



In Pilsen, May 27 2025
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DEAN'S MEASURE NO. 11/2025

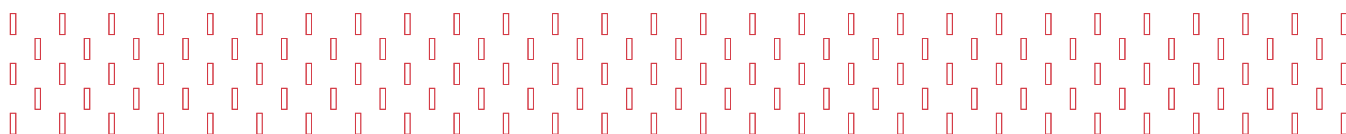
SYSTEMATIC EVALUATION OF ACADEMIC STAFF, RESEARCHERS AND LECTURERS AT THE FACULTY OF MEDICINE IN PILSEN

Article 1 Introductory provision

- 1.1 The aim of regular systematic staff appraisal is to provide two-way feedback, to improve the quality of work of individuals and their motivation, and thus to improve the quality of functioning of the entire Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "LFP").
- 1.2 Appraisals provide an overview of the performance and quality of individual staff members' work and thus enable the measurement of the results achieved. It creates an environment for communication between supervisor and subordinate and allows for regular two-way feedback. It enables targeted development and training of employees, strengthens their motivation and co-responsibility. It enables to identify the potential of employees for their career growth.

Article 2 Evaluation schedule

- 2.1 A systematic evaluation is carried out every 3 years. The evaluation period shall be the previous three calendar years.
- 2.2 Systematic evaluation usually takes place between April and June of the year following the evaluation period (e.g. the evaluation for the evaluation period 2022, 2023, 2024 will take place in 2025). Clinical units may adapt the date of evaluation at the LFP to the evaluation carried out at the Faculty Hospital in Pilsen.
- 2.3 Interim appraisals may be made within the 3 year interval if requested by the supervisor or employee or if the extension is for a fixed term contract. The mid-term review may, for example, include the setting of new objectives, a change in the employee's job description or an assessment of the ongoing achievement of the objectives.
- 2.4 Appointment as Associate Professor or Professor may replace the appraisal process that the staff member would have had to go through in the same period.
- 2.5 Feedback between supervisor and employee should be ongoing throughout the year.



- 2.6 The evaluation for the previous period must take into account the amount of time worked as well as any long-term sick leave, maternity or parental leave, caring for a family member, staying abroad, taking creative leave and other circumstances worthy of special consideration.

Article 3

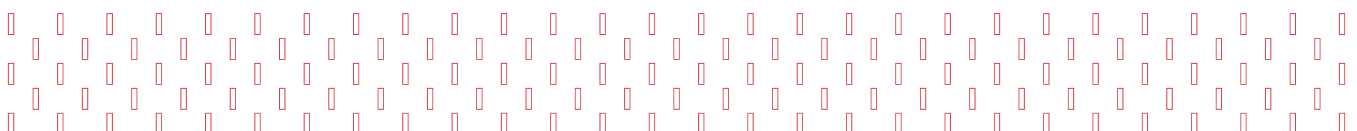
Interested parties

- 3.1 Systematic staff appraisal applies to all departments and to all staff who are academic or scientific staff or lecturers, in an employment relationship (i.e. not working under a performance or employment agreement) with a time commitment of 0.4 hours or more, i.e. working 16 hours per week or more.
- 3.2 Staff members who have a total time commitment of less than 0.4 (16 hours per week) need not be evaluated. If they express an interest in evaluation, the supervisor will conduct the evaluation with them.
- 3.3 Each staff member is evaluated in all areas of his/her work for LFP. It is the responsibility of the supervisor to secure in advance (e.g. from other project managers) the relevant information needed to make an overall assessment.
- 3.4 Personal development plans are not provided for temporary staff who are not likely to remain on the LFP, e.g. because of their limited participation in the project. However, if they express an interest in an appraisal, the supervisor should conduct an appraisal with them.
- 3.5 The employee's appraisal is carried out by the Head of Department, who has the option of delegating the entire appraisal process to the line manager or project managers as appropriate. However, the employee must not be denied the opportunity to have an appraisal interview with the Head of Department if they wish to do so.

