

Guidelines 5/2015: Positions and workload

Effective from October 1, 2015. Minor revisions in October, 2016 and October, 2017.

These guidelines summarize positions and workloads of faculty members.

Positions

- Assistant Professor (AP1, AP2; "odborný asistent"): The key necessary qualification is a PhD in the field of Economics of Finance (or a closely related field) and an established or promising publication record.
- Associate Professor (AP3): The key necessary qualification is academic promotion (doc.) in the field of Economics or Finance (or a closely related field) either at Charles University's Faculty of Social Sciences or at an institution which consistently ranks higher than Charles University or at a lower-ranked institution where all performance criteria for the academic promotion (doc.; see below) have been fulfilled.
- Professor (AP4): The key necessary qualification is academic promotion (prof.) in the field of Economics or Finance (or a closely related field) either at Charles University's Faculty of Social Sciences or at an institution which consistently ranks higher than Charles University.
- Junior/Senior Lecturer (AP1, AP2, L1, L2; "vyučující"): Typically a PhD in Economics or Finance, but junior lecturers may be close to defending their thesis.
- Closely related fields: A qualification in a closely related field counts if the major part of research leading to the qualification is research on methodology widely used in Economics or Finance, or research on topics in Economics or Finance. A typical example is research on statistical foundations of econometric models leading to an academic qualification in Mathematics. Qualifications in social sciences such as Modern History, (Social) Psychology, Political Science, Public Policy or Sociology are normally not qualifications in a closely related field.
- Other positions: Postdoctoral Fellow, Research Fellow, Visiting Professor

Tenure track

- The only position which is subject to tenure track is Assistant Professor.
- The position lasts at most 7 years. Short extensions are offered to compensate for maternity leave and long-term administrative work.
- Each Assistant Professor is fully responsible for his or her academic promotion procedure. It is expected that the promotion package is submitted in the sixth year of the contract at the latest.

- At the Faculty of Social Sciences, academic promotion (doc.) is up to the Scientific Council of the Faculty of Social Sciences. Upon request, the Director will provide a letter including all performance measures about the candidate to the Promotion Committee established by the Scientific Council, including a statement about the numbers of AIS points and teaching points and whether the performance criteria (see below) have been fulfilled or not. This letter effectively serves as a letter of support of the Institute.
- The performance criteria for the Institute are as follows: **120 AIS points** from Economics or Finance, **200 AIS points** in total, and **2,000 teaching points**. Teaching points must be accumulated by teaching at the Institute of Economic Studies. AIS points can be accumulated from other institutions.
- During the third year at the latest, each Assistant Professor is expected to consult on his or her progress with the Director and Head of Department (an informal midterm review).
- In the absence of promotion or extension, an Assistant Professor can be offered a contract as a Senior Lecturer.

Teaching points

- The quantity of teaching is measured by **teaching points**. Points from a course are given through multiplication of the following variables:
 - Credits (Bachelor's and Master's Thesis Seminars: 3 credits).
 - Size: 50 plus the number of graduates (averaged over the last 3 years, to be revised every 3 years or annually for new courses).
 - Language: 70% for Czech, 100% for English.
 - Level: 50% for PhD Seminars, 100% for Bachelor and Master courses.
 - TA: 90% for TAs in a seminar, 100% for a course with a seminar but not TA.

Full-time annual workload of Assistant Professors

- 4 defended Bachelor's or Master's theses.
- 2 actively supervised PhD students (not interrupted studies).
- 1,600 teaching points.

Full-time annual workload of Associate Professors and Professors

- 3 defended Bachelor's or Master's theses.
- 4 actively supervised PhD students (not interrupted studies).
- 1,200 teaching points.

Full-time annual workload of Lecturers

- 6 defended Bachelor's or Master's theses.
- 1,800 teaching points.
- Pro bono activities.

Administration

- Each administrative position implies (i) reduction of the workload, (ii) fixed compensation regulated by “Vnitřní mzdový předpis UK” (Appendix 2), and (iii) eligibility for pro bono bonuses related to special tasks related to the position.

Workload reductions

- Director: 80%
- Director for Research (Deputy Director): 35%
- Bachelor's/Master's Program Director: 25%
- Doctoral Program Director: 30%
- CSF Program Director: 5%
- Head of Department: 5%
- BEF Coordinator: 35%
- MEF Coordinator: 35%
- International Coordinator (Erasmus+, CSF, IEF, Visits): 40%
- Chief Administrator: 70%

Fixed compensations

- Director: 7,000 CZK
- Deputy Director: 4,500 CZK
- Bachelor/Master/Doctoral Program Director: 4,500 CZK
- CSF Program Director: 1,000 CZK
- Head of Department: 3,000 CZK

Salary

- Salaries are regulated by “Vnitřní mzdový předpis UK”.
- A wage consists of **fixed** and **performance** portions.
- The fixed portion is determined as a weighted average of the lower and upper bound of the respective level (AP1-4, L1-2) in “Vnitřní mzdový předpis UK”, where the weights are $(q, 1 - q)$, multiplied by the size of the contract. The **q-coefficient** is determined annually such that it reflects the long-term financial health of the Institute. At the moment, $q = 75\%$. The fixed portion is expected to exhibit a slow growth.

Rank	AP1	AP2	AP3	AP4
Lower bound	18 500	22 500	27 000	32 000
Upper bound	25 000	30 000	36 000	43 000
q = 75%	23 375	28 125	33 750	40 250

- Work experience: By external regulation, Assistant Professors (or Lecturers with PhD) are AP1 in the first year and AP2 in the following years. (For AP2, four years of experience is required, where PhD counts for three years.)

- The performance portion serves to reflect the quality of the work, and ranges from 0% to 100% of the fixed amount. The amount reflects in particular
 - research in AIS points (including the research excellence component associated with UNCE membership),
 - teaching quality and teaching-related activities,
 - the number of supervised PhD students, and
 - pro bono activities and developmental projects.
- In exceptional cases (see “Vnitřní mzdový předpis UK”, Art. 8), the performance portion ranges up to 150% of the fixed amount.

Sabbatical

- By law (§ 76 of Law on Universities), a sabbatical can be provided for six months once in seven years. Thus, sabbaticals effectively reduce annual workload by 50%.
- An applicant submits a request to Dean who approves or rejects the request. For further details, see [Dean's Provision 1/2007](#).

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