

## **Guidelines 2/2022: Positions, workload, and evaluation**

This guideline replaces the former Guideline 5/2015. Effective from February 1, 2022. Minor changes in November, 2022.

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These guidelines summarize positions of faculty members, qualification criteria for each position, workloads of faculty members, and evaluation of performance of faculty members. See also Dean's Measure no. 13/2022 and its attachments.

### **POSITIONS**

- Assistant Professor
- Associate Professor
- (Full) Professor
- Junior Lecturer
- Senior Lecturer
- Postdoctoral Fellow
- Research Fellow
- Professor Emeritus

### **DESCRIPTION AND CRITERIA**

#### **Assistant Professor (AP2)**

- PhD in Economics, Finance, or a closely related field.
- Each Assistant Professor is subject to tenure track. The role of the tenure track is to grant the right to be automatically promoted to Associate Professor if the candidate fulfills the criteria defined below within the specified time frame.
- The position lasts at most 9 years.
- This period doesn't cover maternity and parental leaves.
- A short extension is provided in the case of a part-time contract.
- Tenure clock stops if Assistant Professor is Dean, Vice Dean, Member of the Dean's Collegium, Chairman of the Academic Senate or Director of the Institute (as required by Dean's Measure no. 13/2022).

#### **Associate Professor (AP3)**

There are four ways to qualify for the position:

1. Regular Tenure-track: Assistant Professor has been academically promoted (doc.) at Charles University's Faculty of Social Sciences in the field of Economics. He/she has accumulated 3,000 teaching points by teaching at

the Institute of Economic Studies, and 300 AIS points in total, including 180 AIS points from Economics or Finance, over 9 years.

2. Fast-track Tenure-track: Assistant Professor has been academically promoted (doc.) at Charles University's Faculty of Social Sciences in the field of Economics. He/she has accumulated 2,000 teaching points by teaching at the Institute of Economic Studies (over 6 academic years) and 200 AIS points in total, including 120 AIS points from Economics or Finance, over 6 years.
3. External candidate: The external candidate is promoted (doc.) at Charles University's Faculty of Social Sciences in the field of Economics. (If not, see Notes below.) The candidate has accumulated 300 AIS points in total, including 180 AIS points from Economics or Finance. When hiring an external candidate, Hiring Committee will assess whether the candidate qualifies or not. The Committee will reflect the length of the period in which criteria were fulfilled relative to the regular tenure track, and how criteria expected from Associated Professors are expected to be met (e.g., PhD supervision, citations from top journals, and AIS 80+ articles).
4. Senior Lecturer: Senior Lecturer is promoted (doc.) at Charles University's Faculty of Social Sciences in the field of Economics. (If not, see Notes below.) He/she has accumulated 3,000 teaching points by teaching at the Institute of Economic Studies and 300 AIS points in total, including 180 AIS points from Economics or Finance. He/she submits a request for a position of Associate Professor. Management of IES will vote on whether the candidate qualifies or not. Management will reflect the length of the period in which criteria were fulfilled relative to the regular tenure track, and how criteria expected from Associated Professors are expected to be met (e.g., PhD supervision, citations from top journals, and AIS 80+ articles). If Management approves the request, an open call for Associate Professor position is organized. Senior Lecturer is then considered an external candidate and Hiring Committee decides as in point 3 above.

### **Professor (AP4)**

There are three ways to qualify for the position:

1. Regular: Associate Professor has been academically promoted (prof.) at Charles University's Faculty of Social Sciences in the field of Economics. He/she has accumulated 1,000 AIS points in total.
2. External candidate: The external candidate is promoted (prof.) at Charles University's Faculty of Social Sciences in the field of Economics. (If not, see Notes below.) The candidate has accumulated 1,000 AIS points or 1,000 Book points in total. When hiring an external candidate, Hiring Committee will assess whether the candidate qualifies or not. The Committee will reflect the period in which criteria were fulfilled, and how criteria expected from Full Professors are expected to be met (e.g., PhD supervision, citations from top journals, AIS 80+ articles, A++ articles, and international academic placement).

### **Junior Lecturer (L1)**

- Master's degree in Economics, Finance, or a closely related field.

### **Senior Lecturer (L2)**

- PhD in Economics, Finance, or a closely related field.

### **Post-doctoral Fellow**

- PhD in Economics, Finance, or a closely related field at a university that consistently ranks higher than Charles University in global university rankings.
- This position is regulated by Rector's Directive 23/2021.

### **Research Fellow (VP1, VP2, VP3)**

- Master's degree in Economics, Finance, or a closely related field.
- These non-teaching positions are opened in the context of individual grants or Institute-wide research projects. They are compatible especially with Junior/Senior Lecturer positions.

### **Professor Emeritus**

- A retired Full Professor who has rendered distinguished service and has been appointed Professor Emeritus by the Rector.
- This honorary position is regulated by Charles University Status, Art. 41.

