Article 1

Subject-matter of the Measure

1. The Measure is published under Art. 22, Par. 5 of the Constitution of the Faculty of Science of Charles University (the ‘Faculty’) and follows up on Dean’s Measure No. 28/2021. It sets out procedural rules for the periodical assessment of the academics and researchers of the Faculty (the ‘Attestation’) which is enshrined in the Constitution of the Faculty of Science of Charles University.

2. This Measure is related to Dean’s Measure No. 32/2021, entitled The Assessment Criteria of Academics and Researchers, which sets out the criteria for assessing academics and researchers (the ‘Criteria’). The Criteria define the requirements of the employer regarding the proper performance of work assignments and duties, and the requirements regarding the work results of academics and researchers. The Criteria are set as minimum, and the failure to fulfil them may be considered by the Faculty as unsatisfactory work results of the Employee, failure to meet the requirements for the proper performance of work according to the employment contract or, as the case may be, a breach of Employee’s obligations arising from their employment relationship with the Faculty.

3. The Measure which sets out the Criteria may be amended regularly or irregularly, depending on how the conditions for the pedagogical and scientific work of the academics and researchers change over time.

Article 2

Groups of Assessed Employees

1. Any pedagogical, scientific, research, developmental, and innovative activities of academics and researchers (including lecturers) who are in indefinite time employment (the ‘Employees’) are subject to the Attestation.

2. The Attestation Criteria are defined separately for individual groups of assessed employees, and for individual groups of establishments.

Article 3

Attestation

1. The Employees are assessed every five years, commencing from the formation of their indefinite time employment. If, during the Attestation, the Employee fails to meet the defined Criteria, they will undergo an extraordinary attestation next year.

2. The attestation period means the period of five calendar years before the Attestation takes place, or six calendar years before the year in which an extraordinary attestation is held. The year in which the indefinite time employment was formed or the regular or extraordinary Attestation took place also constitute the first year of the attestation period.

---

1 Example: the indefinite time employment is formed in 2020, the attestation period is from 1 January 2020 to 31 December 2024, and the Attestation will take place in May or June 2025. In the event of an extraordinary attestation, the period will be from 1 January 2020 to 31 December 2025, and the Attestation will take place in May or June 2026.
3. The Attestation Criteria are the Criteria valid in the year of forming the indefinite time employment, in the years of the last regular attestation, or in the year of the last extraordinary attestation.

4. Obstacles to work will be adequately taken into account by the attestation committee.

5. Employees who, during the attestation period, were unable to work (mainly due to maternity and parental leave or sick leave) for a total duration of at least six months, will have their attestation period extended by such a period of time, and the date of holding the Attestation will be postponed so that the attestation period amounts to a total of 5 calendar years after deducting the period of the obstacles to work.

Article 4
Background Materials

1. By 31 December of the previous calendar year, the Human Resources Office (the ‘HR Office’) will hand over to the Dean, to the Vice-Deans of Units, to the Science Support Office, and to the Student Registry a list of names of the Employees subject to the Attestation or extraordinary attestation in the relevant year, and the criteria valid in the year when the attestation period started. For each Employee, the list will specify their job title and a note as to whether the Employee faced obstacles to work during the attestation period lasting for at least six months.

2. By 15 February of the respective calendar year, the HR Office will send to the Vice-Deans of Units any background materials concerning each Employee for the assessment of their pedagogical activity, as specified in Art. 2, Par 1 of Dean’s Measure Assessment Criteria of Academics and Researchers.

3. By 15 February of the respective calendar year, the Student Registry will send to the Vice-Deans of Units any background materials concerning each assessed Employee and the respective number of defended bachelor’s theses, diploma theses, and dissertations under Art. 2, Par. 1b)–d) of Dean’s Measure Assessment Criteria of Academics and Researchers, and also the resulting point assessment of these activities, as specified in Art. 4 – 10 of the Measure.

4. By 15 February of the respective calendar year, the Science Support Office will send to the Vice-Deans of Units any background materials concerning each Employee for assessing their scientific, research, developmental and innovative activities, as specified in Art. 2, Par. 2 of Dean’s Measure Assessment Criteria of Academics and Researchers.

5. The Vice-Dean of Unit divides the background materials under Par. 2 and 3 of this Article for the individual Employees and sends them via email by 31 March of the respective year to the respective Employee who is to be assessed in the given year, and to their direct supervisor for review and addition. The Employee and their direct supervisor will send their opinion to the Vice-Dean of the Unit no later than 30 days from their mailing. They will also send to the Vice-Dean any other background documents that may affect the result of the Committee’s meeting.

