

**Career Development Rules for Science and Research Employees of the Institute of Animal
Physiology and Genetics**

Rumburská 89, 27721 Liběchov, Czech Republic

IAPG CAS

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The purpose of this document is to support good-quality research, education, application and popularisation activities and their assessment based on universal benchmarks in order to boost international competitiveness.

Article I

General provisions

1. Career Development Rules for Employees of the Institute of Animal Physiology and Genetics of CAS (hereinafter "IAPG") with a University Degree govern the position to employees of IAPG with a university degree. The commencement, modifications and termination of their employment are governed by applicable employment legislation.
2. General provisions laid down in Article 1(1)-(8) of the Career Development Rules for CAS employees with a university degree adopted in compliance with the Statutes of the Czech Academy of Sciences fully apply to employees of the IAPG with a university degree.

Article II

Qualification grades

1. Article II(1)-(2) of the Career Development Rules for CAS employees with a university degree introduces qualification grades for employees of the Czech Academy of Sciences with a university degree and fully applies to employees of IAPG. The following qualification grades are distinguished:
 1. Research assistant
 2. Graduate student
 - 3a. Postdoctoral fellow
 - 3b. Associate scientist
 4. Scientist
 5. Senior scientist
2. Employees of category 2 and 3a are provided with professional guidance and support by an appointed mentor, usually a lecturer, who helps them progress in their professional development, continuously checks their working activities and gives recommendations on further steps in their career ladder. Based on the results of their working activities, the mentor proposes promotion, where appropriate.
3. Proposals to promote associate scientists and scientists who qualify for the promotion are tabled by the head of the laboratory, or evaluation committee or the evaluations committee.

Article III.

Researchers and research auxiliaries

1. Under Article III(1)-(3) of Career Development Rules for Science and Research Employees of CAS, research auxiliaries include research assistants and graduate students, while researchers include postdoctoral fellows, associate scientists, scientists and senior scientists, whose status and remuneration is governed by Articles 23 and 24 of the Appendix to the Statutes of CAS. Postdoctoral fellows are employed based on a recruitment procedure for a maximum of 5 years, upon expiration of which they shall undergo the evaluation procedure, or in other words shall be promoted if they qualify. Under the existing Employment Rules of the IAPG, researchers will be employed under employment contracts governed by Article 3 of the Employment Rules.

Article IV

Emeritus Scientists of CAS at IAPG

1. The status of emeritus scientists of CAS is governed by Article IV(1)-(5) of the Career Development Rules for CAS employees with a university degree.
Researchers who meet both of the following conditions may qualify as emeritus scientists:
 - a) The researcher is or has been a senior scientists of the institute which submitted the proposal for the recognition;
 - b) The researcher is a recipient of the government retirement pension.Emeritus scientists of the Czech Academy of Sciences are appointed by the CAS President on the basis of a justified proposal of the Director of the institute, which was discussed and approved by the Board of the institute.

Emeritus scientists of the Czech Academy of Sciences are appointed without any time restrictions, have the rights of a member of the Assembly of Researchers (Article 25 (2) of the Appendix to the CAS Statutes). Emeritus scientists of the CAS have the right to attend the institute, to be informed about the work performed at the institute, and to be invited to important events.
2. Further details of the status of the emeritus scientist of the CAS applicable to the researchers of IAPG are laid down in Article 5(a)-(d) of the Employment Rules of IAPG that govern employment of pensioners.
3. Emeritus scientists with up to 0.2 working hours is not subject for evaluation procedure.

Article V

Employees eligible for retirement

1. In accordance with the Career Development Rules for CAS Employees with University Degree of 1 January 2009 and Public Research Institutes Act (Act No. 341/2005), the employees eligible for retirement shall undergo the evaluation where the Evaluations Committee recommends so.
2. The preceding provisions are without prejudice to the provisions of the Career Development Rules for CAS on emeritus scientists.

Article VI

Evaluation

1. The main purpose of evaluation includes improvement of the level of scientific activities at IAPG and creating a basis for sound strategic and human resources policy at IAPG. The evaluations are also designed to make comparison of the performance of employees of IAPG and their assignment to qualification grades possible. The evaluations should also serve as stimulus for professional development and they are a significant tool for career development.
2. The evaluations are focused solely on the scientific, professional and pedagogical and popularization work and administrative activities for the scientific community in accordance with the applicable evaluation criteria.
3. The evaluation procedure applies to all graduate students after the second year of their study, researchers, even retired ones, and employees defined in Article V(4) of Career Development Rules for CAS who apply for the evaluation.
4. Regular evaluations do not apply to:
 - a) Directors of institutes who are appointed to the position on the basis of a selection procedure and whose activities are evaluated by the Board of the institute and the Academy Council of the CAS in other contexts and on other dates;
 - b) visiting researchers who are employees of other Czech or foreign organizations;
 - c) researchers who have been employed solely for the duration of a project or research programme inferior or equal to 5 years.
5. Evaluations are carried out by the Evaluations Committee appointed by the Director of the institute (Article 23 (2) of the Appendix to the Statutes of the Czech Academy of Sciences) after discussion with the Board of the institute (Article 11 (b) of the Appendix to the Czech Academy of Sciences). The Evaluations Committee has at least five members, and at least one third of them must not be employees of IAPG.
6. Meetings of the Evaluation Committee of IAPG are convened by its President as required by the

