

**RULES FOR THE HABILITATION PROCEDURE AND
PROCEDURE FOR THE NOMINATION OF PROFESSORS
AT
FACULTY OF SCIENCE
UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

(VALID SINCE 8 OCTOBER, 2018)

Part I. Habilitation Procedure

Article 1

1. The habilitation procedure is initiated by the submission of an initiation proposal by the candidate (the date of initiation of the habilitation procedure is the date of receipt of the proposal by the Dean).
2. The proposal, with supplements, is to be submitted to the Dean. The candidate is to detail the field of habilitation in the proposal; the faculty must have accreditation for this field (see Table 1). An applicant submits all attachments simultaneously in printed form and electronically (identical to the printed version) to the Research Office at the Dean's Office of the Faculty.

Table 1 Fields of Habilitation Procedure Accredited at FSc

Academic Field	Accredited until:
Animal Physiology	16. 8. 2028 ^a
Biophysics	21. 6. 2031 ^b
Botany	16. 8. 2028 ^a
Ecology	16. 8. 2028 ^a
Hydrobiology	16. 8. 2028 ^a
Molecular and Cell Biology and Genetics	16. 8. 2028 ^a
Parasitology	16. 8. 2028 ^a
Plant Physiology	16. 8. 2028 ^a
Zoology	16. 8. 2028 ^a

^aDecision on granting accreditation ref. NAU-103/2018-9, NAU-104/2018-9 and NAU-105/2018-9 of 29 June 2018; entry into force 17 August 2018

^bDecision on granting accreditation ref. NAU-96/2021-8 of 1 June 2021; entry into force 22 June 2021 (updated information)

Supplements to the proposal for the habilitation procedure are:

- habilitation thesis (6 copies)
- a summary of the habilitation thesis (30 copies)
- the candidate's CV(original plus 2 copies)
- an officially verified copy of the candidate's university degree certificate and of documents concerning the candidate's scientific and pedagogical titles; if the candidate is an employee of the faculty, and if these documents are to be kept in the candidate's personal files, their submission is not necessary
- documents proving pedagogical practice (e.g. a list of subjects taught, confirmation of teaching at other faculties, student assessment records) (original plus 2 copies)
- a list of published scientific and expert papers; works published in journals with an impact factor (IF) are to be listed with the latest valid IF of the journal or the IF valid in the year of publication (original plus 2 copies)

- a list of citation responses according to SCI; from the list it must be clear which work is being cited and how many times the candidate's work has been cited by other authors (author, title of work, journal etc.) according to Web of Science. Citations by the candidate of their own work are not to be listed. (original plus 2 copies)
- a list of papers given at scientific conferences including citations of abstracts (original plus 2 copies)
- a list of defended Bachelor's, Master's, and Doctoral theses for which the candidate has acted as supervisor (original plus 2 copies)
- a list of study stays both in the candidate's country of origin and abroad (original plus 2 copies)
- any other documents proving scientific credentials (original plus 2 copies)
- the title and annotation (approx. 0.5 page in A4 format) of a **pedagogical lecture** of 45 minutes in length focused on the selected habilitation field; the lecture, in which the applicant is to discuss the latest findings in the field and the newest research directions, is to be primarily targeted at students and the professional community, and is to be evaluated by the Habilitation Board and the Scientific Board
- the title and annotation (approx. 0.5 page in A4 format) of a **habilitation presentation** of 30 minutes in length in which the candidate is to present his/her own research and scientific activity and its publication outputs; the applicant shall prove his/her scientific and pedagogical abilities primarily by the presentation being comprehensible (at least for the most part) to a wide range of experts in various fields and specialisations represented by the Scientific Board of the Faculty of Science, University of South Bohemia.
- a declaration of honour of verity of all submitted documents (original)

(originals of the supplements, except official documents, the habilitation thesis, and a summary of the habilitation thesis are to be accompanied by the date and the signature of the candidate).