Article 5
Appointment of the Attestation Committee

1. By 31 March of the respective calendar year, the Dean will appoint one attestation committee for each Unit (the ‘Committee’) and simultaneously determine which committee will assess employees of research-scholarly establishments that are not included in the Unit.

2. As members of the Committee, the Dean appoints:
   a) The relevant Vice-Dean of the Unit;
   b) Heads of the respective establishments and their deputies;
   c) Guarantors of the programmes of study;
   d) Members of the Research Board of the Faculty;
   e) External members - extra-Faculty experts.

3. The Dean appoints another Vice-Dean as a deputy for the Vice-Dean of the Unit.

4. The Committee is chaired by the Vice-Dean of the Unit or, if absent, by his or her deputy.

5. The Committee will consist of at least five members for a specific attestation date.

6. The head of the establishment where the assessed employee is assigned participates in the Committee’s meetings as a member of the Committee unless their absence from the establishment prevents this.
7. The Committee carries out the Attestation as well as the extraordinary attestation.
8. The term of office of the Committee is from 1 March to 31 July of the respective calendar year.
9. The Chair plans meetings of the Committee so that the Attestations are carried out from 15 May to 15 July. To eliminate work deficiencies, the Chair must ensure that an extraordinary attestation of the employee takes place in a period longer than 12 months from the previous attestation and shorter than 12 months from the delivery of the notice.
10. If the Vice-Dean of the Unit is assessed, their deputy will act as the Chair. If the head of the establishment is assessed, their deputy will be a member of the Committee.

**Article 6**

**Appointment of the Attestation Committee**

1. By the fifth working day in May of the relevant calendar year, the Chair sends electronically to individual members of the Attestation Committee appointed for the given term all decisive background documents relating to the fulfilment of the Criteria by the respective employee and, where appropriate, background documents that the Committee could take into account during the Attestation, and the statements of the respective employee and their direct supervisor if these were submitted in time.
2. The Chair sets the date and venue of the Committee’s meeting and communicates this information to the members of the Committee and all assessed employees by the fifth working day in May of the relevant calendar year. The venue where the Committee meets is always an establishment of the Faculty. In the event that a member of the Committee cannot attend the meeting, they are obliged to apologise to the Chair of the Committee in writing sufficiently in advance.
3. The Committee assesses the employees at its meeting. The Chair or his deputy and at least two members of the Committee, always the majority of the members of the Committee for the given term of attestations, must be present at the meeting.
4. The Committee may invite the assessed employee or a third party to its meeting in order to clarify the background documents. If the assessed employee asks the Chair of the Committee about the possibility of attending the meeting of the Committees at least three working days in advance, the Chair will allow them to attend the meeting. Meetings of the Committee are otherwise closed to the public.
5. In the attestation procedure, the Committee is obliged to assess objectively and transparently, while observing the principle of equal treatment of employees and the prohibition of employee discrimination, the work results of the employee, and the proper performance of work by the employee in accordance with the requirements of the employer during the past attestation period with respect to the Criteria defined by Dean’s Measure *Criteria for the Assessment of Academics and Researchers*. At its meeting, the Committee assesses the background documents that are available regarding the assessed employee and compares them with the attestation criteria valid in the year of the formation of the indefinite time employment relationship or, if the employee has already been assessed, with the criteria valid at the time of their last attestation or extraordinary attestation.
6. The Committee will also assess activities of the assessed employee using such criteria that are not explicitly included if these activities were performed for the benefit of the Faculty and their significance is similar to that of the defined criteria (e.g. monographs published by prestigious publishing houses, patents, guaranteeing the programmes of study, transfer of knowledge and technology, popularisation of science, etc.).
7. Members of the Committee are obliged to maintain confidentiality regarding the facts they learn while holding the post of the member of the Committee or in connection with this post. The Chair of the Committee will obtain a non-disclosure statement from all external members.

**Article 7**

**Recommendation of the Committee**

1. The Committee decides by simple majority. If a member has a different opinion, they write this in the recommendation of the Committee. If a different opinion is not stated in the recommendation, the Committee is deemed to have reached a unanimous decision. In the event of a tie, the Chair decides on the result. The recommendation is made in paper form.
2. The Committee issues exactly one of the following recommendations for each assessed employee:
   a) Recommendation to issue a decision that the employee has met the attestation criteria.
   b) Recommendation to invite the employee to eliminate the deficiencies in their work because
      they did not meet the attestation criteria.
   c) Recommendation to terminate the employment relationship with the employee because
      they have failed to improve their work results in the last 12 months despite the written
      request and failed to meet the attestation criteria during the extraordinary attestation.

3. If the employee has failed to meet the attestation criteria, the Committee may, in accordance with
   the conditions of the relevant establishment, in addition to the recommendation to terminate the
   employment relationship to the Dean, suggest that the employee, if they agree, be reassigned to
   another position or have their working hours reduced.

