



## Dean's Directive No. 3/2023 - EF TUL

Name:	<b>Determination of the Standard Level of Pedagogical and Creative Activities for EF TUL Academic Staff</b>			
	Name	Function	Date	Signature
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**Article 1****General provisions**

- (1) Pursuant to [§ 70 of Act No.111/1998 Coll.](#), on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (hereinafter referred to as "the Act"), academic staff are Professors, Associate Professors, Extraordinary Professors, Assistant Professors, Assistant Lecturers, Lecturers and scientific, research and development staff, who are university employees and perform teaching, scientific, research, development and innovation or other creative activities. Academic staff are obliged to uphold the reputation of the university.
- (2) In accordance with [Article 18, paragraph 18.6](#) of Rector's Directive No. 10/2022 Career Regulations of the Technical University of Liberec, this Directive regulates the customary scope of teaching activities and scientific, research, development and innovation activities (hereinafter referred to as "creative activities") of academic staff of the Faculty of Economics of the Technical University of Liberec (hereinafter referred to as "EF TUL")
- (3) The definition of the standard scope of pedagogical and creative activities is used to evaluate and manage the performance of academic staff.
- (4) The following is the recommended framework for the share of each group of activities for each position:
  - a) Professor: teaching activity 20 %, creative activity 60 %, other 20 %,
  - b) Associate Professor: teaching activity 40 %, creative activity 40 %, other 20 %,
  - c) Assistant Professor: teaching activity 60 %, creative activity 30 %, other 10 %,
  - d) Assistant Lecturer: teaching activity 70 %, creative activity 20 %, other 10 %,
  - e) Lecturer: teaching activity 80 %, creative activity 10 %, other 10 %.
- (5) The responsibility for the fulfilment of the established performance and the creation of optimal conditions for pedagogical and creative activities, their monitoring as well as the evaluation of individual academic staff members lies with the Department Heads. The Heads of Departments submit to the Dean by the 30th of June each year a brief report on their department's pedagogical and creative performance for the past calendar year, which is the basis for the department's evaluation.



## Article 2 Standard scope of teaching activities

- (1) Teaching activities include direct teaching in accredited study programmes (lectures, lessons, seminars, excursions, managing professional internships) in all forms and levels of study.
- (2) The scope of teaching activities for individual academic staff positions is determined with regard to the qualification attained and the expected scope and results of creative activities. In the positions of Associate Professor and Professor, teaching activities are understood to be mainly lecturing activities.
- (3) Teaching activities may be distributed unevenly between semesters. The average level of teaching activities over the entire academic year shall be assessed.
- (4) In the case of part-time staff, the standard level of teaching activities shall be determined in proportion to the workload.
- (5) The standard level of teaching activity is given as the minimum weekly number of hours of direct scheduled teaching (1 hour = 45 minutes).
- (6) The standard level of teaching activity is differentiated according to the level of qualification attained and is set as follows for full-time staff (100 %):
  - a) Professor 6 hours per week,
  - b) Associate Professor 8 hours per week,
  - c) Assistant Professor 12 hours per week,
  - d) Assistant 18 hours per week,
  - e) Lecturer 22 hours per week.
- (7) For Assistant Professors in the Department of Foreign Languages who fulfil the requirements for creative activity outputs under Article 4 (3), the usual level of teaching activities is 16 hours per week. For Assistant Professors and Assistants in the Department of Foreign Languages who do not fulfil the requirements for creative activity outputs under Article 4, paragraph (3), the standard rate of teaching activities is 22 hours per week.
- (8) The standard level of pedagogical activities of a staff member, as set out in paragraph (2) of this Article, may be reduced in justified cases, e.g., when performing academic functions, in the final stage of qualification improvement (completion of doctoral studies, preparation for Habilitation and Nomination proceedings - always for a maximum of one academic year), when dealing with large-scale research projects, etc. This reduction is decided by the Dean on the basis of a staff member's application following the recommendation of the Head of the Department.
- (9) The scope of teaching activities of a staff member may be increased if the extent of the academic staff member's creative activities is unsatisfactory in the long term.
- (10) If an academic staff member consistently demonstrates a lower volume of teaching activities without compelling reasons (see paragraph (8) of this Article), part of his/her time must be compensated by creative activities. Otherwise, his/her working time will be reduced or his/her employment terminated in accordance with [Section 52\(c\) of Act No. 262/2006 Coll., Labour Code](#).
- (11) The Head of the Department is responsible for ensuring that the workload of the department's staff is evenly distributed.



