

Code:	SR/7/2021
Category:	RECTOR'S DIRECTIVE
Title:	Evaluation and Management of the Development of Teaching, R&D and Creative, Managerial and Other Activities Carried Out by TBU Academic Staff and Researchers
Liability:	Tomas Bata University in Zlín
Issue date:	1 April 2021
Effective:	1 April 2021
Issued by:	Rector
Prepared by:	Rector, Vice-Rector for Quality Management, Internal Auditor
In cooperation with:	Legal Services
Pages:	14
Appendices:	3
Distribution list:	Vice-Rectors, Deans of Faculties, Chairperson of the TBU AS, Chairpersons of the AS of the Faculties, Vice-Deans for Research, Development and Creative Activities, Vice-Deans for Pedagogical Activities, Directors of component parts, academic staff
Signature of the authorized person:	Prof. Ing. Vladimír Sedlářík, Ph.D. m.p.

## PART ONE INTRODUCTION

The Directive defines the basic procedures for evaluating the work of all academic staff and researchers involved in teaching, R&D and creative, managerial and other activities carried out at Tomas Bata University in Zlín (hereinafter referred to as "TBU").

### Article 1 General principles

- (1) Within the scope of this Directive, the term "employee/staff" shall refer to all academic staff and researchers participating in teaching, R&D and creative, managerial and other activities carried out at TBU and listed in the Salary Regulations of TBU in Zlín (i.e. including Assistant Lecturers, for example), unless specified otherwise.
- (2) Work capacity is expressed by the "work performance point" unit (hereinafter referred to as "WPP").
- (3) The scope of the "annual work capacity" (hereinafter referred to as "AWC") of an employee is set at 1,000 WPP.
- (4) For employees with weekly working hours at TBU shorter than the working hours per week set in accordance with Section 79 of the Act. No. 262/2006 Coll., Labour Code, the AWC shall be reduced proportionally to the number of working hours per week at TBU. The procedure shall be applicable by analogy to staff employed at TBU for a period shorter than one year.

- (5) The scope and structure of professional duties according to Paragraph 7 for individual departments/centres/studios, or for employees, shall be determined by the Head of the component part (i.e. Dean of the Faculty or the Director of the relevant university department) or the TBU organizational unit (i.e. Director of the relevant research centre). If the term “component part” is used in this Directive, it refers to a Faculty, a department or a research centre. If the term “Dean” is referred to in this Directive, the Head of the department or the Director of the research centre shall also exercise his/her powers under this Directive. If the term “Director” is used in this Directive, it also refers to the Head of the studio/department.
- (6) The Director/Head of the department/centre/studio at the component part is responsible to the Dean for the optimal determination of the effective use of the work capacity of all staff of the department/centre/studio.
- (7) Responsibilities of the academic staff comprise activities classified into four main groups:
- Teaching activities,
  - R&D and creative activities,
  - managerial and organizational activities,
  - other activities that fall within the so-called “third role” of the University.
- Responsibilities of researchers comprise activities classified into three main groups:
- R&D and creative activities,
  - managerial and organizational activities,
  - other activities that fall within the so-called “third role” of the University.
- All these activities are specified in Parts 3 – 6 of this Directive below.
- (8) The employees’ performance is assessed comprehensively on the basis of all the above-mentioned groups of activities. WPP are used for the quantitative statements which are assigned to individual activities according to the criteria set out in this Directive or in the cases specified below in an internal regulation issued by the relevant component part.
- (9) Work performance is evaluated and managed through the employee’s evaluation process, the output of which is the employee’s career plan. The plan is specified in Part 2 of this Directive.
- (10) In the case of employees with weekly working hours at TBU of 8 hours or shorter (workload 0.2), it is within the competence of the chief executive at the component part to decide whether the given employees shall be assessed in accordance with the criteria set out in this Directive.
- (11) Managerial, organizational, and other activities are not mandatory for all employees. In the case of some employees, the share of these activities may equal zero, but the overall “AWC” must be maintained.
- (12) The recommended share of the different activity groups within the Career Plans set by the chief executives at the component parts for the academic staff is the following percentage of the total AWC of an employee:
- teaching activities account for 40 %,
  - R&D and creative activities account for 40 %,
  - managerial and organizational activities account for 10 %.
  - other activities that fall within the so-called “third role” of the University account for 10% out of the total AWC set for the employee (hereinafter referred to as “recommended share”).

