



**Directive of the Dean of the Faculty of Economics, the Technical University of Liberec  
No. 5/2016**

Title	<b>Habilitation Procedures and Professor Appointment Procedures</b>			
	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  
Legislative Framework**

- (1) The Habilitation Procedure at the Faculty of Economics of the Technical University of Liberec (hereinafter referred to as "FE TUL") 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 FE 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 of the Habilitation Procedures and the Professor Appointment Procedures at the Technical University of Liberec (hereinafter the "TUL Regulations") and this Directive.
- (2) At the FE 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 in accordance with [§ 71 Article 2](#) of the Act, the TUL Regulations, and this Directive. A recommended model proposal is provided in Annex A to this Directive.
- (2) Applicants are required to enclose the following supporting documentation:
  - a) Four printed copies and an electronic form on a data medium (flash drive) of the **Habilitation Thesis** and two printed copies with a handwritten signature of the **Statutory Declaration** (a template is given in the Annex I to this Directive). The Habilitation Thesis is:
    - a written thesis introducing new scholarly or scientific findings, or
    - a collection of previously published scholarly or engineering works with a commentary (of which at least a quarter should not be older 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



- previously published monograph or peer-reviewed publication introducing new scholarly or scientific findings.
- b) Forty printed copies and an electronic form on a data medium (along with the Habilitation Thesis) of the **Habilitation Thesis Proposition** in the extent of 12–16 pages in A5 booklet format.
  - c) **Structured professional Curriculum Vitæ** (to a maximum extent of 3 pages, including an overview of the applicant's most significant professional and educational activities) in 2 printed copies containing the date and the applicant's signature on each page and in electronic form in docx and pdf format without personal data.
  - d) Two printed copies and an electronic form (pdf format) of the **certified copies of materials documenting the completion of higher education and academic degrees<sup>1</sup>** obtained and used by the applicant in the proposal for initiating Habilitation Procedure.
  - e) **List of scientific or academic internships** (both in the Czech Republic and abroad) in two printed copies containing the applicant's signature on each page and in electronic form.
  - f) **The proposal for initiating Habilitation Procedure** including a suggestion of three Habilitation Lecture topics and their brief annotations (a template is given in the Annex A of this Directive) and the following annexes:
    - **Self-evaluation criteria** (in accordance with Annex C of this Directive),
    - **Documents certifying pedagogical experience and qualification** (in accordance with Annex E of this Directive),
    - **List of scientific and research works with the specification of the applicant's share** (in accordance with Annex F of this Directive),
    - **Acknowledgement of the applicant's scientific and pedagogical activities by the professional public** (in accordance with Annex G of this Directive).

The proposal for initiating Habilitation Procedure is submitted as a single file in docx format without signatures and also in two printed copies containing the date and the applicant's signature on each page.<sup>2</sup>
  - g) **A summary of the applicant's professional contribution** of approximately 3 pages demonstrating the contribution to the development of the discipline of Business Economics and Management, including the applicant's most significant scientific outputs.
  - h) **Original or copy of five publications** that the applicant considers significant for the development of relevant scientific field Business Economics and Management in two printed copies and an electronic form in pdf format.
  - i) **Other certificates and appendices** shall be submitted separately.
  - j) **Confirmation of payment of the fee for the Habilitation Procedure** in the amount of 9,000 CZK. The fee will be paid by the candidate after the approval of the Habilitation Committee by the Scientific Council of FE TUL. The candidate will receive the payment documents by e-mail.
- (3) To initiate the Habilitation Procedure, the applicant submits the documentation referred to in par. (2) in Czech, Slovak or English.
  - (4) The submitted documentation only represents an assistant tool for the assessment of the applicant's scientific and pedagogical abilities. The opinion of the Habilitation Board and the Scientific Council of the FE TUL is decisive in the evaluation of the applicant.

<sup>1</sup> Only academic degrees obtained in the Czech Republic or abroad are listed, i.e. professional degrees obtained by completing courses or studying in lifelong learning programmes in the Czech Republic or abroad are not listed. In the case of degrees obtained at foreign universities, proof of recognition of foreign education must also be provided, unless international agreements provide otherwise.

<sup>2</sup> The editable form "Proposal for Initiating Habilitation Procedure" is available [on the FE TUL website](https://www.ef.tul.cz).