### Article 3 Thesis & Dissertation Management

- (1) (The supervision of Final Theses and Dissertations (bachelor's, master's and PhD) is part of the workload).
- (2) As a rule, supervisors of Bachelor Theses are Assistants and Assistant Professors.
- (3) Master Theses are supervised by Assistant Professors, Associate Professors and Professors. An exception for thesis supervision by an Assistant Professor (without a scientific rank) is granted in exceptional cases by the Dean upon the request of the Head of the Department.
- (4) Supervisors of Dissertations are Associate Professors and Professors, and in exceptional cases, other distinguished experts with extensive publication and research activities approved by the relevant departmental and Scientific Committee of EF TUL.
- (5) The maximum number of Theses/Dissertations to be supervised by one full-time academic staff member is ten Bachelor's Theses or five Master's Theses or PhD Dissertations. Only works for which the assignment date has not been extended (within the meaning of [Article 5\(1\) j\) of Directive No 1/2021](#)) shall be counted towards this number. This number may be exceeded only in exceptional cases and with the approval of the Head of Department. In the case of academic staff with a lower number of hours, the number of supervised Theses will normally be set in proportion to the level of this number of hours.
- (6) A Dissertation counts as the equivalent of one Thesis. The supervision of Dissertations shall be counted only during the standard period of doctoral study.

### Article 4 Standard scope for creative activity

- (1) [The methodology for the evaluation](#) of research organisations and programmes providing targeted support for research, development and innovation (hereinafter referred to as "M17+") and [the Methodological Materials](#) for the preparation and evaluation of applications for accreditation of study programmes of the National Accreditation Office for Higher Education are used to determine the scope of creative activities.
- (2) Each academic staff member shall be obliged to create his/her own teaching materials and learning support. Each academic staff member, with the exception of foreign language lecturers, is obliged to publish on the subject matter of the courses taught.
- (3) Each academic staff member is obliged to provide evidence of the minimum number of outputs of creative activity as defined by M17+:
  - i. Professor                                    4×s in 3 years J<sub>imp</sub> or J<sub>sc</sub> or B,
  - ii. Associate Professor                    3×s in 3 years J<sub>imp</sub> or J<sub>sc</sub> or B,
  - iii. Assistant Professor                    2×s in 3 years J<sub>imp</sub> or J<sub>sc</sub> or B or R or N<sub>met</sub>,
  - iv. Assistant                                    2×s in 3 years J<sub>imp</sub> or J<sub>sc</sub> or J<sub>ost</sub> or B or C or R or N<sub>met</sub>.
- (4) With respect to the M17+ based evaluation method, publishing mainly in journals with a non-zero impact factor ranked according to the Article Influence Score (AIS) in quartiles Q1 and Q2 in the Web of Science (Journal Citation Reports) database is recommended. For the purpose of evaluating applications for accreditation or professional development, it is also possible to publish in journals indexed in quartiles Q3 and Q4 according to AIS and Q1, Q2 or Q3 according to the Scimago Journals Rank (SJR) in the Scopus database.



- (5) For publication results, it is also necessary to pay increased attention to the quality of journals and publishing houses, especially those that can be described as predatory or do not comply with the principles of publication ethics, including those that meet the characteristics of the so-called "vanity press" or "for-profit open access". In particular, the so-called [Beall list](#) is considered indicative in the decision-making process. Academics are advised not to publish in journals or publishing houses of this type, as this may have a potentially negative impact on the reputation of the author and his/her institution.
- (6) Lecturers who have not published for a long period of time on the subjects they teach will be transferred to the category of trainees. In the case of insufficient teaching of lessons and seminars, working hours may be reduced or employment terminated in accordance with [Section 52\(c\) of Act No. 262/2006 Coll.](#).
- (7) The minimum level of involvement in project activities is differentiated according to the level of qualifications attained and is determined as follows for full-time staff (100%):
  - i. Professor or Associate Professor in the position of principal investigator or co-investigator of at least one project of an internal, development or other nature in two years and at least one project of basic, applied or contract research paid for from sources outside TUL in three years,
  - ii. Assistant Professor as a member of the research team of at least one internal, development or other project in two years and at least one basic, applied or contract research project funded from sources outside TUL in five years,
  - iii. Assistant (without scientific rank) as a member of the research team of at least one internal or development project in two years and as a researcher of at least one SGC (Student Grant Competition) project in three years.
  - iv. Lecturer in the capacity of a member of the research team of at least one project in four years.

