

*The Rector has issued, pursuant to Section 17(7)(a) of Act No. W/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended, and further pursuant to the provisions of Article 5 of the Statute of the Academy of Arts, Architecture & Design in Prague effective from 1 September 2017, and after discussion in the Academic Senate of the Academy of Arts, Architecture & Design in Prague, the following directive:*

## **The UMPRUM Career Code**

Rector's Directive 1/2021  
dated 21 January 2021

### **1. Introductory Provisions**

- 1.1. The Career Code of the Academy of Arts Architecture & Design in Prague (hereinafter also referred to as "UMPRUM") regulates, in accordance with Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter also referred to as the HEA), the status of academically educated academic staff, as well as the basic principles and rules of their career advancement, career development, and career change. This Code also regulates the basic rules and principles for the evaluation of work performance of academic staff. The establishment, modification, and termination of employment relationships are governed by the relevant labour law regulations.
- 1.2. Academic staff are, in accordance with Section 77 of Act No. 111/1998 Coll., on Higher Education Institutions, as amended, recruited based on a Selection Procedure announced by the Rector of UMPRUM. The rules of the Selection Procedure are determined by the internal regulation of UMPRUM.
- 1.3. Career planning is one of the fundamental tools of human resource management at UMPRUM and supports the development and motivation of its staff.
- 1.4. The obligation to evaluate staff is established by Section 302(a) of the Act. Act No. 262/2006 Coll., as amended, the Labour Code.
- 1.5. The principles formulated in these career rules are based on the requirements of fair remuneration and equal opportunities. When applying the career rules, there must be no discrimination or exclusion based on gender, age, race, language, origin, nationality, religion, or beliefs.

### **2. Categories of Staff**

- 2.1. Academic staff are those professors, associate professors, extraordinary professors, senior lecturers, lecturers, assistants, and scientific, research, and development workers who are employees of the academy and perform both pedagogical and creative activity under an employment relationship according to the agreed type of work. The scope of work activities, the corresponding salary grades, and qualification requirements are determined by the Internal Salary Regulations of UMPRUM and the related internal regulations of UMPRUM.

- 2.2. The Career Code are similarly applied to research and development staff who are not academic staff within the meaning of the HEA.

### **3. Career Development of Academic Staff at UMPRUM and Its Tools**

- 3.1. Career development of academic staff is one of the means to create a study environment at UMPRUM capable of competing with the best European art schools. It is a tool for maximising the creative and pedagogical potential of academic staff, which is necessary for ensuring the high quality of educational, creative, and related activities, as well as for the continuous improvement of outcomes in these areas. The criteria for career development include, for example, achieving a higher level of academic qualification, appointment as an associate professor or professor, and the creation of a successful artistic output.
- 3.2. Academic staff of UMPRUM are consistently encouraged to develop their skills and abilities for their own benefit as well as for the benefit of the institution. Personal development planning is based on the assumption that staff are better motivated by an organisation that positively responds to their aspirations and needs.
- 3.3. Career development is based on the strategic documents of UMPRUM and emphasises the real connections between the personal growth of staff and the performance of the institution. Its aim is to create a well-functioning organism in which staff are respected, take joy in their work, and fully realise their potential.
- 3.4. With regard to the specific job position, the following career development tools are used at UMPRUM:
- a) a motivational system within which creative activities of staff are supported both at the beginning and during their academic careers, and staff are rewarded for achieving prestigious results in the field of scientific research activity and artistic research,
  - b) support for the participation of staff in professional events and symposia at the national and international level, contributing to the enhancement of their expertise,
  - c) support for improving foreign language proficiency,
  - d) support for enhancing the pedagogical and psychological competencies of academic staff,
  - e) support for staff education in the areas of presentation, communication, and organisational skills, as well as information technologies,
  - f) systematic support for senior staff in the areas of leadership, strategic management, quality assessment, and financial and legal aspects of activities
  - g) implementation of the remuneration system, e.g., for achieving goals set out in the individual career development plan,
  - h) adjustment of working conditions for staff completing doctoral theses, preparing for habilitation procedures or procedures for appointment as professors, e.g., in the form of creative leave,
  - i) adjustment of working conditions for staff returning from parental leave to support faster integration or reintegration into creative teams or their components.

### **4. IV. Individual Personal Development Plan**

- 4.1. An important prerequisite for career development and a tool of participatory management is an Individual Personal Development Plan. This Plan provides the staff with a clear overview of development activities that enhance their skills and abilities, forming a foundation for further development of their creative and pedagogical competencies.
- 4.2. The Individual Personal Development Plan is created by an academic staff of UMPRUM and submitted for approval to their direct superior, usually the Head of the Department, the Vice-Rector, or the Rector. Once the senior staff approves the Individual Personal Development Plan, it is forwarded for filing in the personal file at the personnel department.

