

On 1 March 2017, pursuant to Section 36(2) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), the Czech Ministry of Education, Youth and Sports registered the Code of Procedure to Grant Associate and Full Professorships at Palacký University Olomouc under Ref. No. MSMT-5514/2017.

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Code of Procedure to Grant Associate or Full Professorships at Palacký University Olomouc

of 1 March 2017

Recitals

Pursuant to Section 9(1)(b)(3) and Section 17(1)(g) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the

Higher Education Act), as amended, (hereinafter the “Act”) and under Article 57(1)(n) of the Constitution of Palacký University Olomouc, the Academic Senate of Palacký University Olomouc has adopted this Code of Procedure to Grant Associate and Full Professorships at Palacký University Olomouc as an internal policy.

Part I

Granting Associate Professorship

Article 1

1. Code of Procedure to Grant Associate and Full Professorships at Palacký University Olomouc (hereinafter the “Code”) defines the procedure for filing and considering an application to grant associate and full professorships at Palacký University Olomouc (hereinafter referred to as “UP”) and the details on the course and evaluation of the respective proceedings.
2. Proceedings to grant associate professorship are initiated upon an application filed by the candidate (hereinafter the “candidate”).
3. The application together with the appendices under Section 72(2) of the Act and under Article 2(1) and (6) hereof are filed with the dean of the UP faculty which has been accredited to grant associate professorships in the respective field.
4. The Scholarly Board of the UP faculty may specify the requirements for filing the application in more detail.

Article 2

1. A printed and electronic copy of an associate professorship thesis under Section 72(3) of the Act must be enclosed by the candidate with the application, and the field of associate professorship must be specified.

2. An associate professorship thesis must contain new scholarly findings.
3. If a compilation of the published annotated scholarly or technical works is submitted as an associate professorship thesis (hereinafter the “thesis”) under Section 72(3)(b) of the Act, such works must include mostly works published in international and national peer-reviewed journals and a written statement by the co-authors on the authorship share of the candidate must be attached.
4. If a monograph under Section 72(3)(c) of the Act is submitted as an associate professorship thesis, the candidate must also submit a written declaration by the co-authors on the candidate’s authorship share.
5. If a work of art or artistic performance or a collection thereof, such as a public artistic work under Section 72(3)(d) of the Act, is submitted as an associate professorship thesis, it is only submitted if its nature allows so.
6. The following documents must be enclosed with the application:
 - a) a curriculum vitae focusing on scientific work, research and teaching experience;
 - b) certificate on the university education achieved and on the degrees and titles awarded or equivalents thereof;¹ and documents showing
 - length, time and place of teaching experience;
 - evaluation of the teaching activities and qualifications from the respective institutions;
 - contribution to the scientific education of students;

¹ An original or an authenticated copy of the documents must be submitted by the candidate. Unless stipulated otherwise by the Act, such documents are not returned to the candidate.

- c) a list of scientific, research or artistic works;
 - d) a list of citations excluding self-citations;
 - e) an overview of research or specialized national and international stays and internships of the candidate;
 - f) an overview of the candidate's membership and roles in committees, boards and other bodies related to the field;
 - g) a proposal of three topics for the associate professorship lecture related to the respective field.
7. If the applications lacks any of the required particulars, the dean of the respective UP faculty will invite the candidate to remedy such defects and will set a reasonable time limit to do so. If the candidate fails to remedy the defects within such time, the dean of the UP faculty will stay the proceedings.
 8. In accordance with Section 72(16) of the Act, the fee for the steps taken in relation to the proceedings to grant associate professorships equal a maximum of quadruple of the base under Section 58(2) of the Act. The fee for the steps taken in relation to the proceedings to grant associate professorships is published on the website of UP.
 9. Subject to Section 72(12) of the Act, the documents attached to the application are not returned to the applicant.
 10. Details on the commencement and termination of the proceedings to grant associate professorships, including the dates of the meetings of the Scholarly Board, are published on the website of UP.
 11. The reviewer's reports and defense reports and results are published on the website of UP. Associate professorship theses whose defence has taken place are published in the Thesis Database of UP.
 12. UP may postpone the publication of an associate professorship thesis as long as an impediment to its publication exists, but not for more than 3 years. The fact that the publication has been postponed together with its reasoning must be published by the authorized

UP employee subject to instruction of the dean of the UP faculty at which the proceedings take place.

