



Palacký University
Olomouc

UP POLICY

R-B-18/18-ÚZ02

**Proceedings to Grant Associate
or Full Professorship
at Palacký University Olomouc:
Criteria, Requirements
and Further Details
(second consolidated version)**

Guarantor: Vice-Rector for Science,
Creative Activities and Knowledge Transfer

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Contents

PREAMBLE	3
PART I GENERAL PROVISIONS	3
Article 1 Scope	3
PART II PROCEEDINGS TO GRANT ASSOCIATE PROFESSORSHIP	4
Article 2 Introductory provisions	4
Article 3 Establishing scientific qualifications of associate professorship candidates	4
Article 4 Establishing artistic qualifications of associate professorship candidates	4
Article 5 Establishing teaching qualities of associate professorship candidates	4
Article 6 Candidates' international experience	5
Article 7 Recommended criteria and further details	5
Article 8 Associate Professorship Board	5
PART III PROCEEDINGS TO GRANT FULL PROFESSORSHIP	6
Article 9 Introductory provisions	6
Article 10 Establishing scientific qualifications of full professorship candidates	6
Article 11 Establishing artistic qualifications of full professorship candidates	6
Article 12 Establishing teaching qualifications of full professorship candidates	7
Article 13 International experience of full professorship candidates	7
Article 14 Recommended criteria and further details	7
Article 15 Full Professorship Board	7
PART IV COMMON, TEMPORARY, AND FINAL PROVISIONS	8
Article 16 Disclosure of details of the proceedings	8
Article 17 Temporary provisions (of the policy in its original wording)	8
Article 18 Final provisions (of the policy in its original wording)	9
Annex No. 1 Recommended Field-specific Associate Professorship Criteria	10
Annex No. 2 Model Associate Professorship Board Opinion	14
Annex No. 3 Recommended Field-specific Full Professorship Criteria	15
Annex No. 4 Model Full Professorship Board Opinion	18
Annex No. 5 Model Associate Professorship Candidacy Form	19
Annex No. 6 A model Full Professorship Candidacy Form	21
Annex No. 7 Attachments to materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant associate professorship	23
Annex No. 8 Attachments to materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant full professorship	25
Annex No. 9 Personal Data Processing: Information for Associate Professorship and Full Professorship Candidates	26

Proceedings to Grant Associate or Full Professorship at Palacký University Olomouc: Criteria, Requirements and Further Details (second consolidated version)

Preamble

This policy implements Sections 71–75 of Act No. 111/1998 Sb., on higher education institutions (the Higher Education Act), as amended, (hereinafter the “Act”) and the Constitution of Palacký University Olomouc and the Code of Procedure to Grant Associate or Full Professorship at Palacký University Olomouc (hereinafter the “Code”). It lays down details applicable to the proposals to commence proceedings to grant associate and full professorship, the requirements and consideration of the proposals at Palacký University Olomouc (hereinafter the “UP”).

PART I GENERAL PROVISIONS

Article 1 Scope

1. This policy implements Article 1(3), Article 2(6) and (8) and Article 5(3) and (6) of the Code and lays down:
 - a) the recommended criteria to evaluate the scientific and artistic qualification and teaching experience of the candidate (hereinafter the “criteria”);
 - b) the recommended requirements applicable to the background materials submitted, and to the opinion of the Associate and Full Professorship Boards (hereinafter the “requirements”);
 - c) further details of the proceedings to grant associate and full professorship.
2. The fact that references to any positions, job titles and offices are in generic masculine herein is in compliance with drafting rules without being discriminatory or implying any gender imbalance.
3. The criteria, requirements and further details serve as a basis for meetings of the Associate Professorship and Full Professorship Boards (hereinafter the “Board”) as part of the respective proceedings.
4. Each faculty of UP may further specify the criteria, requirements and any further details by issuing faculty rules.
5. The role of the Boards is to evaluate the materials submitted by the candidates upon commencement of the proceedings, as well as their research and teaching experience. The opinion of the Full Professorship Board must include explicit mention of the candidate’s performance as well as other grounds that make the candidate a researcher with international recognition.

PART II
PROCEEDINGS TO GRANT ASSOCIATE PROFESSORSHIP

Article 2
Introductory provisions

1. The proceedings to grant associate professorship (sometimes known as habilitation proceedings), the associate professorship thesis and the course of the proceedings are governed by Sections 71 and 72 of the Act and the Code.
2. It is recommended that the associate professorship thesis be screened through the Repozitar.cz anti-plagiarism system. If such a check is performed, the outcome of the check is included in the background materials of the proceedings.
3. The proceedings to grant associate professorship evaluate the candidate's skills, expertise, experience, scientific qualification and teaching qualities.
4. It is recommended that a candidate hold one of the following degrees, or an equivalent research degree: Ph.D., CSc., Th.D., DrSc., Dr.

Article 3
Establishing scientific qualifications of associate professorship candidates

The proceedings evaluate:

- a) whether the candidates regularly publish the outcomes of their research in scientific peer-reviewed publications respected in the field in the Czech Republic and abroad;
- b) whether the candidates are involved in projects and research grants;
- c) to what extent the candidates are respected as experts in their research community;
- d) membership of the candidates in scholarly and professional associations is also considered.

Article 4
Establishing artistic qualifications of associate professorship candidates

The proceedings evaluate:

- a) whether the candidates display or show their works of art in the Czech Republic and abroad, or whether they perform works of art in the Czech Republic or abroad in generally respected contexts;
- b) whether the candidates' works of art are represented in relevant collections;
- c) publications of the candidates published by prestigious publishing houses and media published by prestigious publishers;
- d) membership of the candidates in juries of relevant competitions in the field is also considered.

