

Dean's Decree No. 6D/2017

Field-Related Specific Details Regarding Educational and Scientific Qualifications of a Candidate for the Associate Professorship Appointment Procedure and the Professorship Appointment Procedure

Article 1 Introductory Provisions

(1)

The Associate Professorship Appointment Procedure and the Professorship Appointment Procedure are held at the Faculty of Applied Sciences, (hereinafter referred to as "FAS"), of the University of West Bohemia, (hereinafter referred to as "UWB"), in accordance with Act No. 111/1998 Coll., on Higher Education and on Amendments to Other Acts, (Higher Education Act), as amended, and on the basis of the UWB internal regulation, "Details of the Proceedings of the Associated Professorship Appointment Procedure and the Professorship Appointment Procedure", in the fields where FAS is authorized to hold these procedures on the basis of the accreditation obtained. The list of these fields is available on the public part of the FAS website.

(2)

- a) Under Article 3, Section 4, Article 5 and Article 10 of the UWB Internal Regulation, "Details on the Proceedings of the Associated Professorship Appointment Procedure and the Professorship Appointment Procedure", this Decree specifies:
- b) the necessary conditions which specify the essential requirements, (hereinafter referred to as "requirements"), for the Applicant's creative and educational competence,
- c) the required documents for the evaluation of the Applicant's creative, educational and other activities.

Article 2 Minimum Requirements for Applicants

(1)

These aspects are the basis, in particular, for the meetings of the Associate Professorship Appointment Procedure Boards and the Professorship Appointment Procedure Boards. The demonstrable fulfillment of the necessary requirements is verified at the beginning of the

Associate Professorship Appointment Procedure or the Professorship Appointment Procedure; however, their fulfillment does not constitute the successful completion of the Procedure.

(2)

In the case of the Associate Professorship Appointment Procedure, a three-year teaching activity over the last five years is required. In the case of the Professorship Appointment Procedure, a five-year teaching activity is required.

(3)

In the case of the Professorship Appointment Procedure, the applicant is required to be a supervisor of PhD students, at least one of whom has completed PhD studies.

(4)

A condition is continuous publishing activity until the commencement of the Procedure. Reviewed texts within the field of the Procedure or a related field are considered relevant publications. Citations must be given without self-citations; autocitating means the fact that the Applicant's name appears in the list of authors citing the work. It is necessary to provide the citation search methodology.

(5)

Only participation as Head-Researcher, Co-Researcher, or the Research Team Member in domestic or international projects whose content focus and character is within the field of the Procedure or a related field is considered a relevant grant and project activity.

(6)

The Field-Related Specific Requirements whose fulfillment is a necessary condition for the initiation of the Associated Professorship Appointment Procedure or the Professorship Appointment Procedure are set out in Annex 1 to this Decree.

Article 3

UWB FAS Documents for the Associate Professorship Appointment Procedure and the Professorship Appointment Procedure

With the proposal to open the proceedings, the Applicant submits the completed form "UWB FAS Documents for the Associated Professorship Appointment Procedure and the Professorship Appointment Procedure", whose template and instructions for completion are given in Annex 2 to this Decree.

Article 4

Final Provisions

- (1) The Dean's Decree of the Dean 13D/2017 of 7 November 2016 is abolished.
- (2) This Decree shall enter into force on 1 July 2017.

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In Pilsen, on 26. 6. 2017

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Doc. Dr. Ing. Vlasta Radová
FAS Dean

Annex 1

Minimum Requirements for Applicants in Individual Fields

Applied Physics

Associate Professorship Appointment Procedure:

Publication Activity			
Number of publications	of which with IF > 1.0	1st author	Citations
non specified	12	4	50 according to WoS

Professorship Appointment Procedure:

Publication Activity			
Number of publications	of which with IF > 1.0	1st author or corresponding author	Citations
non specified	30	10	250 according to WoS

Applied Mathematics

Associate Professorship Appointment Procedure:

Publication Activity			
Number of publications	Of which with IF	1st author or corresponding author	Citations
20	6	non specified	15 in professional periodicals, reviewed proceedings and monographs

Only outputs published in sources indexed in recognized databases (WoS, Scopus, MathSciNet, Zentralblatt, etc.) are counted in the total. The total number of publications may be less than the required number if the number of publications in periodicals with IF is substantially greater than the prescribed number.

