



Dean's Measure No. 3/2023 Support for Stays of Post-Doctoral and Sabbatical Researchers at the FFPW USB

Introductory Provisions

As a follow-up to the Dean's Measure defining the rules for the preparation and division of the budget/responsibilities according to individual sources of income at the FFPW USB, where support for newly established postdoc and sabbatical positions is declared, I issue this Measure in order to clarify the conditions for supporting the creation of these prestigious research positions. The Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice (FFPW USB) an important research faculty which has an eminent interest in continuing to develop its potential in scientific and creative activity. Therefore, it is desirable to continue to improve the quality of human resources in the form of support for stays of postdoctoral and sabbatical researchers working mainly in the CENAKVA research center.

I. Postdoctoral Positions

Conditions for Implementation

The following conditions must be met for the realization of stays of external postdoctoral researchers:

- a) the research workplace of the faculty has created the prerequisites (space, equipment with the necessary technology, etc.) to accept an external applicant for the solution of the relevant research topic,
- b) the laboratory and the RP CENAKVA have financial resources to cover the expenses necessary for solving the proposed topic,
- c) FFPW USB / CENAKVA has funds intended to cover a part of the applicant's salary and operating costs,
- d) FFPW USB has free accommodation capacity, or the applicant arranges accommodation on his own,
- e) at the same time, a maximum of 1 position at RP CENAKVA can be supported, i.e. a total of a maximum of 4 positions at the FFPW USB,
- f) submitting a proposal for a postdoctoral position at the FFPW USB is conditional on submitting a proposal for a postdoctoral position advertised by the Rector's office of USB with a positive final evaluation but without receiving funding due to a lack thereof. In exceptional cases, a faculty postdoctoral position may be approved by



the Dean's Collegium in advance, but it is assumed that it will subsequently also be applied to the Rector's call with the aim of obtaining possible back funding.

Role and Job Description

- a) Increasing the quality and prestige of existing research directions. The high perspective of further development of the applicant in the given field.
- b) Active involvement of the applicant in international projects (including ERC grants), consortia, etc.
- c) Development of the research direction within the priorities of the relevant RP CENAKVA.
- d) Active guidance of students or involvement in teaching.
- e) Publication of results in quality journals (first and second quartile of journals ranked by Article Influence Score).
- f) Presentation of the faculty and research center CENAKVA.
- g) Active expansion of international cooperation of the FFPW USB.

Procedure for Designing the Position

- a) The call for proposals for positions is open continuously.
- b) The position is proposed by the head of the RP CENAKVA at the initiative of the research workplace. In case of a larger number of applicants, the head of the RP CENAKVA will determine their order. A mentor (a person from the FFPW USB who will be responsible for guiding the post-doc during his time at the FFPW USB) is assigned to each applicant.
- c) After consultation with the research workplace, the applicant submits a letter of motivation. The application includes i) a CV, ii) an overview of publication activity up to date, and iii) an outline of the plan of activities during the stay at the FFPW USB.
- g) At the time of applying, the applicant must have completed doctoral studies (Ph.D., Dr., or its equivalent) outside the USB (usually obtained abroad) and no more than 8 years before starting this job position. The stated period of 8 years is extended by the period of maternity and parental leave, long-term illness (more than 90 days), treatment of a family member (more than 90 days), pre-certification preparations, and military service. The fulfillment of this condition is proved by a copy of the doctor's diploma no later than on the day of his/her start. In justified cases, applicants who have not yet defended their dissertation at the time of application may be included among the applicants, but it is assumed that they will successfully complete their doctoral studies before their eventual start. If the employee is already habilitated, it is not possible to apply for a postdoctoral position.

Evaluation



- a) The Dean's Collegium evaluates the quality of the applicant and decides by voting whether the applicant will receive support.
- b) The Dean issues an initiative to the Personnel officer to accept the candidate based on the result of the discussion of the candidate's application in the Dean's Collegium and connected with the available resources of the FFPW USB.

Admission of Applicant

- a) The admission of the applicant is administratively managed by the Personnel Officer of the faculty.
- b) The selected applicant is informed of the outcome of the procedure, including the possible start date.
- c) The head of the relevant RP CENAKVA, in cooperation with the contact person (mentor) from the visiting laboratory of the FFPW USB, cooperates with the faculty's Personnel Officer to ensure in time the formalities and documents necessary for the applicant's admission to the FFPW USB (visa, work permit, accommodation, insurance, etc.).
- d) The applicant concludes an employment contract with the faculty, in which he/she confirms with his/her signature the start of research activities at the FFPW USB workplace.
- e) The applicant is entitled to a wage according to the USB wage regulation, which can either be contractual or will consist of the wage tariff (according to the relevant wage class) and the awarded performance bonus.
- f) The postdoctoral fellow is hired full-time for one year with the possibility of a one-year extension based on the evaluation.