Article 5
Establishing teaching qualities of associate professorship candidates

The proceedings evaluate:

- a) the ability of the candidates to deliver a comprehensive lecture covering a field of science;
- b) candidates' thesis supervision history;
- c) candidates' authorship and co-authorship of textbooks.

Article 6

Candidates' international experience

The proceedings also evaluate the candidates' research stays abroad lasting for a minimum of 1 month and candidates' membership in relevant artistic and research international organizations.

Article 7

Recommended criteria and further details

1. Annex No. 1 defines the recommended criteria and further details for individual fields: Education, Non-teaching Pedagogy, Medicine, Healthcare, Humanities, Law, Social Sciences, Arts and Natural Sciences.
2. The proceedings also consider whether the candidates' conduct complies with the Principles of Good Research Practice and Creative Activity at Palacký University Olomouc, Rules for the Use of GenAI at Palacký University and the Code of Conduct of Employees and Students of UP or parallel documents at the candidates' home institutions.

Article 8

Associate Professorship Board

1. The composition of the Associate Professorship Board is defined by Section 72 of the Act and the Code. The opinion of the Board will specify the affiliation of each member (see Annex No. 2).
2. The Associate Professorship Board will propose 3 reviewers of the associate professorship thesis. A co-author of the work submitted as an associate professorship thesis or a co-author of a partial work if a compilation of works is submitted as an associate professorship thesis may not be appointed a reviewer of the associate professorship thesis.
3. The Associate Professorship Board:
 - a) evaluates the scientific and artistic qualifications of the candidates for the respective fields and their prior teaching experience, and specifies in its opinion:
 - a comprehensive evaluation of the scientific/artistic as well as teaching and other activities of the candidates, and a summary of the importance of the candidate's work;
 - a brief evaluation of the teaching activities of the candidates, especially in relation to the respective field, including the courses taught, the quality of the teaching as well as authorship of textbook and other study materials;
 - an opinion of the Board of the candidates' overall contribution to the field, making references to the most important publications and describing the publication activity, including an overview of its development; three most important publications and the relevance for the field will be highlighted;
 - an overview and evaluation of international research, professional or artistic stays (the dates and the length need to be specified) as well as other international experience of the candidates;
 - involvement of the candidate in projects and research grants;
 - an overview, if applicable, of patents and other industrial property if application for its protection has been filed/accepted in the Czech Republic and abroad;
 - major events organized by the candidate (workshops, symposia, exhibitions etc.);
 - review activities of the candidate, involvement in boards etc.;
 - b) assesses the quality of the associate professorship thesis on the basis of the reviewers' reports.
4. The conclusions of the Associate Professorship Board include an overall assessment of the candidates' research/artistic activities, an evaluation of the most relevant work or performance, summary of the

main contribution to the research/artistic activities in the fields (other details relevant internationally may also be mentioned) and a proposal to grant associate professorship to the candidate in the respective field.

5. A model Associate Professorship Board Opinion constitutes Annex No. 2.

PART III PROCEEDINGS TO GRANT FULL PROFESSORSHIP

Article 9 Introductory provisions

1. Proceedings to grant full professorship are governed by Section 74 of the Act and the Code.
2. The proceedings to grant full professorship aim to evaluate the candidates' skills, expertise and experience, as well as teaching, scientific and artistic qualifications.
3. To commence proceedings to grant full professorship, the candidate must be an associate professor, who has submitted an associate professorship thesis as part of the proceedings.
4. In the case of candidates who already are full professors at a renowned higher education institution abroad, the Rector may waive the requirement of prior associate professorship upon proposal of a Faculty Scholarly Board communicated by the Dean of the Faculty where the application was filed, after the matter has been considered by the Scholarly Board of UP. In such a case, the proceedings are commenced on the date of the waiver.

Article 10 Establishing scientific qualifications of full professorship candidates

The proceedings evaluate:

- a) whether the candidates regularly publish the outcomes of their research in scientific peer-reviewed publications respected in the field in the Czech Republic and abroad;
- b) whether the candidates are involved in projects and research grants;
- c) history of the candidates as reviewers of papers and theses/dissertations;
- d) candidates' involvement in the organization of field-related events;
- e) to what extent the candidates are respected as experts in their research community;
- f) membership of the candidates in scholarly and professional associations is also considered.

Article 11 Establishing artistic qualifications of full professorship candidates

The proceedings evaluate:

- a) whether the candidates' works of art are regularly displayed or showed in the Czech Republic and abroad, or whether they perform works of art in the Czech Republic or abroad in generally respected contexts;
- b) whether the candidates' works of art are represented in relevant collections;
- c) publications of the candidates' works published by prestigious publishing houses and media published by prestigious publishers;
- d) membership of the candidates in juries of relevant competitions is also considered.

Article 12

Establishing teaching qualifications of full professorship candidates

The proceedings evaluate:

- a) the ability of the candidates to deliver a comprehensive lecture covering a field of science;
- b) history of lectures/talks delivered by the candidates;
- c) supervision of theses and dissertations;
- d) authorship and co-authorship of textbooks.

Article 13

International experience of full professorship candidates

The proceedings also evaluate the candidates' research stays abroad lasting for a minimum of 1 month and candidates' membership in relevant artistic and research international organizations.

