

Charles University, Faculty of Medicine in Hradec Králové

Dean's Directive No. 10/2025

Ref. No. UKLFHK/453298/2025

Title: **Additional Rules for the Procedure for the Granting of Associate and Full Professorship at the Faculty of Medicine in Hradec Králové Implementing Rector's Directive No. 6/2025 of 31 March 2025**

Force and effect: on the date of execution by the Dean

Article 1

Subject matter

1. Given the specificities of the individual medical fields, the present Dean's directives sets out additional criteria, requirements, conditions, and recommendations for the procedure for the granting of associate professorship ("associate professorship appointment procedure" or "habilitation procedure") and the procedure for the granting of full professorship ("full professorship appointment procedure" or "appointment procedure") in the individual fields in which associate or full professorship may be granted at the Faculty.
2. This directive is issued in accordance with Article 10 of Rector's Directive No. 6/2025 ("Rector's Directive No. 6/2025") in relation to Sections 72 and 74 of Act No. 111/1998 Sb., the Higher Education Act.
3. The recommended assessment criteria for the procedure for the granting of associate and full professorship are provided in Appendix 1 hereto.

Article 2

Qualifications and documents required for the procedure

1. Applicants for associate professorship are required to hold the CSc., Dr., Ph.D., Th.D., DrSc. scientific degrees, or other equivalent academic degree, including degrees awarded abroad, and provide proof thereof with the respective document. Applicants for full professorship are required to hold the degree of an associate professor.
2. Applicants who have not been awarded the required academic degree must provide due justification, which is then considered by the commission. Faculties of medicine allow such exemptions only in the case of applicants from abroad with an exceptional publishing history.

3. In the habilitation procedure, the applicant's scientific and pedagogical qualifications are proven and assessed on the basis of the documents submitted, in particular, the habilitation dissertation and the defence thereof and the applicant's other research and academic publications, and the applicant's pedagogical competences on the basis of the assessment of the habilitation lecture and previous pedagogical practise in the individual fields in which associate professorship may be granted at the Faculty.
4. In the appointment procedure, the applicant's scientific and pedagogical qualifications and pedagogical competences in the individual fields in which full professorship may be granted at the Faculty are proven and assessed and the applicant must be a prominent and recognised researcher in the given field.

Article 3

Pedagogical activities required for the habilitation procedure

1. The assessment is based on the applicant's pedagogical activities at a higher education institution in the Czech Republic or abroad in programmes of study of any level: bachelor's, master's, and doctoral programmes.
2. Pedagogical activities assessed for the purposes of the habilitation procedure include, in particular, the following:
 - a) Uninterrupted pedagogical activities for at least the past three years or the overall pedagogical activities in the past six years in the case of applicants who took maternity or parental leave, went on a long-term internship abroad, or interrupted their pedagogical activities due to other reasons worthy of special consideration;
 - b) Annual numbers of teaching hours and the courses provided by the applicant or the courses on which the applicant cooperates with others are assessed with regard to the number of courses taught in the given field according to the accreditation and the given curricula;
 - c) Remote teaching and e-learning, including involvement in the creation of teaching materials for these forms of instruction; these forms may not, however, exceed the number of teaching hours under Art. 3 (2)(a) and (b) hereof;
 - d) Number of teaching hours within specialised education in medical fields;
 - e) Authorship of textbooks and other study materials, such as textbooks, atlases, e-learning programmes, etc.
3. In the habilitation procedure, the commission considers both quantitative and qualitative criteria, including the contribution of the applicant's pedagogical activities to the development of the field and any teaching innovations, and takes into account the evaluation of the applicant's teaching by students.
4. The pedagogical activities of applicants who are Charles University employees are also assessed in relation to the objectives achieved and evaluation under the career code of the given faculty; the commission also considers the applicant's concept for future pedagogical

activities in the field.