### **Notes**

- Closely related field: A qualification in a closely related field counts if major part of research leading to the qualification is research on quantitative methodology widely used in Economics or Finance. A typical example is research on statistical foundations of econometric models leading to an academic qualification in Mathematics. Social, behavioral and policy sciences such as Modern History, Political Science, Public Policy or Sociology are normally not considered closely related fields.
- Academic promotions (doc., prof.) other than at Charles University's Faculty of Social Sciences in the field of Economics: Management of IES votes on whether this promotion can substitute promotion at Charles University's Faculty of Social Sciences in the field of Economics. Management will reflect three points: (i) Reasons why academic promotion was not organized at Charles University's Faculty of Social Sciences in the field of Economics, (ii) whether the field of academic promotion is a closely related field, and (iii) the overall quality of the university that granted promotion, measured in global university rankings.
- AIS points can be accumulated by any papers, including papers written for other institutions and papers published before tenure track (i.e., the papers count as if the author has had a single virtual affiliation over his/her entire history).

- Organization of academic promotions at Charles University's Faculty of Social Sciences in the field of Economics: Each candidate is fully responsible for his/her academic promotion procedure. Upon request, the Director will provide a letter including all performance measures about the candidate to the candidate and to Promotion Committee established by the Scientific Council.

## **WORKLOAD**

### **Full-time annual workload of Assistant Professors**

- 1,600 teaching points (70%)
- 4 defended Bachelor's or Master's theses (30%)
- 36 AIS points (average tenure clock requirement)

### **Full-time annual workload of Associate Professors and Professors**

- 1,200 teaching points (30%)
- 4 defended Bachelor's or Master's theses (10%)
- 4 actively supervised PhD students (not interrupted studies) (25%)
- 1 PhD defense (10%)
- 36 AIS points (25%)

### **Full-time annual workload of Lecturers**

- 2,000 teaching points (70%)
- 6 defended Bachelor's or Master's theses (30%)

### **Workload reductions**

- |                                |     |
|--------------------------------|-----|
| • Director                     | 70% |
| • Director for Research        | 25% |
| • EF+BEP Program Director      | 35% |
| • NEF+MEF Program Director     | 35% |
| • MFDA/CSF Program Director    | 10% |
| • Director of Graduate Studies | 35% |
| • BEF Coordinator              | 35% |
| • MEF Coordinator              | 25% |
| • MFDA/CSF Coordinator         | 15% |
| • International Coordinator    | 25% |
| • IES WP Series Coeditor       | 3%  |
| • Head of Department           | 3%  |
| • Data Coordinator             | 10% |
| • CFA+ACCA Coordinator         | 5%  |
| • Vice Dean FSV UK             | 20% |
| • GAUK, GACR Panel Member      | 5%  |

- GAUK, GACR Vice/Chairman\* 5%
- Academic Senate FSV UK Member 5%
- Academic Senate FSV UK Chairman\* 15%
- Scientific Boards FSV UK, UK 5%
- Committees at FSV UK\*\* 3%

## Notes

- Always divided by the number of relevant affiliations (relevant affiliations at FSV UK: any FSV UK unit; at CU boards: any CU unit; relevant affiliation at non-CU boards: any CU unit, any AV unit, any unit at any other university)
- \* Board Chairman of GAUK Economics doesn't replace GAUK Membership. Board Chairman or Vice-Chairman of GACR doesn't replace GACR Membership. AS FSV UK Chairman doesn't replace Academic Senate FSV UK Membership.
- \*\* Committees at FSV UK: Publishing Committee, Disciplinary Committee, Ethical Committee
- All board/panel/committee/Senate memberships only up to a limit of 20%.

## EVALUATION

### Principles

- Each AP2, L1 and L2 faculty is evaluated every three years.
- Each AP3 and AP4 is evaluated every five years.
- For each faculty, Director collects performance data: (i) For the last 6 terms, teaching points and committee memberships. (ii) For the last 10 terms, defended Bachelor's, Master's and Doctoral theses, PhD supervision, and research and teaching excellence. (iii) For the last 20 terms, research excellence and international academic placement of PhD graduates. Each faculty can verify any item.
- Results of the evaluation are used for calculation of the fixed and performance portions of the salary.
- Management prepares the exact procedure for calculation and votes by simple majority in the case of any disagreement.
- The final procedure and underlying data are transparently provided to all faculty members.

### Details about performance indicators

- Teaching points: Points for each course are given by multiplication the number of credits and size (50 + the number of graduates, averaged over the last 3 years). When the course is offered to several programs with parallel codes, it is aggregated into a single course.
- Exceptions:
  - Bachelor's Seminars: 4 credits; Master's Thesis Seminars: 5 credits.
  - 2/4 and 4/2 courses receive extra 2 credits in addition to 6 credits.

- Core course for non-economists receive extra 10%.
- Top course: Ranks 1<sup>st</sup>-3<sup>rd</sup> in a course evaluation.
- AIS 80+: Cumulative pro-rated shares of articles with AIS points above 80.
- A++: Cumulative pro-rated shares of articles ranked A++.
- Top citations: Citations from top 10 journals (Top 5 in Economics, Top 3 in Finance, Nature and Science).
- Citations in Web of Science.
- RePEc Author Ranking Czech Republic.
- Committee: Final Exam committees, Erasmus+ selection committees.

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