



Dean's Measure No. 15/2023

Career Rules of the Faculty of Fisheries and Protection of Waters of the USB (hereinafter referred to as the FFPW USB)

1. Aim of the Career Rules of the FFPW USB

The Career Rules of the FFPW USB follow up on the Rector's Measure issuing the Career Rules of the University of South Bohemia in České Budějovice (hereinafter referred to as the Career Rules of the USB). The aim of the Career Rules of the FFPW USB is to show current and newly admitted students and employees of the FFPW USB, the possibilities of their development within the FFPW USB. It must be emphasized that faculty employees are fully responsible for their development within the Faculty. Career Rules extend and follow relevant legislation, other rules, decisions, and measures of the Dean, which are related to the development of employees at the Faculty. The purpose of these Career Rules is to help to understand the relation of the possibilities of their employment at the Faculty. Typical positions are specified in more detail in Article 7 of these Rules.

2. Organization Rules of the Faculty

The Faculty is hierarchically structured according to the Organization Rules of the Faculty. These Rules provide the basis for relationships within the Faculty, institutes, center CENAKVA, workplaces, laboratories, and research programs, as the basic organizational units within the Faculty, especially with defined obligations, competencies, and requirements. For the development of the organizational units are responsible relevant unit directors according to their degree of responsibility (in proportion to their position in the organizational structure of the unit).

3. Human Resources of the Faculty

The innovative potential of education, science, and research can be fully enforced only when recruiting talented staff with a clear specialization and focus on superior academic performance. Employees have, regardless of their appearance, age, residence, nationality, gender, sexual orientation, ethnicity, social status, medical handicap, religion, etc., an equal opportunity to participate in all levels of academic life at the Faculty. The Faculty will employ and continue to actively search for professional staff with good potential beyond the usual standards of the Czech Republic.

Selection of new staff, including students, and their support will be equitable in accordance with the long-term development of the Faculty and transparent. Selection of new employees takes the form of the selection procedure, always minimally published on the website of the Faculty and relevant employment service, and takes place before the set commission. The personnel officer is responsible for the agenda of human resources at the Faculty.

4. Priorities of the long-term personnel plan of the academic, scientific, and post-doctoral workers at the Faculty

The long-term personnel development of the Faculty is implemented in accordance with the Strategic Plan. The applicants from more developed countries interested in job positions may be



offered contractual wages to support the increase in employment and sustainability and they may be offered the Faculty accommodation facilities in preference. All job fields of the Faculty will be preferentially strengthened by the employees who have studied or have been professionally profiled at other universities or faculties in the Czech Republic or abroad. Besides this fact, a post-doctorate position at the Faculty will be annually offered to the best graduates of the Faculty's doctoral studies (a contract for 1-3 years is expected). Apart from these facts, the Faculty will regularly publish posts for the recruitment of external postdoctoral staff and support the arrival of top experts (sabbatical).

5. Individual development of each worker and control of his / her development

Each worker has his / her individual file containing yearly and long-term tasks of personal development to be fulfilled as a part of his/her job. Job descriptions, wage assessments, and short-term and long-term tasks of the Faculty worker are checked annually and updated at a regular assessment of employees - with the help of unified university support tools - the evaluation of academic and scientific staff (HAP) and the evaluation of other staff (HOP).

Employees usually have the opportunity to participate in professional and language training and further deepen their qualifications.

6. Basic rules for wage options of workers and bonuses

The wage options of the workers are expressed in the Wage Regulation of the University of South Bohemia. Each worker may find relevant information regarding wage tariffs, variable wage components, and bonuses in the relevant Dean's Measure. The Dean's Measure clearly defines one-time bonuses for achieved results of the FFPW USB's employees registered in the Register of R&D Results (RIV), including a declaration of the mechanism of payment and the amount of bonuses based on achieved research results. Bonuses for leadership are also defined in the Measure of the Dean.