- Director.
7. The President of the Committee is appointed by the Director.
 8. The identity of the members of the Evaluations Committee is disclosed in a decision of the Director.
 9. There is usually one meeting of the Evaluations Committee a year.
 10. The Director of the institute shall ensure that the evaluation criteria are announced so that the evaluated employee is informed about these criteria in due course and may prepare documents required for the evaluation.

Article VII

Evaluation Procedure

1. The Evaluations Committee

- a) shall verify that all employees who are to be evaluated are familiar with the evaluation criteria;
- b) shall request a brief report from the evaluated employees on the basis of the established criteria including relevant documentation describing their activities performed since the last evaluation;
- c) shall request an expert opinion of the direct supervisor of the evaluated employee as well as a proposal for qualification grade placement of the employee and the employee's employment contract.

3. The basic areas of evaluation include:

- a) research activities;
- b) ability to raise funds for research;
- c) participation in the activities of the professional community;
- d) teaching and training activities;
- e) ability to present research outcomes to the public and science popularization;
- f) research commercialization efforts.

The documents required to be submitted for the evaluation procedure are listed in Annex No. 1 to the Career Development Rules for Employees of IAPG with a University Degree.

4. The evaluation will be carried out by the Evaluations Committee at its meeting; the employee and his or her supervisor may attend the meeting.

5. The criteria taken into account by the Evaluations Committee of the IAPG include, without limitation:

- a) employee's publications including, without limitation, papers in high-ranking journals and monographs;
- b) citations in other countries;
- c) active participation of the employee in activities of the professional community;
- d) teaching activities of the employee at universities;
- e) ability of the employee to supervise young researchers as well as MA theses and doctoral dissertations;
- f) grant application success rate;
- g) popularization activities;
- h) communication activities and research commercialization efforts;
- i) other activities related to the IAPG.

6. The President of the Evaluations Committee presides over its meetings and signs the Evaluation conclusions (for each employee) and the minutes of the meeting. The Evaluation Committee adopts decisions by voting.

7. The conclusions provided by the Evaluations Committee including recommendations for the Director of the institute must include, in addition to the brief assessment of the employee's scholarly activities, also the following:

- a) a proposal to include the employee in the given qualification grade; the qualification grade may remain unchanged or it may be increased or decreased;
- b) a date for the following evaluation within 1-5 years;
- c) if an employee is found ineligible based on the evaluation, the Evaluations Committee shall include in the minutes a proposal for the Director of the institute to ask the employee in writing to remedy shortcomings in her or his work and require a new evaluation next year. The salary of such an employee will be reduced to the minimum of the respective pay range for a period of one year.

If the employee fails to meet the requirements defined for performance after the expiry of this period, this may constitute grounds for termination of employment (as of the date of the evaluation) as foreseen by Section 52(f) of the Labour Code, i.e. failure to meet the responsibilities under an employment contract. Employees who fail to meet the requirements due to health or other serious reasons may be granted an exemption. In any controversial cases, the evaluation will consider the activities of the employee, or the statement by the head of the respective unit or department. The evaluated employee must be familiar with the exact wording of the proposal and conclusions of the Evaluations Committee and must be given the opportunity to comment on it. If there is no agreement between the opinion of the Evaluations Committee and the evaluated employee, the employee's objections and comments must be attached to the conclusions of the Evaluations Committee and together submitted to the Director of the institute. The evaluated employee may apply for her or his evaluation meeting to be open to the public (Article 23 (3) of the Appendix to the Statutes of the Czech Academy of Sciences). The Director of the institute shall satisfy the request of the employee.

Article VIII

Classification Based on Qualification Grades

1. Placement of an employee in a certain qualification grade and in the appropriate pay grade, specification of salary and the duration of the employment contract is within the competence of the Director of the institute as defined in Article 51 of the Statutes of the Czech Academy of Sciences and Article 23 (2) of the Appendix to the Statutes of the Czech Academy of Sciences. The relevant proposals are submitted to the Director of the institute by the Evaluations Committee, or by the Recruitment Committee if it concerns a newly recruited employee.
2. Before the Director decides to place the employee in the "senior scientist" grade, the proposal will be submitted by the Director of the institute to the Coordination Committee for Ranking Employees into the Highest Qualification Grades. An assessment by this Committee is not required if this qualification grade has been recommended for the employee by the Coordination Committee in the past or if the employee possesses the DrSc degree. The proposal to place an employee in qualification grade 5, which was not recommended by the Coordination Committee, may be submitted again after one year.
3. The inclusion of a newly recruited employee in the qualification grade and in the relevant pay grade will remain valid until the Director of the institute issues a decision on the basis of the next following evaluation procedure which will take place at the institute.

