



Palacký University
Olomouc

UP POLICY

R-B-23/15

Career Development Code of Palacký University Olomouc

Guarantor: Head of Personnel Management Office of the Rector's Office
Valid from: July 27, 2023
Effective from: August 3, 2023

Career Development Code of Palacký University Olomouc

Article 1 Introductory provisions

1. Career Development Code of Palacký University Olomouc (hereinafter referred to as the “Code”) regulates the status of the Palacký University Olomouc (hereinafter referred to as “UP”) employees¹ and it specifies the tools for their career development in accordance with the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Act (The Higher Education Act), as amended (hereinafter referred to as the “Act”), Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the “Labour Code”) and other legislations².
2. The Code follows mainly on these UP policies and documents:
 - a) UP Policy No. A-1/2017, UP Constitution, as amended, and constitutions of individual UP faculties and the UP Higher Education Institute,
 - b) Strategic Plan for UP Teaching, Publishing and Creative Activities for the period 2021+,
 - c) UP Policy No. R-A-18/02, Pay policy of UP, as amended (hereinafter referred to as “Pay policy of UP”),
 - d) UP Policy No. B1-15/1-HN, Organizational Manual of UP, as amended, and organization manuals of individual UP faculties,
 - e) UP Policy No. R-B-21/09, List of UP jobs,
 - f) Code of Ethics for Employees and Students of Palacký University Olomouc,
 - g) UP Policy No. R-A-21/01, Rules for quality assurance and internal quality assessment of education, creative and other related activities at Palacký University Olomouc,
 - h) UP Policy No. A-3/2017, Academic Staff Recruitment Policy of UP, as amended (hereinafter referred to as “Academic Staff Recruitment Policy of UP”),
 - i) UP Policy No. R-B-19/29, Regular assessment of UP employees.
3. Furthermore, the Code is issued in accordance to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers issued by the European Commission.
4. The Code is issued as a tool of personnel management by which UP ensures the development and motivation of its employees and on the basis of which an employee can advance in their career if they meet the set criteria.
5. The principles described in the Code are based on the premise of equal opportunity.
6. In the application of the Code, there shall be no discrimination or exclusion, in particular on the grounds of race, ethnic origin, nationality, gender, sexual orientation, age, disability, religion, belief, world view or nationality.
7. In the interests of clarity, the text uses a generic masculine noun to refer to the subjects concerned (the Paragraph is valid for the Czech version of the document).
8. Where the Code does not expressly provide otherwise, the terms used herein shall have the meanings ascribed to them by the legislation, UP policies and other documents mentioned in Article 1.

¹ For the purpose of the Career Development Code, its provisions apply to staff members in employment.

² Act No. 95/2004 Coll., on Requirements for Acquisition of Recognition of Professional Competence to Practice the Profession of a Physician, Dentist and Pharmacist, as amended, applies to the Faculty of Medicine and Dentistry of the UP. Act No. 96/2004 Coll., on Conditions for the Attainment and the Recognition of Professional Qualifications to Pursue Non-medical Health Care Related Professions, applies to the Faculty of Health Sciences of UP.

Article 2

Career development of UP employees

1. In the case of academic staff, career development is linked to professional growth aimed at improving and developing teaching and creative activities. In general terms, this involves the improvement of professional qualifications through the award of higher scientific, academic-scientific and scientific-educational degrees.
2. In the case of researchers, career development is linked to professional growth aimed at improving and developing creative activity.
3. In the case of other employees, career development means the continuous improvement and deepening of education and qualifications, the development of competences that are crucial to the job.
4. UP supports the career development of all employees, in particular through their participation in educational and developmental events (e.g. courses, seminars, workshops, conferences, international mobility), the provision of creative leave for academic staff, a mentoring programme and measures to reconcile personal and professional life. The adjustment of education and development for each category of staff is an integral part of the internal methodology for the staff training strategy.
5. The career development of an employee does not have to be linked to a change in the employee's job.
6. Career development of an employee is a subject of regular evaluation of employees according to the internal standard Regular Assessment of UP Employees. Career development is further elaborated in Article 3, Paragraphs 1 and 2.
7. The specific form of the employee's career development, which results from the nature of the UP constituent part, may be determined by the dean or the head of this constituent part.

Article 3

Plan of the Career development of UP employee

1. The career development of a UP employee is monitored by means of a career development plan, which is drawn up by the senior employee during the assessment of the adaptation process, but no later than during the first regular assessment interview (in accordance with the policy Regular Assessment of UP Employees). The career development plan must be drawn up in accordance with the strategic plan of the UP unit, or other requirements, if stipulated by legal regulations ³.
2. The employee's career development plan shall include information on whether the employee is expected to advance in their career (in accordance with Article 4). If career progression is expected, a timetable for such progression shall be set out. If career progression is not expected for the staff member concerned, this shall be justified in writing.
3. A career development plan usually includes:
 - a) a qualification and professional development plan for a minimum period of one year,
 - b) the definition of the relevant indicators important for assessing the performance of the employee in each of the assessment areas.
4. The career development plan shall always take into account specific situations related to the employee's health condition and the reconciliation of the employee's personal and professional life, especially the period of maternity and parental leave and care for a relative.
5. The fulfilment of the career plan is taken into account in the overall evaluation of the employee and may be the basis for the senior employee to implement one of the following measures:

³ For example, in the case of the Faculty of Medicine and Dentistry of the UP, the career development plan must be adequately linked to the career development within the framework of health care activities in accordance with Act No.95/2004 Coll., on Requirements for Acquisition of Recognition of Professional Competence to Practice the Profession of a Physician, Dentist and Pharmacist, as amended.