3. A precondition for successful habilitation procedure at FSc USB is the possession of the scientific title of CSc. or Ph.D. in the same or related scientific field.
4. If the proposal is not accompanied by all of the legally-set documents, or the required supplements are not provided or do not meet the required standards, the candidate is to be requested in writing by the Dean to meet these requirements. If the candidate does not do this within one month of receiving the Dean's request, the Dean is to terminate the procedure according to the provisions of § 72 paragraph 4 of the Higher Education Act.
5. The initiation of the habilitation procedure is to be publicized according to § 75 Section 1 of the Higher Education Act.

Article 2

1. A habilitation thesis is understood to be:
 - a) a written work based on new scientific research, or
 - b) a set of verified scientific works accompanied by a commentary, or
 - c) a monograph appearing in the press, based on new scientific research.

In all cases, the habilitation thesis must include an introduction written specifically for the purposes of the habilitation procedure, summarizing the scientific contribution of the habilitation thesis, connecting its individual parts, and explaining the personal contribution of the author (or his/her students) to the development of the field.

2. The habilitation thesis is to be submitted in 6 copies, of which at least one copy is to be bound in solid book binding for archiving at the Academic Library of USB. The habilitation thesis is to be written in Czech or English; the Dean may decide upon the acceptance of the habilitation thesis in another language.
3. Along with the habilitation thesis the candidate is to provide a summary of the thesis, which includes the candidate's CV and a list of the candidate's published work. The

summary is to be provided in 30 copies in A5 format, and should be 15 to 20 pages long. The summary is usually written in the Czech language or in the same language as the habilitation thesis.

4. The Dean is to propose the formation of a Habilitation Board and nominate a chair and other members within one month of receiving the candidate's initiation proposal, or within a month of receiving any delayed material provided upon the Dean's request. This proposal is to be provided for approval to the Scientific Board of FSc (henceforth Scientific Board) at its next sitting.
5. The scientific and pedagogical performance of the candidate, taking into account their scientific field and length of professional practice, is to be judged by the Habilitation Board. The guideline requirements for the candidates are outlined in Table 2. In judging this performance, adjustment is to be made in accordance with the length of the candidate's professional activity, and therefore a candidate with a longer work history is expected to have a greater number of publications and citation responses and to exceed the other required numbers detailed in the Table.

Table 2 Recommended criteria for a successful habilitation procedure at FSc USB

	Quantity
Publications in journals with IF ¹	12
Citations responses according to SCI except self-citations ²	120
Hirsch index (h-index)	6
Teaching (number of taught courses of at least 2 hrs/week for the entire semester or equivalent)	5
Supervision of defended Bachelor's or Master's theses	4

Notes: ¹ with a view to the significance of the journal in the field.

² see Article 1, Paragraph 2.

6. The Habilitation Board is to have five members, and comprise professors, associate professors, and other important representatives of the candidate's scientific field or of related fields. The Chair of the Habilitation Board is to be a professor. Three members of the board must be from a different university (or organization) than that of which the candidate is an employee.
7. The Dean is to inform the members of the Board without delay that their nomination has been approved, and is to provide them with the documentation necessary to judge the candidate's expert qualifications and pedagogical credentials.

Article 3

1. The Habilitation Board is to be directed by the Chair or in his/her absence by a member of the Habilitation Board nominated by him/her.
2. The Habilitation Board is eligible to pronounce if at least four of its members are present. The pronouncement of the Habilitation Board is to be accepted if at least three members vote in favour of it.
3. The Habilitation Board is to nominate three persons to oppose the habilitation thesis, two of which must be employees of a different university (or organization) than that of the candidate. The Dean of the Faculty is to be informed of the nomination of opponents by the Chair of the Habilitation Board, or a member of the Habilitation Board entrusted by the Chair to do so. The Dean is to inform the opponents of their nomination without delay, request them to elaborate their judgments, and to ensure they receive the candidate's habilitation thesis and other documents. One opponent may also be a member of the Habilitation Board.
4. The Habilitation Board is to consider and approve the topics and annotation of the pedagogical lecture and the habilitation presentation or ask the applicant to submit modified versions.
5. The Habilitation Board is to evaluate the pedagogical lecture delivered by the candidate at a seminar of a department of FSc USB (see Article 1). For this purpose, the Habilitation Board is to delegate at least one of its members as a rapporteur, who is to attend the seminar and evaluate the lecture. The Scientific Board is also to delegate a rapporteur.
6. The candidate is to ensure the inclusion of his/her pedagogical lecture at the seminar of a department of FSc USB, according to the field of habilitation. The Head of Department in cooperation with the Chair of the Habilitation Board, or an authorized member of the Habilitation Board, and the candidate are to arrange the date of the seminar and publicize information about the seminar to the professionals and Scientific Board of FSc USB. Present member(s) of the Habilitation Board and the Scientific Board are to judge the lecture using the assessment form (see Appendix 1 of these Rules).
7. The Chair of the Habilitation Board is to inform the Dean of the presentation of the pedagogical lecture and its evaluation.
8. The Habilitation Board is to judge the scientific qualifications and pedagogical credentials of the candidate, regarding the minimal requirements, practice and conditions set in the Statutes of FSc (Article 7). The board is to vote by secret ballot upon the proposed habilitation of the candidate to associate professor ("docent"). If less than three of the