Article 14

Recommended criteria and further details

1. Annex No. 3 defines the recommended criteria and further details for individual fields: Education, Non-teaching Pedagogy, Medicine, Humanities, Law, Social Sciences, Arts and Natural Sciences.
2. The proceedings also consider whether the candidates' conduct complies with the Principles of Good Research Practice and Creative Activity at Palacký University Olomouc, Rules for the Use of GenAI at Palacký University and the Code of Conduct of Employees and Students of UP or parallel documents at the candidates' home institutions.

Article 15

Full Professorship Board

1. The composition of the Full Professorship Board is defined by Section 74 of the Act and the Code. The opinion of the Board will specify the affiliation of each member (see Annex No. 4).
2. The Board evaluates the teaching and scientific/artistic qualifications of the candidate, including his or her contribution to the field internationally, and specifies in its opinion:
 - a comprehensive evaluation of the scientific/artistic as well as teaching and other activities of the candidates, and a summary of the importance of the candidate's work;
 - a brief evaluation of the teaching activities of the candidates, especially in relation to the respective field, including the courses taught, the quality of the teaching as well as authorship of textbook and other study materials;
 - an opinion of the Board of the candidates' overall contribution to the field, making references to the most important publications and describing the publication activity, including an overview of its development; three most important publications and the relevance for the field will be highlighted;
 - an overview and evaluation of international research, professional or artistic stays (the dates and the length need to be specified) as well as other international experience of the candidates;
 - whether the candidates are involved in projects and research grants;
 - an overview, if applicable, of patents and other industrial property if application for its protection has been filed/accepted in the Czech Republic and abroad;
 - major events organized by the candidates (workshops, symposia, exhibitions etc.);
 - history of the candidates as reviewers and activities in Boards relevant in the respective artistic or scientific field.

3. The conclusions of the Board include a comprehensive evaluation of the teaching, scientific/artistic activities of the candidates and a brief summary of the importance of their work and a recommendation to grant/not to grant full professorship in the respective field.
4. A model Full Professorship Board Opinion constitutes Annex No. 4.

PART IV
COMMON, TEMPORARY, AND FINAL PROVISIONS

Article 16
Disclosure of details of the proceedings

1. In accordance with Section 75(1) of the Act, disclosure of details about commencement, changes and termination of proceedings under Article 17 includes:
 - a) publication of the details on the open part of the website of UP;
 - b) publication of the details on the open part of the website of the respective faculty of UP;
 - c) publishing the details in the UP repository as part of the personal publication database at UP.
2. The respective faculty will publish the following details about the proceedings to grant associate professorship on the open part of its website:
 - a) candidate's first name and surname, including academic degrees;
 - b) candidate's affiliation;
 - c) field of proceedings;
 - d) date of commencement of the proceedings;
 - e) title of the associate professorship thesis;
 - f) title and date of the associate professorship lecture;
 - g) members and opinion of the Associate Professorship Board;
 - h) reviewers of the associate professorship thesis and their reviews;
 - i) date of consideration by the Scholarly Board of the faculty;
 - j) date of granting associate/full professorship or discontinuation of the proceedings.
3. The respective faculty will publish the following details about the proceedings to grant full professorship on the open part of its website:
 - a) candidate's first name and surname, including academic degrees;
 - b) candidate's affiliation;
 - c) field of proceedings;
 - d) title and date of the full professorship lecture;
 - e) members and opinion of the Full Professorship Board;
 - f) names and affiliations of the professors endorsing the candidate;
 - g) date of consideration by the Scholarly Board of the faculty;
 - h) date of consideration by the Scholarly Board of UP;
 - i) date of granting associate/full professorship or discontinuation of the proceedings.
4. UP will publish the details, background documents and electronic version of the associate professorship thesis in its repository.

Article 17
Temporary provisions (of the policy in its original wording)

This policy does not apply to proceedings commenced before the effective date hereof.

Article 18
Final provisions (of the policy in its original wording)

1. Annex No. 5 includes a model Associate Professorship Candidacy Form, including any attachments.
2. Annex No. 6 includes a model Associate Professorship Candidacy Form, including any attachments.
3. Annex No. 7 specifies the materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant associate professorship.
4. Annex No. 8 specifies the materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant full professorship.
5. Annex No. 9 includes information about personal data processing for associate and full professorship candidates.
6. This policy comes into force on the date it is published and comes into effect on the seventh day after it comes into force.

* * *

Amendment No. 1 comes into force on 5 September 2023 and comes into effect on 12 September 2023. Amendment No. 2 comes into force on 20 August 2025 and comes into effect on 27 August 2025.

Temporary provisions of Amendment No. 1:

Proceedings to grant associate or full professorship commenced before this amendment came into effect will be conducted in accordance with the unamended policy.

Temporary Provisions of Amendment No. 2

Proceedings to grant associate or full professorship commenced before this amendment came into effect will be conducted in accordance with the policy before Amendment No. 2.

This consolidated version incorporating Amendment No. 2 of Proceedings to Grant Full Professorship at Palacký University Olomouc: Criteria, Requirements and Further Details, effective of 27 August 2025, has been compiled by Eva Stehlíková, Assistant of the UP Legal Office.

