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<h1 style="margin: 0;">CAREER CODE</h1> <h2 style="margin: 0;">for Academic Staff</h2> <h2 style="margin: 0;">AMBIS university, a.s.</h2>		
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## **Art. I**

### **Introductory Provisions**

- (1) The Career Regulation (hereinafter the “**Regulation**”) governs the development procedures of academic staff of AMBIS University, a.s. (hereinafter “**AMBIS**”).
- (2) The Regulation sets out the principles, rules, and procedures for the career development and personal growth of AMBIS academic staff.
- (3) The purpose of the Regulation is to support the professional and pedagogical growth of academic staff, ensure high quality of educational and research activities, and create a transparent system of career advancement.

## **Art. II**

### **Scope**

- (1) The Regulation applies to all academic and research staff of AMBIS, including lecturers, assistant professors, associate professors, and full professors (hereinafter “**academic staff**”).
- (2) The Regulation is binding on all organizational units of AMBIS and is implemented in accordance with applicable legislation and AMBIS internal regulations, as well as with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

## **Art. III**

- (1) The Regulation contributes to raising the level and expertise of academic staff and lecturers at AMBIS. It is aimed at improving quality and its management.
- (2) An academic staff member may choose:
  - a career path towards specialized activities,
  - a path of developing professional competencies,
  - further qualification through additional studies, habilitation, or appointment proceedings for professorship,
  - or a trajectory towards a managerial position.

## **Art. IV**

### **Organizational Structure of Academic Staff**

- (1) Academic staff are managed by the Vice-Rector for Strategy and Development, who is responsible for:
  - the strategic direction of academic activities,
  - the development of research in cooperation with the Vice-Rector for Science and Research,
  - supporting teaching quality in cooperation with the Vice-Rector for Pedagogical Activities.
- (2) Study activities are organized in cooperation with the Vice-Rector for Studies.

- (3) Academic staff are assigned to specialized departments according to their expertise. Departments are headed by department heads, who:
- are responsible for the professional guidance of academic staff within their department,
  - oversee the quality of staffing for study programs,
  - coordinate research activities and the involvement of academic staff in research projects, grants, and contract research,
  - organize teaching assignments and supervise the quality of pedagogical outputs of academic staff,
  - cooperate with AMBIS management in the development of the academic environment.
- (4) Department heads are selected through two possible mechanisms:
- by means of a selection process in which academic staff may apply and present their strategic plan for the department in an open competition,
  - by appointment of the AMBIS Board, if a candidate is approached directly for their professional and academic qualifications.
- (5) Qualification levels and positions – Academic staff are classified into the following qualification levels based on meeting the set requirements in education, teaching practice, research activities, and other professional activities:

#### **Lecturer (teacher of foreign languages, industry expert) (AP1)**

Requirements:

- completed Master's degree in the relevant field,
- aptitude for teaching,
- ability to work independently and in a team in an academic environment,
- active involvement in teaching.

#### **Assistant Professor (AP2)**

Requirements:

- completed doctoral studies (Ph.D.) or equivalent in the relevant field,
- demonstrable experience in teaching at a university,
- active research evidenced by publications in peer-reviewed journals,
- ability to independently lead seminars and lectures,
- involvement in research projects and grant activities,
- active participation in national and international conferences.

#### **Associate Professor (AP3)**

Requirements:

- completed habilitation procedure in the relevant field,
- significant research results evidenced by publications in impact journals,
- at least five years of university teaching experience,
- responsibility for courses in study programs,
- supervision of theses,
- successful implementation of research projects, including grant acquisition,
- active participation in international research and teaching cooperation,
- membership in professional scientific organizations.

#### **Professor (AP4)**

Requirements:

- appointment as professor in the relevant field,
- internationally recognized research results evidenced by publications in prestigious foreign journals,

- at least ten years of university teaching experience, including at least three years as associate professor,
  - responsibility for courses in study programs,
  - supervision of theses,
  - leading role in major research projects and grant acquisition,
  - significant activity in international scientific organizations and editorial boards of academic journals,
  - active contribution to the development of the academic environment and academic governance.
- (6) Each academic staff member advancing to a higher qualification level must meet the above criteria.

## **Art. V Job Positions**

The job positions of academic staff correspond to their qualification levels – Lecturer, Assistant Professor, Associate Professor, Professor.

## **Art. VI General Principles of Career Advancement**

- (1) Career advancement of academic staff is based on transparent and objective criteria, which include teaching activities, research activities, participation in academic governance, and other professional activities.
- (2) Advancement to a higher qualification level is not automatic and requires meeting the established criteria and successfully completing an evaluation procedure.

## **Art. VII Criteria for Career Advancement**

- (1) Teaching activity:
  - quality and scope of teaching, innovation in teaching methods,
  - supervision of theses and student success,
  - creation and updating of study materials.
- (2) Research activity:
  - publications in peer-reviewed journals and monographs,
  - active participation in scientific conferences and workshops,
  - implementation of research projects and grant acquisition.
- (3) Academic governance and other activities:
  - membership in academic bodies and committees,
  - organization of professional events and promotion of science,
  - cooperation with external institutions and practice.