Professorship Appointment Procedure:

Publication Activity			
Number of publications	Of which with IF	1st author or corresponding author	Citations
40	20	non specified	50 in professional periodicals, reviewed proceedings and monographs

Only outputs published in sources indexed in recognized databases (WoS, Scopus, MathSciNet, Zentralblatt, etc.) are counted in the total. The total number of publications may be less than the required number if the number of publications in periodicals with IF is substantially greater than the prescribed number.

Computer Science and Engineering

Associate Professorship Appointment Procedure:

Minimum Point Values from Annex 2 in Items:	
A. Scientific and Publication Activity	160
B. Teaching and Educational Activities	40
C. Grant, Professional, Technical-Engineering and Academic Activities	50

The number of points in any category may be less than what is required if the number of points in another category significantly exceeds the given minimum.

Professorship Appointment Procedure:

Minimum Point Values from Annex in Items:	
A. Scientific and a Publication Activity	330
B. Teaching and Educational Activities	100
C. Grant, Professional, Technical-Engineering and Academic Activities	100

The number of points in any category may be less than what is required if the number of points in another category significantly exceeds the given minimum.

Mechanics

Associate Professorship Appointment Procedure:

Publication Activity			
Number of publications	of which with IF	1st author, corresponding author or the last author	Citations
15	5	non specified	10 in professional periodicals, reviewed proceedings and monographs

Grant and Project Activity	
Head-Researcher/Co-Researcher/Research Team Member	3

Professorship Appointment Procedure:

Publication Activity			
Number of publications	of which with IF	1st author, corresponding author or the last author	Citations
30	10	non specified	25 in professional periodicals, reviewed proceedings and monographs

Grant and Project Activity	
Head-Researcher/Co-Researcher/Research Team Member	5

Technical Cybernetics

Associate Professorship Appointment Procedure:

Minimum Point Values from Annex in Items:	
A. Scientific and Publication Activity	160
B. Teaching and Educational Activities	40
C. Grant, Professional, Technical-Engineering and Academic Activities	50

The number of points in any category may be less than what is required if the number of points in another category significantly exceeds the given minimum.

Professorship Appointment Procedure:

Minimum Point Values from Annex in Items:	
A. Scientific and Publication Activity	330
B. Teaching and Educational Activities	100
C. Grant, Professional, Technical-Engineering and Academic Activities	100

The number of points in any category may be less than what is required if the number of points in another category significantly exceeds the given minimum.

Annex 2

Supporting Documents of UWB FAS for the Associate Professorship/Professorship Appointment Procedures

Applicant's Name:

Workplace:

Field of the Associate Professorship/Professorship Appointment Procedure

A. Scientific and Publication Activities

		Points	Number	Total
1	Foreign monograph	10 - 20		
2	Domestic monograph	7 - 12		
3	Journal article with IF	4 - 8		
4	Article in reviewed journal without IF, chapter in a book	3 - 6		
5	Contribution to the Proceedings of a major international conference focusing on the Field in question	2 - 4		
6	Contribution in the Conference Proceedings of minor importance	1 - 2		
7	Invited lecture at major domestic/international conference	2 - 4		
8	Invited professional lecture at a domestic/foreign institution	1 - 2		
9	Quotations in a scientific publication	3		
10	A popularization or an overview article	1 - 2		
11	Review or expert's opinion of a scientific publication	1 - 2		
12	Scientific publication editor	1-2		