Article 3

1. Without undue delay after an application has been filed or after the candidate has remedied the defects, the dean of the UP faculty shall propose a composition of the Associate Professorship Board and the appointment of its President and members. Such a proposal must be submitted by the dean of UP faculty to the Scholarly Board of the UP faculty at its next meeting.
2. The Associate Professorship Board has five members and is composed of full and associate professors as well as other important representatives of the respective field or related fields. The Associate Professorship Board must be presided over by a full professor and a minimum of three of its members must be experts from other institutions than the university conducting the proceedings. A co-author of the work submitted as an associate professorship thesis or a co-author of a partial work, if a compilation of works is submitted as an associate professorship thesis, may not serve on the Associate Professorship Board. The bodies of the university and the faculty as well as the Associate Professorship Board act without undue delay.
3. The dean of the UP faculty shall inform the members of the Associate Professorship Board that they have been appointed by the Scholarly Board and shall send a letter of appointment to the members as well as documents necessary to evaluate the teaching experience as well as scientific or artistic qualifications of the candidate under Section 72(8) of the Act.
4. The meetings of the Associate Professorship Board are presided over by the President or, in his or her absence, by an authorized member of the Board.
5. Four members of the Associate Professorship Board constitute quorum. For a resolution of the Associate

Professorship Board to be adopted, a minimum of three members of the Board must vote in favour.

6. In accordance with Section 72(7), the Associate Professorship Board appoints three reviewers of the associate professorship thesis. A co-author of the work submitted as an associate professorship thesis or a co-author of a partial work if a compilation of works is submitted as an associate professorship thesis may not be appointed a reviewer of the associate professorship thesis. The President of the Associate Professorship Board or an authorized member of the Board sends a notice to prepare a reviewer's report together with the associate professorship thesis; associate professorship theses under Section 72(3)(d) of the Act are sent only if practicable.
7. The Associate Professorship Board:
 - a) evaluates the scholarly and artistic qualifications of the candidate for the respective field and his or her prior teaching experience;
 - b) assesses the quality of the associate professorship thesis on the basis of the reviewers' reports;
 - c) chooses the topic of the associate professorship lecture from the topics proposed by the candidate.
8. The Associate Professorship Board votes by secret ballot whether the candidate is to be appointed an associate professor. If such a resolution is not adopted, it is conclusively presumed that the Associate Professorship Board recommends that the proceedings be stayed. The results of the vote are communicated by the President or an authorized member of the Associate Professorship Board to the Scholarly Board of the UP faculty through the dean of the UP faculty.
9. If the Associate Professorship Board recommends that the proceedings be stayed, this is communicated by the dean of the UP faculty to the candidate. In response, the candidate may withdraw the application; otherwise Article 4 applies.

Article 4

1. The dean of the UP faculty shall include the associate professorship lecture as well as the defence of the associate professorship thesis on the agenda of the meeting of the Scholarly Board of the UP faculty without undue delay.
2. The opinion of the Associate Professorship Board is presented at a meeting of the Scholarly Board of UP by the President or an authorized member of the Associate Professorship Board. Three fifths of the members of the Scholarly Board of the UP faculty constitute quorum for voting on the proposal to grant associate professorships.
3. The proceedings include consideration by the Scholarly Board of the UP faculty of the scientific work of the candidate (not only the qualifications for such work) and candidate's teaching qualifications (not only the teaching experience).
4. The criteria used by the Scholarly Board of the UP faculty to evaluate the candidate include, but are not limited to, the following:
 - a) recommendation of the Associate Professorship Board;
 - b) the documents attached to the application under Article 2(1) and (6) hereof;
 - c) the quality of the associate professorship lecture;
 - d) course of the scholarly debate.
5. If a majority of all members of the Scholarly Board of the UP faculty have voted in favour of the proposal to grant an associate professorship, the Scholarly Board of the UP faculty shall, through the Dean of the UP faculty, submit the proposal together with all documents to the Rector of UP to issue a decision. If the required number of members of the Scholarly Board of the UP faculty do not vote in favour of the proposal, the proceedings are stayed.
6. If the Rector of UP agrees with the proposal to grant the associate professorship, the Rector of UP informs the candidate in writing that he or she will be appointed an associate professor as of the first day of

the month following the month when the Rector of UP received the documents from the Scholarly Board of the UP faculty.