4. For an employee assessed in a post for which only the PED indicator is set, the Committee
   proceeds as follows:
   (i) If the indicator, see Dean’s Measure *Criteria for the Assessment of Academics and
        Researchers*, of the assessed employee is equal to or higher than the criterion, the
        Committee will issue recommendation (a).
   (ii) If the PED indicator of the assessed employee is lower than the criterion, the Committee
        will issue recommendation (b) during the attestation, and recommendation (c) during the
        extraordinary attestation.
   (iii) Before issuing the recommendation, the Committee assesses other activities of the assessed
        employee not explicitly included in the criteria; in cases worthy of special consideration,
        the Committee can also issue a different, reasoned recommendation in writing.

5. For an employee assessed in a post for which only the VED indicator is set, the Committee
   proceeds as follows:
   (i) If the VED indicator, see Dean’s Measure *Criteria for the Assessment of Academics and
        Researchers*, of the assessed employee is equal to or higher than the criterion, the
        Committee will issue recommendation (a).
   (ii) If the VED indicator of the assessed employee is lower than the criterion, the Committee
        will issue recommendation (b) during the attestation, and recommendation (c) during the
        extraordinary attestation.
   (iii) Before issuing a recommendation, the Committee assesses other activities of the assessed
        employee not explicitly included in the criteria; in cases worthy of special consideration,
        the Committee can also issue a different, reasoned recommendation in writing.

6. For an employee assessed in a post for which the PED and VED indicators are set, the Committee
   proceeds as follows:
   (i) If both the VED indicator and the PED indicator of the assessed employee are equal to or
       higher than the criterion, the Committee will issue recommendation (a)
   (ii) If both the VED indicator and the PED indicator of the assessed employee are lower than
        the criterion, the Committee will issue recommendation (b) during the attestation, and
        recommendation (c) during the extraordinary attestation.
   (iii) Before issuing the recommendation, and especially if case (i) or (ii) in this Paragraph cannot
        be applied to the assessed employee, the Committee will assess the extent of failure to meet
        the VED or PED indicators and other activities of the assessed employee not explicitly
        included in the criterion; in cases worthy of special consideration, the Committee may also
        issue a different, reasoned recommendation in writing.

**Article 8**

**Decision of the Dean**

1. The Chair ensures that the background documents assessed by the Committee and all
   recommendations of the Committee are handed over to the HR Office by 31 July of the respective
   calendar year.

2. The HR Office checks that the submitted background documents are complete and that the
   Faculty, as the employer, has formally observed the principle of equal treatment of employees
   and the prohibition of employee discrimination.
3. The Secretariat will prepare proposals of individual decisions of the Dean according to the recommendations of the Committee no later than 31 August of the respective calendar year and send them through the HR Office to the Dean for a decision. If a recommendation is made to terminate the employment relationship with the employee, the HR office will prepare drafts of termination of the employment relationship so that they meet all the requirements stipulated by Act No. 262/2006 Coll., the Labour Code.

4. The Dean will make the individual decisions by 30 September of the relevant calendar year. If the Dean departs from the recommendation of the Committee, they must consult with the Chair of the relevant Committee in advance.

5. The HR Office will ensure that the original decision of the Dean is delivered to each individual employee and a copy of the decision is sent to the secretariat of the Unit and to the establishment of the employee without delay.

6. The HR Office is responsible for the completeness and archiving of the documents related to the Attestations.

Article 9
Final Provisions

1. Delivery of documents according to this Measure is conducted through the Faculty’s mail room or by email to the last known address of the assessed employee. The documents under Art. 8, Par. 3 of this Measure, namely the call to eliminate deficiencies in work and the termination of employment, must be delivered in compliance with the Labour Code.2

2. I appoint the head of the HR Office and the Vice-Deans of Units to be in charge of the control and implementation of this Measure.

3. The Academic Senate of the Faculty of Science debated this Measure in compliance with Art. 22, Par. 5 of the Constitution of the Faculty of Science of Charles University at its meeting held on 16 June 2022.

4. This Measure supersedes Dean’s Measure No. 31/2021.

5. This Measure comes into force and takes effect on the date of its publication and will be applied in compliance with Art. 11, Par. 1 of the Criteria for regular and extraordinary attestations held after this date. The preparatory acts for the Attestations in 2022, carried out before the effect date of this Measure under Dean’s Measure No. 31/2021, are deemed to have been carried out under this Measure.

In Prague, on 28 June 2022

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

2 As of the date of issuance of the Measure in accordance with ss. 334 et seq. of the Labour Code.