1.1 List of citations in publications of other authors (Web of Science, Scopus)

Cited publication (exact bibliographic record).

- Citation response: 1) Citing publication (exact bibliographic record), IF/SJR
2) Citing publication (exact bibliographic record), IF/SJR

D.1.2 List of citations in publications of other authors (other citations)

Cited publication (exact bibliographic record).

- Citation response: 1) Citing publication (exact bibliographic record)
2) Citing publication (exact bibliographic record)

D.2.1 Membership in scientific and academic boards of universities and faculties

University, Faculty, Year (from – to)

D.2.2 Membership in program committees of international conferences

Conference name, Year, Organizer, Position

D.2.3 Membership in committees for habilitation procedures or professor appointment procedures

University, Faculty, Year, Field of procedure

D.2.4 Membership in doctoral studies boards

University, Faculty, Year (from – to), Study Programme

D.2.5 Membership in professional organizations and scientific societies

Name of organization / scientific society, Year (from – to)

D.2.6 Membership in editorial boards of professional journals

Name of the journal, Publisher, Year (from – to)

D.2.7 Activities in grant agencies and commissions of scientific research character

Name of organization, Function, Year (from – to)

D.2.8 Membership in advisory bodies and committees of scientific scope

Name of organization, Position, Year (from – to)

D.2.9 Various awards for scientific work

Characteristics of the award, Awarded by, Year

Statutory declaration:

I hereby certify that the above statements are true and correct to the best of my knowledge.

In:

Date:

Signature:



Annex F
UNNAMED CONTRACT

concluded pursuant to Section 1746(2) of Act No. 89/2012 Coll., the Civil Code, as amended

Parties to the contract:

Technical University of Liberec

Headquarters: Studentská 1402/2, 461 17 Liberec

ID: 46747885 DIC: CZ46747885

Represented by: doc. Ing. Aleš Kocourek, Dean

Bank account:

Account no:

(hereinafter referred to as "TUL")

and

Name and Surname, birth number:

Residence:

Bank Account Number:

(hereinafter referred to as the 'beneficiary')

enter into the unnamed contract for the payment of the following expenses for the performance of activities on the Habilitation Board/Professor Appointment Board. The parties agree to reimburse the following costs:

- remuneration for the assessment of the scientific and pedagogical qualifications of the candidate for habilitation/professor appointment, remuneration for the preparation of the habilitation thesis report in the amount of CZK / EUR / USD. The remuneration for the work is covered after the end of the work of the committee / after the receipt of the reviewer's opinion by the habilitation board.
- travel allowances according to the actual proven expenses as follows:
meals yes - no,* in the amount of,- CZK / EUR / USD
travel expenses, yes - no,* at the rate of,- CZK / EUR / USD
accommodation yes - no,* at the rate of,- CZK / EUR / USD

* delete as appropriate

The costs will be paid: at the TUL cash desk/transfer to the account.

The beneficiary declares that he/she has not been reimbursed for the same expenses by any other entity than TUL. This contract is drawn up in duplicate, each party receiving one copy.

In Liberec, on

.....
Dean Beneficiary



Annex G
APPOINTMENT DECREE OF A MEMBER OF THE HABILITATION BOARD

In Liberec, on
Reference number:
Unique identifier:

APPOINTMENT DECREE

In accordance with Section 72 (5) of Act No. 111/1998 on Higher Education and in accordance with the Regulations of the Habilitation and Appointment Procedure of the Technical University of Liberec and after approval by the Scientific Council of the Faculty of Economics of the Technical University of Liberec on I hereby appoint you as a member / chairman of the

Habilitation Board

for the procedure *Name and Surname of the candidate, employee* (indicate the name of the department of the candidate whose habilitation procedure has been initiated in the field of Business Economics and Management). The candidate has submitted a habilitation thesis entitled

The committee will be composed as follows:

Academic degrees, name and surname, department, chairman of the board

Academic degrees, name and surname, department, member of the board

Academic degrees, name and surname, department, member of the board

Academic degrees, name and surname, place of work, member of the board

Academic degrees, name and surname, place of work, member of the board

Instruction for external members: during the period of activity of the Habilitation Board, an external member of the Board must not have any form of employment relationship with the Technical University of Liberec or any of its units.

Acknowledged.

.....

Dean

Board Chair / Member



Annex H
**APPOINTMENT DECREE OF A MEMBER OF THE COMMISSION FOR THE PROCEDURE
FOR APPOINTMENT AS PROFESSOR**

In Liberec, on

Reference number:

Unique identifier:

APPOINTMENT DECREE

In accordance with Section 74 (3) of Act No. 111/1998 on Higher Education and in accordance with the Regulations of the Habilitation and Appointment Procedure of the Technical University of Liberec and after approval by the Scientific Board of the Faculty of Economics of the Technical University of Liberec on I hereby appoint you as a member / chairman of

the board for the procedure for the appointment to professor

Name and Surname of the applicant, *employee* (indicate the name of the department of the applicant whose procedure for appointment as professor was initiated in the field of Business Economics and Management) . The board will be composed as follows:

Academic degrees, name and surname, department, chairman of the board

Academic degrees, name and surname, department, member of the board

Academic degrees, name and surname, department, member of the board

Academic degrees, name and surname, place of work, member of the board

Academic degrees, name and surname, place of work, member of the board

Instruction for external members: during the period of activity of the Board for the procedure for the appointment of professor, an external member of the Board must not have any form of employment relationship with the Technical University of Liberec or any of its units.

Acknowledged.

.....
Dean

.....
Board Chair / Member