7. If the Rector of UP does not agree with the proposal to grant the associate professorship, the Rector submits the proposal together with an explanation to the Scholarly Board of UP.
8. The Scholarly Board of UP considers the proposal by the Rector of UP and votes by secret ballot whether to grant the associate professorship to the candidate or not. If a majority of all members of the Scholarly Board of UP do not vote in favour of the proposal, the proceedings are conclusively presumed to be stayed. Otherwise, the Rector of UP grants the associate professorship to the candidate.
9. The candidate may raise objections to the steps taken within the proceedings within 30 days. If the dean of the UP faculty does not uphold the objections, the objections are referred to the Rector of UP whose decision is final. The decision of the Rector of UP or the dean of UP faculty must include an explanation.
10. The documents attached to the application are returned to the applicant;
 - a) upon expiry to no effect of the time limit to raise objections;
 - b) after final dismissal of the objections.

Part II

Proceedings to Grant Full Professorships

Article 5

1. Proceedings to grant full professorships (hereinafter the “proceedings”) are initiated:
 - a) upon application of the candidate;
 - b) upon proposal of the dean of a UP faculty;
 - c) upon proposal of the Rector of UP; or

- d) on initiative of the Scholarly Board of the UP faculty accredited to grant full professorships in the respective field.
2. Section 74(1) of the Act stipulates that teaching and scientific or artistic qualifications of a candidate, who is an important and reputable personality in the respective field of science or art, must be established within the proceedings to grant a full professorship.
 3. The application together with the appendices under Section 72(2), second sentence, of the Act and under Article 2(6) hereof stating the field of the full professorship and the topic of the full professorship lecture is filed with the dean of the UP faculty which has been accredited to grant full professorships in the respective field. If an application under Paragraph 1(a) hereof is filed, a written letter of recommendation of a minimum of two full professors from the field in question or a related field must be attached to the application. If the proceedings are not initiated upon the application of the candidate and the candidate does not agree with the proceedings to be initiated, the proceedings are stayed.
 4. If the candidate is not a member of the academic staff of UP, the dean of a UP faculty may ask the dean of the faculty of the university whose member of academic staff the candidate belongs to provide an opinion on the teaching qualifications of the candidate.
 5. If the application lacks any of the particulars required by the Act or this Code, the dean of the respective UP faculty will invite the candidate in writing to remedy such defects. If the candidate fails to remedy the defects within a set time limit, the dean of the UP faculty will stay the proceedings.
 6. In accordance with Section 74(10) of the Act, the fee for the steps taken in relation to the proceedings to grant a full professorship equal a maximum of sextuple of the base under Section 58(2) of the Act. The fee for the steps taken in relation to the proceedings to a full professorship is published on the website of UP.

Article 6

1. Without undue delay after an application has been filed or after the candidate has remedied the defects, having been invited to do so by the dean, the dean of the UP faculty shall propose the composition of the Full Professorship Board and the appointment of its President and members. Such a proposal must be submitted by the dean of the UP faculty to the Scholarly Board of the UP faculty at its next meeting.
2. The Full Professorship Board has five members and is composed of full and associate professors as well as other important representatives of the respective field or related fields. The Full Professorship Board must be presided over by a full professor and a minimum of three of its members must be experts from other institutions than the university conducting the proceedings. A co-author of a work attached by the candidate to the application should not serve on the Full Professorship Board. The bodies of the university and the faculty act without undue delay in the proceedings to grant the full professorship.
3. The dean of the UP faculty shall inform the members of the Full Professorship Board that they have been appointed by the Scholarly Board and shall send a letter of appointment to the members as well as documents necessary to evaluate the teaching experience as well as the scholarly or artistic qualifications of the candidate under Section 74(1) of the Act.

