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Article 1 Opening provisions

- (1) This instruction document is complementary to the Rector's Directive entitled 'Evaluation and management of the development of teaching, creative, managerial and other activities carried out by members of TBU academic and research staff (hereinafter referred to as 'the Rector's Directive') with respect to employees involved in teaching, creative, managerial and other activities carried out at the University Institute of Tomas Bata University in Zlín (hereinafter referred to as "UNI").

Article 2 Scope, structure and evaluation of activities carried out by members of academic staff

- (1) The scope and structure of the activities carried out by members of academic staff is set out as follows:

Groups of activities	Minimum limit of the total annual volume of work capacity set	Maximum limit of the total specified annual volume of work capacity set
Teaching activities	10 %	90 %
Creative activities	10 %	90 %
Managerial and organisational activities	0 %	80 %
Other activities	0 %	30 %

(2) The evaluation of the teaching activities carried out by members of academic staff and the value of the allocated WPP is determined by the applicable Rector's Directive.

(3) The following activities are evaluated beyond the Rector's Directive:

Supervising a bachelor's thesis (BT) completed at UNI	50 WPP
Supervising a master's thesis (MT) completed at UNI	80 WPP
Reviewing a BT/MT	5/10 WPP
Supervisors – Successful defence of a dissertation thesis completed at UNI	100 WPP

(4) When evaluating the teaching activities carried out by members of academic staff, the qualitative parameters of the evaluation of teaching for the given period shall be also taken into account, these being the results of the students' evaluation of the quality of teaching and/or the results of inspections of classes.

(5) Inspection of classes refers to the participation of the Director of the department or a person authorised by him/her in the classes held within the course unit; minutes are taken and the member of academic staff is given feedback on his/her teaching activity. The member of academic staff has the opportunity to comment on the minutes taken.

(6) The maximum bonus for the evaluation of the quality of teaching activity is 200 WPP per member of academic staff and academic year.

(7) The Director of the department submits a proposal for the amount of the bonus for all members of academic staff involved in the teaching activities carried out by that department to the respective dean of the faculty or to the Director of UNI or the directors of the centres for approval. The following criteria are taken into account in determining the bonus:

- Conclusions from inspection of classes
- Evaluation of teaching by students
- Proper implementation of scheduled teaching lessons
- Carrying out consultations with students
- The way of treating students
- Motivating students to study
- Self-teaching of members of academic staff in the areas of the subjects taught.

Article 3

The scope and structure of activities carried out by members of scientific staff

- (1) The scope and structure of activities carried out by members of scientific staff are defined as follows:

Groups of activities	Minimum limit of the total annual volume of work capacity set	Maximum limit of the total specified annual volume of work capacity set
Creative activities	70 %	100 %
Managerial and organisational activities	0 %	30 %
Other activities	0 %	30 %

Article 4

Methods for evaluation of creative activities

- (1) The evaluation of creative activities carried out by members of academic and scientific staff and the value of the allocated WPPs is determined by the applicable Rector's Directive and its Annex 3.
- (2) The following activities are evaluated beyond the Rector's Directive:

Complementary activity/contract research: A bonification for the project team per contract. The allocation of WPPs will be determined by the contract manager based on the staff member's involvement in the contract. The amount of WPP shall be determined by the contract amount (as invoiced) as follows:

0–50 thousand CZK	10 WPP per contract
51–100 thousand CZK	20 WPP per contract
101–500 thousand CZK	40 WPP per contract
501–1000 thousand CZK	70 WPP per contract
1,000 thousand and more CZK	100 WPP per contract

Article 5

The structure and definition of managerial and organisational activities

- (1) In particular, the guarantor for the research direction coordinates the content of the scientific direction, supervises the quality of the research carried out in the given field, evaluates the results of the scientific direction and develops it.
- (2) The performance of the research direction guarantor is bonused beyond the Rector's Directive:

Guarantor for direction of research	100 WPP
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- (3) The organisational activities mentioned below are evaluated on the basis of a proposal by the guarantor of the research direction and upon approval by the Director of UNI / directors of centres.

Management of laboratory equipment	Up to 100 WPP per calendar year
Administrative activities associated with the operation of the research group	Up to 100 WPP per calendar year

- (4) In the case of cumulative activities, a maximum of 100 WPP per staff member per academic year may be awarded.

Article 6

The method for evaluation of other activities

- (1) Other activities which are evaluated include:
- a) Educational activities for which members of the general public form the associated target group.

Lectures for U3A attendees	1.5 WPP per TL
Lectures for LL students	1.5 WPP per TL
Events for nursery schools / primary schools / secondary schools	4 WPP per TL
Events such as "Junior University"	4 WPP per TL
Other specialist lectures/courses/workshops for the public	4 WPP per TL

- b) Co-operation with external entities including activities that are carried out in cooperation with external entities:

Volunteering and charitable activities (total per event)	30 WPP
Other types of cooperation with the field (total per event)	30 WPP

c) Membership in external bodies per individual type of membership:

Membership in scientific boards of other higher education institutions, including academic boards of faculties	30 WPP
Membership in bodies representing higher education institutions according to § 92 of Act No. 111/1998 Coll.	30 WPP
Membership in degree programme boards outside TBU	10 WPP
Membership in national and regional expert associations	6 WPP
Membership in professional societies / bodies of external organizations	8 WPP

d) Organizational activities within external cooperation.

Organization of and arrangements made within a congress, symposium, conference, workshop or exhibition in cooperation with external entities (total per event)	60 WPP per event
Organization of Olympiads and summer schools (total per event)	60 WPP per event

e) Promotional activities within Promotion Plan of TBU and its component parts.

Promotional events (total per event)	30 WPP per event
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(2) In the case of cumulative activities, a maximum of 100 WPP per member of staff per year can be awarded.

Article 7

Final provisions

(1) The present Instruction replaces the DI/1/2021 UNI Director's Instruction.