

# UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

## FACULTY OF SCIENCE

### RULES FOR HABILITATION PROCEDURES AND PROCEDURES FOR THE APPOINTMENT OF PROFESSORS AT THE FACULTY OF SCIENCE, UNIVERSITY OF SOUTH BOHEMIA, ČESKÉ BUDĚJOVICE

*The Academic Senate of the Faculty of Science, University of South Bohemia, according to Article 27 Section 1 Letter b) and in the intention of Paragraphs 70-75 of Law No 111/1998 On Higher Education Institutions And on Modification and Amendment of Other Acts (henceforth Higher Education Act), and according to the decision of the Rector of the University of South Bohemia No 14/1999(further DR 14/1999), approves these Rules for Habilitation Procedures and Procedures for the Appointment of Professors as an internal regulation of the Faculty of Science, University of South Bohemia (FS USB).*

## Part 1 Habilitation Procedures

### 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 (see Paragraph 3) is to be submitted to the Dean. The candidate is to detail the field of habilitation in the proposal; the faculty must have received accreditation for this field (see Table 1).

**Table 1 Fields of Habilitation Procedure Accredited at FS**

| Name of Field                           | Accredited until: |
|---|-------------------|
| Botany                                  | 31.10.2011        |
| Ecology                                 | 31.10.2011        |
| Animal Physiology                       | 31.10.2011        |
| Hydrobiology                            | 31.10.2011        |
| Zoology                                 | 31.10.2011        |
| Parasitology                            | 31.10.2011        |
| Molecular and Cell Biology and Genetics | 10.03.2012        |

3. Supplements to the proposal for the habilitation procedure are:
  - 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 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 (original plus 2 copies)
- a list of citation response according to SCI; from the list it must be clear which work and how many times the candidate's work has been quoted by other authors (author, title of work, journal etc.) according to Web of Science. Quotations by the candidate of their own work are not to be listed.
- a list of papers given at scientific conferences including quotations of abstracts (original plus 2 copies)
- a list of defended bachelor's and master's 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)
- habilitation thesis (see Article 2) (6 copies)
- a summary of the habilitation thesis (see Article 2)

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

4. A precondition for a successful habilitation procedure at the FS USB is the possession of the scientific title of CSc. or Ph.D.
5. The scientific and pedagogical performance of the candidate regarding their scientific field and length of practice is to be judged by the Habilitation Board. Guideline requirements for candidates are outlined in Table 2. Performance must be adjusted to the length of the candidate's 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 required numbers detailed in the table.

**Table 2 Recommended criteria for a successful habilitation procedure at FS USB**

|   | <b>Quantity</b> |
|---|-----------------|
| Publications in journals with IF <sup>1</sup>   | 10              |
| Citations responses according to SCI except self-citations <sup>2</sup>                         | 20              |
| Teaching (number of taught courses – at least 2 hrs/week for the entire semester or equivalent) | 5               |
| Supervision of defended bachelor's, master's or doctor's theses                                 | 3               |

Notes

<sup>1</sup> with a view to the significance of the journal in the field.

<sup>2</sup> see Article 1, Paragraph 3.

6. If the proposal is not accompanied by all legally-set, necessary documents, the required supplements are not provided or do not meet the required standards the candidate is 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.
7. The initiation of the habilitation procedure is publicized according to Article 75 Section 1 of the Higher Education Act. The form of publicity is dictated by Article 2 of DR 14/1999.

## Article 2

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

2. Habilitation thesis is to be provided in 6 copies.
3. Along with the habilitation thesis the candidate is to provide a summary of the work, which is also to include the candidate's CV and a list of the candidate's published work. The summary is to be provided in 35 copies, and should be 10 to 20 pages long, in A5 format.
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 the FS (henceforth Scientific Board) at its next sitting.
5. A Habilitation Board is to comprise of five members, who are to be professors, doctors 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.
6. 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 according to Paragraph 72 Section 8 of the Higher Education Act.