Article 4

The evaluation process

- 4.1 The evaluation process is carried out in the Academic, Researcher and Lecturer Evaluation application accessible at <https://hodnoceni.lfp.cuni.cz/login>. The application can also be accessed via the LFP intranet in the Need to address section. Access to the application is by logging into CAS. The application is linked to OBD and SIS.
- 4.2 The first step is for the administrator to set up the assessment. Setting up the appraisal will be done in consultation with the Head of Department or in consultation with the Personnel and Payroll department. The implementation of the evaluation is a condition of the employee's contract renewal.
- 4.3 The employee completes a form in the application which consists of a self-assessment section (in the areas of teaching, research, other activities, work conduct and behaviour) and a draft Personal Development Plan. The form is then submitted to the supervisor.
- 4.4 The deadline for commencing the appraisal is 14 days and the employee has a further 30 days to complete it. Further deadlines are set in the app and employees and line managers are notified of their duration and any expiry by emails from the app.
- 4.5 The supervisor completes the Employee Appraisal and invites the employee to an appraisal interview.



Article 5

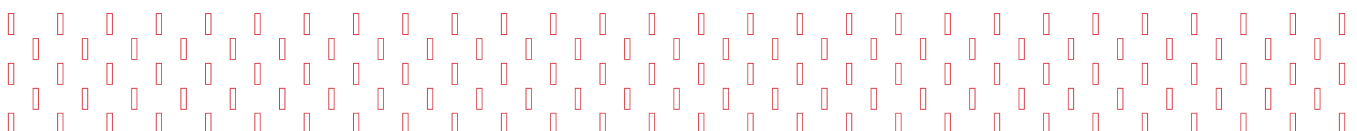
Evaluation interview

- 5.1 The usual and recommended format for the appraisal interview is 1:1 (subordinate and line manager).
- 5.2 Where work is commissioned by a supervisor other than the line manager (for example, where the employee is involved in projects), the line manager may also attend the interview or provide supporting evidence in advance. The interview may then also take the form of a 2:1 interview (immediate supervisor and project manager and employee). However, even in this case, a 1:1 interview (immediate supervisor and employee) is recommended. Both of these interviews can be completed in one meeting.
- 5.3 At the interview, the supervisor and the employee will discuss the employee's proposed objectives for the next period or agree to adjust them as necessary. The objectives are written in the Personal Development Plan document, which is a printable report in the application. The objectives are binding on the employee and their fulfilment will be evaluated in the following period.
- 5.4 The supervisor will confirm or modify the objectives, record the employee's evaluation and forward the evaluation to the evaluation committee.
- 5.5 In the event of a discrepancy between the employee's self-assessment and the supervisor's assessment or inconsistencies in the Personal Development Plan, the Evaluation Committee will consider any objections.

Article 6

Evaluation committee

- 6.1 The Commission consists of 3 members: the Vice-Dean for Science and Research and Grant Activities of the Faculty, the Vice-Dean for Doctoral Studies, Habilitation and Appointment Proceedings, the Vice-Dean for Teaching of Master's Degree Programmes in Czech and English and for Teaching of the NLZP. The Commission elects a chairperson from among its members, who furthermore acts on behalf of the Commission.
- 6.2 The Commission has access to the Employee Self-Evaluation Form, the Supervisor's Evaluation, the Personal Development Plan drawn up by the employee and the supervisor. It may request further information or the opinion of other persons working with the employee and supervisor being appraised.
- 6.3 The Committee may also return the evaluation to the supervisor and the employee.
- 6.4 Once the appraisal and Personal Development Plan have been approved by the Panel, the supervisor will print the Personal Development Plan and appraisal and give them to the employee. The second original will be forwarded to the Personnel and Payroll Department.
- 6.5 The outcome of the panel's evaluation is one of the following recommendations:
 - extension or non-extension of the employment contract,
 - reassignment to another position or pay grade,
 - a change of hours in agreement with the employee,
 - a decision to carry out a re-evaluation in less than 3 years,
 - reprimanding an employee,



- modification of the employee's objectives or other recommendation.