members of the Habilitation Board vote in favour of the habilitation of the candidate the board is to recommend the termination of the procedure. In its resolution, the Habilitation Board is to comment, among other things, upon the fulfillment by the candidate of the recommended criteria (see Table 2).

9. The Board's decision, and in the event of a decision to terminate the procedure, the justification for this recommendation, along with the results of voting, opponents judgments, and all documentation received, are to be submitted by the Chair of the Habilitation Board to the Dean. The opponents' judgments may be published, for example on the FSc web pages.
In the event of the Habilitation Board recommending a termination of the habilitation procedure, the Dean, or the Chair of the Habilitation Board as nominated by him/her, informs the candidate of this negative judgement. The candidate has the option of terminating the procedure at his/her own request or to continue the procedure.
10. The Dean is to place this matter without delay on the agenda of the Scientific Board. The Dean is to send the candidate a copy of the opponents' judgments and inform him/her of the place and time the Scientific Board is to hold session no later than 14 days before the planned procedure.
11. The decision of the Habilitation Board is to be presented at the proceedings of the Scientific Board by the Chair of the Habilitation Board, or by a member nominated by him/her.

Article 4

1. The habilitation proceedings of the Scientific Board are to be public (with the exception of the closed part of the proceedings, see below) and are to be carried out in the following manner and order:
The Chair (the Dean, or a Vice-Dean who is to be a member of the Scientific Board nominated by the Dean) is to initiate proceedings and to ascertain the ability of the Scientific Board to reach a decision. The quorum for the Scientific Board is two thirds. For a proposal to be approved the agreement of an absolute majority of the Scientific Board is required.
 - The Chair calls the Chair of the Habilitation Board or a member of the Habilitation Board nominated by him to introduce the candidate, to announce the Habilitation Board's decision (whether to nominate the candidate *Associate Professor – "docent"* - or not).
 - The candidate is to make his/her habilitation speech, within which he/she presents his/her habilitation thesis (30 minutes).
 - The opponents is to inform the Scientific Board and the audience of their judgments on the habilitation thesis. The personal participation of opponents in the proceedings of the Scientific Board is expected and at least one opponent is expected to attend. Absent opponents are to have their judgments read in their stead by entrusted members of the Habilitation Board or members of the Scientific Board.
 - The candidate is to respond to the opponents' comments.
 - A discussion is to follow, in which, as well as the members of the Scientific Board and of the Habilitation Board, others present may participate. The discussion is to be led by the Dean or by a Vice-Dean nominated by him/her.
 - This discussion is to be followed by the closed part of the proceedings attended only by the members of the Scientific Board, members of the Habilitation Board, and opponents of the habilitation thesis. The proposal is to be voted upon by secret ballot by all members of the Scientific Board present and a special entry is to be made on its result by two scrutinisers. The sample ballot is listed in Appendix 2 of these Rules. The nomination of an associate professor requires the agreement of an absolute majority of the entire Scientific Board membership.
 - The chair is to present the candidate with the results of the vote of the Scientific Board.
2. In the case of the nomination of the associate professor receiving the agreement of the absolute majority of the entire Scientific Board membership, the Dean is to submit this

nomination and all other required materials without delay to the Rector for approval. If the nomination does not receive the required majority, the Scientific Board is, in most cases, to terminate the procedure.

