

Career Regulations of the Police Academy of the Czech Republic in Prague

PART ONE

INTRODUCTORY

PROVISIONS Article 1 Introductory provisions

- 1) The legitimate interest of the Police Academy of the Czech Republic in Prague (hereinafter referred to as "PA CR") is to ensure the quality of educational activities of academic staff, including their creative activities and other related activities.
- 2) A prerequisite for improving the quality of educational activities and related creative activities and other related activities is to ensure professionally qualified academic staff. Following the above legitimate interest of the University, career development of academic staff is desirable, expected and supported by the University.
- 3) In accordance with the above-mentioned legitimate interest of the PA CR, this Career Code sets the rules for the management of the careers of academic staff of the University in such a way that:
 - a) defines optimal course career development academic of a university employee and its evaluation,
 - b) defines ways of motivating and supporting the academic staff member in relation their career development.

Article 2 Definition of some terms

- 1) Career development of an academic staff member is understood as the gradual acquisition of knowledge and experience in teaching and creative activities with sub-objectives, during which the level of this knowledge and experience is verified.

These sub-objectives are to be:

 - a) Successful completion of a doctoral programme in the relevant field of study (hereinafter referred to as "stage 1 career development"),
 - b) appointment as associate professor in the relevant field of study (hereinafter referred to as "2nd stage of career development"),
 - c) appointment as a professor in the relevant field (hereinafter referred to as "3rd stage of career development").
- 2) The evaluator is the head of the relevant department and the dean of the faculty.
- 3) The immediate superior of an academic staff member is defined as the nearest senior member of staff who is entitled to assign tasks, organise, direct and control the work of the academic staff member and to give binding instructions to that effect.

PART TWO

THE OPTIMAL COURSE OF CAREER OF A UNIVERSITY ACADEMIC

Article 3

Deadlines for achieving the sub-objectives

- 1) The year "0" is:
 - a) the year in which the academic staff member successfully completed the master's programme, or
 - b) the year in which the employee was recruited with the type of work 'academic staff member', if this is a year later than (a), or
 - c) the year in which the member of the security forces (the 'member') was first employed by the University as an 'academic staff member', if this is a year later than (a).
- 2) The year in which an academic staff member reaches the first stage of career development shall be the 5th year from the end of the year determined in accordance with the preceding paragraph.
- 3) The year in which an academic staff member reaches stage 2 shall be the 10th year from the date on which they reached career stage 1.
- 4) The year in which an academic staff member reaches Career Development Stage 3 is the 10th year from the date on which they reach Career Development Stage 2.
- 5) Achievement of the milestones within the timeframes set out in this Article shall be considered the optimal course of career development.

Article 4

Excluded time

- 1) Excluded time is considered to be:
 - a) the period during which the academic staff member has not been employed in the type of work "academic staff member" or in service appointment with an activity "academic staff member",
 - b) the length of time the academic staff member has been employed in the type of work "academic staff", or was in a service relationship with the activity of "academic staff", but was unable to perform the work or service due to long-term obstacles to work or service; a long-term obstacle is considered to be one that lasts for at least 60 consecutive working days,
 - c) the period of office of the Rector, Vice-Rector, Dean of the Faculty, Vice-Dean.
- 2) The period of exclusion shall not count towards the time limits laid down in Article 3 of these Career .

PART THREE

MANAGEMENT OF ACADEMIC STAFF CAREER DEVELOPMENT Article

5

Evaluation of career development of academic staff

- 1) The tool for managing the career development of academic staff is the career development assessment of the academic staff member (hereinafter referred to as "the assessment"), which is prepared by the assessor.
- 2) The evaluation includes:
 - a) evaluation of career to date,
 - b) an evaluation of the completion of the individual tasks set by the evaluator in relation to the academic staff member's career development in the manner defined in this guideline,
 - c) the establishment of career tasks in the manner defined in these guidelines,
- 3) If the evaluator is not the immediate supervisor of the academic staff member, the evaluator shall cooperate with the immediate supervisor in the preparation of the evaluation.
- 4) Evaluations are carried out for academic staff who have not reached the first stage of career development at least once every 3 years; for others at least once every 5 years.

Article 6

Method of evaluating career development to date

- 1) The evaluator shall evaluate the career development of the academic staff member by comparing the actual career development with the optimal career development of the academic staff member as set out in these career regulations.
- 2) When assessing the career development record of an academic staff member, the assessor is required to take into account the excluded period by deducting the entire excluded period from the length of the academic staff member's career to date. The type and length of the excluded time taken into account shall be indicated by the evaluator in the evaluation.
- 3) The evaluator shall indicate in the evaluation whether or not the career development of the academic staff member to date is in line with the optimal career development path for the academic staff member as set out in this guideline.

Article 7

Method of setting career development tasks

- 1) The determination of career development tasks shall be made by the evaluator in the evaluation by listing specific activities that the academic staff member will perform in relation to

their career development. These activities shall be defined by the evaluator in the form of work service tasks.

- 2) The assessor shall set tasks so that their completion creates the conditions for the achievement of the career development sub-objectives in accordance with the optimal career development of the academic staff member. In setting them, he/she shall take into account the time elapsed to date for the benefit of the academic staff member. The formulation of the task must be chosen in such a way that it can be clearly seen when the task will be judged to have been completed.

PART FOUR MOTIVATION

AND SUPPORT

Article 8

Forms of motivation and support

- 1) The University motivates academic staff to grow in their careers and supports them in their career development.
- 2) The direct provision of career development of academic staff is implemented by the University and its units mainly through:
 - a) support academic staff studying a doctoral programme by granting creative leave¹ under the conditions laid down in these Career Regulations,
 - b) support for academic staff preparing to submit a proposal to initiate the habilitation procedure or the procedure for the appointment of professor by granting sabbatical leave² under the conditions laid down in these Career Regulations,
 - c) support for the participation of academic staff in professional events at national and international level contributing to the improvement of their expertise in the given field or in the organisation of research management,
 - d) support for systematic training of academic staff in the organisation and management of research and research projects in the form of organised training blocks or individual courses,
 - e) support for improving foreign skills,
 - f) support for internationalisation through academic stays abroad,
 - g) organisation of training of academic staff in the areas of presentation of results, communication and organisation skills, information technology, etc,
 - h) Creating a background for creative work, especially by harmonizing and balancing the pedagogical and creative activities of staff, supporting the equipment of research workplaces.

¹ § 76 of Act No. 111/1998 Coll., on , as amended

² Section 76 of Act No. 111/1998 Coll., on , as amended

Article 9
Adaptation of an academic staff member

- 1) The purpose of the adaptation is in particular:
 - a) familiarise the academic staff member with the University, the working environment and the internal regulations of the University and other acts of University management,
 - b) to acquaint the academic staff member with the rules and requirements for teaching and creative activities at the University,
 - c) to acquaint the academic staff member with the study materials and handouts for the courses he/she teaches; and
 - d) verification of the knowledge and skills declared by the academic staff member in the selection procedure.
- 2) The adaptation of an academic staff member takes place during the adaptation period. The adaptation period begins on the date of the start of the employment or service relationship with the type of work "academic staff member" or the date of commencement of service with the activity "academic staff member" and lasts 3 months. The adaptation period shall be extended by the period of the full-day absences from work or service for which the staff member or member of staff does not perform work or service during the adaptation period and by the period of full-day leave.
- 3) No later than the second working day of the adaptation period, the academic staff member's line manager shall inform the academic staff member which of the line manager's subordinates has accepted the role of mentor; the mentor shall be an academic staff member to whom the academic staff member adapting to the academic environment may address his/her questions related to the adaptation.
- 4) For the duration of the adaptation period, the academic staff member's immediate supervisor assigns work or service tasks to the academic staff member so that the purpose of the adaptation can be fulfilled.

Article 10
Creative leave

- 1) Academic staff may be granted sabbatical leave, particularly in the final phase of their studies in a doctoral programme or in the final phase of preparation for the submission of a proposal for the commencement of habilitation proceedings or proceedings for the appointment of a professor.
- 2) An academic staff member shall apply for the granting of creative leave by submitting a written request for the granting of creative leave to his/her immediate supervisor at least 2 months before the date from which the creative leave is requested. The request for sabbatical leave shall include in particular:
 - a) the length of the sabbatical leave requested by the academic staff member, provided that this length must not conflict with generally binding legal provisions,
 - b) the date from which the creative leave is to be granted,
 - c) the reason for the request.
- 3) The academic staff member's request shall be forwarded by the appropriate department head to the Dean of the Faculty with his/her opinion as to whether it is recommended that the request be

creative leave granted. The Dean of the Faculty will attach his/her own opinion to the request and forward the request to the Rector for a decision.

- 4) The Rector decides on an academic staff member' request for creative leave.

Article 11
Responsibilities of in relation to career development

- 1) For the career development of academic staff, senior staff members or officers () are obliged in particular to:
 - a) to create suitable conditions,
 - b) Motivate managers in their subordinates to apply this guideline,
 - c) continually check with senior managers in their chain of command that they are applying this guidance.
- 2) The career development of an academic staff member of the University is managed by his/her immediate , in particular by:
 - a) creates suitable conditions for career development according to the assessment,
 - b) continuously monitors the fulfilment of the tasks set out in the evaluation.

Article 12
Exceptions

- 1) The Career Regulations shall apply mutatis mutandis to academic staff of the Department of Languages.
- 2) Other exceptions are decided by the Rector or Dean of the relevant faculty.