JUDr. Klára Hamulřáková, Ph.D., m. p.
Vice-Rector for Legislation and Organization

List of Annexes:

- Annex No. 1: Recommended Field-specific Associate Professorship Criteria
- Annex No. 2: Model Associate Professorship Board Opinion
- Annex No. 3: Recommended Field-specific Full Professorship Criteria
- Annex No. 4: A model Full Professorship Board Opinion.
- Annex No. 5: A model Associate Professorship Candidacy Form.
- Annex No. 6: A model Full Professorship Candidacy Form.
- Annex No. 7: Attachments to materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant associate professorship.
- Annex No. 8: Attachments to materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant full professorship.
- Annex No. 9: Personal Data Processing: Information for Associate Professorship and Full Professorship Candidates

Annex No. 1**Recommended Field-specific Associate Professorship Criteria****A. Recommended Associate Professorship Criteria: Medicine**

1. The prerequisites for commencing proceedings to grant associate professorship are considered by the Research Board, or the Dean, of the Faculty of Medicine and Dentistry, in reliance on the criteria specified below.
2. Relevant factors to consider:
 - a) board examination in the respective field of medicine;
 - b) letter of recommendation by the head of the institution/department;
 - c) continuous teaching activity of 3 years;
 - d) supervising 1 doctoral student;
 - e) participation in a project team of project from the Central Project Database or international research project team; not applicable to Dentistry.

Fields	Number of textbooks/ monographs/ chapters (author, co-author)	Number of original publications in peer-reviewed journals and a number of original or review papers in journals with an IF ^{1,2}	Number of citations excluding self-citations (based on Web of Science and Scopus)
Theoretical and Pre-clinical General Medicine Fields	2	20	50
Clinical General Medicine Fields: Other than surgery	2	20	40
Clinical Fields: Surgery and Dentistry	2	20	20

¹ Minimum numbers applicable to journals with an IF
Theoretical and Pre-clinical General Medicine Fields: **12**; Clinical General Medicine Fields: Other than surgery: **8**, Clinical Fields: Surgery and Dentistry: **6**.

² Minimal numbers in journals with an IF as the first/corresponding author:
Theoretical and Pre-clinical General Medicine Fields: **5**, out of which a minimum of **3** must be published in a journal with an IF in Q1 or Q2 of the respective field per WoS Journal Citation Reports, and a minimum of **3** must be published after the Ph.D. defence.
Clinical Fields: Other than surgery: **4**, out of which a minimum of **2** must be published in a journal with an IF in Q1 or Q2 of the respective field per WoS Journal Citation Reports, and a minimum of **2** must be published after the Ph.D. defence.
Clinical Fields: Surgery and Dentistry: **3**, out of which a minimum of **1** must be published in a journal with an IF in Q1 or Q2 of the respective field per WoS Journal Citation Reports, and a minimum of **1** must be published after the Ph.D. defence.

Publications in Q1 and Q2 journals with the candidate being the first or corresponding author will be subject to thorough analysis in terms of the compliance with the Principles of Good Research Practice and Creative Activity at Palacký University Olomouc, including the quality of the peer-review process especially in special issues.

B. Recommended Associate Professorship Criteria: Healthcare Fields

1. The Associate Professorship Board will provide explicit evaluation of the clinical experience and expertise of the candidate.
2. Relevant factors to consider:
 - a) Ph.D. in the field of the proceedings or in a related field;
 - b) the total number of publications may be lower than the required number specified below if the number of publications in journals with an IF is considerably higher than the required one.

Field	Total number of publications ¹	Of the total: First or corresponding author:	Of the total: Publications with an IF ≥ 0.2 ²	Number of citations excluding self-citations (based on Web of Science, Scopus, ERIH) ³
Nursing	20	10 of which 2 IF	5	10

¹ Publications in peer-reviewed journals indexed in Web of Science, PubMed, SCOPUS, or ERIH. A minimum of 10 publications must constitute original research (i.e. not a review paper, editorial, case report; these may be included in the total number).

² A minimum of 1 publication must be original research paper presenting candidate's own research results .

³ Citations must be listed according to WoS based on full-texts (i.e. without abstracts and comments) excluding self-citations Self-citation refers to a situations where the candidate's name is listed the list of authors of the citing work. Citations in international multicentric studies will receive special consideration.

C.1 Recommended Associate Professorship Criteria: Education, Non-teaching Pedagogy, Law and Artistic and Creative Fields

Fields	Number of monographs // chapters	Number of original papers in peer-reviewed journals or journals with an IF // number of papers in foreign journals of the total	Number of citations and reviews (excluding self-citations) // number of citations by foreign authors of the total
Education	1	14	30
Non-teaching Pedagogy	// 4	// 3	// 5
Law		7 scholarly works (of 25–30 standard pages) or journal papers dealing with jurisprudential issues; 1 monograph may substitute for such works (other than the Associate Professorship Thesis); annotated legislation also qualifies as a monograph a minimum of 1 of the works must be published in an international language 10 specialized legal texts (such as papers in proceedings, reviews, annotated legislation) other than popularization or informative texts; 3 university textbooks or manuals or case study practice books // 1	20
Artistic and creative fields	1 // 0	10 // 2	10 // 2

C.2.1 Recommended Associate Professorship Criteria: Humanities and Social Sciences

Fields	Number of monographs // chapters in monographs	Number of original papers in peer-reviewed journals or journals with an IF // number of papers in foreign journals of the total	Number of citations and reviews (excluding self-citations) // number of citations by foreign authors of the total
Humanities ¹	1 // 2 as the main author + 2 as a co-author	10 as the main author + 4 as a co-author // 2 as the main author + 1 as a co-author	20 // 5
Social sciences ²	1 // 0	10 // 5	20 // 5

¹ The faculty will specify the types and weight of the publications.

² The faculty will specify the types and weight of the publications.