7. General description of work positions at the Faculty

Academic workers: Their rights and obligations are defined in the Higher Education Act, the Statute of the USB, the Statute of the FFPW USB, Election and Procedure Rules of the AS USB and the AS of the FFPW USB, employment contract, Study and Examination Regulations of the USB, Study and Examination Regulations of DSP of the FFPW USB and other internal regulations of the Faculty and University. Academic workers have an initiative and control function within their competencies. Academic staff is responsible for fulfilling a science-pedagogic mission of the Faculty and defining research focuses and goals of the laboratories, research programs, and projects. They are included in wage classes from 9 to 13 as per Annex No. 1 to the valid Wage Regulation of the University of South Bohemia. Academic staff must achieve at least a master's degree education. Further details of the academic staff are determined in the Organizational Rules of the USB. Academic workers may apply once in 7 years for up to 6 months of sabbatical leave (according to § 76 of the Higher Education Act). The list of academic workers of the FFPW USB is stated in the current version on the shared disc S.

Each academic staff must ensure providing quality science and education at the Faculty during the calendar year and must be:

1. The guarantor of at least one subject in accredited study programs registered under the FFPW USB taught at least once every three years or to teach at least 26 hours per year with a long-term perspective.



2. Regularly list the topics of the final qualification theses.
3. Publish min. two works as the first or last author for two consecutive years in the category of Jimp - a peer-reviewed article in the Web of Science - Science Citation Index Expanded database published in a journal with an Article Influence Score.

One article can be replaced by the following outputs: B – professional book, or P - patent with a license, Ztech – verified technology or N_{met} - methodology according to the valid Dean's Measure "Indicating addresses in publications, acknowledgment to projects, and one-time remuneration for results of FFPW USB's employees achieved according to RIV and management of publication lists".

4. Must be a solver, co-solver, or a member of a team of the science-research project with the targeted funding from the national or EU fund (Act No. 130/2002 Coll. on research and development support as amended, or the similar equivalent of the EU legislation) for financing the research at the faculty. The realization of the contract research according to the definition of Community Framework for State Support of Research, Development, and Innovations is also eligible. These activities must be verifiable in the archives of the project proposals or project reports and Faculty contracts.

The obligation presented in point 1 placed on academic staff is a requirement for conclusion in this category of academic workers of the FFPW USB. The obligations in points 2 to 4 put on academic workers (except for lecturers) must be completed within two years from the inclusion in the job position at the FFPW USB.

Scientific workers: They are important for the science and research development at the Faculty and the science demands on them are higher than the minimal scientific demands on academic workers.

1. They must produce at least three outputs, as the first or last author in two consecutive years in the category Jimp – a peer-reviewed article in the Web of Science - Science Citation Index Expanded database published in a journal with an Article Influence Score.

One article can be replaced by the following outputs: B – professional book, or P - patent with a license, Ztech – verified technology or N_{met} - methodology according to the valid Dean's Measure "Indicating addresses in publications, acknowledgment to projects, and one-time remuneration for results of FFPW USB's employees achieved according to RIV and management of publication lists".

2. They must be a solver, co-solver, or a team member of a scientific research project with targeted financing from the Czech Republic or the EU (Act No. 130/2002 Coll. on research and development support as amended, or the similar equivalent of the EU legislation) and intended to fund the research activities at the Faculty. Realizations of contract research according to the definition resulting from the Community Framework for State Support of Research, Development, and Innovations are also eligible. These activities must be verifiable in the archive of project proposals or final reports and the Faculty's agreements.

Obligations present in points 1-2 put on scientific workers must be completed by employees at least two years after the inclusion in the job position at the FFPW USB. Scientific workers are not obligated to provide the tuition and lead student thesis and they do not have a statute of academic staff. They are included in 10th-13th wage classes according to Annex No. 1 of the current Wage Regulation of the University of South Bohemia. Scientific workers must achieve at least a Ph.D. or equivalent degree. The list of scientific workers of the FFPW USB is stated in the current version on the shared disc S.



