Proposal for Initiating Professor Appointment Procedure

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) of this [Directive](https://www.ef.tul.cz/AKA/709/habilitation-procedures-and-professor-appointment-procedures-5-2016-rev-06-1.pdf).

SELF-EVALUATING CRITERIA  
PROFESSOR APPOINTMENT PROCEDURE INITIATION – DOCUMENTATION

Name and surname:   
Institution:   
Field of habilitation: Business Economics and Management

The Evaluation Board is assessing the quality of the applicant's pedagogical and scientific research activities on the basis of the submitted documents. The candidate must be a recognized scientific and pedagogical expert in Business Economics and Management. The minimum mandatory requirements that a candidate must meet 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 | Implementing a new concept of a discipline or a subject, or a new methodical approach to the 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, commissions for state final examinations, or commissions for dissertation defences | |  |
| 3 | Authorship of university teaching texts | |  |
| 4 | Authorship of other teaching aids and study support (case studies, film, software, video, e-learning support courses) | |  |
| 5 | Management and organization of major educational and qualification programmes | |  |
| 6 | International pedagogical activities 1 | |  |
| 7 | Teaching in doctoral study programme (at least one-semester course) | |  |

**B. Scientific and Research Activities**

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

**C. Works Published and Scientific Contribution**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C.1 Standard requirements** | | **Amount** | | **Reality** | |
| **International** | **Czech** | **International** | **Czech** |
| 1 | Professional book2 containing the results of author’s scientific research activities | 13 | |  | |
| 2 | Scientific article published in a scientific journal that is indexed in the database Web of Science – Journal Citation Reports with allocated non-zero IF in the year of journal’s issue | 23 | |  | |
| 3 | Scientific article in a journal that is recorded in the Scopus database with assigned SJR index in the year of journal’s issue or the Web of Science – Emerging Sources Citation Index database1 | 43 | |  | |
| 4 | Scientific paper in a peer-reviewed journal without citation indicator IF, SJR1 | 5 | 10 |  | |
| **C.2 Other activities worthy of consideration** | | | | | |
| 1 | Chapter in a monography | | |  | |
| 2 | Contribution in Proceedings of an international conference in a world language, 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 in a world language, which isn´t recorded in world-renowned databases Web of Science or 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 by other authors listed in the Web of Science database or Scopus, without self-citations4 | 20 |  |
| 2 | Other citations in publications by other authors without self-citations5 | 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 Branch 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 The 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 (1 AA = 36,000 characters including spaces).

3 The total sum of the author's shares.

In the case of professional books, the sum of the author's shares must be at least 1 and must make up at least 11 AA (1 AA = 36,000 characters including spaces).

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 QUALIFICATION

Name and surname:

**A.1.1 Overview of regular teaching activities** (during the 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 the 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 | Field | Year | Thesis Bc / M.A.-M.S. / Ph.D. | Defended / Not defended |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**A.1.4 Membership in a Board of Examiners at Final State Examinations in Bachelor, Master and Ph.D. study programme** (during the 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, share (%)

**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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Statutory declaration of a direct supervisor**

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, Place of publishing, Publisher, Year, pages, ISBN |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Full citation** | **IF** | **IF median in the field of Management** | **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 - Web of Science or Scopus databases**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, Title, In: EDITOR, Name of the collection, Place of publishing, 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**

**................**

**C.2.8 Reviewer's report on publication**

**................**

**C.2.9 Other eligible outputs of research activities according to the valid methodology of evaluation of research organizations (certified methodologies, software, etc.)**

**................**

**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

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: