



## **Dean's Measure No. 27/2021**

### **Career Rules of the Faculty of Fisheries and Protection of Waters of the USB (hereinafter referred to as the FFPW USB)**

#### **1. Aim of the Career Rules of the FFPW USB**

The Career Rules of the FFPW USB follow up on the Rector's Measure issuing the Career Rules of the University of South Bohemia in České Budějovice (hereinafter referred to as the Career Rules of the USB). The aim of the Career Rules of the FFPW USB is to show to current and newly admitted students and employees of the FFPW USB, the possibilities of their development within the FFPW USB. It must be emphasized that faculty employees are fully responsible for their development within the Faculty. Career Rules extend and follow relevant legislation, other rules, decisions, and measures of the Dean, which are related to the development of employees at the Faculty. The purpose of these Career Rules is to help to understand the relation of the possibilities of their employment at the Faculty. Typical positions are specified in more detail in Article 7 of these Rules.

#### **2. Organization Rules of the Faculty**

The Faculty is hierarchically structured according to the Organization Rules of the Faculty. These Rules provide the basis for relationships within the Faculty, institutes, center CENAKVA, workplaces, laboratories and research programs, as the basic organizational units within the Faculty, especially with defined obligations, competences and requirements. The employees have flexible evenly distributed working hours. For the development of the organizational units are responsible relevant unit directors according to their degree of responsibility (in proportion to their position in the organizational structure of the unit).

#### **3. Human Resources of the Faculty**

The innovative potential of science and research can be fully enforced only when recruiting talented staff with a clear specialization and focus on superior academic performance. Men and women, regardless of nationality, have an equal opportunity to participate in all levels of academic life at the Faculty. The Faculty will employ and continue to actively search for professional staff with good potential beyond the usual standards of the Czech Republic.

Selection of new staff, including students, and their support will be equitable in accordance with the long-term development of the Faculty, transparent, allowing equal opportunities for women and men at the Faculty. Selection of new employees takes the form of the selection procedure, always minimally published on the website of the Faculty and relevant employment service and takes place before the set commission. The personnel manager is responsible for the agenda of human resources at the Faculty.

#### **4. Priorities of the long-term personnel plan of the academic, scientific and post-doctoral workers at the Faculty**

In accordance with the long-term development plan of the Faculty (Strategic Plan of Educational and Creative Activities), water protection, aquatic ecology, ichthyology, hydrobiology and fish



diseases are among the preferred fields when hiring new employees. The applicants from more developed countries interested in jobs positions may be preferentially offered contractual wages to support the increase in employment, sustainability and preferably the Faculty accommodation facilities may be offered. All job fields of the Faculty will be preferentially strengthened by the employees who have studied or have been professionally profiled at other universities or faculties in the Czech Republic or abroad. Besides this fact, a post-doctorate position at the Faculty will be annually offered to the best graduates of the Faculty's doctoral studies (a contract for 1-3 years is expected). Apart from these facts, the Faculty will regularly publish posts for the recruitment of external postdoctoral staff and support the arrival of top experts.

#### **5. Individual development of each worker and control of his / her development**

Each worker has his / her individual file containing yearly and long-term tasks of personal development to be fulfilled as a part of his/her job. Job descriptions, wage assessments, short-term and long-term tasks of the Faculty worker are checked annually or updated and modified at a regular assessment of employees - through the evaluation of academic and scientific staff (HAP) and the evaluation of other staff (HOP).

Employees usually have the opportunity to participate in professional and language training and further deepen their qualifications.

#### **6. Basic rules for wage options of workers and bonuses**

The wage options of the workers are expressed in the Wage Regulation of the University of South Bohemia. Each worker may find relevant information regarding wage tariff, variable wage components, and bonuses in the relevant Dean's Measure. The Dean's Measure clearly defines one-time bonuses for achieved results of the FFPW USB's employees registered in the Register of R&D Results (RIV), including a declaration of the mechanism of payment and amount of bonuses based on achieved research results. Bonuses for leadership are also defined in the Measure of the Dean.

#### **7. General description of work positions at the Faculty**

**Academic workers:** Their rights and obligations are defined in the Higher Education Act, the Statute of the USB, the Statute of the FFPW USB, Election and Procedure Rules of the AS USB and the AS of the FFPW USB, employment contract, Study and Examination Regulations of the USB, Study and Examination Regulations of DSP of the FFPW USB and other internal regulations of the Faculty and University. Academic workers have an initiative and control function within their competences. Academic staffs are responsible for fulfilling a science-pedagogic mission of the Faculty and defined research focuses and goals of the laboratories, research programs and projects. They are included in wage classes from 9 to 13 as per Annex No. 1 to the Wage Regulation of the University of South Bohemia "Work activities of the academic and scientific staff according to the intensity of work". Academic staff must achieve at least a master's degree education. Further details of the academic staff are determined in the Organizational Rules of the USB. Academic workers may apply once in 7 years for up to 6 months of sabbatical leave (according to § 76 of the Higher Education Act). The list of academic workers of the FFPW USB is stated in the current version on the shared disc S.

**Each academic staff must ensure providing quality of science and education at the Faculty during the calendar year:**

1. Teach a subject on the bachelor's, master's or doctoral level or to be a supervisor of the final or dissertation students' thesis at the Faculty. All these activities must be recorded in IS STAG.



2. Publish two works in the category of  $J_{imp}$ , B or P with a license registered in the RIV as the first or last author for two consecutive years.
3. Must be a solver, co-solver or a member of a team of the science-research project of the targeted funding from the national or EU fund (targeted funding - see Act No. 130/2002 Coll. or the similar equivalent of the EU legislation) for financing the research at the faculty. The realization of the contract research according to the definition of Community Framework for State Support of Research, Development and Innovations is also eligible. These activities must be verifiable in the archives of the project proposals or project reports and Faculty contracts.

The obligation presented in point 1 put on academic staff is a requirement for conclusion in this category of academic workers of the FFPW USB. The obligations in points 2 and 3 put on academic workers must be completed until two years from the inclusion in the job position at the FFPW USB.

**Scientific workers:** They are important for the science development at the Faculty and the science demands are higher than the minimal scientific demands on academic workers.

1. They must produce at least three outputs registered in the Register of R&D Results (RIV), as the first or last author in two consecutive years in at least one of these categories:  $J_{imp}$  – article in impact journal, B – specialized publication, P – patent with licence.
2. They must be a solver, co-solver or a team member of a scientific research project with targeted financing from the Czech Republic or the EU (targeted funding – see Act No. 130/2002 Coll. or similar equivalent in the legislation of the EU) and intended to fund the research activities at the Faculty. Realizations of contract research according to the definition resulting from the Community Framework for State Support of Research, Development and Innovations are also eligible. These activities must be verifiable in the archive of project proposals or final reports and the Faculty's agreements.

Obligations present in points 1-3 put on scientific workers must be completed by employees at least two years after the inclusion in the job position at the FFPW USB. Scientific workers are not obligated to provide the tuition and lead student thesis and they do not have a statute of academic staff. They can be included in 10<sup>th</sup>-13<sup>th</sup> wage classes according to Annex No. 1 to the Wage Regulation of the University of South Bohemia "Work activities of the academic and scientific staff according to the intensity of work". Scientific workers must achieve at least a Ph.D. or CSc. or equivalent degree. The list of scientific workers of the FFPW USB is stated in the current version on the shared disc S.

**Expert workers:** The scientific and educational demands are higher than for technicians. If the expert workers are involved in teaching and research, they can have the statute of the academic worker. If they do not have the statute of the academic worker, they are included in wage class 6 as per Annex No. 2 to the USB Wage Regulation "General characteristics of non-academic employees according to wage classes" with at least bachelor degree. It is desirable that expert workers necessary for the basal operation of the laboratory, showing good work in the long term (usually more than 5 years), are employed for an indefinite period.