Article 4

Pedagogical activities required for the full professorship appointment procedure

1. The assessment is based on the applicant's pedagogical activities at a higher education institution in the Czech Republic or abroad in programmes of study of any level: bachelor's, master's, and doctoral programmes.
2. Pedagogical activities assessed for the purposes of the full professorship appointment procedure include, in particular, the following:
 - a) Overall pedagogical activities for the past five years, where the applicant's individual circumstances may be taken into account, in particular in the case of applicants who took maternity or parental leave, went on a long-term internship abroad, or interrupted their pedagogical activities due to other reasons worthy of special consideration;
 - b) Annual numbers of teaching hours and the courses taught or provided by the applicant are assessed by the commission with regard to whether or not the applicant teaches the courses in the respective field (specialisation) in the full scope, taking into account the number of courses taught in the given field according to the accreditation and the given curricula;
 - c) Remote teaching and e-learning, including involvement in the creation of teaching materials for these forms of instruction; these forms may not, however, exceed the number of teaching hours under Art. 4 (2) (a) and (b) hereof;
 - d) Number of teaching hours within specialised education in medical fields;
 - f) Authorship of textbooks and other study materials, such as textbooks, atlases, e-learning programmes, etc.
3. An applicant for full professorship must perform the role of a supervisor for doctoral students of whom at least one has already graduated. In absolutely exceptional and justified cases, an advisor who can prove that he or she has been involved in the supervision of a doctoral student throughout his or her entire studies can also be considered a supervisor for this purpose. The commission also evaluates the applicant's report on the supervision of doctoral students, their results and employment, and the applicant's vision for future involvement in doctoral studies.
4. In the appointment procedure, the commission considers both quantitative and qualitative criteria, with an emphasis on the latter, including the applicant's concept for further development of the academic field (and the applicant's own engagement therein), and takes into account the evaluation of the applicant's teaching by students.
5. The pedagogical activities of applicants who are Charles University employees are also assessed in relation to the objectives achieved and evaluation under the career code of the given faculty.

Article 5
**Research and academic activities required for the procedure for the granting of
associate and full professorship**

1. Ongoing and systematic publishing is a criterion applicable to both the habilitation procedure and the appointment procedure. For the purposes of these procedures, the number of publications is calculated according to the recommended criteria provided in Appendix No. 1 hereto, and the publications are listed under the individual items provided in the annex to the government methodology for the evaluation of research, as amended, based on the following categories: J – peer-reviewed academic article in three categories, B – scholarly book, C – chapter in a scholarly book. In fields where such publications are considered as the standard, annotated translations, which mean translations of both fiction and specialised texts, accompanied by an academic commentary and interpretation, and scientific editions with an introductory study and an editorial apparatus may also be included in the publications.
2. The list of publications may also include other publications, such as articles in proceedings – D or study materials, reviews, commentaries, etc., which are not included for the purposes of meeting the minimum required standards hereunder, but which are important for the general overall scientific and pedagogical profile of the applicant.
3. Publications aimed at the popularisation of science, abstracts, and letters to the editor are not included in the number of relevant publications for either procedure even if published in high-quality journals or proceedings. Short communications with the applicant's own original research may be included in the calculation if published in journals ranked above the median value for the field (D1, Q1, or Q2). Case studies are admitted only in exceptional cases subject to approval by the commission and they may not constitute the dominant part of the applicant's publications.
4. Publications are assessed as a whole, where the five most significant publications in the past five years selected and commented by the applicant in the application for the commencement of the procedure, including the reason for their selection, number of citations, and significance for the given field, are assessed in greater detail. At least one of these five publications should be an authorial publication published in the period between the defence of the Ph.D. thesis and the habilitation (for the habilitation procedure) or between the habilitation procedure and the appointment procedure (for the appointment procedure) and, at the same time, it should be an original scientific article for which the applicant is listed as the first or corresponding author (or senior author) published in a journal ranked above the median value for the given field (D1, Q1, Q2).
5. An authorial publication means an original fulltext publication for which the applicant is listed as the first, corresponding, or senior author. As an exception, a brief report may be admitted provided that it contains the results of the applicant's own research. Reviews, case studies, letters, editorials, commentaries, etc. are not included for the purposes of calculating the number of publications.
6. Based on the conventions in the given field, the commission also takes into account the applicant's h-index based on the WoS (or another database).

7. The assessment is based on the total number of citations based on the WoS (or another database or the applicant's own list). A self-citation also means that the list of authors of the citing publication includes the applicant's name.
8. The commission also considers the applicant's involvement in the implementation of external grants and in the Faculty's institutional research activities (for example, in the Cooperatio programme). Experience with the implementation of a research grant or a similar research project is highly recommended for the habilitation procedure, whereas in the case of the appointment procedure, such experience is strictly required.
9. The applicant's activities in this area are also assessed with regard to the applicant's previous evaluation under the career code of the given faculty. Applicants from other higher education institutions describe their past cooperation with the units of Charles University, as well as the prospect for future cooperation.

Article 6

International experience, other qualifications, and contribution to the "third role" of the University required for the procedure for the granting of associate and full professorship

1. The applicant's academic history should include long-term specialised international experience, in particular, in the form of research or pedagogical stays abroad and presentations at international scientific conferences.
2. The commission may consider long-term active international cooperation documented by joint grant or publications as an alternative to an internship abroad in the case of applicants who could not go on such internship due to justified reasons (e.g., health or care for a minor child).
3. The assessment of the applicant also includes membership in scientific or artistic boards, editorial boards of academic journals, and scientific and professional societies, significant awards for research or pedagogical activities in the given field, and contribution to the "third role" of the University.