Article 7

1. The meetings of the Full Professorship Board are presided over by the President or, in his or her absence, by an authorized member of the Board.

2. Four members of the Board constitute quorum. For a resolution of the Board to be adopted, a minimum of three members of the Board must vote in favour.
3. The Board evaluates the qualifications of the candidate, including his or her contribution to the field internationally, and votes by secret ballot whether to grant the full professorship to the candidate. If such a resolution is not adopted, it is conclusively presumed that the Full Professorship Board recommends that the proceedings be stayed. The results of the vote and the respective resolution of the Board with an explanation are communicated to the Scholarly Board of the UP faculty through the dean of the UP faculty.
4. The dean of the UP faculty shall include the full professorship lecture in the agenda of the meeting of the Scholarly Board of the UP faculty without undue delay. The lecture outlines the candidate's approach to the scholarly or artistic and teaching activities in the respective field.
5. The opinion of the Full Professorship Board is presented at the meeting of the Scholarly Board of UP by the President or an authorized member of the Full Professorship Board. Unless the Rules of Procedure of the Scholarly Board of the respective UP faculty require a higher quorum, three fifths of the members of the Scholarly Board of the UP faculty constitute quorum for voting on the proposal to grant the full professorship.
6. The criteria used by the Scholarly Board of the UP faculty to evaluate the candidate include, but are not limited to, the following:
 - a) recommendation of the Full Professorship Board;
 - b) the documents attached to the application under Article 2(6)(a)-(c) hereof;
 - c) the candidate's contribution to the education of researchers;
 - d) the conceptual goals presented by the candidate.
7. If a majority of all members of the Scholarly Board of the UP faculty have voted in favour of the proposal to grant the full professorship, the dean of the UP faculty

shall, through the Rector of UP, submit the proposal together with all document to the Scholarly Board of UP to issue a decision. If the required number of members do not vote in favour of the proposal, the proceedings are stayed.

Article 8

1. A proposal by the dean of the respective UP faculty to grant the full professorship must be submitted by the Rector of UP to the Scholarly Board of UP without undue delay. The President of the Full Professorship Board, or in his or her absence an authorized member of the Full Professorship Board, shall present basic information on the steps taken by the Board.
2. The candidate may briefly speak at the meeting of the Scholarly Board of UP about the prospects for the field; the Rector of UP shall notify the candidate of his or her right to do so.
3. Having considered the proposal by the Rector and the candidate's presentation, if any, the Scholarly Board of UP votes by secret ballot whether to grant full professorship to the candidate or not. Three fifths of the members of the Scholarly Board of UP constitute quorum. If a majority of all members of the Scholarly Board of UP have voted in favour of the proposal to grant the full professorship, the Scholarly Board of UP shall, through the Rector of UP, submit the proposal together with all documents to the Minister of Education, Sports and Youth to issue a decision. If a majority of all members of the Scholarly Board of UP do not vote in favour of the proposal, the proceedings are conclusively presumed to be stayed.

Article 9

1. The candidate may raise objections to challenge the proceedings to grant the full professorship within 30

days; the Rector of UP considers such objections; the decision of the Rector of UP is final.

2. Article 4(10) will apply by analogy.

Part III

Final Provisions

Article 10

- 1) Proceedings to grant associate or full professorships initiated before this Code came into effect will be conducted in accordance with the Code of Procedure to Grant Associate or Full Professorships at Palacký University No. B1-08/4-HN of 24 November 2008.
2. UP shall arrange for the publication and notices under Section 75(1) and (2) of the Act.
3. The present Code was approved by the Academic Senate of UP on 15 February 2017.
4. This Code comes into force upon its registration by the Ministry of Education, Youth and Sports.
5. This Code comes into effect once its registered version is published.
6. This Code repeals UP Policy No. B1-08/4-HN Code of Procedure to Grant Associate or Full Professorships at Palacký University of 24 November 2008.

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Rector of UP

doc. Mgr. Jiří Langer, Ph.D.
Chairperson of the Academic Senate of UP

- 1) An original or an authenticated copy of the documents must be submitted by the candidate. Unless stipulated otherwise by the Act, such documents are not returned to the candidate.