In accordance with their specific features, the component parts may set a different share of individual activity groups in the total scope of work activities carried out by the academic staff in an internal regulation, and that also in the form of setting ranges for individual activities within these defined limits:

Activity groups	A minimum limit of the total AWC set for the employee	A maximum limit of the total AWC set for the employee
Teaching activities	10 %	90 %
R&D and creative activities	10 %	90 %
Managerial and organizational activities	0 %	80 %
Other activities	0 %	30 %

(13) The recommended share of the different activity groups within the Employee Career Plan set by the chief executives at the component parts for researchers is the following percentage of the total AWC of an employee:

- R&D and creative activities account for 80 %,
- managerial and organizational activities account for 10 %.
- other activities that fall within the so-called “third role” of the University account for 10% out of the total AWC set for the employee (hereinafter referred to as “recommended share”).

In accordance with their specific features, the component parts may set a different share of individual activity groups in the total scope of work activities carried out by researchers in an internal regulation, and that also in the form of setting ranges for individual activities within these defined limits:

Activity groups	A minimum limit of the total AWC set for the employee	A maximum limit of the total AWC set for the employee
R&D and creative activities	70 %	100 %
Managerial and organizational activities	0 %	30 %
Other activities	0 %	30 %

(14) In the event that the component parts do not set up a different share of individual activity groups in the total scope of work activities, they are obliged to abide by the recommended share. A provision, which defines that this share has been set up individually for employees cannot be considered as a different setting in the internal regulation. The fact that the component part has not set up a different share of individual activity groups in the total scope of work activities and must abide by the recommended share shall be applicable to these cases.

- (15) The employee's performance shall be assessed in accordance with the principles of the IPN methodology.<sup>1</sup> The evaluation grades are as follows:
- Very poor work performance, i.e. the fulfilment of AWC in WPP in the relevant group of activities within 0-40%.
  - Substandard work performance, i.e. the fulfilment of AWC in WPP in the relevant group of activities within 41-80%.
  - Good work performance, i.e. the fulfilment of AWC in WPP in the relevant group of activities within 81-120%.
  - Above-average work performance, i.e. the fulfilment of AWC in WPP in the relevant group of activities within 121-160%.
  - Excellent work performance, i.e. the fulfilment of AWC in WPP in the relevant group of activities at 161% or more.
- (16) All data on the evaluation of the staff activities shall be recorded in the TBU information system (hereinafter referred to as "IS HAP") or in the system of work capacity registration (see Appendix No. 1 Work Capacity Record) at constituent parts where the IS HAP has not been implemented.

## **PART TWO**

### **EVALUATION PROCESS**

#### **Article 2**

##### **Staff evaluation process**

- (1) The employee's evaluation shall be conducted at least once every two years, and shall be carried out by the employee's superior (hereinafter referred to as the "superior") in the form of a personal interview resulting in the Employee Career Plan for the upcoming academic year (see Appendix No. 2 Employee Career Plan). The document together with the statement of the evaluated employee and his/her superior shall be then handed over to the Dean.
- (2) The length of work experience and employment at TBU, the number of weekly working hours, employee's personal obstacles to work, for which the employer is obliged to excuse his/her absence from work, i.e. long-term incapacity to work or maternity/parental leave, discharge of a chief academic office at TBU, or other matter-of-fact obstacles preventing the fulfilment of the Career Plan in the last 3 years shall be taken into account in the evaluation and preparation of the Employee Career Plan.
- (3) The personal assessment interview is compulsory for all employees. The time interval between interviews shall not exceed two years.
- (4) A career plan shall define work objectives for a given employee for the following period and shall resume the fulfilment of objectives in the previous evaluation period, including the fulfilment of the AWC of the employee.

