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| Title: | **General Criteria Applied during Habilitation Procedures and Professorial Appointment Procedures Held at the Faculty of Technology of TBU in Zlín** |
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**PART ONE**

**BASIC PROVISIONS**

**Article 1**

**Introductory provisions**

1. Criteria for habilitation procedures and professorial appointment procedures held at the Faculty of Technology of TBU in Zlín amend the Rector’s Directive entitled “Habilitation Procedures and Professorial Appointment Procedures”, as amended, for the needs of the Faculty of Technology of Tomas Bata University in Zlín (hereinafter referred to as “FT”). This Directive establishes criteria for R&D, creative and teaching competences of candidates for habilitation/professorial appointment (hereinafter referred to as “criteria”) in the following fields: Technology of Macromolecular Substances (hereinafter referred to as TMS), Food Technology (FT) and Tools and Processes (TP).
2. The criteria must be fulfilled to the full extent by those candidates where the procedure will be held in programmes/courses accredited at the FT; the fulfilment of the criteria is recommendable for candidates who have submitted an application in order to initiate a habilitation procedure/professorial appointment procedure at another public higher education institution.
3. Candidates who are not employees of TBU in Zlín shall specify their relation to the FT and declare their willingness to collaborate with employees of the FT.
4. Before the commencement of a habilitation procedure/professorial appointment procedure at the request of a candidate, the candidate is required to seek the opinion of the FT Professorial Board. The Professorial Board shall decide whether the candidate is an internationally renowned expert who has sufficient R&D and creative activities relevant to the field of habilitation/professorial appointment to his/her name. If the Professorial Board gives a dissenting opinion, the Professorial Board is obliged to specify reasons for the dissenting opinion given, and the candidate is obliged to submit, along with the documents required for the commencement of the procedure, also his/her response to the opinion given by the Professorial Board.
5. The fulfilment of criteria and of minimum requirements shall be assessed by the Habilitation Committee or by the Professorial Appointment Committee. The Committee shall assess a candidate in a comprehensive manner, i.e. in the event that any of the criteria have not been fulfilled, the Evaluation Committee shall take into consideration the degree of fulfilment of all criteria listed in Tables 1 and 2 and of the supporting criteria.

**PART TWO**

**GENERAL PRINCIPLES**

**Article 2**

**General principles**

1. In case of papers and citations with an impact factor, the assessment is based on indisputable and verifiable facts which are in accordance with the Web of Science Core Collection database (hereinafter referred to as “WoS”) and the Scopus database.
2. The reported data on scientific and other R&D and creative activities must be in accordance with data entered in the information systems of the Central Register of Projects (hereinafter referred to as “CEP”) and of the Information Register of R&D Results (hereinafter referred to as “RIV”), if the candidate comes from the Czech Republic. Data which are not included in these databases must be evidenced by the candidate.
3. The fulfilment of criteria for teaching activities shall be evidenced by the candidate, who shall submit a list confirmed by the relevant Student Affairs Office.
4. The required supporting documents shall be submitted through the R&D Office of the FT, and that in hard copy and in electronic form.
5. The candidate is responsible for the accuracy of the information provided.

**PART THREE**

**CRITERIA FOR R&D, CREATIVE AND TEACHING COMPETENCES OF CANDIDATES**

**Article 3**

**Required extent and structure of R&D and creative activities**

1. Criteria used for the evaluation of R&D and creative activities are listed in Table 1, with only such results being considered which are demonstrably related to the field of a habilitation procedure/professorial appointment procedure.
2. Criteria used for the evaluation of teaching activities are listed in Table 2. A candidate must provide evidence that he/she carries out a systematic teaching activity, and that taking into consideration the rules of practice established in the given specialization.
3. Members of the Habilitation Committee selected by the Chairperson shall attend a randomly selected lecture/seminar/practical classes given by the candidate and held within regular classes. The Chairperson of the Committee shall inform the candidate about the date of the visit. Based on the visit, teaching skills of the candidate shall be assessed. In the event that the candidate is not an employee of TBU in Zlín, the Chairperson of the Habilitation Committee shall, in cooperation with guarantors of the relevant degree programmes, organize a lecture within one of the course units taught at the FT.
4. In addition to criteria listed in Tables 1 and 2, the Professorial Board or, if applicable, the Evaluation Committee shall take into consideration also information about other activities connected with R&D, creative or teaching activities. In accordance with the evaluation, the Professorial Board or, if applicable, the Evaluation Committee may modify the minimum requirements to be fulfilled by candidate and specified in Tables 1 and 2.
5. Supporting criteria include in particular:
   1. Extent of project activities (investigator/co-investigator of projects funded by external resources);
   2. International cooperation evidenced by co-authorship of publications;
   3. Cooperation with business and industry in the form of contract research or bespoke research;
   4. Membership of editorial boards, specialist committees, scientific boards, degree programme boards, examination boards for final state examinations and thesis defence boards;
   5. Share in creation of academic books;
   6. Share in the preparation of patents and in implementation of technology;
   7. Publishing activity in non-evaluated periodicals;
   8. Active attendance at international conferences;
   9. Authorship or co-authorship of textbooks, university textbooks and electronic teaching aids;
   10. Innovation in classes, creation of new course units;
   11. Pedagogical activities focusing on primary and secondary schools;
   12. Participation in promotional activities and lectures for non-professionals;
   13. Overview of research internships/fellowships taken;
   14. Significant appraisals.

**Article 4**

**Final provisions**

This Directive was approved by the Academic Senate of the FT of TBU on 4 November 2019. The Directive becomes effective on 1 January 2020. This Directive abrogates SD/12/2012 issued on 12 November 2012 and SD/03/2018 issued on 28 May 2018.

Assoc. Prof. Ing. Michal Staněk, Ph.D. Assoc. Prof. Ing. Roman Čermák, Ph.D.

Chairperson of the Academic Senate of the FT Dean

 SD/09/2019

*Internal Regulations of the Faculty of Technology of Tomas Bata University in Zlín*

# Table 1 Criteria for evaluation of R&D and creative activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Degree course | Number of articles\* | Number of articles published in journals registered in the WoS database | Senior author of articles \*\* | | Total number of citations (self-citations not included) | |
| WoS | WoS or Scopus | WoS | WoS or Scopus |

Habilitation procedure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TMS; FT | ≥ 15 | ≥ 15 | ≥ 7 | ≥ 7 | ≥ 30 |
| TP | ≥ 25 | ≥ 2 | ≥ 30 |

Professorial appointment procedure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TMS; FT | ≥ 30 | ≥ 30 | ≥ 15 | ≥ 15 | ≥ 80 |
| TP | ≥ 50 | ≥ 5 | ≥ 80 |

\* Output tagged as “Article” or “Review” in journals registered in the WoS or Scopus database.

\*\* First author, corresponding author; supervisor/consultant of a student who is the first/corresponding author.

# Table 2 Criteria for evaluation of teaching activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Systematic teaching activity\* |  | Supervision of academic qualification theses\*\* | |
| Master’s theses | Doctoral thesis supervisor | Total (including Bachelor’s theses) |
| Habilitation procedure | ≥ 6 semesters | ≥ 3 |  | ≥ 9 |
| Professorial appointment procedure | ≥ 12 semesters | ≥ 6 | ≥ 1 | ≥ 18 |

\* Significant share in holding of laboratory training, seminars and lectures. The share in holding of laboratory training and seminars shall be evaluated by the Habilitation Committee/Professorial Appointment Committee.

\*\* In case of doctoral theses defended before 31/12/2019, doctoral theses written by students whose consultant was the candidate shall also be considered.