**Technicians:** They are important for the functioning of the workplaces and laboratories and they do not have the statute of an academic worker or a scientific worker. They are usually included in wage classes 4 to 6 as per Annex No. 2 to the USB Wage Regulation "General characteristics of non-academic employees according to wage classes" with at least a high school degree. It is possible and useful for technicians who are in charge of the internal operation of laboratories and workplaces to be included among the expert workers. It is desirable that technicians necessary for the basal



operation of the workplaces, showing good work in the long term (usually more than 5 years), are employed for an indefinite period.

**Operational Assistants:** Assistants gain their first work experience at workplaces of the Faculty. They are employed for 1 year and included in wage class 6 as per Annex No. 2 to the USB Wage Regulation “General characteristics of non-academic employees according to wage classes” and they do not have a statute of an academic worker. They are always graduates of bachelor’s or master’s degrees of the FFPW USB studies or the field Fisheries of another university and they were accepted maximally two years after the graduation. Another employment at the Faculty after the one-year term expiry is possible on another position when these employees succeed in a new selection procedure.

**Students of bachelor’s study program** (a three-year program): Bachelor’s students follow the criteria defined by the Study and Scholarship Rules of the USB, but also currently valid Dean’s Measures and Decisions on implementation of these rules if there are any. All students have equal conditions in obtaining scholarships, which are intended to support students in achieving the best possible study results. Besides proficiency in the field of study, bachelor’s students are also required to develop knowledge of English at level B1. Apart from receiving a scholarship, the most active students will be involved (in the form of a contract of services) in the activities of laboratories and workplaces of the Faculty and also will be sent abroad for short internships. If these students participate in research projects, they are entitled to receive the corresponding remuneration. Only those bachelor’s students may continue in a master’s program that fulfilled the conditions of admission.

**Students of follow-up master’s study program** (two-year program): Master’s students also follow criteria defined in the existing regulations where the scholarship criteria are set. In the case of master’s students, we consider not only proficiency in the respective field of study but also knowledge of the English language at level B2 of special field-related terminology. Besides receiving scholarships, the most active students may be involved in activities of laboratories, workplaces of the Faculty in the form of a contract of services and also be sent abroad for short internships. If these students participate in research projects, they are entitled to receive remuneration. Students that completed a master’s study program may continue in doctoral study, provided that they fulfil conditions of admission.

**Students of doctoral study programs** (four-year program): Doctoral students also follow criteria defined by the existing regulations, measures, decisions, including Study and Examination Rules for Doctoral Study Programs at the FFPW as amended, which clearly defines criteria for the quality of study program. All students of the doctoral program in a present form of study become employees of the Faculty during their studies and they are included in wage class 6 as per Annex No. 2 to the USB Wage Regulation “General characteristics of non-academic employees according to wage classes” with at least 10 % of full-time employment. Students have the right to receive a scholarship in accordance with the Scholarship Rules of the USB and valid regulations of the Faculty. Basic doctoral scholarship depends, among other things, on the fulfilment of individual study plans, activities within the laboratory and other activities. The amount of awarded scholarship depends on the supervisor, closest manager, director, Dean and scholarship commission of the Faculty. It is required for these students, in addition to their own expertise and specialization, professional knowledge of English at level B2.



Students will not be allowed to increase their workload (max. workload does not exceed 0.3) or their transfer to other types of positions within the FFPW USB after the end of the regular Ph.D. studies (4 years). In the 6th year of study, no workload will be permitted. Exceptions can be allowed by the Dean for example in case of health problems and other reasons worthy of special consideration.

A doctoral thesis, including the thesis itself, must be defended only in the English language. A doctoral student has similar advantages as a student and as a Faculty employee at the same time. After defending the doctoral thesis, a doctoral student may be employed by the Faculty only if this is beneficial for the development of the Faculty and CENAKVA center.

**Administrative workers:** Administrative workers are in different positions performing administrative activities (assistants, officers, project managers, etc.). They have at least secondary education with a diploma. They are included in wage classes according to their specialization from 5 to 8 as per Annex No. 2 to the USB Wage Regulation "General characteristics of non-academic employees according to wage classes". They participate in service activities necessary for the running of the Faculty. It is desirable that administrative workers necessary for the basal operation of the FFPW USB, showing good work in the long term (usually more than 5 years), are employed for an indefinite period.