#### **Article 5** **Supervisor of doctoral students**

- (1) A doctoral supervisor is an academic staff member who guides and mentors a doctoral student during his or her doctoral studies. The rights and duties of the supervisor are set out in the [Study and Examination Regulations of TUL](#) in Article 21.
- (2) The supervisor shall provide support and feedback to the doctoral student on his/her research proposal, literature review, data collection and analysis, and on the writing and presentation of the dissertation, including partial publication results. He/she may also provide opportunities to collaborate with other researchers or to participate in conferences and seminars. The supervisor is the guarantor of the professional direction of the Dissertation and its content.
- (3) The supervisor may simultaneously supervise up to five students in the doctoral study programmes of EF TUL.
- (4) The supervisor's metrics take into account five areas, namely: successful supervision of doctoral students, project activity, publication activity, teaching activity and the supervisor's reputation.



**Article 6**  
**Guarantor of the study programme**

- (1) The guarantor must have the appropriate professional and organisational prerequisites to perform this function and must meet the requirements set out in the Act (in particular, [Section 44\(6\)](#)) and [Government Regulation No.274/2016 Coll.](#), on Standards for Accreditation in Higher Education. The sponsor must have relevant achievements of creative activity in the last 5 years that correspond to the field or fields of education within which the study programme is to be implemented.
- (2) The guarantor coordinates the substantive preparation of the study programme, supervises the quality of its implementation, evaluates the study programme, develops it and proposes corrective measures to the Dean. The guarantor must participate significantly in teaching, in the form of lectures or other forms of instructional guidance if the courses do not have lectures.

**Article 7**  
**Guarantor of courses**

- (1) The course guarantor continuously innovates the content of the course according to the current development in the field and new trends in teaching. He/she monitors the results of the student quality assessment and proposes corrective measures to the Head of the Department. He/she is responsible for the current status of the data in the IS STAG and supervises the quality of teaching of the course. In the event that several teachers teach the course, he/she coordinates their activities.
- (2) The guarantor must participate significantly in the teaching of the courses he/she sponsors by giving lectures or other forms of instruction if the courses do not have lectures.

**Article 8**  
**Transitional and final provisions**

- (1) This Directive replaces the revision No. 01 of the Dean's Measure No. 20/2012 Determination of the Standard Level of Teaching and Creative Activities for the Academic Staff of EF TUL, valid and effective as of 30 June 2014.
- (2) This Dean's Directive shall come into force and effect on 4 September 2023.



**Appendix I: Framework of activities for academic staff of EF TUL**

Academic staff member	Pedagogical activity			Creative activity		
	General Recommended contribution	Direct teaching in hours/weeks	Management of final theses	General Recommended contribution	Minimal number of outputs-creative activities	Minimum extent of engagement in project activity
Professor	20 %	6	max. 10 bachelor's or 5 master's theses or 5 PhD dissertations	60 %	4×s in 3 years $J_{imp}$ or $J_{sc}$ or B	as a researcher or co-investigator at least 1 project of an internal, development or other nature in 2 years and at least 1 basic, applied or contract research project funded from sources outside TUL in 3 years
Associate Professor	40 %	8		40 %	3×s in 3 years $J_{imp}$ or $J_{sc}$ or B	
Assistant Professor	60 %	12	max. 10 bachelor's or 5 master's theses	30 %	2×s in 3 years $J_{imp}$ or $J_{sc}$ or B or R or $N_{met}$	at least 1 internal, development or other project in 2 years and at least 1 basic, applied or contract research project funded from sources outside TUL in 5 years
Assistant	70 %	18		20 %	2×s in 3 years $J_{imp}$ or $J_{sc}$ or $J_{ost}$ or B or C or R or $N_{met}$	as a member of a research team on at least 1 project of an internal or development nature in 2 years and as a researcher on at least 1 SGC project in 3 years
Lecturer	80 %	22	0	10 %	0	at least 1 project in 4 years as a member of the research team