

Guidelines 5/2022: Bonuses

Effective from October 1, 2022. Minor update in March 2023. These guidelines replace Guidelines 4/2015: Bonuses.

Course quality

- Every 6 months: Fall courses are rewarded in May. Spring courses are rewarded in November.
- Eligibility: Courses by Visiting Professors and short courses are excluded. Only courses with at least 5 responses and at least 7 graduates are included.
- Bachelor courses are ranked by the **IES Quotient**. (The sum of scores for Questions 1, 5, 6, and 10, i.e., Lecturer + Value added + Difficulty + Overall. Q1 is replaced by Q3 in courses whenever Q1 is not applicable.)
 - Top three eligible courses are denoted TOP.
 - Courses with the IES Quotient below 13 are excluded.
 - Remaining courses are ranked into 3 equally-sized groups (with border cases upcoded), denoted G1, G2, G3.
- Master courses are ranked by the IES Quotient (see above).
 - Top three eligible courses are denoted TOP.
 - Courses with the IES Quotient below 13 are excluded.
 - Remaining courses are ranked into 3 equally-sized groups (with border cases upcoded), denoted G1, G2, G3.
- Bachelor Thesis/Master Thesis/PhD Seminars are included into the G2 group.
- Each of the courses is attributed a quality score: 100% for TOP, 75% for G1, 50% for G2, 25% for G3, and 0% for the excluded courses.
- The courses win bonuses proportionally to the quality scores. The exact amount is to be determined every six months.
- The bonus is distributed to course lecturers based on their jointly announced division of work.

Thesis supervision

- Every 6 months: Theses defended in February are rewarded in May. Theses defended in June and September are rewarded in November.
- The exact amounts are determined every six months.

Pro bono

- Data are collected in May and November.
- Each faculty member receives a link to a Google document into which he or she fills eligible pro bono activities. Previous activities are listed as a template.

- The evaluation period lasts six months (May-November, November-May).
- A non-exhaustive list of activities:
 - Program coordination and innovations
 - BEF, MEF, CSF, MFDA, Visiting Students and Study Abroad admission and coordination activities
 - Preparing and grading Master's and Doctoral entrance exams
 - Organizing extra early exams for non-EU study-abroad students
 - Call, selection, and assignment of Teaching Fellows
 - Accreditations
 - Media visibility
 - CJEF Journal Editors
 - Project management of Institute-wide projects
 - Workshops organization
 - Public events organization and talks
 - Guest lectures organization
 - Preparing and guiding student teams in team competitions
 - Database and software administration
 - Institute-wide projects administration
 - Corporate partnerships
 - A contact person for short courses of Visiting Professors
 - Extra teaching on top of contractual workload
- In addition, the administration collects attendance at (i) final exams, (ii) Open Days, (iii) ceremonies, (iv) Erasmus+ committee and (iv) dissertation defenses.

Research

- Every fall, the publication record of faculty members is evaluated as described in Guidelines 2/2021: Research.
- A publication counts for a bonus if there is hard evidence of acceptance (e.g., editor's letter, online view), details of the publication are on the author's homepage, and the Institute's full affiliation is in the accepted publication.
- Director for Research calculates AIS (Article Influence Score) points and Book points following Guidelines 2/2021: Research. The calculation is then sent out to all faculty members for control.
- The exact bonus rate is determined every year.

Dissertation advice

- Advisors of every successfully defended PhD dissertation receive a bonus. The exact bonus rate is determined every year.
- In addition, for successful defenses in the first four years of the studies, the Faculty of Social Sciences awards the advisor with a bonus that is provided directly by the Ministry of Education.

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