## **Art. VIII Evaluation of Academic Staff**

- (1) AMBIS evaluates academic staff in the following forms:
  - **Periodic evaluation** – conducted once a year, always with the participation of the academic staff member, the head of department, the Vice-Rector for Strategy and

- Development or their representative, and the HR Director or their authorized representative,
- **Extraordinary evaluation** – upon request of the academic staff member, the head of department, or the Vice-Rector for Strategy and Development.
- (2) The purpose of the evaluation is to provide feedback from AMBIS to the academic staff member, but also vice versa – to assess work performance (both “hard” and “soft” skills) and the career development achieved since the previous evaluation, to confirm strengths and identify obstacles, to offer opportunities for further development, and to jointly set career goals for the next period.
- (3) The evaluation of academic staff includes the following components:
- self-evaluation by the academic staff member,
  - evaluation by the head of department in cooperation with a representative of the Vice-Rectorate for Strategy and Development, based on teaching, publications, involvement in research projects, and academic governance,
  - in the case of evaluating department heads, the evaluation is carried out by the Vice-Rector for Strategy and Development and the HR Director.
- (4) The key areas of evaluation are:
- level of professional development,
  - quality of teaching and student development, number and quality of publication outputs in accordance with Directive CVP-Pers-10 *Minimum Requirements in the Field of Science and Research for Implemented Study Programs*,
  - number and quality of supervised and assessed theses and their success,
  - involvement in research activities
  - further involvement in the organization/management of AMBIS.
- (5) The main outputs of the evaluation and qualification goals, including planning of the further development of the academic staff member for the following period, are summarized in electronic form.
- (6) The academic staff member receives the evaluation output and a list of qualification goals. They may comment on them within a reasonable period, and their comments become an integral part of the evaluation record.
- (7) If the academic staff member disagrees with the evaluation conclusions, they have the right to discuss them with the Rector, or their authorized representative. The record of such discussion becomes an integral part of the evaluation outputs.
- (8) The outcome of the evaluation may be:
- a recommendation for advancement to a higher qualification level,
  - a proposal for targeted support for further professional development,
  - a warning about deficiencies and recommendations for improvement.

## **Art. IX**

### **Remuneration of Academic Staff**

- (1) The remuneration of academic staff consists of a fixed component (basic salary) and, where applicable, a variable component (performance-based and motivational rewards).
- (2) Motivational rewards are provided based on:
- **Publication activity**, whereby academic staff receive financial recognition for publications in peer-reviewed journals, monographs, and chapters in scholarly books,
  - **Involvement in research grants**, where a share of the reward is based on the acquisition and implementation of research projects,

- **International collaboration**, for example, giving lectures at foreign universities or participating in international conferences,
  - **Pedagogical innovation and student evaluation**, taking into account the active development of new teaching methods and above-average teaching evaluations.
- (3) Rewards for publication activities are granted according to CVP-Pers-11 *Remuneration of Academic Staff for Publication Activity*.
- (4) Exceptional grant projects may also be awarded a bonus if they bring significant benefits to the university and the academic community.

## **Art. X**

### **Individual Career Development Plan**

- (1) Each academic staff member prepares an individual career development plan, which includes:
- short-term and long-term goals in the teaching and research areas,
  - a plan for publications and research projects,
  - anticipated participation in international conferences,
  - a plan for obtaining a higher academic title (commencement of doctoral studies, habilitation proceedings, or appointment as professor)
- (2) The individual career development plan is regularly reviewed and approved by the head of the department.

## **Art. XI**

### **Support for Professional Growth**

- (1) AMBIS supports the professional growth of academic staff through:
- financial support for participation in professional conferences,
  - internal programs for the development of teaching and research skills,
  - a motivational program to support publication outputs,
  - remuneration for authors of study and teaching materials and other educational resources.
- (2) Furthermore, support is provided for:
- qualification enhancement and the possibility of study leave,
  - language skills development through language courses,
  - internationalization through teaching stays abroad,
  - research activity through participation in grant projects,
  - external grant and project applicants by providing administrative support and project/ application administration,
  - course and program guarantors by providing administrative support.

## **Art. XIII**

### **Related Internal Regulations and Other Internal Legal Acts**

- (1) Statute of AMBIS.
- (2) CVP-Pers-10 Minimum Requirements in Science and Research for Implemented Study Programs
- (3) CVP-Pers-11 Remuneration of Academic Staff for Publication Activity.

**Art. XIV**  
**Common, Transitional, and Final Provisions**

- (1) This Regulation is published in the AMBIS electronic repository, and all members of the academic community and other AMBIS employees have the right to access it at any time.
- (2) In this Regulation, the gender-neutral masculine form is used to designate the persons involved.
- (3) This Regulation comes into effect on the date of signature and is binding for all academic staff and other AMBIS employees. It will be regularly updated in accordance with academic standards and legislative requirements.

**Art. XV**  
**Distribution**

- (1) Copy No. 1 – Administrator's copy.
- (2) Copy No. 2 – Loan copy.