Expert workers: The scientific and educational demands on expert workers are higher than on technicians. If the expert workers are involved in teaching and research, they can have the statute of the academic worker. If they do not have the statute of the academic worker, they are included in wage class 6 as per Annex No. 2 to the current USB Wage Regulation with at least a bachelor's degree. It is desirable that expert workers necessary for the basal operation of a laboratory or a workplace, showing good work in the long term (usually more than 5 years), are employed for an indefinite period.

Technicians: They are important for the functioning of the workplaces and laboratories and they do not have the statute of an academic worker or a scientific worker. They are usually included in wage classes 4 to 6 as per Annex No. 2 to the current USB Wage Regulation with at least a high school degree. It is possible and useful for technicians who are in charge of the internal operation of laboratories and workplaces to be included among the expert workers. It is desirable that technicians necessary for the basal operation of the laboratories and workplaces, showing good work in the long term (usually more than 5 years), are employed for an indefinite period.

Operational Assistants: Assistants gain their first work experience at the workplaces of the Faculty. They are employed for 1 year and included in wage class 6 as per Annex No. 2 to the current USB Wage Regulation and they do not have a statute of an academic worker. They are always graduates of bachelor's or master's degrees of the FFW USB studies or related field of study of another university and they were accepted maximally two years after the graduation. Another employment at the Faculty after the one-year term expiry is possible in another position if these employees succeed in a new selection procedure.

Students of bachelor's study program (a three-year program): Bachelor's students follow the criteria defined by the Study and Scholarship Rules of the USB, as well as currently valid Dean's Measures and Decisions on implementation of these rules if there are any. All students have equal conditions in obtaining scholarships, which are intended to support students in achieving the best possible study results. Besides proficiency in the field of study, bachelor's students are also required to develop knowledge of English at level B1. Apart from receiving a scholarship, the most active students will be involved (in the form of an agreement to perform an activity) in the activities of laboratories and workplaces of the Faculty and also will be sent abroad for short internships. If these students participate in research projects, they are entitled to receive the corresponding remuneration. Only those bachelor's students who fulfilled the conditions of admission may continue in a master's program.

Students of follow-up master's study program (two-year program): Master's students also follow criteria defined in the existing regulations. In the case of master's students, we require not only proficiency in the respective field of study but also knowledge of the English language at level B2 of special field-related terminology. Besides receiving scholarships, the most active students may be involved in activities of laboratories, and workplaces of the Faculty in the form of an agreement to perform an activity, and also they can be sent abroad for short internships. If these students participate in research projects, they are entitled to receive remuneration. Students who completed a master's study program may continue in doctoral study, provided that they fulfill the conditions of admission.



Students of doctoral study programs (four-year program): Doctoral students also follow criteria defined by the existing regulations, measures, and decisions, including Study and Examination Rules for Doctoral Study Programs at the FFPW USB as amended, which clearly defines criteria for the quality of the study program. All students of the doctoral program in a present form of study become employees of the Faculty during their studies and they are included in wage class 6 as per the USB Wage Regulation with at least 10 % of full-time employment. Students have the right to receive a scholarship in accordance with the Scholarship Rules of the USB and valid regulations of the Faculty. Basic doctoral scholarship depends, among other things, on the fulfillment of individual study plans, activities within the laboratory, and other activities. The amount of awarded scholarship depends on the supervisor, closest manager, director, Dean, and scholarship commission of the Faculty. It is required for these students, in addition to their own expertise and specialization, professional knowledge of English at level B2.

Students will not be allowed to increase their workload (max. workload does not exceed 0.3) or their transfer to other types of positions within the FFPW USB after the end of the regular Ph.D. studies (4 years). In the 6th year of study, no workload will be permitted. Exceptions can be allowed by the Dean for example in case of health problems and other reasons worthy of special consideration.

A doctoral thesis, including the thesis itself, must be defended only in the English language. A doctoral student has similar advantages as a student and as a Faculty employee at the same time. After defending the doctoral thesis, a doctoral student may be employed by the Faculty only if this is beneficial for the development of the Faculty and CENAKVA center.