- a) an increase, decrease or withdrawal of personal remuneration in accordance with the Pay policy of UP,
- b) conclusion of an agreement on a change in the employment contract with the employee concerned, e.g., type of work, amount of working time,
- c) non-renewal of the employment contract with the employee concerned if it is for a fixed period,
- d) other measures within the meaning of Section 52(f) and (g) of the Labour Code, provided that the legal requirements are met at the same time.

Article 4

Promotion and change of the UP employee career

1. There may be career progression or career change within the career path of an employee.
2. Career development means a functional progression whereby a staff member's classification is changed to a higher post within their career path.
3. Career progression requires a sustained effort to improve and develop professional competences or formal qualifications in the area of work performed.
4. Career progression of employees is implemented with regard to the succession policy in key positions.
5. The basic framework conditions for career progression of academic and scientific staff are set out in Annex No. 1. For the category of other staff, the framework conditions are not laid down in the present Code.
6. A career change is a transfer to a position where there is a fundamental change in the employee's activity (e.g. from teaching and creative to creative or related and vice versa).
7. An employee who meets the qualification requirements for the position being filled may apply for a career change and be placed in the vacant position. Where relevant, the procedure shall be in accordance with the Academic Staff Recruitment Policy of UP.
8. There is no automatic right to promotion or change. A change in an employee's job classification is subject to the availability of such a position, which is based on the current operational needs and financial capabilities of the department.
9. The career progression and career change scheme for academic and scientific staff is shown in Annex No. 2.

Article 5

Final provisions

1. The Annexes to the Code are:
 - a) Annex No. 1 – Career Framework Requirements for Career Progression and
 - b) Annex No. 2 – Scheme of Career Paths for Academic and Scientific Staff at UP.
2. This Code shall become valid on the date of its publication.
3. This Code shall become effective on the seventh day after the date on which it becomes valid.

In Olomouc on July 26, 2023

prof. MUDr. Martin Procházka, Ph.D., m. p.
Rector UP

Annex No. 1**Table No. 1: Career Framework Requirements for Career Progression**

Employee categories	Subcategory/position	Requirements for career progression
Members of Academic Staff	LECTURER	Career development can focus on developing job competencies and professional skills (e.g. translation certification, professional exams relevant to the field). A career change to a primarily assistant position may be possible, provided that more creative work is involved, or to an assistant professorship after the completion of the doctoral study programme (DSP).
	ASSISTANT	Further professional development aimed at improving teaching and creative activities. The way to further career advancement is to graduate the DSP.
	ASSISTANT PROFESSOR	Further professional development aimed at improving teaching and creative activities. The pathway to further career progression is the procedure for the granting of associate professorship (usually within 10 years* of taking up the post).
	ASSOCIATE PROFESSOR	Further professional development aimed at improving the quality of teaching and creative activities. The way to further career development is preparation for the procedure to nominate a professor.
	PROFESSOR	Further professional development and growth aimed at improving the quality of teaching and creative activities.
Members of Scientific Staff	RESEARCHER OF A1 (R1) ** LEVEL	Further professional development aimed at improving the quality of creative activity. The way to further career advancement is to graduate the DSP.
	RESEARCHER OF A2, A3 (R2)**	Further professional development aimed at improving the quality of creative activity. The way to further career development is to improve key competences according to the European Framework for Scientific Careers.
	RESEARCHER OF A4, A5 (R3, R4)** LEVEL	Further professional development aimed at improving the quality of creative activity. The way to further career development is to improve key competences according to the European Framework for Scientific Careers.
	POSTDOC I., II.	Further professional development aimed at improving the quality of creative activity. Career progression is not expected. The maximum duration of positions in this career path is limited to a maximum of 5 years. In the event of further collaboration, a career change is required.

Explanatory notes:

* The number of 10 years is considered as active work as an Assistant Professor. This does not include time spent on maternity/parental leave, long-term unpaid leave, long-term sick leave and long-term public interest obstruction.

** According to *European Framework for Research Careers*.

Annex No. 2

Table No. 2: Scheme of Career Paths for Academic and Scientific Staff at UP

MEMBERS OF SCIENTIFIC STAFF			MEMBERS OF ACADEMIC STAFF	
			Assistant	Lecturer
				Graduating a doctoral study programme
Postdoc I.			Assistant Professor	
				procedure for the granting of associate professorship
Postdoc II.			Associate Professor	
				procedure to nominate a professor
			Professor	

Legenda:

→	Career development/progression
→	Career change