- (5) The presented proposal for initiation of a Habilitation Procedure including other submitted documentation listed in par. (2) 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. The Dean informs the applicant within one month 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 the justification for terminating the procedure.
- (6) Providing that the Habilitation Procedure is not terminated under par. (5) of this Article, the Dean submits the issue to the Scientific Council 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 Chairman 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 (a template is given in the Annex J to this Directive) may be applied to cover the costs associated with the Board's activities or the creation of the review. The election of the Chairman and members of the Committee, as well as other individuals participating in the Habilitation Procedure, is governed by the [Rector's Directive No. 5/2022](#) on Conflicts of Interest in Habilitation Procedures and Procedures for Appointment as Professor.
- (7) 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 Council 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 Council of FE TUL.
- (2) The Dean notifies the Habilitation Board members of approving their appointment (a template is given in the Annex K to this Directive) 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 [§ 72 par. \(8\)](#) of the Act.
- (3) 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. 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 Chairman 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 Chairman of the Board provides the reviewers with the Habilitation Thesis to write an external reviewer's report. The Chairman of the Board communicates the names of the reviewers in writing to the Vice-Dean for Science and Research.



- (6) The Chairman of the Habilitation Board may ask the candidate to submit additional documents to prove or specify 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 Chairman or an authorized member of the Habilitation Board submits to the Scientific Council 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 Council**

- (1) The applicant's Habilitation Lecture and Habilitation Thesis defence take place at a public session of the Faculty Scientific Council 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 Council (provided by the Secretary of the Faculty). In justified cases, the meeting of the Scientific Council of FE TUL may be held online by videoconference or by a combination of attendance and online participation. The form of the Scientific Council meeting is decided by the Dean.
- (2) After the proposal of the Habilitation Board is presented by the Chairman of the Board (or an authorized member), a Habilitation Lecture follows, during which the candidate proves 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 Thesis 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 current scientific and pedagogical activities.
- (6) In the non-public part of the session, which follows the debate, the Scientific Council votes by secret ballot on the proposal whether the applicant should be appointed Associate Professor in the relevant field. In justified cases, the Scientific Council of FE 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 Council and approved by the Scientific Council.



- (7) Provided that the proposal for appointment does not receive a majority of votes of all members of the Scientific Council of the Faculty, the rule holds that the Habilitation Procedure is terminated by the Scientific Council.
- (8) If the proposal for appointment receives a majority of votes from the members of the Faculty Scientific Council, the Dean of the FE TUL submits the proposal to the Rector. If the Rector does not agree with the proposal, he / she submits it with the justification to the TUL Scientific Council to discuss it and decide by secret ballot whether the applicant should be appointed an Associate Professor. If the proposal for appointment does not receive a majority of votes of all members of the TUL Scientific Council, the procedure is terminated. Otherwise, the Rector appoints an Associate Professor.
- (9) In the case of a candidate being appointed as an Associate Professor, the notification is provided by the Rector in writing.
- (10) In case of termination of the Habilitation Procedure, the Habilitation Thesis with the attached documentation are returned to the applicant. The Habilitation Procedure may be repeated no earlier than 12 months after the date of termination of the Habilitation Procedure.

## 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 Council of FE TUL. The proceedings may also be initiated on its own initiative by the FE TUL Scientific Council.
- (3) The proposal is submitted to the Dean of the Faculty together with the requisites required by the [§ 74 par. \(2\)](#) of the Act, the TUL Regulations, and this Directive. A recommended model proposal is provided in Annex B to this Directive.
- (4) Applicants are required to enclose the following supporting documentation:
  - a) **The Proposition of the Lecture for Professor Appointment:** 60 copies of the lecture propositions in the extent of 12–16 pages printed as A5 booklet and in electronic form on a data medium (flash drive). 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. An annotation of approximately 10 lines on a free sheet of paper will also be added to the topic of the Professor's Lecture.
  - b) **Structured professional Curriculum Vitæ** (to a maximum extent of 3 pages, including an overview of the applicant's most significant professional and educational activities) in 3 printed copies containing the date and the applicant's signature on each page and in electronic form in docx and pdf format without personal data.



- c) **Certified copies of materials documenting the completion of higher education and academic degrees**<sup>3</sup> in two printed copies and in electronic form in pdf format.
  - d) **List of scientific or academic internships** (both in the Czech Republic and abroad) in two printed copies containing the applicant's signature on each page and in electronic form.
  - e) **The proposal for initiating Professor Appointment Procedure** including the topic of the Professorial Lecture topic and its brief annotation (a template is given in the Annex B of this Directive) and the following annexes:
    - **Self-evaluation criteria** (in accordance with Annex D of this Directive),
    - **Documents certifying pedagogical experience and qualification** (in accordance with Annex E of this Directive),
    - **List of scientific and research works with the specification of the applicant's share** (in accordance with Annex F of this Directive),
    - **Acknowledgement of the applicant's scientific and pedagogical activities by the professional public** (in accordance with Annex H of this Directive).

