



In Pilsen on 25 April 2025  
Ref: UKLFP/169859/2025

## DEAN'S MEASURE NO. 8/2025

### CAREER ORDER

#### Part One

##### Article 1

#### Principles of career development of academic and scientific staff and lecturers at the Faculty of Medicine in Pilsen Charles University

- 1.1 The aim of the principles is to provide employees with clear and understandable rules for career development, to define the strategy of HR policy, to specify and specify the requirements for employees in a certain position, to provide current and future employees and applicants for the role of employee with understandable and clear requirements for their work at the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as "LFP") within the framework of the approved principles of career development of academic and scientific staff and lecturers at Charles University and thus contribute to improving the quality of its functioning.
- 1.2 The staff career development system must be as transparent as possible and must not discriminate in any way, for example on the basis of race, ethnic origin, nationality, ideology, religion, belief, world view, age, gender, sexual orientation, physical disability, social origin or wealth.

##### Article 2

#### New staff

- 2.1 New workers are entitled to an adaptation period, i.e. initial training and other support.
- 2.2 The length of the adaptation period is set by the head of the department, usually 6 months.
- 2.3 The new employee's department head or designee plays a key role.
- 2.4 As a rule, no later than 14 days before the expiry of the probationary period, the manager is obliged to inform the employee about the criteria or areas of evaluation and also to set up with him/her his/her Post-Probationary Personal Development Plan or Personal Plan, as the case may be.

#### Part Two

#### Career Regulations

##### Article 3

#### Career progression

The basic job description of academic and scientific staff and lecturers is derived from the Catalogue of Jobs for Academic and Scientific Staff and Lecturers, which is an annex to Rector's Measure No. 28/2021 (OR56/2021). Each employee is given an individual job description

corresponding to his/her job classification according to his/her employment contract (hereinafter referred to as "contract"). Other tasks are derived from the personal development plan which is created during the employee's evaluation according to the methodology of the relevant measure of the Dean "Systematic evaluation of academic staff, scientific staff and lecturers at the Faculty of Medicine in Pilsen" (hereinafter referred to as evaluation).

#### **Article 4**

##### **General considerations**

- 4.1 The contract with a new employee is usually for a fixed term, usually 1 year, with a maximum of 3 years. According to Act No. 262/2006 Coll., the Labour Code (hereinafter referred to as the "Labour Code"), the contract may be extended twice for a fixed period. Each extension of the contract is possible again for a maximum of 3 years<sup>1</sup>. The conclusion of employment contracts will always be conducted in accordance with the Labour Code and the rules of this Career Code.
- 4.2 A positive result is a prerequisite for such a contract extension without an open tender procedure.
- 4.3 The dean of the LFP decides on the extension of the contract on the basis of a request for extension with confirmation of the evaluation carried out.
- 4.4 In the event that it is no longer possible to conclude a fixed-term contract with an employee, specific work tasks will be assigned, usually for a period of 3 years. The fulfilment of these tasks will be verified by an evaluation. The evaluation may also result in a proposal for a change of classification between academic, researcher, lecturer and technical and economic staff.

#### **Article 5**

##### **General principles of career progression for academic staff (salary grades AP1 to AP4)**

- 5.1 The activities of academic staff comprise three basic components: teaching activities, creative activities and other activities (see OR No. 15/2020, "Academic staff" at Charles University).
- 5.2 Teaching activity means, in addition to direct teaching activities, i.e. direct teaching (e.g. lectures, seminars, exercises, practical sessions, oral consultations), other activities related to the educational activities of the University, such as guidance, consultation or supervision of theses and other work with students.
- 5.3 Creative activity is a legislative abbreviation for scientific and research, development and innovation, artistic or other creative activity. In addition to publishing or research activities in the narrow sense, creative activities should also be considered to include, for example, work on scripts or teaching aids or creative activities related to the application of scientific knowledge.
- 5.4 Other activities include, in particular, participation in the organizational and administrative support of the operation of the department, LFP, research groups, management, membership in bodies and committees, cooperation with the application sphere, popularization of science, participation in the third role of the university, own education, etc.
- 5.5 Attainment of the minimum required education for a given grade does not automatically entitle a person to be reclassified to that grade.
- 5.6 Academic staff positions are filled on the basis of open and transparent selection procedures

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<sup>1</sup> § 39 of the Labour Code

in accordance with the Regulations of the Charles University Selection Procedure.