---

<sup>1</sup> The description and outputs of the IPN methodology are available on the website of the Ministry of Education, Youth and Sports: <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/ipn-metodika-efektivni-system-hodnoceni-a-financovani>

- (5) Within the career plan, an employee has the opportunity to comment on the evaluation made by his/her superior and give reasons for non-compliance with his/her work objectives in the previous evaluation period.
- (6) For conducting the personal interviews, documents shall be collected no later than 30 September of the given year, in individual areas of the employee's activities through the IS HAP or the system of work capacity registration at the constituent parts where the IS HAP has not been implemented.
- (7) The employee's evaluation based on personal interviews shall take place at the relevant component part no later than 30 October of the given year.
- (8) The evaluation of the Directors/Heads of the departments/centres/studios shall be carried out by the Deans no later than 31 October of the relevant year. Subsequently, the Deans shall be evaluated by the Rector.
- (9) The subject of the evaluation is the activities defined in Parts 3 – 6 of this Directive and, where appropriate, further specified in an internal regulation issued by the relevant component part.
- (10) The results of the evaluation shall be reflected in the staff's extra pay for a person for the next period. The principles for determining an extra pay for a person shall be specified in an internal regulation issued by the relevant component part.
- (11) Unjustified non-fulfilment of the career plan for a period longer than 3 years shall be considered as non-fulfilment of the requirements, or failure to comply with the obligations set by the employer, and will have an impact on the employee's job position according to the Salary Regulations of TBU in Zlín, or other labour-law consequences.

### **PART THREE**

#### **EVALUATION OF TEACHING ACTIVITIES**

##### **Article 3**

##### **The scope and structure of the staff teaching activities**

- (1) Researchers shall be involved in the pedagogical process according to the Dean's decision.
- (2) When determining the scope of the staff teaching activities, the curricula of component parts for the relevant modes of studies in individual degree programmes for a given academic year shall be used.
- (3) The teaching unit – a timetable lesson (hereinafter referred to as “TL”) – lasts 50 minutes at TBU.
- (4) The time values with which individual teaching activities are calculated in the working hours are expressed in WPP and include not only the exact period of the performance of the activity but also the time needed to prepare the class and the following checking.

##### **Article 4**

##### **The structure and definition of teaching activities**

- (1) The evaluation of teaching activities in WPP under this Article is the maximum possible value of the assigned WPP for individual forms of teaching activities carried out at TBU. An internal regulation issued by the relevant component part may reduce this value.
- (2) In their internal regulations, component parts may specify other teaching activities and set their evaluation in WPP, but not more than 100 WPP from an employee's AWC.
- (3) The evaluated teaching activities include:

- i.) Teaching (i.e. implementation of direct teaching activity as well as scheduled indirect teaching - e.g. on-line tutorials), the evaluation of individual teaching activities is expressed in WPP per one timetable lesson, unless stated otherwise:

a lecture in the full-time/part-time mode of study in a BP, MP	1.8 WPP/TL
controlled tutorials in the part-time mode study in a BP, MP	1.8 WPP/TL
a lecture in a world* language in a BP, MP in the full-time and part-time mode of study	2.4 WPP/TL
a lecture in a DP	2.4 WPP/TL
a lecture in a DP in a world* language	3.6 WPP/TL
a seminar or practical classes in a world* language (including scheduled online tutorials)	1.8 WPP/TL
seminars, practical classes, laboratory classes, studio classes in full-time and part-time mode of study (including scheduled online tutorials)	1.2 WPP/TL
supervising a compulsory internship/practical training (it shall be specified in detail in an internal regulation issued by the relevant component part)	0.2 - 0.7 WPP per semester/student