3. If the Rector agrees with the nomination, he/she is to make the nomination.
4. If the Rector objects to the nomination, he/she is to submit this decision along with the justification for this objection to the Scientific Board without delay.

Article 5

1. In the case of the habilitation procedure being terminated, the habilitation thesis with accompanying documents, except the habilitation summary, is to be returned to the candidate. The faculty is to keep one copy of the habilitation thesis, one copy of the summary, and a copy of all the documents submitted by the candidate for archival purposes.
2. If the candidate is not satisfied with the manner of the habilitation procedure, he/she may submit their objections to the Dean of FSc USB. If the Dean is unable to satisfy the applicant's objections, the matter is to be passed on to the Rector, whose decision is final.
3. The details of the habilitation procedure are to be made public according to § 75 of the Higher Education Act

Part II Procedure for the Nomination of Professors

Article 1

1. The professorship nomination procedure, in accordance with the law, is commenced by one of the following:
 - at the request of the candidate, corroborated by at least two written points of view from professors of the same or similar academic discipline
 - at the request of the Dean of FSc, or the Rector of USB submitted to the Scientific Board of FSc (henceforth Scientific Board)
 - at the proposal of the Scientific Board of FSc

in one of the academic fields for which the faculty has accreditation (see Table 3).

Table 3 Academic fields accredited for the nomination of professors at the Faculty of Science

Academic Field	Accredited until:
Animal Physiology	16. 8. 2028 ^a
Biophysics	21. 6. 2031 ^b
Botany	16. 8. 2028 ^a
Ecology	16. 8. 2028 ^a
Hydrobiology	16. 8. 2028 ^a
Molecular and Cell Biology and Genetics	16. 8. 2028 ^a
Parasitology	16. 8. 2028 ^a
Plant Physiology	16. 8. 2028 ^a
Zoology	16. 8. 2028 ^a

^aDecision on granting accreditation ref. NAU-103/2018-9, NAU-104/2018-9 and NAU-105/2018-9 of 29 June 2018; entry into force 17 August 2018

^bDecision on granting accreditation ref. NAU-96/2021-8 of 1 June 2021; entry into force 22 June 2021 (updated information)

2. The proposal with supplements according to §72, Paragraph 2 of the Higher Education Act and paragraph 3 of these Rules with the designation of the academic field, in which the procedure for the nomination of the professor are to commence, and with the listing of the professorial lecture in which the candidate discusses the philosophy of his academic work and teaching in the given field (according to § 74, Paragraph 5 of the Higher Education Act) is submitted to the Dean of FSc. The applicant is to submit all appendices to the proposal at the same time, in electronic form identical to the printed version, to the Research Office at the Dean's Office of the Faculty. If the procedure has not commenced at the request of the candidate, and if the candidate submits a written statement objecting to the commencement of the procedure, the procedure is to be terminated.
3. The supplements for the appointment of professors procedure are:
 - the submission of the candidates CV (3 signed copies)
 - the officially verified copies of all the documents concerning the issuance of university diplomas and scientific and pedagogical titles. These documents need not be submitted if the candidate is a FSc employee and these documents are in his/her personal file. (1 copy each)
 - documents confirming the applicants pedagogical experience (e.g., a list of subjects taught, verification of teaching at another faculty, student assessment records) (3 signed copies)

- a list of published scientific papers. If published in a journal with an Impact Factor (IF), the latest IF factor or the IF valid in the year of publication is to be specified (original plus 2 copies) (3 signed copies)
- a list of citation responses according to SCI – it must be apparent from the list which papers are being responded to and the frequency of citations by authors other than the candidate (i.e., author, title, journal, etc) according to Web of Science. Self-citations are not to be listed. (3 signed copies)
- a list of papers given at scientific conferences (3 signed copies)
- a list of defended Bachelor's, Master's, and Doctoral theses for which the candidate has acted as supervisor (3 signed copies)
- a list of scientific and professional study stays both in the candidate's country of origin and abroad (3 signed copies)
- additional documents supporting the candidate's credentials (3 signed copies)
- a list of acts (not more than 10) that the candidate values most among his/her activities and which, in his/her opinion, entitle him/her to apply for nomination as a professor. This list is to leave room for candidates to think critically about their work to date and to formulate their greatest benefits, including those that are difficult to identify or sufficiently express in other submitted forms
- the title and annotation (range approx. 0.5 pages of A4) of the professorship lecture lasting 60 minutes; the focus of the lecture must correspond to the chosen field; in the lecture the candidate is to discuss the latest knowledge in the field and new directions in research and teaching in the field
- a declaration of honour of the verity of all submitted documents (original)

The original supplements, except official documents, are to be dated and signed by the candidate. In the documents establishing scientific and pedagogical activities, it is to be clearly indicated whether the activities were written before or after the date of commencement of the habilitation procedure.