- 4.3. The Individual Personal Development Plan is drawn up with regard to the specific position of the staff, the duration and form of employment, previous experience in fulfilling assigned tasks, job description, objectives defined in the personnel development strategy and in the strategic plan and strategic documents of UMPRUM.
- 4.4. The Individual Personal Development Plan establishes these three basic pillars of staff development:
- a) development goals,
  - b) timeline of development
  - c) development tools.
- 4.5. The Individual Personal Development Plan is usually set for a period of five years. In the case where the Plan is being established for a staff with a fixed-term employment contract, the senior staff shall decide on the length of the period for which the Individual Personal Development Plan will be established, taking into account the agreed duration of employment.
- 4.6. Development goals describe the target state that the staff should achieve within their personal development. The objectives are based on analysis and discussion of the staff's performance and are set with regard to improving work performance, enriching current work and expanding relevant knowledge and skills. In the case of academic staff and specialists in science and research, this primarily concerns increasing professional qualifications or competencies, obtaining an academic degree, development in pedagogical activities, participation in project implementation, improving the quality of research results and artistic outputs, etc.
- 4.7. The senior staff discusses Individual Personal Development Plans with their subordinate staff as part of the regular staff evaluation process.
- 4.8. The Individual Personal Development Plan is a set of tools that assists staff with their career development. Its primary aim is to assist staff in achieving career goals and continuously improving work performance. An Individual Personal Development Plan is a form of partnership between a staff and their senior staff, and its implementation requires the provision of mutual and regular feedback and evaluation.

## **5. Principles, Guidelines, and Rules for the Evaluation of Career Development of Academic Staff at UMPRUM**

- 5.1. The evaluation of academic staff is an important part of their personal development and contributes to effective personnel management at UMPRUM.
- 5.2. The evaluation applies to all academic staff of UMPRUM and to all scientific research staff who are not academic staff within the meaning of the HEA.
- 5.3. The evaluation of academic staff is carried out by senior staff of individual workplaces, i.e., typically by the Heads of Departments. The evaluation of subordinate staff is one of the fundamental responsibilities of a senior staff.
- 5.4. The immediate superior, i.e., the respective Vice-Rector or the Rector, evaluates the senior staff.
- 5.5. The evaluation takes place at regular intervals, usually once a year. In the case of Studio Directors, the evaluation is linked to the terms of consecutive fixed-term employment

relationships. The evaluation of the Studio Director or the Director of another artistic or scientific workplace is always conducted by the relevant senior staff at least one year before the end of the fixed-term employment contract of the evaluated staff.

- 5.6. The evaluation is generally conducted in the form of an oral evaluation interview between the senior staff (hereinafter also referred to as the 'Evaluator') and the evaluated staff, following a fixed procedure set out in Annex No. 2 of this directive.
- 5.7. The Evaluator adheres to the following principles during the evaluation process:
  - a) At the beginning of the evaluation period, the evaluated staff is acquainted with the evaluation criteria,
  - b) the staff is treated in the same job position equally and the Evaluator uses the same evaluation criteria for staff in the same job position,
  - c) the Evaluator approaches the evaluated staff openly, fairly, and objectively,
  - d) the Evaluator applies the principle of proportionality in the evaluation of work performance and takes into account the extent of the employment contract and the duration of the employment of the evaluated staff
  - e) When evaluating the fulfilment of work tasks, the assessment is based on the defined job description of the staff being evaluated.
- 5.8. The Evaluator, when assessing, usually considers the following with regard to the specific job position:
  - a) fulfilment of work tasks and staff performance,
  - b) the state of the staff's personal development and the degree of achievement of the goals set for them in the Individual Personal Development Plan
  - c) the conduct of the staff in the workplace
  - d) evaluation of students.
- 5.9. Evaluated staff:
  - a) has the right to be informed of the evaluation criteria at the beginning of the evaluated period,
  - b) cooperates with the Evaluator, provides them with truthful and relevant information about their work performance, or, where applicable, about circumstances that may have influenced their work performance, and is obliged to provide the necessary cooperation to the Evaluator upon request and
  - c) has the right to express written disagreement with the evaluation results; in such a case, the disagreement is recorded in the evaluation report and forwarded for a decision to the senior staff who is directly above the Evaluator in the management hierarchy.
- 5.10. The senior staff prepares a written record of the evaluation. The evaluation record contains the results of the evaluation process, the overall assessment of the staff, and, if applicable, the impact on the Individual Personal Development Plan and imposed measures.
- 5.11. After the evaluation has been completed and the evaluated staff has confirmed that they have been acquainted with the conclusions of the evaluation, the senior staff shall forward the record to the Personnel Department for inclusion in the staff's personal file or enter it into the staff evaluation information system, if such a system is implemented at UMPRUM. The staff is entitled to access the evaluation in their personal file at the Personnel Department at any time, as well as in the information system.
- 5.12. The evaluated staff has the right to comment on the evaluation results no later than one month from the date on which the evaluation took place. If no comments are made regarding the evaluation results, it is assumed that the evaluation results are agreed upon.

- 5.13. In the event that the evaluation reveals that the evaluated staff does not meet the goals set in the Individual Career Development Plan for the evaluated period, the evaluator decides on the possibility of adopting specific corrective measures, always taking into account possible objective reasons and external constraints that may have contributed to the failure to meet the plan.
- 5.14. The results of the evaluation of a specific staff are considered confidential and are accessible only to the Evaluator, the evaluated staff, other seniors in the direct line of management in relation to the Evaluator, and the relevant supervisory bodies.

## **6. Final Provisions**

- 6.1. This Directive will come into force and take effect on 1 February 2021.
- 6.2. The annex and an integral part of this Directive is:
1. Individual Development Plan Form,
  2. staff evaluation form.

In Prague, on 21 January 2021

Academy of Arts, Architecture & Design in Prague  
Prof. PhDr. et PaedDr. Jindřich Vybíral, DSc.  
Rector