

# EVALUATION DMS

The structure of the evaluation remains the same as in previous employee evaluation periods. However, more emphasis is given to objective indicators that are key to the funding of the DMS. Thus, the emphasis in the evaluation is mainly on publications in journals with IF and on the amount of teaching (especially the number of hours actually taught). This also determines the weights of the 5 areas: 0.3 teaching (formerly "classroom education"); 0.1 individual education; 0.3 research intensity; 0.1 research impact; 0.2 other. The purpose of the staff evaluation is to establish a clear link to the determination of the amount of performance premium (in INET called variable bonus). The description below is always linked to the main characteristic observed, but other recorded information is of course also considered. The job classification of the employee is always taken into account.

Additional information:

In case of any discrepancies, Czech version of this document is pertinent.

Grants earned by employees are reflected in the target bonuses, with the transition to a change in personal evaluation independent of the current evaluation, i.e., grants are not directly reflected in the evaluation.

For the work of the study programme guarantor, a regular monthly bonus not included in the personal evaluation is due, i.e. this activity is also not directly reflected in the evaluation.

TEACHING (weight 0.3) - the emphasis is on data from IS (courses taught, number of teaching hours, survey)

0	1	2	3	4
No teaching at all or significantly below the scope of the job (e.g., 4 hours per week for an assistant professor)	Teaching below the scope of the position (e.g., 12 hours per week for a lecturer) or predominantly negative evaluation	Teaching appropriate to the position and predominantly positive evaluation	Teaching significantly beyond the position (1), extremely high quality teaching (2), challenging innovation (3), key service teaching (4)	Combination of at least 3 out of 4 cases in a grade of 3, no negatives, the number of students and the form of the examinations are also taken into account

Number of teaching hours per week for academic staff:

Lecturer - 17 hours on average (range 14-20).

Assistant Professor - 10 hours on average (range 8-12).

Associate Professor - 8 hours on average (range 6-10).

Professor - 6 hours on average (range 4-8).

INDIVIDUAL EDUCATION (weight 0.1) - emphasis is placed on IS data (especially the number of students enrolled)

0	1	2	3	4
No (or negligible) supervision or opposition of final theses (e.g., 1 supervised and 1 opposed bachelor thesis in three years)	Lower activity in individual work with students (e.g. 3 supervised, of which 2 defended, theses in three years)	Activity corresponding to the scope of the position (average number and quality of theses)	Activity significantly exceeding the usual numbers of individually supervised students	Exceptional performance, completely outside the employee's position

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RESEARCH INTENSITY (weight 0.3) - emphasis is placed on data from IS (articles in journals with IF, including their classification into D1, Q1, Q2, Q3, Q4 according to IF, AIS, which is provided by the evaluator, i.e., the director, himself)

0	1	2	3	4
No or rare publication in journals with IF (e.g., 1 article in a journal with IF in three years)	Occasional publication in journals with IF (e.g., 2-3 co-authored articles in journals with IF in three years)	Regular publication (more than 1 article per year on average) in journals with IF, including high quality journals	Significant publications (on average more than 2 articles per year) in journals with IF, including the most prestigious journals	Intensive publication in journals with IF with a large number of articles in the most prestigious journals

RESEARCH IMPACT (weight 0.1) - emphasis is placed on current citations without self-citations (all required values, such as h-index, can be provided by the evaluator, i.e., the director, without the help of the evaluatee from the WoS and Scopus databases)

0	1	2	3	4
No or rare citations (without self-citations) on WoS (e.g., 2 citations in 3 years)	Occasional citations (without self-citations) on WoS (e.g., 6 citations in three years)	Regular citations (without self-citations) on WoS (e.g., 10 citations in three years)	Significant number of actual citations (without self-citations) on WoS beyond the field	Extreme numbers of actual citations (without self-citations) on WoS beyond the field

OTHER (weight 0.2) - this refers to the employee's work for the DMS outside of teaching and research

0	1	2	3	4
No significant working duties outside of teaching and research	Substantial work activity outside teaching and research	Time-consuming duties outside teaching and research (e.g., a combination of duties)	A major contribution to the management of the Department, working independently on a substantial agenda	Duties that are completely outside the scope of the previous categories

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## INDICATIVE FINANCIAL EVALUATION

Below is an indicative allocation of the amount of the performance premium depending on the rating given.

### TEACHING

0	1	2	3	4
0 CZK	3 000 CZK	6 000 CZK	12 000 CZK	18 000 CZK

### INDIVIDUAL EDUCATION

0	1	2	3	4
0 CZK	1 000 CZK	2 000 CZK	4 000 CZK	6 000 CZK

### RESEARCH INTENSITY

0	1	2	3	4
0 CZK	3 000 CZK	6 000 CZK	12 000 CZK	18 000 CZK

### RESEARCH IMPACT

0	1	2	3	4
0 CZK	1 000 CZK	2 000 CZK	4 000 CZK	6 000 CZK

### OTHER

0	1	2	3	4
0 CZK	2 000 CZK	4 000 CZK	8 000 CZK	12 000 CZK

E.g. an employee with the rating of

TEACHING - 2, INDIVIDUAL EDUCATION - 1, RESEARCH INTENSITY - 3, RESEARCH IMPACT - 4, OTHER - 0

should expect that his/her performance premium will not differ dramatically from the amount

$$6\,000\text{ CZK} + 1\,000\text{ CZK} + 12\,000\text{ CZK} + 6\,000\text{ CZK} + 0\text{ CZK} = 25\,000\text{ CZK},$$

i.e., the sum of the amounts

TEACHING - 6 000 CZK, INDIVIDUAL EDUCATION - 1 000 CZK, RESEARCH INTENSITY - 12 000 CZK, RESEARCH IMPACT - 6 000 CZK, OTHER - 0 CZK.

In 2024, DMS employees will be made familiar with the assessment described above. Unless there has been a significant change from the previous evaluation, they cannot expect a (significant) change in their personal evaluation in that year. Any change in the personal evaluation according to the above criteria will only take place after the next evaluation.