



# INSTITUTE OF CHEMICAL PROCESS FUNDAMENTALS of the CAS, v. v. i.

Director of the Institute

## Director's Order no. 2

### Title: Procedure for Regular Evaluations of Scientific Employees

#### Preamble

The general purpose of evaluations is to contribute to the improvement of the level of scientific activities at the institute, to create a basis for sound human resources policy at the institute, to compare results of employees under the relevant qualification grades, to stimulate employees to strive for continuous professional growth, and to provide employees with regular opportunity for self-reflection.

#### Article 1 General Provisions

1. Attestations are carried out in accordance with the Career Development Rules for CAS Employees with a University Degree (section 5/2008 of the Internal Standards).
2. Evaluations do not apply to:
  - a) director of the institute who is appointed to the position on the basis of a selection procedure and whose activity is evaluated by the Board of the Institute and the Academy Council of the CAS in other contexts and terms;
  - b) visiting researchers who are employees of other domestic or foreign organizations;
  - c) emeritus scientists/scholars at the CAS;
  - d) pensioners (based on the director's decision) who are recruited for a maximum of one year.
3. The name list of employees who will be evaluated is given in Appendix no. 1.

#### Article 2 Documents for Evaluation

1. The evaluated employee fills out the Evaluation form (Appendix no. 2) and sends it electronically to the director's secretariat, no later than 31 August 2023.
2. Part of the Evaluation form is the Research Group Leader evaluation, in the case of the Research Group Leader, the evaluation of the Head of the Department, and in the case of the Head of the Department, the evaluation of the Institute Director.



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3. Attached to the Evaluation form is a list of publications (Citation Report) according to SCOPUS with works sorted by citations from the most cited work downwards.

## **Article 3 Evaluation process**

1. Evaluations are focused solely on the scientific, professional, and pedagogical work of an employee.
2. Evaluations are carried out by the Evaluations Committee appointed by the Director of the institute (see Appendix no. 3 of this order).
3. Conclusions provided by the Evaluations Committee including recommendations for the Director of the institute include a brief evaluation of the employee's scholarly activities, a proposal to include in the qualification grade, and a proposal for the length of the employment contract. The attestation commission will process these conclusions by 31 October 2023.
4. The evaluated employee together with the Research Group Leader will be familiar with the proposal conclusions of the Evaluations Committee, and will be given the opportunity to comment on it, until 30 November 2023.
5. In the event of a disagreement between the opinion of the Evaluations Committee and the evaluated employee, the employee's objections and comments will be attached to the conclusions of the Evaluations Committee and together submitted to the Director of the institute.
6. The results of the attestations will be published no later than 15 December 2023.

## **Article 4 Closing Provisions**

1. This order supersedes all previous versions of internal regulations related to this.
2. The control of compliance with this order is carried out by the Management of the Institute.
3. This order takes effect on the date of publication.
4. The following attachments are part of this director's order:
  - a. Appendix no. 1 – Name list of the evaluated ICPF employees
  - b. Appendix no. 2 - Evaluation form of ICPF's researcher
  - c. Appendix no. 3 - Name list of members of the Evaluations Committee

In Prague, 20 June 2023

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