- ii.) Teaching students and supervising students' work - the evaluation is expressed in WPP per one academic year (hereinafter referred to as "AY"):

supervisor** of a doctoral student in the 1 <sup>st</sup> year of studies	30 WPP/AY
supervisor** of a doctoral student in the 2 <sup>nd</sup> - 4 <sup>th</sup> year of studies	55 WPP/AY
supervisor** of a doctoral student in the 1 <sup>st</sup> year of studies in a world* language	35 WPP/AY
supervisor** of a doctoral student in the 2 <sup>nd</sup> – 4 <sup>th</sup> year of studies in a world* language	60 WPP/AY
teaching a doctoral student for an exam in communication skills in a foreign language	10 WPP/AY

The evaluation in WPP for supervising and reviewing theses in a BP, DP, and other theses (e.g. seminar or studio theses) is at the discretion of component parts.

- iii.) Examining and participating in a board for FSE (evaluation in WPP per student):

\* The world language refers to English, German, Russian or French. Teaching in the world language does not concern practical classes carried out within the study of this language, but only the teaching of other specialist course units.

\*\* The Faculty may determine the maximum number of WPP assigned to the supervisor for the supervision of PhD students. If the PhD student has a consultant in addition to the supervisor, the WPP shall be divided in the ratio of 1 : 1 between them.

a semester or multiple-semester examination in the full-time / part-time mode of a BP, MP	0.4*** WPP/student
graded course credit in a BP, MP	0.3*** WPP/student
course credit in a BP, MP	0.2 WPP/student
intermediate examination in a DP	0.7*** WPP/student
member of an examination board for final state examination in a BP, including the defence of the Bachelor's thesis (hereinafter referred to as "BT")	0.9 WPP/student
member of an examination board for final state examination in a MP, including the defence of the Master's thesis (hereinafter referred to as "MT")	1.2 WPP/student
member of an examination board for doctoral state examination in a DP	1.8 WPP/student
member of a doctoral thesis defence board in a DP	1.8 WPP/student
member of a board for advanced Master's (rigorosum) examination	1.8 WPP/student

iv.) Admission procedure:

entrance examinations (Chairperson and employee in charge of correcting the admission tests)	0.2 WPP/applicant
member of the examination board for oral exams	0.2 WPP/applicant
member of the admission committee (the principal one)	3.6 WPP/day
preparation of one test variant for the entrance examination	7 WPP/variant

- (4) For the monitoring of direct teaching activity (including open-air teaching), i.e. conducting lectures, seminars, practical classes, laboratory classes, conducting studio work, etc., as well as for recording scheduled indirect teaching (e.g. on-line tutorials) there is the study agenda of IS/STAG. All the scheduled classes intended for TBU students and carried out within accredited degree programmes are recorded there in the form of a timetable.
- (5) The data from the IS/STAG are transferred to IS HAP or the Work Capacity Record for further processing of the extent of scheduled classes carried out by a particular employee.
- (6) The collection of data for the purposes of evaluation of teaching activities is carried out continuously and shall be ended no later than 31 August of the relevant year. The data for the purpose of the evaluation of teaching activities shall be certified as correct by the chief executive at the relevant component part.

### Article 5

#### Evaluation of the quality of teaching activities

- (1) When evaluating the staff teaching activities, the qualitative parameters of the evaluation of teaching for the given period shall be also taken into account, these being the results of the students' evaluation of the quality of teaching and/or the results of inspections of classes.

\*\*\* The number of WPP per 1 student is fixed regardless of the number of repetitions.

- (2) Inspection of classes refers to the participation of the Head of the department or a person authorized by him/her in the classes held within the course unit on which a record is written; and the employee is given feedback on his/her teaching activity. The employee is entitled to comment on the record.
- (3) The maximum bonus for the evaluation of the quality of teaching activity is 200 WPP per employee and academic year, however, no more than 50 % of the WPP obtained for teaching activities besides this bonus.
- (4) Component parts are obliged to specify the criteria for evaluating the quality of teaching activities in an internal regulation. Component parts cannot assign WPP for the quality of teaching activities, unless the criteria have been specified.
- (5) In their internal regulations, component parts may assign a lower number of WPP than 200 WPP for the evaluation of teaching activities.