4. A successful procedure for the appointment of professors at FSc USB (according to § 72, Paragraph 1 of the Higher Education Act) are contingent on the previous successful nomination for an associate professorship which included the presentation of their habilitation thesis. The requirements for the procedure for the nomination of professors without a previous habilitation thesis are set according to the Higher Education Act, § 74, Paragraph 1.
5. An evaluation board will assess the candidate's academic and pedagogical accomplishments with regard to his/her scientific field and length of professional practice . The candidate must be both an academically and pedagogically acclaimed person, who has founded a scientific work group or established a new scientific direction. Suggestions for the requirements are listed in Table 4. The accomplishments should be proportional to the length of the actual academic and pedagogical activity; therefore it is presumed that candidates with longer working history will have a proportionally larger number of publications and citations as well as exceeding other required numbers listed in the table.

Table 4 Suggested requirements for successful procedure for nomination of professors at FS USB

	Quantity
Publications in journals with IF ¹	40
Citation responses according to SCI	300
Hirsch index (h-index)	12
Monograph or comprehensive article in renown journal	1
Teaching (number of courses taught of at least 2 hrs /week for the entire semester or equivalent)	8
Supervisor of defended Bachelor's and Master's theses	6
Supervisor of defended doctor's theses	3

Note: ¹ with a view to the significance of the journal in the field

6. If the candidate is not associated with FSc, the Dean may ask for a pedagogical evaluation from the Dean or Rector of the candidate's university.
7. If the candidate is, according to these Rules, missing some of the required documents, the Dean will ask the candidate, in writing, to remove these deficiencies. The candidate has 3 months (from the date of delivery) to remove these deficiencies and if he fails to do so, the Dean is to terminate the nomination procedure and the documents are to be returned to the candidate.

Article 2

1. The Dean is, within one month of the submission of the proposal (or the removal of the listed deficiencies), to submit a proposal for the establishment of an evaluation board and name its chair and other members. This proposal is to be submitted for approval during the next sitting of the Scientific Board
2. The Evaluation Board is to consist of five members comprising professors, associate professors, and other important members of the particular or similar field of the candidate. The Chair must be a professor. Three members of the Evaluation Board cannot be USB employees or employees of an organization with which the candidate is affiliated.
3. The Dean is to notify the members of the Evaluation Bboard of their appointment and is to deliver to the members the criteria needed to examine the candidate's pedagogical and scientific qualifications.

Article 3

1. The meetings of the Evaluation Board are to be directed by the Chair of the Evaluation Board or a member nominated by him/her.
2. The quorum for the Evaluation Board is four. The decision of the Evaluation Board is valid if at least three members concur.
3. The Evaluation Board is to ascertain the qualifications of the candidate and cast a secret ballot to decide whether the candidate is to be nominated as professor. If three members of the board do not vote in favour of the candidate, the board is to recommend that the nomination procedure be terminated. The Chair is to forward the Board's decision to the Dean, and in the case of rejection, its justification, as well as the voting record and all other documents received.
4. The Dean is to place, without delay, the nomination on the Scientific Board meeting agenda. The Dean, no later than 2 weeks before the planned meeting of the Scientific Board, is to make public the time and place of the meeting to the candidate and is to request the candidate to make his/her address to the board. The candidate is to choose the topic of this address with respect to the requirements of the law (the address should deal with the candidate's philosophy in regard to scientific work and teaching in the given field).