C.2.2 Recommended Associate Professorship Criteria: Humanities and Social Sciences at the Faculty of Arts of Palacký University

The Associate and Full Professorship Criteria at the Faculty of Arts specify the recommended criteria as well as other factors relevant for the candidacy¹

Fields	Number of monographs	Number of publications // number of papers in foreign journals of the total	Number of citations and reviews (excluding self-citations) // number of papers in foreign journals of the total /// in WoS/Scopus
Humanities	1 monograph or 5 studies	25 publications // 5	25 // 10 international
Social sciences	–	20 publications // 5	30 /// 15 in WoS/Scopus

¹ The numbers correspond to the minimum requirements (non-negotiable) for candidates for associate professorship. Types of publications and their weight are specified by faculty rules; publications of high-quality may compensate for more than one publication. For more details, see the Associate and Full Professorship Criteria at the Faculty of Arts (approved by the Scholarly Board of the Faculty on 5 June 2024).

Other relevant factors to consider associate professorship candidates in the fields of Education, Non-teaching Pedagogy, Humanities, Law, Social Sciences and Artistic and Creative Fields:

- a) international research or teaching stays;
- b) prestigious international scholarship;
- c) serving on advisory boards, committees and juries in science and art;
- d) presentations at international conferences, arts symposia and workshops;
- e) supervising and reviewing theses;
- f) principle investigator of a grant project or a member of a project team.

In artistic and creative fields, candidates also present major works of art, exhibitions and concerts at prestigious institutions; works in galleries and museums.

D. Recommended Associate Professorship Criteria: Natural Sciences

Fields	Number of publications in journals with an IF in WoS / of which as the first or corresponding author	Number of citations in WoS excluding self-citations of the candidate or any of the co-authors
Biology	20 / 10	20
Chemistry	20 / 10	20
Physics	20 / 10	20
Mathematics	20 / 10	20
Information Science	20 / 10	20
Earth Sciences	20 / 10	20

Each faculty of UP may further specify the criteria by issuing faculty rules.

Annex No. 2**Model Associate Professorship Board Opinion****Associate Professorship Board Opinion**

involving the following candidate: (first name and surname,
academic degrees – in nominative)
to be granted associate professorship
in the following field:

Composition of the Board:

President: (first name and surname,
academic degrees)
..... (affiliation: HEI, faculty)
Members: (first name and surname,
academic degrees,
affiliation: HEI, faculty)
.....
.....
.....
.....
.....
.....

Associate Professorship Board Opinion:

(unlimited length)

Conclusion:

.....

If an anti-plagiarism check has been performed:

There is no suspicion of copyright infringement by the associate professorship thesis. / There is a suspicion of copyright infringement by the associate professorship thesis.

Final recommendation: In secret ballot, the Associate Professorship Board voted to propose that the Scholarly Board of to grant associate professorship to, in the field of / to discontinue the proceedings.

Voting results of the Board:

Number of members voting (specify the number of members voting by mail if allowed by university policies – specify in brackets)

.....

Number of votes in favour

Number of votes against

Abstentions

In on

President: (name and signature)

Members: (name and signature)

.....
.....
.....
.....

Annex No. 3

Recommended Field-specific Full Professorship Criteria

A. Recommended Field-specific Full Professorship Criteria: Medicine

1. The prerequisites for commencing proceedings to grant full professorship are considered by the Research Board, or the Dean, of the Faculty of Medicine and Dentistry, in reliance on the criteria specified below.
2. Relevant factors to consider:
 - a) board examination and associate professorship in the respective field of medicine;
 - b) letter of recommendation by the head of the institution/department;
 - c) continuous teaching activity of 5 years, of which a minimum of 2 years as an associate professor;
 - d) supervising 2 doctoral student, of which 1 must have defended the dissertation;
 - e) principal researcher of a grant project under the Central Project Register/or an international research grant or a member of the research team.

Fields	Number of textbooks/ monographs/ chapters (author, co-author)	Number of original publications in peer-reviewed journals and a number of original or review papers in journals with an IF ^{1,2}	Number of citations excluding self-citations (based on Web of Science and Scopus)
Theoretical and Pre-clinical General Medicine Fields	3	40	100
Clinical General Medicine Fields: Other than surgery	3	35	70
Clinical Fields: Surgery and Dentistry	3	30	30

- 1 Minimum numbers applicable to journals with an IF
Theoretical and Pre-clinical General Medicine Fields: **25**; Clinical General Medicine Fields: Other than surgery: **20**,
Clinical Fields: Surgery and Dentistry: **15**.
- 2 Minimal numbers in journals with an IF as the first/corresponding author:
Theoretical and Pre-clinical General Medicine Fields: **10**, out of which a minimum of **5** must be published in a journal with an IF in Q1 or Q2 of the respective field per WoS Journal Citation Reports, or a minimum of **3** must be published in a journal with an IF in Q1 of the respective field per WoS Journal Citation Reports.
Clinical General Medicine Fields: Other than surgery: **6**, out of which a minimum of **3** must be published in a journal with an IF in Q1 or Q2 of the respective field per WoS Journal Citation Reports, or a minimum of **2** must be published in a journal with an IF in Q1 of the respective field per WoS Journal Citation Reports.
Clinical Fields: Surgery and Dentistry: **6**, out of which a minimum of **2** must be published in a journal with an IF in Q1 or Q2 of the respective field per WoS Journal Citation Reports, or a minimum of **1** must be published in a journal with an IF in Q1 of the respective field per WoS Journal Citation Reports.
Publications in Q1 and Q2 journals with the candidate being the first or corresponding author will be subject to thorough analysis in terms of the compliance with the Principles of Good Research Practice and Creative Activity at Palacký University Olomouc, including the quality of the peer-review process especially in special issues.

**B.1 Recommended Field-specific Full Professorship Criteria:
Education, Non-teaching Pedagogy, Law, Artistic and Creative Fields**

Fields	Number of monographs // chapters	Number of original papers in peer-reviewed journals or journals with an IF // number of papers in foreign journals of the total	Number of citations and reviews (excluding self-citations) // number of citations by foreign authors of the total
Education	2	25	60
Non-teaching Pedagogy	// 6	// 6	// 20
Law		14 scholarly works (of 25–30 standard pages) or journal papers dealing with jurisprudential issues; 2 monograph may substitute for such works; annotated legislation also qualifies as a monograph; 20 specialized legal texts (such as papers in proceedings, reviews, annotated legislation) other than popularization or informative texts; // 10	50
Artistic and creative fields	2 // 0	20 // 5	20 // 10

**B.2.1 Recommended Field-specific Full Professorship Criteria:
Humanities and Social Sciences**

Fields	Number of monographs // chapters in monographs	Number of original papers in peer-reviewed journals or journals with an IF // number of papers in foreign journals of the total	Number of citations and reviews (excluding self-citations) // number of citations by foreign authors of the total
Humanities ¹	2 as the main author + 1 as a co-author // 3 as the main author and 3 as a co-author	18 as the main author and 9 as a co-author // 3 as the main author + 4 as a co-author	30 // 10
Social sciences ²	2 // 0	30 // 10	40 // 10

¹ The faculty will specify the types and weight of the publications.

² The faculty will specify the types and weight of the publications.

B.2.2 Recommended Field-specific Full Professorship Criteria: Humanities and Social Sciences at the Faculty of Arts

The Associate and Full Professorship Criteria at the Faculty of Arts specify the recommended criteria as well as other factors relevant for the candidacy¹

Fields	Number of monographs // number of papers in foreign journals of the tota	Number of publications // number of papers in foreign journals of the total	Number of citations and reviews (excluding self-citations)
Humanities	2 // 1	45 publications // 10	50 // number of citations in foreign texts 20
Social sciences	1 // 1	35 publications // 10	60 // Number of citations in WoS/Scopus of the total 25

¹ The numbers correspond to the minimum requirements (non-negotiable) for candidates for associate professorship. Types of publications and their weight are specified by faculty rules; publications of high-quality may compensate for more than one publication. For more details, see the Associate and Full Professorship Criteria at the Faculty of Arts (approved by the Scholarly Board of the Faculty on 5 June 2024).

Other relevant factors to consider full professorship candidates in the fields of Education, Non-teaching Pedagogy, Humanities, Law, Social Sciences and Artistic and Creative Fields:

- a) international research or teaching stays;
- b) prestigious international scholarship;
- c) serving on advisory boards, committees and juries in science and art;
- d) presentations at international conferences, arts symposia and workshops;
- e) supervising and reviewing theses;
- f) principal investigator or member of a team of grant project.

In artistic and creative fields, candidates also present major works of art, exhibitions and concerts at prestigious institutions; works in galleries and museums.

C. Recommended Field-specific Full Professorship Criteria: Natural Sciences

Fields	Number of publications in journals with an IF in WoS / of which as the first or corresponding author	Number of citations in WoS excluding self-citations of the candidate or any of the co-authors
Biology	40 / 20	100
Chemistry	40 / 20	100
Physics	40 / 20	100
Mathematics	40 / 20	100
Information Science	40 / 20	100
Earth Sciences	40 / 20	100

Annex No. 4

Model Full Professorship Board Opinion**Full Professorship Board Opinion**

involving the following candidate: (first name and surname,
academic degrees – in nominative)

to be granted full professorship
in the following field:

Composition of the Board:

President: (first name and surname,
academic degrees)

Members: (affiliation: HEI, faculty)
..... (first name and surname,
academic degrees,
affiliation: HEI, faculty)

Opinion of the Board:

.....
(unlimited length)

Conclusion:

.....
Final recommendation: In secret ballot, the Associate Professorship Board voted to propose that the Scholarly Board of to grant full professorship to, in the field of / to discontinue the proceedings.

Voting results of the Board:

Number of members voting (specify the number of members voting by mail if allowed by university policies – specify in brackets)

.....

Number of votes in favour

Number of votes against

Abstentions

In on

President: (name and signature)

Members: (name and signature)

Annex No. 5

Model Associate Professorship Candidacy Form

Candidate: (first name, surname, academic degrees)	
Date and place of birth:	
Surname-at-birth:	
Department:	
Employer:	
Position:	
Place of residence: (in the case of foreign nationals, specify also the place of residence in the Czech Republic, if applicable, and nationality)	
Phone:	
E-mail:	
Field:	
Associate professorship thesis title: (in Czech)	
Proposal of three topics for the associate professorship lecture related to the respective field:	
Statutory declaration of the candidate	My research was conducted in compliance with <ul style="list-style-type: none"> – Principles of Good Research Practice and Creative Activity at Palacký University Olomouc or a parallel document in place at my institution(s) – Rules for the Use of GenAI at Palacký University or a parallel document in place at my institution(s) – Code of Ethics for Employees and Students of Palacký University Olomouc or a parallel document in place at my institution(s).
Date:	
Place:	
Signature:	

Annexes:

1. A structured CV of the candidate focusing on research/artistic and teaching activities (signed by the candidate and including a date).
2. Certificates of completion of higher education (1 certified copy, 2 non-certified copies; if issued by UP, a non-certified copy is sufficient).
3. Certificates of award of academic and research degrees or their equivalents (1 certified copy, 2 non-certified copies; if issued by UP, a non-certified copy is sufficient).
4. Documents certifying the time, length and place of teaching activities over the past 3 years, evaluation of the teaching activities and qualifications from the respective institutions, contribution to the research education of students.
5. A numbered list of research and expert works and lectures (signed by the candidate and including a date).
6. List of candidate's citations excluding self-citations (signed by the candidate and including a date).
7. List of defended research projects, discoveries, registered patents and major inventions (signed by the candidate and including a date).
8. Overview of teaching, research or other professional national and international stays (signed by the candidate and including a date).
9. Overview of the candidate's membership and roles in committees, boards and other bodies related to the field (signed by the candidate and including a date).
10. Participation in doctoral students education and supervision; other research and teaching activities (e.g. awards, conferences and events organized, if the candidate wishes to list them) (signed by the candidate and including a date).
11. Associate professorship thesis (a number of copies as specified by the faculty) in print and electronic form.
12. Proposal of three topics for the associate professorship lecture related to the respective field.

Materials under 1, 5, 6, 7, 8, 9, 10, 11, 12 must also be submitted by the candidate in an electronic form.

Annex No. 6**A model Full Professorship Candidacy Form**

Candidate: (first name, surname, academic degrees)	
Date and place of birth:	
Surname-at-birth:	
Department:	
Employer:	
Position:	
Place of residence: (in the case of foreign nationals, specify also the place of residence in the Czech Republic, if applicable, and nationality)	
Phone:	
E-mail:	
Field:	
Associate professorship thesis title: (in Czech)	
Place and date of defence:	
Associate professorship granted on:	
Full professorship lecture title:	
Statutory declaration of the candidate:	<p>My research was conducted in compliance with</p> <ul style="list-style-type: none"> – Principles of Good Research Practice and Creative Activity at Palacký University Olomouc or a parallel document in place at my institution(s) – Rules for the Use of GenAI at Palacký University or a parallel document in place at my institution(s) – Code of Ethics for Employees and Students of Palacký University Olomouc or a parallel document in place at my institution(s).
Date:	
Place:	
Signature:	

Annexes:

1. A structured CV of the candidate focusing on research/artistic and teaching activities (signed by the candidate and including a date).
2. Certificates of completion of higher education (1 certified copy, 2 non-certified copies; if issued by UP, a non-certified copy is sufficient).
3. Certificates of award of academic and research degrees or their equivalents (1 certified copy, 2 non-certified copies; if issued by UP, a non-certified copy is sufficient).
4. Documents certifying the time, length and place of teaching activities over the past 5 years, evaluation of the teaching activities and qualifications from the respective institutions, contribution to the research education of students.
5. A numbered list of research and expert works and lectures (signed by the candidate and including a date).
6. List of candidate's citations excluding self-citations (signed by the candidate and including a date).
7. List of defended research projects, discoveries, registered patents and major inventions (signed by the candidate and including a date).
8. Overview of teaching, research or other professional national and international stays (signed by the candidate and including a date).
9. Overview of the candidate's membership and roles in committees, boards and other bodies related to the field (signed by the candidate and including a date).
10. Participation in doctoral students education and supervision and the outcome (please list the defence date of supervised doctoral students); other research and teaching activities (e.g. awards, conferences and events organized, if the candidate wishes to list them) (signed by the candidate and including a date).
11. Written design proposal of research and teaching in the respective field (signed by the candidate and including a date).
12. Written letter of endorsement of a minimum of two full professors from the same or related field.

Materials under 1, 5, 6, 7, 8, 9, 10, 11, 12 must also be submitted by the candidate in an electronic form.

Annex No. 7**Attachments to materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant associate professorship**

1. Cover letter by the Dean of the faculty.
2. Proposal to grant associate professorship (see a model proposal below).
3. Associate Professorship Board Opinion (in two copies).
4. Table with the criteria.
5. A copy of the minutes of the meeting of the Scholarly Board that considered the proposal, or an extract from such minutes which includes basic details of the consideration by the Scholarly Board (a short summary of the defence of the associate professorship thesis and details of the lecture), voting results and the respective resolution of the Scholarly Board.
6. Copy of the voting record.
7. Three unabridged reviews of the associate professorship thesis including a date of review and signature of the reviewers (i.e. original copies).
8. Structured CV including a date and signature of the candidate.
9. Documents certifying the time, length and place of teaching activities over the past 3 years, evaluation of the teaching activities and qualifications from the respective institutions, contribution to the research education of students.
10. Full structured bibliography of the candidate (specifying the IF for journals, where available) with a date and signature.
11. List of citations of the candidate's publications according to the WOS guidelines, if applicable evidenced by a copy of the respective WOS sites (alternatively Scopus or another database).
12. Certified copy of documents certifying the completed education; if the documents are issued by UP, non-certified copies are sufficient.
13. Associate professorship thesis in print.
14. Documents to evaluate international experience, training of researchers, projects and grants involvement (a list of completed international stays).