## **PART FOUR**

### **EVALUATION OF R&D AND CREATIVE ACTIVITIES**

#### **Article 6**

##### **The structure and definition of R&D and creative activities**

- (1) The evaluated R&D and creative activities include the following activities which are subsequently specified in detail in Appendix No. 3:
  - A) Results of R&D and creative activities:
    - selected publishing outputs,
    - patents and applied research results.
  - B) Results of artistic activities:
    - outputs used in the Register of Artistic Outputs (hereinafter referred to as “RAO”).
  - C) Other activities and qualitative indicators:
    - submitting an R&D project within the national agencies of basic and applied research,
    - obtaining funding for an R&D research project within the national agencies of basic and applied research,
    - submitting an international R&D project to be funded by a foreign provider,
    - obtaining funding for an international R&D project from a foreign provider,
    - implementation of national and international projects.

#### **Article 7**

##### **Methods for the evaluation of R&D and creative activities**



- (1) The evaluation of R&D and creative activities strictly follows the evaluation according to the valid Methodology for the Evaluation of Research and Development and Their Results (hereinafter referred to as the “Methodology M17+”) and shall be continuously updated following the alterations made to it. The Definition of the Types of Results forms Appendix No. 4 to the Methodology M17+.
- (2) The scope in WPP per individual types of outputs in R&D and creative activities that are not specified in Appendix No. 3 shall be determined by an internal regulation issued by the relevant component part based on their specifics of activities and their internal strategy in the field of R&D and creative activities. However, activities defined by an internal regulation issued by the component part beyond the activities referred to in Article 6 shall not exceed 10% of the AWC per employee and year for the purposes of evaluation.
- (3) Evaluation of R&D and creative activities shall take place at least once every two years. The basis for the evaluation is the weighted average of the WPP gained for the results of R&D and creative activities carried out by the employee with regard to the workload in accordance with Appendix No. 3, A) and B) expressed in WPP over the last three calendar years and the number of WPP in accordance with Appendix No. 3 C) for the evaluated calendar year.
- (4) The weighted average according to the preceding clause shall be calculated only for those three years, in which the employee had workload at TBU.
- (7) Evaluation of R&D and creative activities shall be carried out in accordance with the data recorded in the internal information system – Personal Bibliographic Database (hereinafter referred to as “PBD”) as of 30 April or the RAO database as of 30 September of the given year. The WPP score for individual outputs based on the PBD database will be exported/recorded in the IS HAP or entered in the Work Capacity Record. The data for the purpose of the evaluation of R&D and creative activities shall be certified as correct by the chief executive at the relevant component part.
- (5) The evaluation of outputs applied in the RAO, which are not recorded in the PBD database, shall be governed by an internal regulation issued by the relevant TBU component part, which shall submit the results to the RAO.
- (6) The contribution of individual co-authors to the creation of a given result shall be expressed by means of the so-called mental share (in percentage). When assessing the mental share, the principles of the TBU Code of Ethics shall be respected. The distribution will then be taken into account in the evaluation process. Mental share shall be assigned to all co-authors, even if they are not evaluated (doctoral students, non-TBU staff), with the lowest percentage being 5%. If the mental share is not defined, the contribution of the co-authors expressed in WPP shall be divided equally among all the co-authors of the result.

## **Article 8**

### **Results of excellence of R&D and creative activities**

- (1)  $J_{imp}$  results published in major impact journals shall be awarded a rating of 200 WPP beyond the evaluation under Article 7 of this Directive. Significant periodicals are journals indexed in the Web of Science (WoS) database, which are among the top 10% in the field-specific periodicals (according to WoS) ranked in descending order according to Article Influence Score (AIS). If a journal is classified in several disciplines within WoS, what shall be taken into consideration is

the field strategically relevant to the given component part, which shall be defined by an internal regulation issued by the relevant component part.