Article IX

Final provisions

Career Development Rules for Employeess of IAPG is available on the website of IAPG.

These Career Development Rules come into effect on 13th November 2020.

Ing. Michal Kubelka, CSc., Director of IAPG

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Annex No. 1

Documents required for evaluation procedure

- List of publications since the previous evaluation assigned to categories under ASEP (scholarly monographs, journals with an impact factor, other peer-reviewed journals, proceedings, popular science publications as defined by the Criteria for the assessment of scientific contribution and performance of the IAPG researchers). To be assigned to a higher pay grade, a complete list of publications must be submitted.
- Citation of the employee's works – WOS citations report; if the employee keeps his or her own records, these may be also submitted.
- H-index in WOS, or Scopus.
- An overview of projects in which the employee was involved since the last evaluation in the capacity of:
a) principal researchers b) co-researcher, c) member of the project team.
- An overview of significant cases of cooperation with international researchers since the previous evaluation evidenced by joint publications, agreements or grant projects.
- An overview of membership in international organizations, editorial boards, a list of guests lectures and other international awards.
- An overview of teaching at Czech and foreign universities since the last evaluation.
- An overview of organizational activities in the scientific community (membership of Boards and Committees, peer reviews etc.)
- Vision of future research activities (within the following 5 years), a maximum of half a standard page.

A form to prepare the documents for the evaluation procedure can be accessed on the website of IAPG.

Recommended evaluation criteria for employees of IAPG

Employee's name:

**Any suspension of employment in the relevant period:
(maternity leave, long-term sick leave) (from - to):**

NB: Any data related to the previous 5 years (i.e. 2010-2014) must be evidenced by a list of publications (specifying the corresponding author) and an overview of other activities.

A) Publications (in journals with an impact factor, the status of the first, last or corresponding author carries double the points for the publication).

The impact factor in the year of publication must be considered.	Points per publication	Number of publications		Total
		1x	2x	
Publication in a top journal (IF > 10)	200			
Publication in a prestigious journal (10 > IF > 6)	100			
Publication in a journal (6 > IF > 4)	60			
Publication in a journal (4 > IF > 2)	40			
Publication in a journal (2 > IF > 1)	20			
Publication in a journal (IF < 1)	10			
Publication in a journal without an impact factor	3			
Publication in a popular science magazine	3			
Editor of a monograph / proceedings issued by a publishing house abroad	60			
Editor of a monograph / proceedings published in the Czech Republic	20			
Chapter in a monograph published abroad (a minimum of 5 pages)	40			
Chapter in a monograph published in the Czech Republic (a minimum of 5 pages)	10			
Patent registered abroad	60			
Patent registered in the Czech Republic	20			
Citations of all publications in SCOPUS over the past 5 years (self-citations excluded)	1			
The total impact factor of publications for the relevant period x3	x3			

B) Teaching activities, grants and applied research

	Points per item	Number of items	Total
License	40		
Agreement for economic activities	40		
Principal researcher (co-researcher) of an international grant project	60		
Principal researcher (co-researcher) of a national grant project	40		
Principal researcher (co-researcher) in an international cooperation project	40		
Supervisor of a defended BA thesis	5		
Supervisor of a defended MA thesis	10		
Supervisor of a PhD graduate	20		
Supervisions of students (MA)	5		
Supervision of PhD students	10		
Semester of teaching at a university (lectures or practical classes) - guarantor or lecturer	20		
An author or co-author of a university textbook	20		
An author or co-author of a chapter in a university textbook	10		

C) Organizational activities, membership in boards, awards

	Points per item	Number of items	Total
Member of board of an international scholarly society	10		
Member of board of a national scholarly society	5		
Member of an editorial board of a journal published abroad	10		
Member of an editorial board of a Czech journal	5		
Member of an organizing committee of an international conference	10		
Member of Scholarly Boards and other bodies of CAS and universities	5		
International research award	20		
National research awards	10		
Total:			

Other relevant activities:

Other service activities (keeping collections) – please be specific:

Organization activities, membership in boards, awards (please be specific)

H-index value in WOS/SCOPUS:

Date:

I attach my signature to certify the accuracy of all details above.
Signature

The following thresholds are proposed for individual categories of researchers for the evaluation criteria:

Graduate student	50 points
Postdoctoral fellow/graduate student – V3:	200 points
Associate scientist and scientist – V4:	300 points
Scientist – V5:	600 points
Senior scientist – V6:	900 points

If the evaluation covers a shorter period, the thresholds are reduced accordingly.

The following thresholds apply to application for assignment to a higher pay grade:

Since the start of the career:

Publications, grants, teaching and organizational activities- as specified in the table above for the entire career, WOS citations for the entire career (self-citations excluded)

Scientist – V4	more than 800 points
Scientist/senior scientist – V5	more than 1200 points