## **Article 6**

### **Assistant - AP1**

- 6.1 A Master's degree or comparable education is required for classification in the AP1 pay grade.
- 6.2 The duration of the position can be up to 8 years (until completion of PhD), but normally be shorter.
- 6.3 Assistants who have had no objective obstacles to their appointment and have not started or completed their doctoral studies and whose contract is for a fixed term may remain in post for more than 8 years only in exceptional cases and if they defend their position in an open selection procedure.
- 6.4 Assistants who have had no objective obstacles to their work and have not started or completed their doctoral studies and whose contract is for an indefinite period may remain in post for more than 8 years in exceptional cases. They will be given specific work assignments, normally for 3 years. The fulfilment of these tasks will be verified by evaluation.
- 6.5 The Selection Committee (hereinafter referred to as "the Committee") shall allow the candidate to participate in the selection process for the position to be filled and shall give its opinion to the Dean of the LFP on the ranking of the candidates. The Dean shall support or reject the proposal of the Commission.

## **Article 7**

### **Assistant Professor - AP2**

- 7.1 A Ph.D. degree or equivalent education is required for classification in the AP2 salary grade.
- 7.2 This period is considered the preparation phase for the habilitation procedure.
- 7.3 The duration of the position is expected to be 9 years. A period of 9 years of full-time employment without interruption (e.g. due to long-term sick leave, maternity and parental leave) should be sufficient to meet the conditions for .
- 7.4 Professors who have had no objective obstacles in their work and yet have not fulfilled the requirements for the habilitation procedure may remain in the position for more than 9 years only in exceptional cases, if the needs of the LFP so require, by agreement with the head of their department and the Dean of the LFP. Under these conditions, it is possible to remain in the position of Assistant Professor in the AP2 pay grade for a long period of time. In this case, they will be assigned specific work tasks, normally for 3 years. The fulfilment of these tasks will be verified in the evaluation. Exemptions are requested by the staff member and are subject to the opinion of the Head of Department. The validity of the agreement between the employee and the manager is updated at evaluation intervals.

## **Article 8**

### **Associate Professor - AP3**

- 8.1 To qualify for the AP3 salary grade, an associate professor degree or comparable education is required.
- 8.2 If an employee assigned to the position of Assistant Professor - AP2 obtains the title of Associate Professor, he/she may be assigned to the position of Associate Professor - AP3 without a selection procedure on the basis of a request for reclassification signed by the Head of Department. The evaluation is replaced by a completed habilitation procedure. The Dean of the LFP decides on the application.

- 8.3 The duration of the position is not specifically defined and is governed by the needs of the department and the LFP.
- 8.4 The employment relationship of an associate professor who has sufficiently demonstrated his/her qualities and competences within the framework of an existing employment or other contractual relationship at the LFP is usually agreed for an indefinite period; however, if the employee is new to the LFP, a fixed-term employment relationship is usually agreed first, usually for a period of one year, but not exceeding three years. Thereafter, normally after an initial evaluation in which the staff member has demonstrated his/her qualities and competence, a permanent contract may be agreed. At the same time, the contract can be extended for a maximum of two more times for a fixed period, according to the Labour Code.

