

## Documents to initiate the procedure to grant professorship:

1. A structured curriculum vitae of the applicant, focusing in particular on scientific, professional and teaching activities (2x original signed by the applicant, with an issuing date).
2. Proof of higher education (1x certified copy, 2x plain copy; if the documents were issued by Palacký University (UP), 3x plain copies are sufficient).
3. Documents on obtaining scientific-pedagogical degrees and scientific ranks or equivalents (1x certified copy, 2x plain copies; if the documents were issued by UP, 3x plain copies are sufficient).
4. Documents certifying the time, duration and place of teaching activity for at least the last 5 years, evaluation of teaching activity and competence from the workplaces, contribution to the scientific education of students, supervision of qualification theses, authorship and co-authorship of teaching texts and other study aids.
5. A complete numbered list of scientific and professional papers and lectures, with the IF for journals where it exists (signed by the applicant, with an issuing date).
6. List of citations/references of at least 20 publications selected by the applicant, so that a total of at least 100 citations are documented (signed by the applicant, with an issuing date).
7. Overview of successfully defended research projects, discoveries, registered patents and significant inventions (signed by the applicant, with an issuing date).
8. Overview of completed teaching, scientific or other professional domestic and foreign internships, and other foreign experiences (signed by the applicant, with an issuing date).
9. Opponent and review activity of the applicant, list of memberships, functions and activities in committees, councils, scientific and professional societies or other bodies related to applicant's field (signed by the applicant, with an issuing date).
10. Participation in the education of DSP students and its results (indicate the defences dates); other scientific or teaching activities, e.g. awards, organisation of conferences, congresses, workshops, symposia, if the applicant wants to list them (signed by the applicant, with an issuing date).
11. Criteria table (signed by the applicant, with an issuing date).
12. Three most important citations and three most important publications (signed by the applicant, with an issuing date).
13. Shortened CV for max. 4 Word pages (2x original signed by the applicant, with an issuing date).
14. Written recommendation from at least two professors of the same or related field (the original of each letter with signature) – *although not required by internal regulations, it is good practice at the Faculty of Science to submit three recommendation letters.*
15. “Scientific results” – 1 page containing the applicant’s name, number of impacted publications, number of peer-reviewed publications, number of monographs (book chapters), total number of citations without self-citations, average number of citations per article, H-index, accompanied by a screenshot from the Web of Science (Citation report) (signed by the applicant, with an issuing date).
16. Confirmation of the payment of the fee for the professorship procedure of 9,000 CZK (the applicant will be asked to pay only after the approval of the committee by the Scholarly Board of the UP Faculty of Science).

Materials stated in points 1-15 must also be submitted in electronic form without date and signature.