Article 4

1. The proceedings for the nomination of professors by the Scientific Board are open to the public (except for the closed session – see below) and are conducted in the following order:
 - The Chair of the Scientific BoardBoard(the Dean or a designated Vice-Dean who is a member of the Scientific Board) is to bring the meeting to order, ascertain the ability of the Scientific Board to cast a ballot, and announce the chronological order of the meeting. Quorum is two thirds of the members of the Scientific Board.
 - The Chair of the Scientific Board is to invite the Chair of the Evaluation Board to introduce the candidate, to state the decision of the Evaluation Board (to nominate or to withhold the nomination), and to announce the topic of the candidate's address.
 - After the chair Chair of the Evaluation Board has spoken, the Chair of the Scientific Board is to invite the candidate to give his/her address.

- The candidate is to give his/her address, which is to be no more than 45 minutes. The address is to discuss his/her philosophy regarding scientific work and teaching in the given field.
 - A discussion is to follow where the members of the Evaluation Board, the Scientific Board, as well as the public are allowed to participate.
 - This discussion is followed by the closed part of the proceedings, which only the members of the Evaluation Board and the Scientific Board may attend. Voting for the acceptance of the nomination for professor then follows. In accordance with the statutes of the Scientific Board, the voting may take place if two thirds or more of the Scientific Board members are present.
 - All the members of the Scientific Board are to vote by secret ballot and the votes are to be tallied in a separate record by two designated scrutinisers. A sample ballot paper is to be found in Appendix 3 of these rules. For the proposal to be approved an absolute majority of the members of the Scientific board must be in favour. .
 - The Chair of the Scientific Board is to notify the candidate of the results.
2. In the event of the nomination for the title of professor receiving the required majority from all the members of the Scientific Board, the Dean is to submit, without delay, the nomination and all supplements to the Rector of USB. If the nomination does not receive the majority of the votes the nomination procedure is to be terminated.

Article 5

1. The candidate may raise objections to the Rector if the candidate feels that there were problems in the procedure for the nomination of professors. The decision of the Rector is final.
2. The details of the procedure for the nomination of a professor are to be made public according to Article 75 of the Higher Education Act.

Appendix 1. Evaluation questionnaire for the candidate's address to the members of the Scientific Board of FSc USB

Appendix 2. Ballot for the nomination of associate professors for the members of the Scientific Board of FSc USB

Appendix 3. Ballot paper for the proceedings for the nomination of professors for the members of the Scientific Board of FSc USB

České Budějovice, 8. 10. 2018

Prof. RNDr. František Vácha, Ph.D.

Dean of FSc USB

Appendix 1. Evaluation questionnaire for candidates' addresses to the members of the Scientific Board of FSc USB

FACULTY OF SCIENCE, UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

QUESTIONNAIRE FOR THE EVALUATION OF THE PEDAGOGICAL LECTURE

Name of candidate..... **Date:**

Please evaluate individual aspects of the lecture and give points for the overall performance

0 (entirely unsatisfactory) to 10 (excellent)

You can add comments in empty spaces.

1) Topical aspect **Rating (0-10):**
(importance and recency of presented information in the field, overlaps with close areas, intelligibility even for a biologist with other specialization)

2) Pedagogical aspect **Rating (0-10):**
(sectioning of the presentation, clarity of talk, quality of graphical outputs and demonstrations, use of instruments; etc.)

3) Rhetorical aspect **Rating (0-10):**
(ability to keep attention to the talk, contact with audience, etc.; keeping the time limit 45±5 min.)

4) Discussion aspect **Rating (0-10):**

(ability to respond to questions; etc.)

Overall rating (0-10):

Appendix 2. Ballot for the associate professor nomination for the members of the Scientific Board of FSc USB.

**Scientific Board of the Faculty of Science at University of South Bohemia
in České Budějovice**

BALLOT

I agree with the nomination I disagree with the nomination

of *NAME OF THE APPLICANT*
as an associate professor in the field of *FIELD*

České Budějovice, *DATE*

Appendix 3. Ballot for the procedure for the nomination of professors for the members of the Scientific Board of FSc USB.

**Scientific Board of the Faculty of Science at University of South Bohemia
in České Budějovice**

BALLOT

I agree with the nomination I disagree with the nomination

of *NAME OF THE APPLICANT*
as a full professor in the field of *FIELD*

České Budějovice, *DATE*