Administrative workers: Administrative workers are in different positions performing administrative activities (assistants, officers, project managers, etc.). They have at least secondary education with a diploma. They are included in wage classes according to their specialization from 5 to 8 as per Annex No. 2 of the current USB Wage Regulation. They participate in service activities necessary for the running of the Faculty. It is desirable that administrative workers necessary for the basal operation of the FFPW USB, showing good work in the long term (usually more than 5 years), are employed for an indefinite period.

Post-doctoral (junior) workers with Ph.D. or equivalent title: Mostly scientific or academic workers usually aged 28 to 37 years with doctoral study degree ended max. 8 years before getting the above position for a definite period maximally 3 years before a foreign internship and only once (the length is extended by the time spent on maternity and parental leave). These employees are usually classified in the 11th wage class, as per Annex No. 1 of the current USB Wage Regulation.

They are primarily focused on research and participate in teaching. Results coming from research are published effectively or are implemented in practice. If during the length of the employment contract with the relevant assignment, they complete a foreign internship of a continuous period of at least 1 year, the Ph.D. workers of the FFPW USB are entitled to receive a full-time contract for a fixed period of at least 1 year without a selection procedure after their return from abroad, or an indefinite contract in case of proof of professional competence to develop their own research direction.

In the case of recruitment of post-doctoral workers from abroad, the employment contract is concluded for a definite period of a maximum of 3 years. Thereafter, it is possible to recognize, for a fixed-term or indefinite-term contract without the selection procedure, a previous foreign internship if the worker has completed it in a country other than his or her home country and outside the Czech Republic. Another condition is a demonstration of professional competence for the development of



own research direction, proven e.g. by obtaining own grant as a responsible investigator or co-investigator.

Post-doctoral employees who have not completed the fellowship abroad for min. 1 year of a continuous period can be employed at the FFPW USB only if they succeed in a new selection procedure. The list of post-doctoral employees of the FFPW USB is stated in the current version on the shared disc S.

Associate professors: In this category can be placed habilitated employees who completed the criteria for habilitation at the FFPW USB (see the Rules of Habilitation Proceeding and Professor's Appointment Procedure at the FFPW USB). Associate professors are usually academic employees who are 37 years old and older. They are employed for an indefinite period and classified in the wage class 12 as per Annex No. 1 to the current USB Wage Regulation. Associate professors usually lead research laboratories or workplaces, independently work on research projects, and teach their own subjects at the bachelor's, master's, or doctoral levels.

Professors: In this category can be placed employees appointed professors who completed the criteria for successful habilitation and professor procedure at FFPW USB (see the Rules of Habilitation Proceedings and Professor's Appointment Procedure at the FFPW USB). In this position are placed only employees with experience in solving national and international projects at the level of a leader and are mature personalities. Professors are usually academic employees from the age of 44, who have successfully completed the professor procedure and who spent abroad on a continuous internship of at least six months. They are usually classified in the wage class 13 as per Annex No. 1 to the current USB Wage Regulation and have a contract for an indefinite period. Professors usually lead research laboratories or workplaces, participate in international research projects, teach their subjects in bachelor's, master's, and doctoral programs, and with their expertise reach the international level. Professors represent the Faculty and CENAKVA center in various organizational bodies of the University, region, state, advisory bodies, and grant agencies, and promote the Faculty. After reaching the age of retirement professors they may continue in their work as emeritus professors.

The list of related Dean's rules and measures discussed and approved by the Academic Senate of the FFPW USB, further measures of the Dean of the FFPW USB, and the Registrar's decisions influencing the career development of students and employees of the Faculty are accessible to the public (tab Official Board) on the Faculty's website.

This Measure cancels the Dean's Measure No. 27/2021

This Dean's Measure was discussed in the Collegium of the faculty on 20th November 2023 and becomes effective on 1st January 2024.

The Dean of the FFPW USB can decide about exceptions.

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Dean of the FFPW USB