
Directive S2024-05

1 September 2024

Researcher assessment and assignment to qualification grades

In accordance with the Statutes of the Czech Academy of Sciences (hereafter "CAS Statutes") and the Career Development Rules for CAS Employees with a University Degree, I hereby issue this directive defining the rules for assessment of researchers of the Institute of Organic Chemistry and Biochemistry of the CAS (hereafter "IOCB") and their assignment to qualification grades.

Article I Assessment

1. The purpose of assessment is to:
 - support and enhance the quality of research at IOCB;
 - create a solid foundation for a coherent and rational HR policy at IOCB;
 - encourage employees to proactively pursue continuous professional development;
 - give employees regular opportunities for self-reflection;
 - enable comparison of the quality of the work of researchers;
 - provide the appropriate framework for employee salary reviews.
2. All researchers, i.e. employees in qualification grades 3a, 3b, 4, and 5 (Article III), are subject to assessment.
3. The assessment process does not apply to the IOCB director, IOCB emeritus researchers, researchers in the position of Adjunct Professor, graduate students, or research assistants.
4. Assessment is always conducted at the earliest meeting of the Assessment Committee after onboarding of a new researcher and then at regular five-year intervals. If, prior to the end of a five-year assessment interval, a supervisor recommends a change of qualification grade for an employee (or an employee requests such a change), the assessment shall be conducted sooner than at the end of the five-year interval.
5. If an employee earns a PhD degree, they are automatically reassigned from qualification grade 2 (graduate student) to qualification grade 3a (postdoctoral fellow), effective on the 1st day of the month following defence of their dissertation. Upon reaching five years after the dissertation defence, the employee is automatically reassigned to qualification grade 3b without the need for assessment.
6. The assessment proposal is prepared by the immediate supervisor of the assessed employee, who in turn must provide the necessary assessment materials. Assessment proposals are submitted to the Assessment Committee by the group leader, who attaches their comments to these materials. Materials for the assessment of managers are prepared and submitted by the IOCB director or an employee authorized by the IOCB director.
7. The submitted materials must include a fully completed Assessment Proposal, Basic Data Form (form A1, part A). In addition, the assessment materials must contain a list of published works from the assessment period, including full citation and title of each work, and a list of papers from conferences with international participation, including the full name of the conference and the title of each paper. The assessment materials must also include other information as well, such as a list of awarded grants, awarded funding, conference organization activities, teaching activities, etc.

8. The conclusions of the Assessment Committee and recommendations to the IOCB director must contain the following: the opinion of the Assessment Committee regarding the proposal of the submitter and the proposal assignment to the qualification grade (form A1, part B). If the Assessment Committee does not agree with the submitter's proposal, it must justify its opinion.
9. If the Assessment Committee finds that the assessed employee does not meet the requirements for assignment to the relevant qualification grade, it will, in justified cases, propose that the employee be reclassified as a research assistant. In all other cases, failure to meet the requirements for the relevant qualification grade as stipulated by legal regulations governing the performance of the agreed work shall be grounds for termination of the employment relationship pursuant to Section 52 lit. f) of Act No. 262/2006 Coll., the Labour Code, as amended.
10. The assessed employee will review the exact wording of the Assessment Committee conclusions and then sign their name in confirmation. If the employee does not agree with the assessment, they may attach a written statement (objection) to the conclusions for submission to the IOCB director.
11. In coordination with the IOCB Board, the director will decide on the legitimacy of the assessed employee's objections.
12. If the employee requests an assessment by means of public opposition, the IOCB director and the Assessment Committee are obligated to comply.
13. If the assessed employee's objection pertains to a finding making them ineligible for assignment to qualification grade 5 (senior researcher), the IOCB director shall request the opinion of the CAS advisory committee – Coordination Committee for Assignment of CAS Employees to the Highest Qualification Grade (hereafter "Coordination Committee").
14. The final decision on assignment of an employee to a qualification grade lies solely with the IOCB director. The Assessment Committee does not review other aspects of employment relationships, such as employee remuneration or the duration of employment agreements. Therefore, it may happen that the duration of an employment agreement is shorter than the validity period of an assessment. If such a situation arises and the employee's existing employment agreement is to be extended, there is no need to reassess the employee prior to extending the agreement.