### **Article 3**

1. The Habilitation Board is to be directed by the chair or in his absence by a member of the Habilitation Board nominated by the chair.
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 Board, or a member of the 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. One opponent may also be a member of the Habilitation Board.
4. The Habilitation Board requests the candidate to propose topics for the habilitation lecture he (she) is to make, from the field in which the candidate applied for habilitation. The candidate is to provide three topics.
5. 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 FS (Article 7). The board votes by secret ballot upon the proposed habilitation of the candidate to associate professor ("docent"). If less than three of the members of the board vote in favour of the habilitation of the candidate the board is to recommend the termination of the procedure. 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 board to the Dean. The opponents' judgments may be published, for example on the FS web pages.
6. The Habilitation Board is at the same time to set the topic of the habilitation lecture and to submit its decision to the Dean in writing.
7. The Dean is to place the decision of the board 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 proceedings. The Dean is to inform the candidate of the topic of the habilitation lecture no later than 7 days before the planned proceedings of the Scientific Board.
8. 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 them.

#### Article 4

1. Discussion of the habilitation procedure by the Scientific Board is public (with the exception of the closed part of the proceedings, see below) and it is to be carried out in the following manner and order:
  - The Chair (the Dean, or a Vice-Dean or a member of the board nominated by the Dean) initiates proceedings, ascertains the ability of the Scientific Board to reach a decision, and announces the order of proceedings.
  - The Chair calls the Chair of the Habilitation Board to introduce the candidate, to announce the board's decision (whether to name the candidate associate professor – “docent” - or not) and to announce the topic of the habilitation lecture.
  - After the Chair of the board's speech the Scientific Board nominates 2 tellers and distributes questionnaire (see Appendix 1 of these Rules), for the assessment of the habilitation lecture, to all members of the Scientific Board present.
  - The candidate gives his (her) lecture, which is to last no longer than 40 minutes. The habilitation lecture is to be in the form of a lesson for students of FS at the bachelors', masters' or doctors' level. Before the lecture the candidate is to state the level of student for which the lecture is intended or the level of course of which the lecture is a part.
  - 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 candidate presents his (her) habilitation thesis (20 minutes).
  - The opponents inform the Scientific Board and the audience on their judgments of 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 responds 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 closed part can only be attended by the members of the Scientific Board, members of the Habilitation Board, and opponents of the habilitation thesis. The tellers gather the ballots from the members of the Scientific Board and the habilitation lecture is evaluated. The proposal to nominate the candidate for associate professor is voted upon. All members of Scientific Board cast a secret and the ballots are tallied in a separate record. The record is signed by all the present members of the Scientific Board. The tellers count the ballots and present the members with the results. A sample of the ballot is in Appendix 2 of these Rules.
  - The chair presents the candidate with the results of the vote of the Scientific Board.
2. The quorum for the habilitation procedure is two thirds of the Scientific Board. The associate professor nomination requires a majority of the entire Scientific Board membership.
3. In the case of the associate professor receiving the majority of the entire Scientific Board, the Dean will, without delay, submit this nomination and all other required materials to the Rector for approval. If the nomination does not receive the required majority, the Scientific Board will terminate this procedure.
4. If the Rector agrees with the nomination, the candidate will be notified in writing that the Rector will nominate him to be an associate professor, effective the 1<sup>st</sup> of the following month.
5. If the Rector objects to the nomination, he will, without delay, submit his justification of his objections to the Scientific Board of the University of South Bohemia.
6. The Scientific Board of USB will consider the proposal for the associate professor nomination by casting a secret ballot. To accept the nomination, the majority of the entire Scientific Board must agree with the proposal.
7. If the proposal does not gain the necessary majority, the procedure will be terminated.

## 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 will keep one copy of habilitation thesis, one copy of the summary, and copies of all the documents submitted by the candidate for archival purposes.
2. If the candidate is not satisfied with the procedure of the habilitation procedure, they can submit their objections to the Dean of the FS USB. If the Dean is unable to satisfy the applicant's objections, this can be escalated to the Rector whose decision is final.
3. The habilitation procedure details are to be made public according to Article 75 of the Higher Education Act and in the sense of DR 14/1999.