### **Article 9** **Professor - AP4**

- 9.1 To qualify for the AP4 salary grade, a scientific and pedagogical title of professor, appointment as an associate professor or attainment of comparable education abroad is required.
- 9.2 Classification to the position of Professor - AP4 is automatic for newly appointed professors classified as Head of Department and Head of Clinic. The Dean of the LFP decides on the change of classification of employees who have obtained the title of Professor to the position of Professor - AP4 on the basis of a request for change of classification. The appointment procedure may replace the evaluation.
- 9.3 The employment of a professor who has sufficiently demonstrated his/her qualities and competences within the framework of an existing employment or other contractual relationship at the LFP is normally agreed for an indefinite period; however, if the professor is a new employee at the LFP, a fixed-term employment relationship, usually of 3 years, is normally agreed first. Thereafter, usually after an initial evaluation in which the staff member has demonstrated his/her qualities and competence, an employment contract of indefinite duration may be agreed. At the same time, the contract can be extended for a maximum of two more times for a fixed period, according to the Labour Code.

### **Article 10** **General principles of career advancement for scientists (salary grades VP1 to VP3)**

- 10.1 The primary activity of scientists is research and they are usually recruited to work on scientific projects.
- 10.2 A researcher may also engage in other activities as defined in the definition of academic staff in Article 5 of this document.
- 10.3 In the where a researcher is engaged in continuous teaching activities related to the provision of subject teaching, it is necessary to review the classification of the employee as a researcher or academic employee under Act No. 111/1998 Coll., on Higher Education (hereinafter referred to as the Higher Education Act).
- 10.4 The review will be based on an evaluation of the employee or upon request by the employee or the department head. The Dean of the LFP shall decide on the request.
- 10.5 In order to be reassigned as an academic staff member, it is necessary to undergo a selection procedure in accordance with the Regulations of the Selection Procedure of Charles University.

### **Article 11** **Researcher - VP1, VP2 and VP3**

- 11.1 Research staff in salary grades VP1, VP2 and VP3 are usually recruited to work on research projects. The contract is usually for a fixed period in to the needs and duration of the projects.
- 11.2 If necessary due to the specific nature of the work, it is possible to chain the repetition of fixed-term contracts<sup>2</sup> (Agreement on the rules for other procedures for the conclusion and repetition of contracts).
- 11.3 A Master's degree or equivalent education abroad is required to be classified in salary grade VP1.
- 11.4 A Ph.D. degree or comparable education abroad is required to qualify for VP2.
- 11.5 Appointment as an associate professor or professor, or attainment of a comparable degree , is required for classification in salary grade VP3.
- 11.6 The length of stay in the position is dictated by the needs of the workplace and the conditions of the projects.
- 11.7 At the request of the employee and in agreement with the head of the department, the employee may be placed in a position below his/her qualifications.

### **Article 12**

#### **General principles of career development for lecturers (L1 and L2)**

- 12.1 The primary activity of lecturers is teaching (usually in study programmes and CŽV programmes).
- 12.2 If the lecturer is also engaged in creative (e.g. creation of educational materials, textbooks, scripts, etc.) or other activities, the classification of the employee may be revised. The review will be based on an evaluation of the staff member or at the request of the staff member or head of department. The Dean of the LFP shall decide on the request.

### **Article 13**

#### **Lecturer - L1**

- 13.1 The L1 position is a non-academic position.
- 13.2 No creative or other activities are expected for a lecturer assigned to the L1 position.
- 13.3 The duration of the position is based on the needs of the workplace and the conditions of the projects.
- 13.4 In order to be reassigned as an academic staff member, it is necessary to undergo a selection procedure in accordance with the Regulations of the Selection Procedure of Charles University.

### **Article 14**

#### **Lecturer - L2**

- 14.1 The L2 position is an academic position.
- 14.2 For L2 lecturers, their activities are usually linked to the performance of demonstrable creative or other activities.
- 14.3 The duration of the position is based on the needs of the workplace and the conditions of the projects.