- (2) The selected evaluation results in Module 1 of the Methodology M17 +, which will receive an evaluation grade of 1 or 2, will be awarded a rating of 200 WPP beyond the evaluation under Article 7 of this Directive.<sup>2</sup>
- (3) Patents and results of applied research (see Appendix No. 3, non-publication results) on the basis of which a contract of use has been concluded with an external entity with a license of at least CZK 0.5 million (or an equivalent in a foreign currency) will be awarded a rating of 200 WPP beyond the evaluation under Article 7.
- (4) The results evaluated in the RAO with grades AKX, AKY, AKZ, ALX, and AMX shall be awarded a rating of 200 WPP beyond the evaluation under Article 7 of this Directive.

## **PART FIVE**

### **EVALUATION OF MANAGERIAL AND ORGANIZATIONAL ACTIVITIES**

#### **Article 9**

##### **Methods for the evaluation of managerial and organizational activities**

- (1) Managerial activities are managerial and organizational activities that are performed by TBU staff and are directly linked to the TBU organizational structure and component parts.
- (2) Data on managerial and organizational activities shall be recorded in the IS HAP for the previous academic year (no later than 31 August of the given year) or they shall be entered in the Work Capacity Record. The Head of the department/centre/studio, or the Dean of the Faculty/component part at management positions exceeding the competence of the Director/Head of the component part/centre/Head of the studio, is responsible for keeping records of managerial and organizational activities.
- (3) By their internal regulations, component parts may specify additional managerial and organizational activities and set their evaluation, but only up to 100 WPP per employee and academic year.

#### **Article 10**

##### **The structure and definition of managerial and organizational activities**

- (1) The amount of the bonus for managerial activities is set in WPP for one academic year, unless stated otherwise.
- (2) The managerial and organizational activities include the performance of duties related to the following posts:

---

<sup>2</sup> Description, outputs of M17 + Methodology and the definition of the type of outputs are available on the website: <https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796>

Vice-Rector	500 WPP
Dean/Head of department/Director of a research centre established within OP RaDfI	800 WPP
Vice-Dean	400 WPP
Head/Director of department/centre/studio (up to 10 employees)	110 WPP
Head/Director of department/centre/studio (11-20 employees)	165 WPP
Head/Director of department/centre/studio (over 20 employees)	220 WPP
Deputy Head/Director of department/centre/studio (up to 10 employees)	30 WPP
Deputy Head/Director of department/centre/studio (11-20 employees)	55 WPP
Deputy Head/Director of department/centre/studio (over 20 employees)	80 WPP
Departmental secretary/Secretary of centre/studio (up to 10 employees)	30 WPP
Departmental secretary/Secretary of centre/studio (11-20 employees)	55 WPP
Departmental secretary/Secretary of centre/studio (over 20 employees)	80 WPP
Chairperson of the TBU AS	300 WPP
Chairperson of the Faculty AS	250 WPP
Chairperson of the Economic/Legislation Committee of the TBU AS	100 WPP
Chairperson of the Economic/Legislation Committee of the Faculty AS	70 WPP
Member of the TBU AS	70 WPP
Member of the Faculty AS	40 WPP
Chairperson of the Doctoral Programme Board and Degree Programme Board at TBU	30 WPP
Member of the Doctoral Programme Board and Degree Programme Board at TBU	10 WPP
Member of the U3A Board, Council for LL and other advisory bodies of TBU Rector	10 WPP
Member of TBU Scientific Board and the scientific board of a Faculty or a TBU component part	30 WPP
Member of the TBU Internal Evaluation Board	30 WPP
Guarantor of a degree programme at a Faculty	200 WPP
Guarantor of a course unit taught at the institutional level	10 WPP
Mobility coordinator of a department (outgoing and incoming)	15 WPP
Head of a study group/year	10/20 WPP
Secretary of the board for final state examination at TBU in Zlín	6 WPP / day
Member of the evaluation committee in internal TBU competitions	6 WPP
Preparation of DP accreditation materials. Points are divided among those involved in the preparation of the application.	100 WPP / accreditation file

- (3) The number of employees of the department/centre/studio refers to the number of employees, including technical staff, PhD students and externs.

