

Charles University
Faculty of Science
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Dean's Directive No. 37/2021
to provide for the register of pedagogical activities carried out by staff subject to assessment

Article 1

In accordance with Dean's Directives No. 31/2021 and No. 32/2021, and under Article 24(12) of the Constitution of the Faculty of Science of Charles University, and in relation to the need to ensure due performance of assessment, I hereby:

A. Impose

On the heads of workplaces the duty to register the pedagogical activities carried out by staff subject to assessment (that is, a report of direct teaching) in each calendar year.

B. Provide for

The following rules of keeping the register:

1. The register is kept for each calendar year, structured according to the PED parameter defined in Dean's Directive No. 32/2021 *to provide for the performance of assessment of academic and research staff, Assessment criteria for academic and research staff*. The PED parameter is calculated individually for each workplace with respect to its inclusion in a specific unit.
2. The register of direct teaching includes the average weekly number of hours of lectures, practical classes, courses in the field, field trips, and lifelong learning courses in the given semester. Where several members of staff are involved in teaching, the share of the individual member of staff is reduced accordingly to his or her share in teaching. Where a practical class or a field trip requires the presence of more than one teacher at a given time, more than one teacher may be reported for the given activity.
3. When registering teaching organised in longer sessions or irregularly, one day of practical teaching or teaching in the field in a semester is counted as 0.5 hours of regular weekly teaching in a semester, and one week of practical teaching or teaching in the field in a semester is counted as 2.5 hours of regular weekly teaching in a semester.

Article 2

Further, in relation to the register, I hereby:

A. Provide that

1. Direct teaching is registered using the Form for registering the pedagogical activities of the staff, which the Human Resources Office always shares with the head of the workplace and the assessed staff at the beginning of the assessment period.
2. After completing the form in accordance with the previous paragraph, it is signed by the respective member of staff and the head of their workplace. Their signatures attest to the correctness of the information provided in the form. The completed and signed forms are kept and archived for the purposes of assessment in hard copy at the given workplace, and a copy thereof is sent to the Human Resources Office after the end of each calendar year, that is, no later than on 31 January of the following year.
3. Direct teaching is registered for each calendar year and for each member of staff subject to assessment.
4. The Human Resources Office shares the final register of the pedagogical activities of each member of staff subject to assessment in the given year with the vice-dean responsible for the unit no later than on 15 February of the given year.

5. Materials for registering indirect teaching are available in the SIS; the overview for 5 assessed years is provided by the Student Registry. Indirect teaching consists in the number of successfully defended theses to qualify for the given degree in which the staff was involved as a thesis advisor or supervisor. A thesis advisor or supervisor means a member of staff registered as such in the SIS. There may be only one advisor or supervisor for each thesis. The role of a consultant is not registered within the application of the assessment regulation, but it may be taken into consideration in the assessment procedure.

B. Charge

The vice-deans responsible for the units with monitoring the compliance with the directive and the performance of the tasks provided herein.

Article 3

Final Provisions

1. Dean's Order No. 10/2015 is hereby repealed.
2. This directive becomes valid and effective on the date of its publication.

In Prague, on 21 December 2021

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Prof. RNDr. Jiří Zima, CSc.
Dean of the Faculty