B. Teaching and Educational Activities

		Points	Number	Total
1	Teaching activity	<i>See instructions</i>		
2	Reviewed university textbook	3 - 10		
3	Other books (educational aid)	1 - 4		
4	Translation of a textbook	2 - 4		
5	An important learning aid (film, software, video)	2 - 3		
6	Head Researcher/Co-Researcher/Team Member of an educational or development project	1 - 6		
7	Introducing or guaranteeing a new course in a Doctoral Study Programme	3		
8	Introducing or guaranteeing a new course in a Bachelor or Follow-up Master Study Programme	2		
9	Supervisor of a defended Bachelor/Master thesis	1 - 2		
10	Supervisor of a student in a Doctoral Study Programme who has passed the State Dissertation Examination/defended the dissertation	2 - 4		
11	Supervising an exceptionally successful student work	2 - 4		

C. Grant, Professional, Technical-Engineering and Academic Activities

		Points	Number	Total
1	Head-Researcher/Co-Researcher/Collaborator of a Research or Technical International Project	1 - 12		
2	Head-Researcher/Co-Researcher/Collaborator of a Research or Technical Domestic Project	1 - 8		
3	Foreign patent unlicensed/licensed	6 - 10		
4	Domestic patent or utility model unlicensed/licensed	3 - 5		
5	Realized large-scale technical work	8 - 18		
6	Membership in an editorial board of an international journal or a management committee or programming committee of a major international conference within the Field	2 - 4		
7	Membership in the editorial board of a domestic journal or the management or programming committee of a conference of minor importance for the Field	1 - 2		
8	Membership in a scientific or professional association	1 - 2		
9	Membership in an Associate Professorship/Professorship Appointment Procedure Board	2 - 4		
10	Membership in the Dissertation Defense Committee	1 - 3		
11	Membership in the Doctoral Study Field Board Member/Chair	1 - 2		
12	Membership in an important committee in the field of higher education and R&D	1 - 4		
13	Opponent's Report (DSc., DrSc., Doc., PhD., CSc., Dr.)	1 - 3		
14	Membership in the Scientific Board of a faculty or institute/university	1 - 2		
15	Performance of an academic function	2 - 4		
16	Head of sub-department/department	1 - 2		

D. Key themes of scientific work and contribution to the development of the scientific field

Three works (Associate Professor)/five works (Professor) which the Applicant considers to be his/her most significant:

- 1.
- 2.
- 3.
- 4.
- 5.

Topic of the Associate Professorship/Professorship lecture:

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Instructions for Completing the Form

General Notes:

- If the point value coefficient (shown in the table) has a certain range, the higher value is considered for a more prestigious activity, i.e. a more prestigious publisher, journal, conference, etc.
- For points A.1 to A.6, B.2 to B.4 and C.3 to C.5, in the case of co-authorship, the point value is divided according to the percentage of the author's participation. If a percentage higher than $100/n$ is applied, where n is the number of all the authors of the result, it is recommended to document the consent of the co-authors.

A. Scientific and Publication Activities

- A.1 A scientific monograph (not a collection of articles) published abroad in English or another world language.
- A.2 A scientific monograph (not a collection of articles) published in Czech or Slovak (alternatively in a non-world language).
- A.3 A scientific or professional article published in an impacted journal (according to the Web of Science). The point evaluation takes into account the quality of the journal within the field of the Procedure.
- A.4 A scientific or professional article published in a journal without IF, or a scientific or professional article published as a separate chapter in a book (not in the classical proceedings).
- A.5-7 Points are allocated according to the significance of the conference for the Field of the Procedure. The significance for the Field is documented by indexing in a professionally recognized database (Web of Science, Scopus, etc.) or by other appropriate means. The International Conference is a conference (organized possibly in the Czech Republic) in which the "internationality" is declared in its title or description and where the sole language is English.
- A.8 One point is allocated for a domestic institution, 2 points are allocated for a foreign institution.
- A.9 Quotations in a monograph, journal or conference proceedings, etc. (all citation sources have either ISSN or ISBN and must be traceable). Quotations in habilitation, dissertation, Master or Bachelor theses or auto-citations cannot be counted.
- A.10 The points are allocated according to the importance of the journal in which the article was published.
- A.11 It is a review of a scientific monograph, a scientific or professional article published in a journal or conference proceedings which is part of the reviewing procedure underlying its publication.
- A.12 The publication means a conference proceedings, a special issue of a journal, etc. A higher score is awarded to international publications.

