



LÉKAŘSKÁ FAKULTA  
V PLZNI  
Univerzita Karlova

In Plzeň on 30 June 2022  
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**DEAN'S DIRECTIVE NO. 5/2022**  
**COMPREHENSIVE EVALUATION OF**  
**ACADEMICS, RESEARCHERS, AND LECTURERS**  
**AT THE FACULTY OF MEDICINE IN PLZEŇ**

**Article 1**

**Introductory Provisions**

- 1.1 The introduction of a comprehensive evaluation follows from one of the priorities of the Strategic Plan for 2021–2025 “The best people make the best university,” the aim of which is to improve the working conditions of the employees of Charles University.
- 1.2 The aim of the regular comprehensive evaluation of employees is to provide bidirectional feedback, improve the quality of work performed by individuals as well as their motivation, and thereby improve the operation of the Faculty as such.
- 1.3 The evaluation provides an overview of the performance and quality of work of individual employees, and enables the assessment of their work results. It creates a favourable environment for communication between superordinate and subordinate employees, and facilitates regular bidirectional feedback. The evaluation also allows targeted learning and development of employees, and strengthens their motivation and sense of co-responsibility. It enables the identification of employees' potential in terms of their career growth.

**Article 2**

**Time Schedule of the Evaluation**

- 2.1 The comprehensive evaluation is carried out every three years. The period of evaluation includes the three previous calendar years.
- 2.2 The comprehensive evaluation is usually carried out in the period from April to June of the year following the period of evaluation (for example, the evaluation for the 2020, 2021, and 2022 period is carried out in the period 4–6/2023). Clinical departments may move the date of the evaluation at the Faculty of Medicine in Plzeň (“LFP”) according to the evaluation carried out at the University Hospital Plzeň.
- 2.3 An interim evaluation may be carried out within the three-year interval if requested by the superordinate employee or the employee, or if the extension of a fixed-term employment contract is being considered. For example, the interim evaluation may result in setting new objectives if the employee's job description changes, or the continuous achievement of objectives set may be evaluated.
- 2.4 The appointment of an associate professor or a full professor may replace the evaluation procedure that the employee would have to undergo in the given period.
- 2.5 Feedback between the superordinate employee and the employee should be provided continuously throughout the whole year.
- 2.6 The evaluation for the given period must reflect the full-time equivalent (FTE, working hours), any long-term incapacity to work, maternity or parental leave, care for a family member, stay abroad, sabbatical, and other relevant circumstances.

### **Article 3**

#### **Parties Involved in the Evaluation**

- 3.1 The comprehensive evaluation of employees applies to all departments and all employees who are academics, researchers, or lecturers, and have entered into an employment contract, that is, their employment is not based on an agreement to complete a job (DPČ) or an agreement to perform work (DPP).
- 3.2 Employees whose total working hours do not exceed 16 hours per week are not obliged to undergo an evaluation. If they express an interest in being evaluated, their superordinate employee carries out the evaluation with them.
- 3.3 Each employee is evaluated in all areas of their work at LFP as indicated in their job description. The superordinate employee is obliged to procure in advance (for example, from other project leaders) the relevant information necessary for the general evaluation.
- 3.4 Career growth plans are not drafted for employees with fixed-term contracts who are not expected to remain employed at LFP. However, if they express an interest in being evaluated, their superordinate employee should carry out the evaluation with them.
- 3.5 The evaluation of an employee is carried out by the head of department, who may delegate the entire evaluation procedure to the direct superordinate employee or the project leader. The employee may not be deprived of the possibility of an evaluation interview with the head of department where the employee expresses his or her interest in it.

### **Article 4**

#### **Evaluation Procedure**

- 4.1 The employee completes a form which includes the following parts: Self-Evaluation (in the area of teaching, research, other activities, and actions and behaviour at work) and Draft Personal Growth Plan. The employee then sends the form to his or her superordinate employee.
- 4.2 The deadline for the submission of the employee's evaluation form is set by the head of department.
- 4.3 The superordinate employee completes the part 'Evaluation of the Employee', and invites the employee for an evaluation interview.

### **Article 5**

#### **Evaluation Interview**

- 5.1 The usual, recommended form of the evaluation interview is 1:1 (the subordinate employee and his or her direct superordinate employee).
- 5.2 Where work is also assigned by other supervisors in addition to the direct superordinate employee (for example, if the employee is involved in projects), they may also participate in the interview, or provide the necessary documents in advance. In that case, the interview may also take the form 2:1 (direct superordinate employee, project leader, and the employee). However, the 1:1 form of the interview is still recommended even in this case (direct superordinate employee and the employee). Both these interviews may take place within one meeting.
- 5.3 During the interview, the superordinate employee together with the employee define in writing on the prescribed form the objectives for the next period of evaluation, and draft the Personal Growth Plan. These objectives are binding on the employee, and their achievement is subject to evaluation in the next period.
- 5.4 The superordinate employee and the employee then sign the Personal Growth Plan, thereby confirming that he or she has read it and agrees with it.
- 5.5 The signed Personal Growth Plan is submitted by the superordinate employee to the Evaluation Commission by scanning the plan and attaching it to the electronic evaluation form in the Evaluation of Employees folder on the storage server.
- 5.6 The direct superordinate employee is always responsible for carrying out the evaluation and completing all the forms.
- 5.7 In the event of any discrepancy between the employee's self-evaluation and the evaluation by the superordinate employee, or discrepancies in the Personal Growth Plan, any objections are considered by the Commission.