Article 7

Transitional provisions

1. Procedures for the granting of associate and full professorship commenced before the date of effect hereof and Rector's Directive No. 6/2025 are governed by the applicable directives.

Article 8

Final provisions

1. The present directive was discussed by the Scientific Board of the Faculty of Medicine in Hradec Králové before it was issued on 1 April 2025.
2. This directive comes into force and effect on the date of execution by the Dean.

Hradec Králové, 7 July 2025

prof. MUDr. Jiří Mand'ák, Ph.D.
Dean

Appendix 1: Recommended assessment criteria for the procedure for the granting of associate and full professorship at the Faculty of Medicine in Hradec Králové

Appendix 1

Recommended assessment criteria for the procedure for the granting of associate and full professorship at the Faculty of Medicine in Hradec Králové

Basic information

Applicants in clinical fields must always complete the respective certifications in the field in which the associate or full professorship is to be granted. If the field in which the associate or full professorship is to be granted does not correspond to the field of the certification, the two fields should be close in their subject matter.

The commissions also give their opinion specifically on the applicant's fulfilment of the clinical specialisation and education requirements in the associate and full professorship appointment procedure in these fields.

Research activities

1. Excellent results and contribution to the field:

The assessment is primarily based on the applicant's contribution to the development of the state of knowledge in the given field and involves evaluating the applicant's five most significant publications (associate and full professorship appointment procedure). At least one of these five publications should be an authorial publication* published in the period between the defence of the Ph.D. thesis and the habilitation (for the habilitation procedure) or between the habilitation procedure and the appointment procedure (for the appointment procedure) and, at the same time, it should be an original scientific article for which the applicant is listed as the first or corresponding author (or senior author) published in a journal ranked above the median value for the given field (D1, Q1, Q2). Patents, designs, and other results may be presented in exceptional cases. The applicant provides a designation and short annotation for the result, briefly describing his or her role in the creation of the result and the contribution thereof to the state of knowledge in the given field and the impact thereof on clinical practise.

2. Quantitative publication and citation criteria

The total number of publications need not reach the required number (see the table below) provided that the number of publications for which the applicant is listed as the first or corresponding author is significantly higher than the required number.

The citations must be listed based on the WoS and fulltext only (without abstracts and commentaries), excluding self-citations. A self-citation means that the list of authors of the citing publication includes the applicant's name.

* An authorial publication means an original fulltext publication for which the applicant is listed as the first, corresponding, or senior author. As an exception, a brief report may be admitted provided that it contains the results of the applicant's own research. Reviews, case studies, letters, editorials, commentaries, etc. are not included for the purposes of calculating the number of publications.

Field-specific requirements

Habilitation procedure

Fields	Number of all publications in D1, Q1, Q2, and Q3 journals based on the WoS (JIF) in the year of publication ¹	Of which: first or corresponding author ²	Number of citations excluding self-citations
Theoretical and clinical – neurosurgery	8	4	100 based on WoS
Clinical – surgery	6	3	50 based on WoS

Appointment procedure

Fields	Number of all publications in D1, Q1, Q2, and Q3 journals based on the WoS (JIF) in the year of publication ³	Of which: first or corresponding or last (senior) author ⁴	Number of citations excluding self-citations
Theoretical and clinical - neurosurgery	12	6	300 based on WoS
Clinical - surgery	8	4	100 based on WoS

¹The papers should be published in several different scientific journals. The commission must always assess whether the journals listed are not predatory journals (or publishers using predatory business practices). Reputable academic journals are recognised in, and cited by, the academic community and supported by experts in the given field, with international editorial boards and high-quality and transparent peer-review procedures. A publisher of a reputable journal does not employ aggressive marketing practises. Such practices mean, for example, that (a) the journal only publishes open access articles for high fees, (b) uses spam communication to address authors, or (c) the journal shows a huge year-on-year increase in the number of articles published or publishes a huge number of special issues.

² At least two publications (for the habilitation procedure) or three publications (for the appointment procedure) of these key publications (i.e., publications for which the applicant is listed as the *first or corresponding author*, or *senior author for the appointment procedure*) must constitute an *original scientific publication* in extenso with the results of the applicant's own research activities (i.e., not a review article, editorial, case study, short letter to the editor, abstract, etc.). The number of authorial publications with shared authorship is listed separately in the same box in brackets.

³ See explanatory note 1

⁴ See explanatory note 2