B. Teaching and Educational Activities

- B.1 Half points are allocated, as a rule, for each lesson of lecture weekly throughout the semester. In the associate professorship appointment procedure, it is also possible to count laboratory training and seminar instruction or practical exercises, namely 0.25 points for each teaching lesson per week throughout the semester. The point coefficients can be doubled for teaching in a foreign language.
- B.2 A university textbook or a script with an ISBN assigned.
- B.3 It is a book issued by the press (with ISBN), which can be used in teaching (a collection of solved tasks, etc.); textbooks for other types of schools (secondary school textbooks, etc.), e-books, e-tasks, etc. Alternatively, internal publications such as lecture syllables (without ISBN), can be counted. Point scores prefer ISBN publications and publications with a wider regional coverage. Non-printed publications (e.g. syllables), must be available.
- B.4-5 See the general comments above.
- B.6 Recommended number of points: 4 - 6 Head-Researcher, 2 - 4 Co-Researcher, 1 - 3 Research Team Member. When determining the number of points, consideration should also be given to the length and the significance of the project; for Research Team Members, consideration should also be given to their contribution to the project. Prestigious international projects are preferred.
- B.7-8 No more detailed information.
- B.9 One point is awarded for each defended Bachelor's thesis, two points are awarded for the Master thesis.
- B.10 Two points are allocated for a student with a passed state Doctoral exam, four points are awarded for a student with a defended Ph.D. thesis.
- B.11 The prestige of the student's award (university, national, international award) is taken into account.

C. Grant, Professional, Technical-Engineering and Academic Activities

- C.1 Recommended number of points: 7 - 12 Head-Researcher, 4 - 8 Co-Researcher, 1 - 5 Research Team Member. When determining the number of points, consideration should also be given to the length and the significance of the project; for Team Members, consideration should also be given to their contribution to the project.
- C.2 Recommended number of points: 5 - 8 Head-Researcher, 3 - 6 Co-Researcher, 1 - 3 Research Team Member. When determining the number of points, consideration should also be given to the length and the significance of the project; for Team Members, consideration should also be given to their contribution to the project.
- C.3 Give 6 points for an unlicensed foreign patent; assign 10 points for a licensed foreign patent.
- C.4 Assign 3 points for an unlicensed domestic patent or utility model; assign 5 points for a licensed domestic patent or utility model.
- C.5 Only technical works are considered for which their real use, social and economic utility etc. can be documented. The points are allocated according to the extent and nature (complexity) of the performed work.
- C.6-7 Points are allocated according to the justifiable significance of the journal or the conference for the Field of the Procedure. In the case of a magazine or a series of conferences, it is applicable only for one term of office.
- C.8 Points are allocated according to the justifiable significance for the Field of the Procedure.
- C.9 In the Professorship Appointment Procedure Board, four points for the Chair, three points for the Member; in the Associate Professorship Appointment Procedure Board, three points for the Chair, two points for the Member.
- C.10 It is membership in a commission awarding scientific titles DrSc., DSc. (Chairperson/Member: 3/2 points), as well as membership in a commission awarding scientific titles CSc., Dr., Ph.D. (Chairperson/Member: 2/1 points).
- C.11 Assign one point for membership in the Study Field Board; assign 2 points for the position of Chairperson.

- C.12 Membership in a lecturers' board, assessment panel or other grant agency body, or in another important expert or advisory board in the field of higher education and R&D. This coefficient can be applied only once per term of office.
- C.13 Reviews of DrSc. and DSc. theses - 3 points; habilitation thesis reviews - 2 points; reviews of CSc., Dr. and Ph.D. theses - 1 point.
- C.14 For membership in any Scientific Board (faculty, institute, university, other higher education institution, etc.) only one point can be counted, i.e. membership for only one term of office is considered.
- C.15 Applicable only for one term of office.
- C.16 Applicable only for one term of office.