- 6.6 The appraised employee has the opportunity to respond to the findings of the appraisal by submitting an objection if he/she disagrees with them. His/her appraisal will then be referred to the Dean of LFP.
- 6.7 Following the completion of the appraisal, the appraisal panel may be asked by LFP management to produce a summary report of the staff appraisal, including any suggestions from staff and possible solutions. This report is addressed to the LFP Dean and, at his or her discretion, may subsequently be discussed at the Dean's College or at another level of LFP management.

Article 7

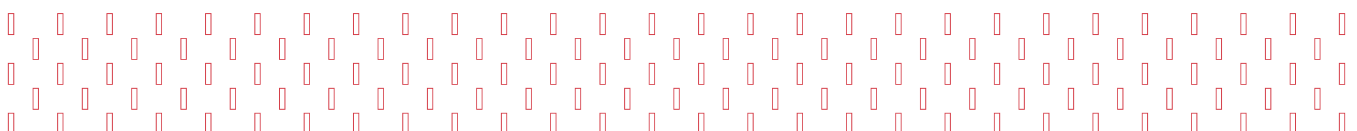
Evaluation of senior staff

- 7.1 The appraisal of senior staff is carried out by the Head of Department. In addition to their job objectives and competencies, senior staff are evaluated on the achievement of objectives for senior staff and managerial competencies.
- 7.2 Senior staff are normally evaluated in the following areas in particular:
- a) translating University objectives into LFP, departmental and individual objectives,
 - b) transfer of information between LFP management and subordinate staff,
 - c) collaboration with other departments,
 - d) managerial leadership and development of the workplace, work team and individuals, including regular feedback and evaluation of subordinates, professional development and skill development of subordinates.
- 7.3 The Committee may also return the evaluation to the supervisor and the employee.

Article 8

Evaluation of new employees

- 8.1 Prior to the expiration of the employee's probationary period, an interview will be conducted with the employee's supervisor. A Personal Development Plan form will be prepared from the interview. This plan will be produced in 2 originals, one will be given to the employee and the other will be sent to the Personnel and Payroll Department and placed in the employee's personnel file.
- 8.2 If an employee's performance deficiencies are identified during the probationary period, steps and procedures for correcting the deficiencies may be established by the supervisor and will be subsequently evaluated at least two weeks prior to the end of the probationary period. Upon completion of the established steps and correction of the deficiencies, the employee will continue employment with LFP in that position beyond the probationary period.
- 8.3 If the employee fails to meet the set objectives or remedy the deficiencies during the probationary period or grossly violates work discipline or internal regulations during this period, the employment relationship with the probationary employee will be terminated in accordance with the provisions of Section 66 of Act No. 262/2006 Coll., the Labour Code.
- 8.4 Further evaluation of the new employee will take place before the expiry of the fixed period for which the employment relationship was agreed or as part of the overall evaluation taking place in the workplace. This evaluation must already include a self-assessment (in the areas of teaching, research, other activities, work conduct and behaviour) and a Personal Development Plan. This assessment is carried out in the appraisal application.



Article 9
Support materials

Information about the evaluation, a preview of the evaluation outputs is available on the LFP intranet, in the section I need to address.

Article 10
Evaluation of new employees

- 10.1 The Personal Development Plan and the final panel evaluation will be produced in 2 originals, one for the employee and one for the employer.
- 10.2 The supervisor must ensure that the signed Personal Development Plan and final appraisal are forwarded to the Personnel and Payroll Department who will place the documents in the employee's personnel file.
- 10.3 All information obtained during the appraisal process is confidential. It will only be handled by LFP management and the Personnel and Payroll Department. In the event of further processing (in particular archiving), data protection rules will be observed.

Article 11
Final provisions

- 11.1 This Measure shall come into force and effect on the date of signature by the Dean. ¹
- 11.2 Superintendents and other senior staff shall make this measure known to all staff assigned to work in their department who are affected by this measure in the performance of their work.
- 11.3 This measure cancels Dean's Measure No. 5/2022 - Systematic evaluation of academic staff, researchers and lecturers at the Faculty of Medicine in Pilsen.

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prof. MUDr. Jindřich Fínek, Ph.D., MHA
Dean of the Faculty

¹ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