# Part II Procedure for Appointment 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 FS, or the Rector of USB submitted to the Scientific Board of FS.
  - At the proposal of the Scientific Board of FS

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

**Table 3 Academic fields accredited at FS for procedure for appointment of professors**

| <b>Academic Field</b>                   | <b>Accreditation valid until:</b> |
|---|-----------------------------------|
| Botany                                  | 31.10. 2011                       |
| Ecology                                 | 31.10. 2011                       |
| Animal physiology                       | 31.10. 2011                       |
| Hydrobiology                            | 31.10. 2011                       |
| Zoology                                 | 31.10. 2011                       |
| Parasitology                            | 31.10. 2011                       |
| Molecular and cell biology and genetics | 10.3. 2012                        |

2. Proposal with supplements according to Article 72, Section 2 of Higher Education Act in sense of the requirements of FS Statutes, Article 7 (see paragraph 3 of these Rules) and with the designation of the academic field, in which the procedure for the appointment of the professor is to commence, and with the listing of the professorial lecture in which the candidate treats the concept of his academic work and teaching in the given field (according to Article 74, Section 5 of Higher Education Act) is submitted to the Dean of FS. 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 is to be terminated.
3. The supplements for the appointment of professors procedure are:

- Submission of CV (3 signed copies)
- Officially verified copies of all the documents concerning the issuance of university diplomas, and scientific and pedagogical titles. These documents needn't be submitted in the case the candidate is a FS employee and these documents are in his/her personal file. (1 copy each)
- Documents confirming the applicants pedagogical experience (e.g., the list of subjects taught, verification of teaching at another faculty, student assessment records) (3 signed copies)
- List of published scientific papers. If published in a journal with an Impact Factor (IF), please specify the latest IF factor. (3 signed copies)
- List of citation responses according to SCI – it must be apparent from the list which papers 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)
- List of papers given at scientific conferences, including their abstracts (3 signed copies)
- List of defended bachelor's, master's and doctor's theses for which the candidate has acted as supervisor (3 signed copies)
- List of foreign and domestic scientific stays (3 signed copies)
- Additional documents supporting the candidate's credentials (3 signed copies)

The original supplements, except official documents, are to be dated and signed by the candidate. In the documents establishing scientific and pedagogical activities, those activities written after the habilitation procedure are to be clearly indicated.

4. Successful procedure for the appointment of professors at the FS USB (according to Article 72, Section 1 of Higher Education Act in sense of the requirements of FS Statutes, Article 7) is contingent on the previous successful nomination for an associate professor which included the presentation of their habilitation thesis. The requirements for the procedure for the appointment of professors without previous habilitation thesis are set according to Higher Education Act, Article 74, Section 1.
5. An evaluation board will assess the candidate's academic and pedagogical accomplishments. The candidate must be both an academically and pedagogically acclaimed person, who has founded a scientific work group or a school. Suggestions of 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 proportionally larger number of publications and citations as well as exceeding other requirements listed in the table.

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

|  | <b>Quantity</b> |
|--|-----------------|
| Publications in journals with IF <sup>1</sup>  | 30              |
| Citation responses according to SCI  | 100             |
| Monograph or comprehensive article in renown journal   | 1               |
| Teaching (number of courses taught – 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   | 4               |

Note.:

<sup>1</sup> with a view to the significance of the journal in the field

6. If the candidate is associated with FS, 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, in writing, ask the candidate 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 terminates the nominating procedure and the documents are returned to the candidate.

## **Article 2**

1. The Dean will, within one month of the candidate submitting (or the removal of the listed deficiencies), submit a proposal for the establishment of an evaluation board and name its chair and other members. This proposal will be submitted for approval during the next sitting of the Scientific Board of FS.
2. The evaluation board consists 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 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 board of their appointment and is to deliver to the members the criteria needed to examine the candidate's pedagogical, scientific, or artistic qualification in the sense of Article 74, Section 1 of the Higher Education Act and these Rules..