**Post-doctoral (junior) workers with Ph.D. or equivalent title:** Mostly scientific or academic workers usually from 28 to 37 years old with doctoral study degree ended max. 8 years before getting the above position for a definite period maximally 3 years before a foreign internship and only once (the length is extended by the time spent on maternity and parental leave). These employees are usually classified in the 11<sup>th</sup> wage class, as per Annex No. 1 to the USB Wage Regulation "Work activities of the academic and scientific staff according to the intensity of work".

They are primarily focused on research and participate in teaching. Results coming from research are published effectively or are implemented in practice. If during the length of the employment contract with the relevant assignment they complete a foreign internship of a continuous period of at least 1 year, the Ph.D. workers of the FFPW USB are entitled to receive a full-time contract on an indefinite period without a selection procedure with a definite period of at least 1 year after their return from abroad, or an indefinite contract in case of proof of professional competence to develop their own research direction.

In the case of recruitment of post-doctoral workers from abroad, the employment contract is concluded for a definite period of a maximum of 3 years. Thereafter, it is possible to recognize, for a fixed-term or indefinite-term contract without the selection procedure, a previous foreign internship if the worker has completed it in a country other than his or her home country and outside the Czech Republic. Another condition is a demonstration of professional competence for the development of own research direction, proven e.g. by obtaining own grant as a responsible investigator or co-investigator.

Post-doctoral employees that have not completed the fellowship abroad for min. 1 year of a continuous period can be employed at the FFPW USB only if they succeed in a new selection procedure. The list of post-doctoral employees of the FFPW USB is stated in the current version on the shared disc S.

**Associate professors:** In this category can be placed habilitated employees that completed the criteria for habilitation at the FFPW USB (see the Rules of Habilitation and Professor Procedure at the FFPW USB). Associate professors are usually academic employees 37 years old and older. They are employed for an indefinite period and classified in the wage class 12 as per Annex No. 1 to the USB





Wage Regulation "Work activities of the academic and scientific staff according to the intensity of work". Associate professors usually lead research laboratories or workplaces, independently work on research projects and teach their own subjects at bachelor's, master's or doctoral levels.

**Professors:** In this category can be placed employees appointed professors who completed the criteria for successful habilitation and professor procedure at FFPW USB (see the Rules of Habilitation and Professor Procedure at the FFPW USB). In this position are placed only employees with experience in solving national and international projects at the level of a leader and are matured personalities. Professors are usually academic employees from 44 years old, who have successfully completed professor procedure and who spent abroad on a continuous internship of at least six months. They are usually classified in the wage class 13 as per Annex No. 1 to the USB Wage Regulation "Work activities of the academic and scientific staff according to the intensity of work" and have a contract for an indefinite period. Professors usually lead research laboratories or workplaces, participate in international research projects, teach their subjects in bachelor's, master's and doctoral programs, and with their expertise reach the international level. Professors represent the Faculty and CENAKVA center in various organizational bodies of the University, region, state, advisory bodies, grant agencies, and promote the Faculty. Professors are the main source of development for the Faculty. After reaching the age of retirement professors they may continue in their work at least as emeritus professors.

**The list of related Dean's rules and measures discussed and approved by the Academic Senate of the FFPW, further measures and announcements of the Dean of the FFPW USB, and the Registrar's decisions influencing the career development of students and employees of the Faculty are accessible to the public (tab Official Board) on the Faculty's website.**

This Measure cancels the Dean's Measure No. 18/2019.

This Dean's Measure was discussed in the Collegium of the faculty on 11<sup>th</sup> October 2021 and becomes effective on 1<sup>st</sup> January 2022.

The Dean of the FFPW USB can decide about exceptions.

Prof. Dipl.- Ing. Pavel Kozák, Ph.D.  
Dean of the FFPW USB