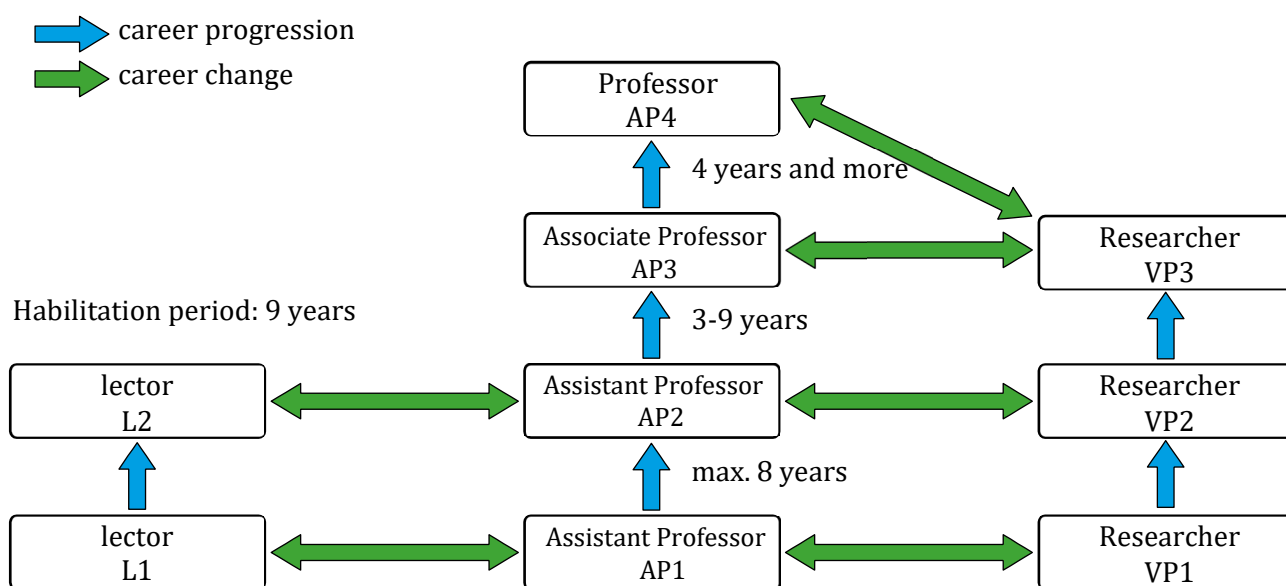
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<sup>2</sup> § 39 (4) of the Labour Code

## Article 15 Postdocs

- 15.1 Postdoctoral fellows, i.e. recent graduates of doctoral programmes, are a special group of LFP staff. The main activity of the LFP is to support scientific activities and teaching at the LFP on the one hand and to further develop the professional competences of postdoctoral fellows on the other hand. Graduates of other faculties and universities, especially those from abroad, are of particular importance and contribution.
- 15.2 Postdoctoral fellows are employed for a fixed term, usually 1 year, with a maximum of 3 years. At the same time, they must have an academic degree of Ph.D. or equivalent, which they have obtained no more than eight years ago. For more details, see OR No. 23/2021, Introduction and definition of the term "postdoctoral fellow" at Charles University.
- 15.3 Postdoctoral positions are filled according to the Regulations of the Selection Procedure of Charles University or according to the specific conditions of the project for which the postdoctoral student is recruited.
- 15.4 A postdoctoral is not considered to be a postdoctoral fellow who, after defending his/her Ph.D., remains at the same workplace where he/she worked during the Ph.D. studies.

## Article 16 Career progression and career change scheme



- 16.1 Staff in the academic, research and lecturer positions may choose to change careers and be placed in a technical and economic position.
- 16.2 The diagram includes only typical transitions, not all possibilities. The period of stay in the posts assumes uninterrupted full-time employment and may be longer in the event of long-term sick leave, maternity and parental leave or other cases.

