

## Guidelines 4/2015: Bonuses

Effective from October 1, 2015. (With minor amendments in March, 2016.)

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These guidelines summarize bonuses for faculty members (APs).

### Course quality

- Every 6 months: Fall courses are rewarded in May/June. Spring courses in November/December.
- Bachelor courses are ranked by the IES Quotient (Overall score x Difficulty score). Courses with a low number of responses (9 or less) or low number of graduate attendance (9 or less) are excluded. The remaining courses are ranked into 5 equally-sized groups (with border cases upcoded), denoted TOP, Q1, Q2, Q3, Q4.
- Master courses are ranked by the IES Quotient (Overall score x Difficulty score). Courses with a low number of responses (7 or less) or low number of graduate attendance (7 or less) are excluded. The remaining courses are ranked into 5 equally-sized groups exactly as above.
- 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. Recently, the bonus for a TOP course has been 20,000 CZK.
- 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 announced every six months. Recently, the bonus has been 5,000 CZK for a Bachelor thesis and 9,000 for a Master thesis.

### Pro bono

- Data are collected in mid-May and mid-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 (Erasmus+ selection committee; Doctoral Studies Committee – esp. entrance exam participation; PRVOUK)
  - External committee membership (Scientific Councils, Executive Board Members in Scientific Associations, Hlavka Foundation)
  - Grant agency membership (Charles University, National Science Foundation, Expert Panel of the Ministry of Education)
  - BEF, MEF, and CSF admission
  - Study-abroad admission
  - Preparing Master's and Doctoral entrance exams
  - Organizing extra early exams for non-EU study-abroad students (IEF track of UPCES)
  - Graduation officer at ceremonies
  - Call, selection, and assignment of CERGE Teaching Fellows
  - Program development
  - Accreditations
  - Open Door Day
  - Presentations at (typically international) high schools
  - Media (esp. institutional rankings and achievements)
  - Preparing PR materials and generating new PR content
  - Meeting university advisors
  - Coordinating PR activities
  - International agreements: negotiations here and abroad
  - Journal editor or co-editor
  - Special project management
  - Extra high profile projects (European Commission etc.)
  - Coordinating international research projects
  - Workshop organization
  - Research visit organization
  - Public events (talks, skills workshops)
  - Thesis publishing opportunities
  - Thesis award organization (with or without corporate support)
  - 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 company support
  - Consulting for public authorities (e.g., forecasts for Ministry of Finance)
  - Visiting professors, including funding of their stays
- The Institute also independently collects attendance at (i) final exams, (ii) Open Days, and (iii) ceremonies.

## **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.
- Deputy Director for Research calculates AIS (Article Influence Score) points and RIV 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 announced every year. In the past, the bonus has been at 1,500 CZK for a single AIS point and 300 CZK for a single RIV point.

## **Dissertation advice**

- Advisors of every successful PhD dissertation receive a bonus 20,000 CZK.
- 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 30,000 CZK that is provided directly by the Ministry of Education.

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