Article II

Assessment Committee

1. The Assessment Committee is appointed by the IOCB director after consultation with the IOCB Board.
2. The Assessment Committee is an advisory body to the IOCB director. The Assessment Committee discusses and proposes to the IOCB director the assignment of researchers to the various qualification grades for university-educated CAS researchers based on assessment of their qualifications and abilities.
3. The Assessment Committee comprises a chairperson, other IOCB researchers, and external members. External members must make up at least one third of the total number of committee members. The Assessment Committee appoints a recorder to oversee administrative matters, and this person also participates in committee meetings, though they are not a member of the committee and are not allowed to vote.
4. The Assessment Committee can negotiate and authorize assessment conclusions if at least half of the members with voting rights are present at meetings.
5. The Assessment Committee meets twice per calendar year, always in the spring and autumn.

6. Assessment Committee meetings may be attended by the IOCB director and the IOCB Board chair, though they are not allowed to vote.
7. The Assessment Committee also assesses its members, though assessed members are not allowed to vote in the matter.
8. Assessment Committee meetings may be attended by the submitter of the assessment proposal as well as the assessed employee. The Assessment Committee may request the presence of the submitter of the assessment proposal.
9. Assessment Committee members must refrain from expressing their views and voting in the following cases:
 - a) when the assessed person is a member of their family;
 - b) when the assessed person is their superior;
 - c) when there is suspicion of bias or a conflict of interest, in which case the committee chair will decide on the legitimacy of such suspicions.
10. The Assessment Committee prepares materials for meetings of the Coordination Committee in cases of employees assigned to qualification grade 5 (senior researcher).

Article III Qualification Grades

University-educated research and development employees in research groups are assigned to the following qualification grades:

1. **Research assistant** – An employee with a completed university master's degree.
2. **Graduate student** – An employee enrolled in doctoral studies.
- 3a. **Postdoctoral fellow** – An employee who has completed scientific training or doctoral studies and obtained the academic title of Ph.D., Dr., or equivalent and whom the IOCB director has promoted to researcher on the basis of a proposal by the Assessment Committee.
- 3b. **Associate researcher** – An employee who, five years after achieving a Ph.D. degree, is not assigned to qualification grade 4 or 5.
4. **Researcher** – An employee who, in their respective field, has achieved the academic degree of CSc. Ph.D., Dr. or equivalent (hereafter "Ph.D."), regularly publishes in peer-reviewed journals, performs research tasks independently, regularly acts as investigator or co-investigator on research teams developing complex projects, and typically makes use of funding in the form of domestic and/or foreign grants. They regularly and actively participate in conferences. They typically belong to various professional societies and their bodies as well as to scientific and editorial boards, and they also actively pursue teaching activities.
5. **Senior researcher** – An employee who meets the requirements for qualification grade 4 and is also a leading scientific authority who makes substantial contributions to the advancement of their respective field on an international scale. Outstanding researchers who meet the requirements for qualification grade 4 are usually also holders of a DrSc. academic degree, or the scientific and pedagogical title of professor or associate professor. They regularly publish in peer-reviewed journals. Their works are important for the advancement of the respective field of research and garner a considerable international response. They act as investigator or co-investigator on important projects, which they also help shape and coordinate. They address challenging scientific tasks that have a significant impact on the field. They regularly and actively participate in conferences. They supervise doctoral and undergraduate students. They typically belong to various international professional societies and their bodies as well as

to scientific and editorial boards, and they also actively pursue pedagogical and science education activities.

Article IV Researchers

1. Employees assigned to qualification grades 3a, 3b, 4, or 5 are researchers.
2. Researchers have the right to participate in proposals for the topic of their work and other proposals for shaping the focus of IOCB. They may submit proposals to the IOCB Board or to IOCB director. They are obligated to align their own research activities with the needs and focus of IOCB.
3. The activities of researchers are evaluated during a regular assessment conducted once every five years and focusing solely on the employee's scientific, professional, and teaching activities.

Article V Final Provisions

This directive comes into effect as of 1 September 2024 and replaces Directive S2016-05 of 7 September 2016.

A handwritten signature in blue ink, appearing to read 'Jan Konvalinka', is positioned above the printed name and title.

Prof. RNDr. Jan Konvalinka, PhD.
Institute Director

Addendum: Form A1, Assessment Proposal: comprises Part A, which is completed by the employee's immediate supervisor, and Part B, which is intended for summarization of the conclusions of the Assessment Committee and the IOCB director.