

## Guidelines 4/2015: Bonuses

Effective from October 1, 2015. This version is from November, 2018.

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These guidelines summarize calculation of bonuses for faculty members (APs).

### Course quality

- Every 6 months: Fall courses are rewarded in May/June. Spring courses in November/December. Short courses by Visiting Professors are excluded.
- Bachelor courses are ranked by the IES Quotient (Overall score x Difficulty score). Only courses with 5 or more responses and 10 or more graduates are included. Top three eligible courses are denoted TOP. The other eligible courses are ranked into 4 equally-sized groups (with border cases upcoded), denoted Q1, Q2, Q3, Q4.
- Master courses are ranked by the IES Quotient (Overall score x Difficulty score). Only courses with 5 or more responses and 10 or more graduates are included. Top three eligible courses are denoted TOP. The other eligible courses are ranked into 4 equally-sized groups (with border cases upcoded), denoted Q1, Q2, Q3, Q4.
- PhD/Research seminars are attributed the Q2 coefficient.
- Each of the courses is attributed a quality score: 100% for TOP, 75% for Q1, 50% for Q2, 25% for Q3 and 0% Q4.
- The courses win bonuses proportionally to the quality scores. The exact amount is to be determined every six months.
- The bonus is distributed to course lecturers based on their jointly announced division of work.

### Thesis supervision

- Every 6 months: Theses defended in February are rewarded in May/June. Theses defended in June and September are rewarded in November/December.
- The exact amounts are determined every six months.

### Pro bono

- Data are collected in April/May and October/November.
- Each faculty member receives a link to a Google document into which he or she fills eligible activities. Previous activities are listed as a template.
- The period to cover is the last half year.
- A non-exhaustive list of activities:

- Committee membership at IES (Erasmus+ selection committee; Doctoral Studies Committee – esp. entrance exam participation; PROGRES)
- Committee membership at FSV UK (Editorial Committee, Committee for Ethics, Financial Committee etc.)
- External committee membership (Scientific Councils, Executive Board Members in Scientific Associations)
- Grant agency membership (Charles University, Czech National Science Foundation, Expert Panel of the Ministry of Education)
- BEF, MEF, CSF, and study-abroad admission activities
- Preparing and grading Master's and Doctoral entrance exams
- Organizing extra early exams for non-EU study-abroad students
- Call, selection, and assignment of Teaching Fellows
- Program developments
- Accreditations
- Presentations at public and international high schools
- Media (esp. institutional rankings and achievements)
- Preparing PR materials and generating new PR content
- Negotiating international agreements
- Journal editor or co-editor
- Project management of special projects
- Extra high profile projects (European Commission etc.)
- Coordinating international research projects
- Workshop organization
- Public events (e.g., public talks, public conferences)
- Preparing student teams for team competitions (e.g. CFA Challenge)
- Recommendation letters (transfers, exchanges, CFA scholarship etc.)
- Database and special software administration
- Handling special requests of the administration of Faculty of Social Sciences and intermediating policies of Faculty of Social Sciences
- Negotiating corporate support
- Consulting for public authorities (e.g., forecasts for Ministry of Finance)
- Assistance with Visiting professors
- The Institute also independently collects attendance at (i) final exams, (ii) Open Days, (iii) ceremonies, and (iv) dissertation defenses.

## **Research**

- Every fall, the publication record of faculty members is evaluated.
- A publication counts for a bonus if there is hard evidence of acceptance (e.g., editor's letter, online view), details of the publication are on the author's homepage, and the Institute's full affiliation is in the accepted publication.
- It is expected that the author regularly submits his or her finished publications into OBD and dedicates publications to the Institute in the OBD. The dedication is verified ex post and not dedicating the publication is considered a serious omission.
- For authors with multiple affiliations, publications are normally dedicated equally to all affiliations.
- Director for Research calculates AIS (Article Influence Score) points and Book points following the methodology on the Institute's homepage, section Research. The initial calculation is then sent out to all faculty members for control.
- The exact bonus rate is determined every year.

## **International research collaboration**

- Each researcher assigned to an international collaborating project is entitled to an extra bonus provided on the annual basis if the personnel costs of the researcher are calculated and reported on the basis of the actual working hours worked on the project.
- The size of the bonus and further details are in the [Dean's Provision 10/2018](#).

## **Dissertation advice**

- Advisors of every successfully defended PhD dissertation receive a bonus. The exact bonus rate is determined every year.
- In addition, for successful defenses in the first four years of the studies, the Faculty of Social Sciences awards the advisor with a bonus of 40,000 CZK that is provided directly by the Ministry of Education.

Martin Gregor

Director  
Institute of Economic Studies  
Faculty of Social Sciences, Charles University