Financing

- a) The financing of the post-doctoral worker's wages is partially covered by the faculty, the CENAKVA center, and possibly other parts.
- b) The faculty / CENAKVA guarantees the coverage of the applicant's wages in the gross amount of max. 40 thousand CZK/month (plus the employer's social and health insurance contributions).
- c) The visiting laboratory has the possibility, at the proposal of the head of the laboratory, to increase the performance bonus or partially cover the contractual salary from its own funds if it is approved by the Dean's Collegium.
- d) Another financing (non-investment funds intended for solving the topic) is covered by the funds of the visiting RP CENAKVA or the research laboratory.

Termination of Position

After the end of the position, the laboratory sends a final report on the work of the post-doctoral student to the Dean's Collegium.



II. Position of Visiting Professor - Sabbatical

Conditions for Implementation

The following conditions must be met for the implementation of stays by foreign visiting professors:

- a) the research workplace of the faculty has created the prerequisites (space, equipment with the necessary technology, etc.) to accept a foreign applicant for the solution of the relevant research topic,
- b) the laboratory and the RP CENAKVA has financial resources to cover the expenses necessary for solving the proposed topic,
- c) FFPW USB / CENAKVA has funds intended to cover a part of the applicant's salary and operating costs,
- d) the FFPW USB has available accommodation facilities, mainly apartments intended for the stay of visiting professors (accommodation facilities in Říční Street),
- e) the length of stay at the FFPW USB is a minimum of 1 month and a maximum of 12 months, the total length of stay is calculated cumulatively over the following 5 years,
- f) a maximum of 1 position at the FFPW USB can be supported, cumulatively the equivalent of support for 12 months can be used (the stay of several people simultaneously is not excluded),
- g) the applicant must be a respected foreign expert (associate professor or professor) working in biological disciplines, H-index ≥ 20 , a solver of important scientific projects, and a leader of a research team.

Role and Job Description

- a) Increasing the quality and prestige of existing research directions. Expert in the field.
- b) Involvement of the FFPW USB in international projects (including ERC grants), consortia, etc.
- c) Revision of research directions and their priorities.
- d) Emendation of the FFPW USB documents.
- e) At least one whole faculty lecture (lunch seminar).

Procedure for Designing a Position

- a) The call for proposals for positions is open continuously.
- b) The position is proposed by the head of the RP CENAKVA at the initiative of the research workplace. In the event of a larger number of applicants, the head of the RP CENAKVA will determine their order.
- c) After consultation with the research institution, the applicant submits a letter of motivation outlining the plan of activities at the FFPW USB. A part of the application is a CV and an overview of previous publication activities.

Evaluation

- a) The Dean's Collegium evaluates the quality of the applicant and decides by voting whether the applicant will receive support.



- b) The Dean issues an initiative to the Personnel Officer to accept the candidate based on the result of the discussion of the candidate's application in the Dean's Collegium and connected with the available resources of the FFPW USB.

Admission of Applicant

- a) The admission of the applicant is administratively managed by the faculty's Personnel Officer.
- b) The selected applicant is informed of the outcome of the procedure, including the possible start date.
- c) The head of the relevant RP CENAKVA, in cooperation with the contact person from the visiting laboratory of the FFPW USB, cooperates with the faculty's Personnel Officer to timely ensure the formalities and documents necessary for the applicant's admission to the FFPW USB (visa, work permit, accommodation, insurance, etc.)
- d) The visiting professor is accepted to work on the topic for 1-12 months.
- e) The applicant concludes an employment contract, an agreement to complete a job, or an "untitled" contract with the faculty, in which he/she confirms with his/her signature the start of research activities at the FFPW USB workplace. The choice of the form of the employment relationship is subject to individual assessment, which will depend mainly on the length of stay at the faculty.
- f) The applicant is entitled to a contractual wage according to the USB wage regulation - in the case of the concluded employment contract/agreement to complete a job, or remuneration based on the concluded "unnamed" contract.

Financing

- a) The financing of the salary/personal funds of the visiting professor is partly covered by the faculty, the CENAKVA center, and possibly other parts.
- b) FFPW USB / CENAKVA guarantees coverage of the applicant's wages in the gross amount of max. 50,000. CZK/month (plus the employer's social and health insurance contributions).
- c) The visiting laboratory has the possibility, at the proposal of the head of the laboratory, to increase the contractual salary or remuneration within the framework of the "unnamed" contract from its own funds if it is approved by the Dean's Collegium.
- d) Another financing (non-investment funds intended for solving the topic) is covered by the funds of the visiting RP CENAKVA or the research laboratory.

Termination of Position

After the end of the position, the head of the RP CENAKVA sends a final report on the work of the visiting professor to the Dean's Collegium.

Exceptions to this Measure are decided by the Dean.

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Dean of FFPW USB