## **Article 3**

1. The meetings of the evaluation board are to be directed by its chair or their designee.
2. The quorum for the evaluation board is four. The decisions of the evaluation board are valid if at least three members concur.
3. The evaluation board are to ascertain the qualifications of the candidate and are to cast a secret ballot to decide if the candidate is to be appointed a professor. If three members of the board do not vote in favour of the candidate, the board is to recommend the appointment procedure to be terminated. The chair is to forward to the Dean the board's decision, and in the case of rejection, its justification, as well as the voting record.
4. The Dean is to place, without delay, the nomination on the Scientific Board of the FS USB (henceforth 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 ask the candidate to address the board. The candidate is to choose the topic of this address with respect to the requirements of the law (the lecture should deal with candidate's philosophy in regard to scientific work and teaching in the given field).

## **Article 4**

1. The discussion of the procedure for the appointment of professors by the Scientific Board is open to the public (except the closed session – see below) and is conducted in the following order:
  - The chair (the Dean or a designated vice-dean or designated 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.
  - The chair is to invite the evaluation board's chair or their designee to introduce the candidate, to state the decision of the board (to nominate or to withhold the nomination), and to announce the topic of candidate's address.
  - The chair is to invite the candidate to give their address.
  - The candidate is to give their address, not to last over 60 minutes. The address is to discuss his/her philosophy regarding scientific work and teaching in the given field.
  - A discussion follows where the members of the evaluation board, the Scientific Board as well as the public are allowed to participate.
  - Then follows the closed part, which only the members of the evaluation board and the Scientific Board may attend. Voting for the acceptance of the appointment for professor 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 a secret ballot and the ballots are tallied in a separate record. The record is to be signed by all the present members of the Scientific Board. A sample of the ballot is in Appendix 3 of these rules.
  - The chair is to notify the candidate of the results.
2. In the case the appointment for the professor gets 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 the USB. If the appointment does not receive the majority of the votes the appointment procedure is to be terminated.

#### **Article 5**

1. The candidate can raise objections to the Rector if the candidate feels there are problems in the procedure for the appointment for the professors. The decision of the Rector is final.
2. The details of the procedure for the appointment for professor are to be made public according to Article 75 of the Higher Education Act and in the sense of DR13/1999.

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

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

**Appendix 3.** Ballot for the procedure for appointment of professors for the members of the Scientific Board of FS USB

***These rules for habilitation procedures and procedures for the appointment of professors were approved by the Academic Senate of the Faculty of Science on September 20, 2007.***



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

FACULTY OF SCIENCE  
UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

**QUESTIONNAIRE FOR THE EVALUATION OF HABILITATION 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)**

**1) Content aspect**

- the significance of the information for the given field and its relevance, common ground with connected fields, relevance to the basic fields, readiness of understanding for a biologist from a different field

**2) Pedagogical aspect**

- effectiveness of included material, clarity of lecture, use of demonstration material and visual elements - graphs, tables, etc. - use of equipment

**3) Spoken aspect**

- ability to attain and hold the listener's attention, sophistication of speech, visual contact with the audience, appropriateness of gesture, respect for time limit  $40 \pm 5$  minutes

**4) Discussion aspect**

- ability to respond to questions and cues, ability to specifically answer questions asked - without avoidance by distraction of attention or change of subject

**Score:**

**Points system:**

**0 - 4.0** does not fulfill requirements to a level expected of a FS USB associate professor  
**4.1 - 10** fulfills requirements ... up to a level judged to be excellent (10)

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

**Ballot**

For the appointment of .....(name) to the status of associate professor

concur                       reject                       abstain

mark with × one of the choices above – if you leave your ballot blank, the ballot is invalid .

**Appendix 3.** Ballot for the procedure for appointment of professors for the members of the Scientific Board of FS USB

**Ballot**

For the appointment of .....(name) to the status of full professor

concur                       reject                       abstain

mark with × one of the choices above – if you leave your ballot blank, the ballot is invalid.