## Article 17 Managers

- 17.1 The period of time for which the head of the (institute, clinic, workplace) is recruited is usually limited in time, the usual duration being 9 years.
- 17.2 The filling of managerial positions at departments shared with the Pilsen University Hospital

is governed by the terms and conditions set out in the Cooperation Agreement with the Pilsen University Hospital.

- 17.3 The filling of managerial positions at independent departments of the LFP is governed by the Selection Regulations of Charles University.
- 17.4 After the expiry of the fixed period, the term of office may be extended for a further fixed period.
- 17.5 The extension of the period is preceded by an evaluation, which takes place 3-12 months before the end of the fixed period.
- 17.6 If the Dean so determines, successful completion of a selection procedure in accordance with the Regulations of the Selection Procedure of Charles University may be a condition for continued retention in a senior position.
- 17.7 The manager is responsible for:
- a) Transforming LFP objectives into workplace and individual objectives,
  - b) ensuring and improving the quality of creative and publishing activities,
  - c) ensuring and improving the quality of educational activities,
  - d) Managerial leadership of the workplace, including regular feedback and evaluation of subordinates, professional development and qualification growth of subordinates, including with regard to ensuring continuity of the workplace, and searching for suitable candidates for possible addition to the workplace,
  - e) cooperation with other departments,
  - f) representing and spreading the good name of the LFP externally.
- 17.8 The work in a leadership position may end at the end of a specified period of time, the leader may resign, or the leader may be removed from the position. The employee is then usually classified as an academic or researcher, lecturer according to their contract.

## **Article 18**

### **Work-life balance, late career**

- 18.1 In order to reconcile work and personal/family life and where the nature of the work allows, LFP provides staff with the opportunity to work from home. LFP is sympathetic to the specific needs of workers after maternity/parental leave, or for workers who have suffered serious and prolonged incapacity or are caring for family members, including support for part-time work to encourage a smooth return to work. At the same time, the LFP takes into account specific factors when assessing compliance with the criteria in the evaluation.
- 18.2 The late stage of a worker's career is an integral part of his or her working life, as it is equally important. The LFP encourages, taking into account economic opportunities and smooth staff turnover, the use of the experience of late-career workers through part-time or other employment.
- 18.3 Staff will be given specific job tasks, usually for 3 years. The fulfilment of these tasks will be verified in an evaluation. The evaluation may also result in a proposal for reassignment to a position other than the one held (academic, researcher, lecturer, technical and economic officer).
- 18.4 Professors over 65 years of age may be appointed Emeritus Professors by the Rector<sup>3</sup> and continue to participate in the activities of the University without employment obligations.

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<sup>3</sup> Article 41 of the Statute of Charles University



## **Article 19**

### **Personal Development Plan**

- 19.1 A personal development plan (hereinafter referred to as "PDP") helps to better plan an employee's career with regard to individual job assignments and career goals by setting out in a binding manner what is expected of the employee. It motivates the employee to perform better and to develop further. The POR also takes into account the current criteria set by the LFP for the habilitation procedure or for appointment as a professor at the LFP.
- 19.2 The POR is prepared by the employee in cooperation with the head of the workplace. The plan also includes a specific career outlook, including a time estimate, as well as recommendations on what the employee should focus on in each area of the employee's content.
- 19.3 The fulfilment of the objectives of the POR is subject to evaluation.
- 19.4 PORs are not provided for fixed-term employees who are not expected to remain at the University, such as postdoctoral fellows.

## **Article 20**

### **Transitional and final provisions**

- 20.1 The 9-year time limit in Article 17, paragraph 17.1, for newly appointed managers and for positions already filled shall begin to run with the effectiveness of this measure.
- 20.2 These regulations have been discussed by the Academic Senate of the LFP on 24 April 2025 and come into force and effect on the date of signature by the Dean of the LFP.
- 20.3 Superintendents and other senior managers shall make all employees assigned to work in their department who are affected by these regulations in the performance of their work aware of these regulations.

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