## **Article 6**

### **Evaluation Commission**

- 6.1 The Evaluation Commission is a permanent commission which consists of three members: Vice-Dean for Science and Research and the Grant Activities of the Faculty, Vice-Dean for Doctoral Study and the Associate and Full Professorship Appointment Procedure, and Vice-Dean for Teaching Master's Programmes of Study in Czech and English.
- 6.2 The Commission is provided with the employee's self-evaluation form, evaluation by the supervisor, and the Personal Growth Plan drafted by the employee and the superordinate employee. It may request further information, for example, from the SIS information system, on the number of classes taught, or the opinion of other persons who have collaborated with the evaluated employee and the supervisor. The evaluated employee is obliged to collect the information.
- 6.3 If the Commission is not satisfied with the documents provided, it invites the evaluated employee for an evaluation interview, which can be held remotely. The interview also takes place at the employee's request, as well as in other cases if the Commission so decides.
- 6.4 The Commission drafts a written report entitled Final Evaluation by the Commission in which it assesses all the documents provided, confirms the objectives set, or returns the form to the supervisor to be redrafted, and gives a final recommendation.
- 6.5 In its evaluation, the Commission gives one of the following recommendations:
  - Extension of the employment contract, or the decision not to extend the contract;
  - Reassignment to another position or pay band;
  - Change to the working hours based on agreement with the employee;
  - Decision on re-evaluation in fewer than three years;
  - Issuing of an official warning to the employee;
  - Modifying the employee's objectives or other recommendation.
- 6.6 The evaluated employee may respond to the conclusions of the Commission in writing if he or she disagrees with them. The evaluation of the employee including the Commission's report is then discussed by the Dean's Board.
- 6.7 The Dean, Vice-Dean, member of the Dean's Board, or other persons from the Faculty's management who are in charge of the employee's work may participate in the meeting of the Commission. These persons may also be asked in advance to provide inputs for the evaluation of the employee.
- 6.8 After the evaluation is finalised, the Evaluation Commission may be asked to draft a summary report on the evaluation of the employees, including the employees' suggestions and any proposed solutions. The report is provided to the Dean of LFP, who may decide to discuss it at a meeting of the Dean's Board, or by the Faculty's management on another level.

## **Article 7**

### **Evaluation of Managerial Staff**

- 7.1 Managerial staff are evaluated by the head of department. In addition to their work objectives and skills, managerial staff are evaluated based on achieving the objectives for managerial staff, and managerial skills.
- 7.2 Managerial staff are usually evaluated, in particular, in the following areas:
  - a) Transformation of the University's objectives into the objectives of LFP, departments and individuals;
  - b) Communication of information between the LFP's management and subordinate employees,
  - c) Cooperation with other departments;
  - d) Management and development of the department, the work team, and individuals, including regular feedback and evaluation of subordinate employees, and the professional growth and improvement of qualifications of subordinate employees.

## **Article 8**

### **Evaluation of New Employees**

- 8.1 Before the employee's trial period ends, an interview with the employee's superordinate employee is held. The Post-Trial Period Career Growth Plan form is completed based on the interview. The Plan is drafted in two counterparts of which one is delivered to the employee, and the other to the Human Resources Office, where it is stored in the employee's personnel file.
- 8.2 If deficiencies in the work of an employee are found in the course of the trial period, the superordinate

employee may determine measures and procedures to remedy the deficiencies, which will then be evaluated no later than two weeks before the end of the trial period. If the employee complies with the measures and remedies the deficiencies, the employee continues his or her employment at the Faculty in the same position after the trial period ends.

- 8.3 If the employee fails to achieve the set objectives or remedy the deficiencies during the trial period, or grossly violates the work discipline or internal regulations, employment is terminated in the trial period under Section 66 of the Labour Code.
- 8.4 The next evaluation of a new employee is carried out before the termination of the fixed-term employment contract, or within the general evaluation of the department. Such evaluation must include the Self-evaluation (in the area of teaching, research, other activities, and actions and behaviour at work) and the Personal Growth Plan. The evaluation form is attached to the request for the extension of the employment contract.

### **Article 9 Supporting Materials**

Training sessions are planned for the methodological support of the evaluation procedure. Guidelines for Evaluators and Guidelines for Evaluated Employees have also been created. Both are available in the Evaluation of Employees folder on the storage server.

### **Article 10 Additional Rules and Conditions of the Evaluation**

- 10.1 The Personal Growth Plan and the Final Evaluation by the Commission are drafted in two counterparts of which one is delivered to the employee and the other is kept by the employer.
- 10.2 The superordinate employee is obliged to ensure that the signed Personal Growth Plan and the Final Evaluation by the Commission are delivered to the Human Resources and Wages Office, where the documents are stored in the employee's personnel file.
- 10.3 All information acquired within the evaluation procedure is confidential. It will be processed exclusively by the LFP's management and the Human Resources Office. If the information is processed further (in particular, for archiving purposes), the rules of personal data protection will be observed.

### **Article 11 Final Provision**

- 11.1 This Dean's directive comes into force on the date of its execution by the Dean.
- 11.2 This directive becomes effective on 1 July 2022.

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Dean of the Faculty