Proposal to grant associate professorship

under Section 72 of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended

submitted by

University:	Palacký University Olomouc
Faculty:
Candidate:
Professional profile and employer:
Date of birth:
Surname-at-birth:
Place of residence:
Phone:
E-mail:
Field:
Education:
Employment history:

Board approved by the Scholarly Board:
Members of the Board:
President:
Members:

Reviewers:

Associate professorship thesis:
Associate professorship lecture (topic):

The lecture was delivered before the Scholarly Board of the Faculty of
of Palacký University Olomouc on

The Scholarly Board of the Faculty of of Palacký University Olomouc
..... voted on

Total number of members:
Members present:
Number of votes in favour:
Number of votes against:
Number of invalid votes:

Professional profile (the length is not limited)

In Olomouc on

.....
Dean of the Faculty

Annex No. 8**Attachments to materials submitted to the Research Office of the Rector's Office of Palacký University as part of proceedings to grant full professorship**

1. Cover letter by the Dean of the faculty.
2. Proposal to grant full professorship, see <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/rizeni-ke-jmenovani-profesorem>.
3. Full Professorship Board Opinion (in two copies).
4. Table with the criteria.
5. A copy of the minutes of the meeting of the Scholarly Board that considered the proposal, or an extract from such minutes which includes basic details of the consideration by the Scholarly Board, voting results and the respective resolution of the Scholarly Board.
6. Copy of the voting record.
7. Original copies of letters of endorsement by two professors in the same or related field, or a proposal of the Dean or Rector. Other letters of endorsement by relevant experts in the field may be attached; if the experts are not based at universities, they need not be professors. A letter of endorsement by the Dean/Rector must evaluate the entire academic activity of the candidate and specify the contribution to the field. The letters must be signed and include a date.
8. Structured CV including a date and signature of the candidate (in two copies).
9. Documents certifying the time, length and place of teaching activities over the past 5 years, evaluation of the teaching activities and qualifications from the respective institutions, contribution to the research education of students.
10. Full structured bibliography of the candidate (specifying the IF for journals, where available) with a date and signature.
11. List of citations of the candidate's publications according to the WoS guidelines, if applicable evidenced by a copy of the respective WoS sites (alternatively Scopus or another database).
12. Certified copy of documents certifying the completed education and academic degrees; if the documents are issued by UP, non-certified copies are sufficient.
13. Documents to evaluate international experience, training of researchers, projects and grants involvement (e.g. a list of completed international stays).

Materials under 2, 3, 4, 7, 8, 10, 11, 13 must be also provided in an electronic form.

Annex No. 9**Personal Data Processing:
Information for Associate Professorship and Full Professorship Candidates**

Palacký University Olomouc (UP), with registered office at Křížkovského 8, 779 00 Olomouc, Czech Republic (hereinafter “UP“) processes your personal data under Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – hereinafter “GDPR”) as a controller.

UP processes your personal data in the following extent:

first name and surname, surname-at-birth, academic degrees, place of residence, date of birth, sex, nationality, e-mail, phone number, mobile phone number, a photo (if provided), CV, all background documents provided for the proceedings (records of work and employment, employers, departments, job titles, work performance, professional achievements, publications, details of professional activities, conference participation, project involvement, details of work-related and study trips, membership in learned societies etc.), a receipt for the payment of a fee for the proceedings, your signature, all other personal details as may appear during the proceedings.

UP represents that it has obtained or will obtain such personal data from you as the data subject.

UP processes your personal data in reliance on Article 6(1)(e) of the GDPR, i.e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in UP as the controller.

In accordance with Articles 5 and 6 of the GDPR, all your personal data are processed only for the following purposes:

Administration of proceedings to grant associate/full professorship

Please note that your personal data in the extent required by Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, are published on the open part of the UP website.

Your personal data will be collected and processed by authorized employees of UP.

Your personal data are provided on a voluntary basis; however, if you refuse to provide any data necessary to conduct the proceedings, this may have adverse consequences for you (the need to suspend or discontinue the proceedings).

UP will share your personal data with another recipient, namely the Department of Higher Education of the Ministry of Education, Youth and Sports of the Czech Republic. UP will share your personal data with the Ministry under the Higher Education Act.

UP will archive your personal data in the extent specified above in compliance with applicable legislation.

Please be advised of your rights under Article 13 or 14 of the GDPR, or as the case may be, under Articles 15-22, 34 and 77 of the GDPR:

Please note that the UP Data Protection Officer may be reached by e-mail (dpo@upol.cz,) or at Křížkovského 8, 779 00 Olomouc.

Under Article 15 of the GDPR, you may obtain from UP confirmation as to whether or not your personal data are being processed, and, where that is the case, you may obtain access to the personal data and the related information defined in Article 15(1)(a)-(h) of the GDPR. You may be provided with one free copy of the processed personal data provided that the requirements of Article 15 of the GDPR are met.

Under Article 16 of the GDPR you may obtain rectification of your inaccurate personal data, or have incomplete personal data completed.

Under conditions stipulated in Article 18 of the GDPR, you may request that UP restrict the processing of personal data.

Under conditions stipulated in Article 20 of the GDPR, you have the right to data portability.

Under conditions stipulated in Article 21 of the GDPR, you may object to processing of his or her personal data.

Under Article 22 of the GDPR, you have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you, unless such a decision falls under one of the statutory exceptions.

Under the conditions stipulated in Article 34 of the GDPR, you are entitled to be informed of a personal data breach provided that such a breach is likely to result in a high risk to the rights and freedoms of natural persons.

Under Article 77 of the GDPR, you may lodge a complaint with a supervisory authority, in particular in the Member State of my habitual residence, place of work or place of the alleged breach if you consider that the processing of personal data relating to you infringes the GDPR.

For further information on your rights in relation to personal data processing, please consult Articles 15-22 and Article 34 of the GDPR and the UP website.(<https://www.upol.cz/univerzita/ochrana-osobnich-udaju/>).