##### 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:

#### written thesis introducing new scholarly or scientific findings, or

#### collection of previously published scholarly or engineering works with commentary, or

#### 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



##### 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.



##### 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 activities1 | |  |

**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 book3 or a scientific article published abroad in foreign language in the journal with IF4 higher than the IF median for the Management field in the year of publishing | 12 |  |
| 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 | 12 |  |
| 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 | 22 |  |
| 4 | Scientific article in peer-reviewed journal without citation indicator. At least two scientific articles to be published in foreign journals5 | 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-citations6 | 2 |  |
| 2 | Other citations in publications by other authors without self-citations7 | 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 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.

##### 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 book2 containing the results of author’s scientific research activities | 13 | |  | |
| 2 | Scientific paper in a journal with a non-zero IF | 23 | |  | |
| 3 | Scientific paper in a peer-reviewed journal without IF published in Scopus database with non-zero SJR | 43 | |  | |
| 4 | Scientific paper in a peer-reviewed journal without citation indicator IF, SJR | 53 | 103 |  |  |
| **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 authors5 | 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 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.

##### 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 in 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: