

## Guidelines 5/2015: Positions and workload

Effective from October 1, 2015. Minor revisions in October 2017 and December 2019.

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These guidelines summarize positions and workloads of faculty members.

### Positions

- Assistant Professor (AP1, AP2; “odborný asistent”): The key necessary qualification is a PhD in the field of Economics or Finance (or a closely related field) and an established or promising publication record.
- Associate Professor (AP3): The key necessary qualification is academic promotion (doc.) in the field of Economics or Finance (or a closely related field) either at Charles University’s Faculty of Social Sciences or at an institution which consistently ranks higher than Charles University or at a lower-ranked institution where all performance criteria for the academic promotion (doc.; see below) have been fulfilled.
- Professor (AP4): The key necessary qualification is academic promotion (prof.) in the field of Economics or Finance (or a closely related field) either at Charles University’s Faculty of Social Sciences or at an institution which consistently ranks higher than Charles University.
- Junior/Senior Lecturer (AP1, AP2, L1, L2; “vyučující”): Typically a PhD in Economics or Finance, but junior lecturers may be close to defending their thesis.
- Closely related fields: A qualification in a closely related field counts if the major part of research leading to the qualification is research on quantitative methodology widely used in Economics or Finance, or research on topics in Economics or Finance. A typical example is research on statistical foundations of econometric models leading to an academic qualification in Mathematics. Qualifications in social sciences such as Modern History, (Social) Psychology, Political Science, Public Policy or Sociology are normally not considered qualifications in a closely related field.
- Other positions: Postdoctoral Fellow, Research Fellow, Visiting Professor, Professor Emeritus

### Tenure track

- The only position which is subject to tenure track is Assistant Professor.
- The role of the tenure track is to grant the right to be automatically promoted to Associate Professor (AP3) if the candidate fulfills the criteria defined above.
- The position lasts at most 7 years. Short extensions are offered to compensate for maternity leave and long-term administrative work.

- Each Assistant Professor is fully responsible for his or her academic promotion procedure. It is expected that the promotion package is submitted in the sixth year of the contract at the latest.
- At the Faculty of Social Sciences, academic promotion (doc.) is up to the Scientific Council of the Faculty of Social Sciences. Upon request, the Director will provide a letter including all performance measures about the candidate to the Promotion Committee established by the Scientific Council, including a statement about the numbers of AIS points and teaching points and whether the performance criteria (see below) have been fulfilled or not. This letter effectively serves as a letter of support of the Institute.
- The performance criteria for the Institute are as follows: **120 AIS points** from Economics or Finance, **200 AIS points** in total, and **2,000 teaching points**. Teaching points must be accumulated by teaching at the Institute of Economic Studies. AIS points can be accumulated from other institutions.
- During the fourth year at the latest, each Assistant Professor is expected to consult on his or her progress with the Director and respective Head of Department (an informal midterm review).
- In the absence of promotion or extension, an Assistant Professor can be offered a contract as a Senior Lecturer. A Senior Lecturer is no longer granted the right to be automatically promoted to Associate Professor upon fulfilling the qualification criteria.

### Teaching points

- The quantity of teaching is measured by **teaching points**. Points from a course are given through multiplication of the following variables:
  - Credits (Bachelor's and Master's Thesis Seminars: 4 credits).
  - Size: 50 plus the number of graduates (averaged over the last 3 years, to be revised every 3 years or annually for new courses).
  - Language: 70% for Czech, 100% for English.
  - Frequency: 50% for PhD Seminars, 100% for Bachelor and Master courses.
  - TA: 90% for TAs in a seminar, 100% for a course with a seminar but not TA.

### Full-time annual workload of Assistant Professors

- 4 defended Bachelor's or Master's theses.
- 2 actively supervised PhD students (not interrupted studies).
- 1,600 teaching points.

### Full-time annual workload of Associate Professors and Professors

- 3 defended Bachelor's or Master's theses.
- 4 actively supervised PhD students (not interrupted studies).
- 1,200 teaching points.

## Full-time annual workload of Lecturers

- 6 defended Bachelor's or Master's theses.
- 1,800 teaching points.
- Pro bono activities.

## Administration

- Each administrative position implies (i) reduction of the workload, (ii) fixed compensation regulated by "Vnitřní mzdový předpis UK" (Appendix 2), and (iii) eligibility for pro bono bonuses related to special tasks related to the position.

## Workload reductions

- Director: 80%
- Director for Research (Deputy Director): 35%
- Bachelor's/Master's Program Director: 25%
- Doctoral Program Director: 30%
- CSF Program Director: 5%
- Head of Department: 5%
- BEF Coordinator: 35%
- MEF Coordinator: 35%
- International Coordinator (Erasmus+, CSF, Study Abroad, Visits): 40%
- Chief Administrator: 70%

## Fixed compensations

- Director: 12,000 CZK
- Director for Research (Deputy Director): 10,000 CZK
- Bachelor's/Master's/Doctoral Program Director: 10,000 CZK
- CSF Program Director: 1,000 CZK
- Head of Department: 5,000 CZK

## Salary

- Salaries are regulated by "Vnitřní mzdový předpis UK".
- A wage consists of **fixed** and **performance** portions.
- The fixed portion is determined as a weighted average of the lower and upper bound of the respective level (AP1-4, L1-2) in "Vnitřní mzdový předpis UK", where the weights are  $(q, 1 - q)$ , multiplied by the size of the contract. The **q-coefficient** reflects the long-term financial health of the Institute. At the moment,  $q = 75\%$ .

Rank	AP1	AP2	AP3	AP4
Lower bound	24 180	24 180	27 000	32 000
Upper bound	30 000	35 000	45 000	55 000
At $q = 75\%$	28 545	32 295	40 500	49 250

- Work experience: By external regulation, Assistant Professors (or Lecturers with PhD) are AP1 in the first year and AP2 in the following years. (For AP2, four years of experience is required, where PhD counts for three years.)
- The performance portion serves to reflect the quality of the work, and ranges from 0% to 100% of the fixed amount. The amount reflects in particular
  - research measured in AIS points,
  - quality of research measured by citations from top 5 journals in Economics and top 3 journals in Finance, position in RePEc ranking, and author shares in articles with AIS above 80 points (after discounts),
  - teaching quality measured by frequency of top courses,
  - excessive teaching measured by excessive teaching points and large course shares,
  - international placement of PhD graduates,
  - the number of supervised PhD students, and
  - pro bono activities and innovations.
- In exceptional cases (see “Vnitřní mzdový předpis UK”, Art. 8), the performance portion ranges up to 150% of the fixed amount.

### **Sabbatical**

- By law (§ 76 of Law on Universities), a sabbatical can be provided for six months once in seven years. Thus, sabbaticals effectively reduce annual workload by 50%.
- An applicant submits a request to Dean who approves or rejects the request. For further details, see [Dean's Provision 1/2007](#).

Martin Gregor

Director

Institute of Economic Studies

Faculty of Social Sciences, Charles University