**Charles University, Faculty of Arts**

**Dean’s Directive No. 29/2024**
**Evaluation of Technical and Economic Staff
of the Faculty of Arts, Charles University**

**Article 1**
**Introductory Provisions**

This directive is issued in connection with Rector’s Directive No. 53/2023, Framework Principles of Career Development for Technical and Economic Staff (hereinafter referred to as the “Rector’s Directive” and “TES”) at Charles University. This directive establishes procedural rules for the career development of TES and the periodic evaluation of TES at the Faculty of Arts (hereinafter referred to as the “Faculty”).

**Article 2**
**Career Development of TES**

The career development of TES at the Faculty is governed by the Framework Principles of Career Development for TES at Charles University, which are annexed to the Rector’s Directive.

**Article 3**
**Evaluation of TES – Groups of Evaluated Staff**

1. All TES with a minimum employment ratio of 0.41, classified in pay bands 4, 5, 6, 7, and 8, are subject to evaluation. In the case of employees funded exclusively through grants/projects, the relevant superordinate shall decide on the necessity of the evaluation.
2. Additionally, all heads of departments of the Dean’s Office and the Director of the Faculty Library (hereinafter referred to as the “managerial staff”) are subject to evaluation.

**Article 4**
**Evaluation of TES – Purpose of the Evaluation**

1. The evaluation of TES serves the following purposes:
* to assess the fulfillment of TES work duties,
* to motivate TES to achieve the best possible work results,
* to identify areas in need of improvement,
* to obtain feedback on working conditions, faculty or workplace operations, including the work of supervisors, opportunities for further education, etc.,
* to provide a basis for the awarding of annual bonuses.
1. The evaluation of managerial staff additionally serves to assess their managerial skills.

**Article 5**
**Evaluation of TES – Evaluation**

1. TES are evaluated regularly once every two years, with the first evaluation taking place in 2025.
2. The evaluation is generally conducted from April 1 to March 31 of the following year.
3. Work impediments and the scope of employment will be appropriately considered during the evaluation.
4. The evaluation is conducted within a unified university electronic application.
5. Employees are evaluated in the following areas:
	1. Achievement of established work goals set in the preceding period,
	2. Professional skills according to the job position,
	3. Soft skills and personal approach,
	4. Foreign language skills (if relevant),
	5. ICT skills (if relevant),
	6. Managerial skills (for managerial staff).

**Article 6**
**Evaluation of TES – Course of the Evaluation**

1. TES are evaluated by their superordinate (head of the workplace).
2. Employees are required to complete a self-evaluation and set work goals for the next period within the application from April 1 to April 15.
3. Between April 16 and April 30, the employee discusses their self-evaluation and goals with their superordinate during an evaluation interview. The superordinate prepares an evaluation report and approves or modifies the work goals as necessary.
4. The result of the evaluation interview is a written report that also includes work goals for the next period.
5. If the evaluated employee disagrees with the written report, they may submit a written response by May 10. In such a case, the report will be reviewed by a committee appointed by the Dean of the Faculty.

**Article 7**
**Evaluation of Managerial Staff – Process**

1. Managerial staff undergo regular evaluation once per calendar year.
2. Heads of Dean’s Office departments and the Director of the Faculty Library are evaluated by the Bursar, or by the Dean or the respective Vice-Dean overseeing their workplace.
3. Managerial staff are required to complete a self-evaluation and set work goals for the next period within the application from April 1 to April 15.
4. Between April 16 and April 30, the evaluated member of the managerial staff discusses their self-evaluation and goals with the evaluator during an evaluation interview. The evaluator prepares an evaluation report and approves or modifies the work goals as necessary.
5. The result of the evaluation interview is a written report that also includes work goals for the next period. The evaluation conclusions further outline measures to improve and develop the managerial skills of the staff member in a managerial position.
6. If the evaluated managerial staff member disagrees with the written report, they may submit a written response by May 10. In such a case, the report will be reviewed by the Dean’s Board.

**Article 8**
**Final Provisions**

1. In accordance with Section 287(2)(d) of Act No. 262/2006 Coll., the Labour Code, as amended, the draft of this directive was discussed with the trade union active at the Faculty on December 5, 2024.
2. This directive comes into force on the date of its issuance.
3. This directive comes into effect on January 1, 2025.

Issued in Prague on December 17, 2024

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