The Professor Appointment Procedure Initiation Proposal is submitted as a single file in docx format without signatures and also in two printed copies containing the date and the applicant's signature on each page.<sup>4</sup>
  - f) **A summary of the applicant's professional contribution** of approximately 3 pages demonstrating the contribution to the development of the discipline of Business Economics and Management, including the applicant's most significant creative outputs.
  - g) **Positive opinions** of at least two professors in Business Economics and Management or a related economic field.
  - h) Other certificates and appendices shall be submitted separately.
  - i) Confirmation of payment of the fee for the **Professor Appointment Procedure** in the amount of 10,000 CZK. The fee will be paid by the candidate after the approval of the Professorial Committee by the Scientific Council of FE TUL. The candidate will receive the payment documents by e-mail.
- (5) To initiate the Professor Appointment Procedure, the applicant submits the documentation referred to in par. (4) in Czech, Slovak or English.
- (6) The submitted documentation only represents an assistant tool for the assessment of the applicant's scientific and pedagogical abilities. The opinion of the Committee for the Professor Appointment Procedure and the Scientific Council of the FE TUL is decisive in the evaluation of the applicant.
- (7) The submitted proposal for the Professor Appointment Procedure initiation including other submitted documentation listed in par. (4) is registered at the Dean's office. The Dean and the Vice-Dean for Science and Research assess the affiliation of the proposal in terms of the accredited field of the Professor Appointment Procedure, the completeness, formal and factual correctness and the level of the documentation submitted by the applicant. The Dean informs the applicant within one month 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

<sup>3</sup> Only academic degrees obtained in the Czech Republic or abroad are listed, i.e. professional degrees obtained by completing courses or studying in lifelong learning programmes in the Czech Republic or abroad are not listed. In the case of degrees obtained at foreign universities, proof of recognition of foreign education must also be provided, unless international agreements provide otherwise.

<sup>4</sup> The editable form "Proposal for Initiating Professor Appointment Procedure" is available [on the FE TUL website](https://www.ef.tul.cz).





Dean terminates the Professor Appointment Procedure, returns the submitted documentation with the justification for terminating the procedure.

- (8) Providing that the Professor Appointment Procedure is not terminated under par. (7) of this Article, the Dean submits the issue to the Scientific Council of the Faculty together with the proposal to set up a five-member Professor Appointment Board. The Professor Appointment Board consists of Professors, Associate Professors, and other distinguished representatives of the given or a related field. The Chairman 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 (a template is given in the Annex J to this Directive) may be applied to cover the costs associated with the Board's activities or the creation of the review. The election of the Chairman and members of the Committee, as well as other individuals participating in the Professor Appointment Procedure, is governed by the [Rector's Directive No. 5/2022](#) on Conflicts of Interest in Habilitation Procedures and Procedures for Appointment as Professor.
- (9) The Professor Appointment 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 Council of the Faculty and the members of the Professor Appointment Board.

## Article 6

### The Course of Professor Appointment Procedure by the Evaluation Board

- (1) The Professor Appointment Evaluation Board members are approved by the Scientific Council of FE TUL.
- (2) The Evaluation Board sessions are chaired by a Chairperson, or in his or her absence by a member of the Evaluation Board authorised by the Chairman. The session of the Evaluation Board may be conducted in person or online by videoconference. In justified extraordinary cases, the voting of the Evaluation 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 Evaluation Board is decided by its Chairman in agreement with the Dean or the Rector. The minutes of each meeting must be recorded.
- (3) The Evaluation 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.
- (4) The Chairman of the Evaluation Board may ask the candidate to submit additional documents to prove or specify scientific and pedagogical competence.
- (5) The Evaluation 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. The Evaluation Board votes by secret ballot on whether or not the applicant should be nominated for appointment to Professor. If the nomination does not obtain a majority of all the members of the Evaluation Board, the Evaluation Board recommends that the proceedings come to a halt.
- (6) The proposal of the Professor Appointment Evaluation Board is submitted to the Scientific Council of FE TUL by the Chairman of the Evaluation Board. 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, an evaluation of strengths and weaknesses of the Professor Appointment Proposal, and a definite conclusion on the fulfillment of the requirements for appointment as a Professor. A proposal to discontinue the Professor Appointment Procedure must be duly substantiated.



### Article 7

#### **The Course of Professor Appointment Procedure by the Scientific Council of the Faculty and the Scientific Council 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 to present 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 Council (provided by the Secretary of the Faculty). In justified cases, the meeting of the Scientific Council of FE 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 FE TUL Scientific Council.
- (3) After the presentation of the Board's proposal by the Chairman of the Board (or an authorized member), 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) A debate follows, in which the applicant is provided with the opportunity to comment on current scientific and pedagogical activities.
- (5) In the non-public part of the session, which follows the debate, the Scientific Council votes by secret ballot on the proposal whether the applicant should be appointed Professor in the relevant field. Non-public parts may be attended by members of the Evaluation 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 Council of the FE TUL and approved by the Scientific Council of the FE TUL.
- (6) Provided that the proposal for appointment does not receive a majority of votes of all members of the Scientific Council of the FE TUL, the rule holds that the Professor Appointment Procedure is terminated by the Scientific Council. If the procedure is discontinued, the materials submitted shall 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 Scientific Council of the FE TUL, it is referred to the Scientific Council of the TUL, 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 Council, 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, it is forwarded 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 05 of Directive No. 5/2016 effective since 22 April 2022.
- (6) This revision to Directive No. 5/2016 is effective and in force on 14 September 2022.