## **PART SIX**

### **EVALUATION OF OTHER ACTIVITIES**

#### **Article 11**

##### **The method for evaluating other activities**

- (1) The term “other activities” refers to activities that fall within the so-called “third role” of the University, through which TBU promotes publicity, popularization of science and research, awareness and cooperation with practice. These activities are entered into by a third (external) entity.
- (2) The maximum amount of WPP assigned to an academic for other activities is 300 WPP. The value may be reduced by an internal regulation issued by the relevant component part.
- (3) By their internal regulations, component parts may specify additional activities and set their evaluation, but only up to 10% of the AWC per employee and year.
- (4) Data on other activities shall be recorded in the IS HAP for the previous academic year (no later than 31 August of the given year) or they shall be entered in the Work Capacity Record. The Head of the department/centre/studio, or the Dean of the Faculty/component part at management positions exceeding the competence of the Director of the component part/centre/Head of the studio, is responsible for keeping records of other activities.
- (5) The data for the purpose of the evaluation of other activities shall be certified as correct by the chief executive at the relevant component part.

#### **Article 12**

##### **The structure and definition of other activities**

- (1) The amount of the annual bonus for other activities is determined in WPP for one academic year.
- (2) Other activities which are evaluated include the following activities that may be further specified in internal regulations issued by the component parts:

i.) Educational activities where the target beneficiaries are persons other than students of TBU in Zlín. The target group for this activity is the general public.

Lectures for U3A attendees	1.5 WPP/TL
Lectures for LL students	1.5 WPP/TL
Events for nursery schools, primary schools, secondary schools	4 WPP/TL
Events like “Junior University”	4 WPP/TL

Other specialist lectures/courses/workshops for the public	4 WPP/TL
--	----------

ii.) Co-operation with external entities including activities that are carried out in cooperation with external entities:

Volunteering and charitable activities (total per event)	up to 30 WPP
Other types of cooperation with practice (total per event)	up to 30 WPP

iii.) Membership of external bodies per each membership:

Membership of scientific boards of other higher education institutions, including scientific boards of Faculties	30 WPP
Membership of bodies of representation of universities according to § 92 of Act No. 111/1998 Coll.	30 WPP
Membership of degree programme boards outside TBU	10 WPP
Membership of national and regional expert associations	6 WPP
Membership of professional societies, bodies of external organizations	8 WPP

iv.) Organizational activities within external cooperation:

Organization of a congress, symposium, workshop, conference, exhibition in cooperation with external entities (in total per event)	60 WPP/event
Organization of Olympiads and summer schools (in total per event)	60 WPP/event

v.) Promotional activities within Promotion Plan of TBU and its component parts:

Promotional events (in total per event)	30 WPP/event
---	--------------

## PART SIX

### FINAL PROVISIONS

- (1) Component parts are obliged to issue (an) internal regulation(s) and specify the criteria for setting personal extra pays for the evaluated employees in accordance with this Directive, and that within four months of the date on which this Directive comes into effect.
- (2) In the cases when the component parts are allowed to set the criteria for the evaluation of the staff diversely in their internal regulations, this regulation must be implemented under the conditions specified in enabling provisions and in accordance with the limits specified in this Directive.

- (3) TBU component parts shall follow this Directive for the first time when evaluating teaching, managerial and organizational and other activities for the 2020/2021 academic year and R&D and creative activities for the 2020 calendar year.
- (4) The Directive was discussed by the trade-union association on 1 April 2021.
- (5) The Directive shall come into effect on 1 April 2021.
- (6) The Directive shall replace Rector's Directive No. SR/23/2019.