**ANNEX A**  
**PROPOSAL FOR INITIATING HABILITATION PROCEDURE**

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. (2) 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) of this Directive.



**ANNEX B**  
**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.



**ANNEX C**  
**SELF-EVALUATION CRITERIA**  
**HABILITATION PROCEDURE INITIATION AT THE FE TUL – DOCUMENTATION**

Name and surname:

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**

<b>A.1 Standard requirements</b>		<b>Amount</b>	<b>Reality</b>
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 diploma theses	at least 10 successfully defended theses	
3	Writing reviews on diploma theses		
4	Membership in Board of Examiners at Final State Examinations		
5	Project manager / team member for educational, innovative or development projects		
<b>A.2 Other activities worthy of consideration</b>			
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 study programme or subject		
2	Subject guarantor		
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 <sup>1</sup>		

**B. Scientific and Research Activities**

<b>B.1 Standard requirements</b>		<b>Reality</b>
1	Investigator / member of a research team of successfully completed domestic and international scientific research projects	
<b>B.2 Other activities worthy of consideration</b>		
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
1	Professional book <sup>3</sup> or a scientific article published abroad in foreign language in the journal with IF <sup>4</sup> higher than the IF median for the Management field in the year of publishing	1 <sup>2</sup>	
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	1 <sup>2</sup>	
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 database <sup>5</sup>	2 <sup>2</sup>	
4	Scientific article in peer-reviewed journal without citation indicator. At least two scientific articles to be published in foreign journals <sup>5</sup>	8	
C.2 Other activities worthy of consideration			
1	Contribution in Proceedings of an international conference in a world language, which is recorded and indexed 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 requirements		Amount	Reality
1	Citations in publications by other authors listed in the Web of Science database or Scopus, without self-citations <sup>6</sup>	2	
2	Other citations in publications by other authors without self-citations <sup>7</sup>	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:

- <sup>1</sup> The 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.
- <sup>2</sup> The sum of the authorship shares of the applicant.
- <sup>3</sup> 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.

- <sup>4</sup> Impact Factor (IF) according to the Journal Citation Reports database, Clarivate Analytics.
- <sup>5</sup> 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.
- <sup>6</sup> Only citations within h-index in the Web of Science database or Scopus are included (without self-citations).
- <sup>7</sup> 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 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**

<b>A.1 Standard requirements</b>		<b>Amount</b>	<b>Reality</b>
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		
<b>A.2 Other activities worthy of consideration</b>			
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 (case studies, film, software, video, e-learning support courses)		
5	Management and organization of major educational and qualification programmes		
6	International pedagogical activities <sup>1</sup>		
7	Teaching in Ph.D. study (at least one semester course)		

**B. Scientific and Research Activities**

<b>B.1 Standard requirements</b>		<b>Reality</b>
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 book <sup>2</sup> containing the results of author's scientific research activities	1 <sup>3</sup>			
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	2 <sup>3</sup>			
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 database <sup>1</sup>	4 <sup>3</sup>			
4	Scientific paper in a peer-reviewed journal without citation indicator IF, SJR <sup>1</sup>	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-citations <sup>4</sup>	20	
2	Other citations in publications by other authors without self-citations <sup>5</sup>	15	



<b>D.2 Other activities worthy of consideration</b> (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:

- <sup>1</sup> 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.
- <sup>2</sup> 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 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 (1 AA = 36,000 characters including spaces).
- <sup>3</sup> 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).
- <sup>4</sup> Non-self-citations that enter the h-index in the Web of Science or Scopus are included.
- <sup>5</sup> 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 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 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

**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: .....



**ANNEX F**  
**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:





**ANNEX G**  
**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:



**ANNEX H**  
**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 I**  
**STATUTORY DECLARATION OF THE AUTHOR OF THE HABILITATION THESIS**

Name and surname:

Institution:

Field of Habilitation Procedure: Business Economics and Management

I declare that I have prepared my Habilitation Thesis entitled: "....." independently using the sources listed in the attached list of references.

In: ..... Date: .....

Signature:

**ANNEX J  
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 K**  
**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 Chairman / Board Member





**ANNEX L**  
**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 Council 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 Chairman / Board Member