

BRNO UNIVERSITY OF TECHNOLOGY

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DIRECTIVE NO. 9/2024

EXTRAORDINARY, VISITING, AND EMERITUS PROFESSORS

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PREAMBLE

This Directive, in accordance with Section 70(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts, as amended (hereinafter the “Higher Education Act”) and Articles 62, 63, and 64 of the Statute of the Brno University of Technology, establishes the conditions and procedural steps for the creation and appointment to the positions of Extraordinary, Visiting, and Emeritus Professors at the Brno University of Technology (hereinafter “BUT”), as well as the rights and obligations of BUT Extraordinary, Visiting, and Emeritus Professors.

PART ONE

EXTRAORDINARY PROFESSOR

Article 1

Extraordinary Professor at BUT

1. An Extraordinary Professor at BUT (hereinafter “Extraordinary Professor”) may be appointed if they meet one of the following conditions:
 - a) The individual has achieved a position comparable to Associate Professor or Professor abroad,
 - b) The individual is a distinguished expert who has worked in the relevant field of study for at least 20 years.
2. The position of an academic staff member classified as an Extraordinary Professor may only be created in a field for which the university holds institutional accreditation, following approval by the University’s Scientific Board.
3. An Extraordinary Professor is not entitled to use the title of Professor (abbreviated as “Prof.” before their name) as specified under Section 73 of the Higher Education Act.
4. The position of an Extraordinary Professor is not filled through a selection process according to Section 77 of the Higher Education Act.

Article 2

Proposal for Appointment as Extraordinary Professor

1. The process of appointment to Extraordinary Professor begins with a proposal from the Dean or Director of a BUT institute, submitted to the Rector.
2. The proposal must be drafted in accordance with Annex No. 1.
3. The proposal must specify the field of study for which the candidate is to be appointed and the duration for which they are to be appointed as Extraordinary Professor.
4. The following documents concerning the candidate must be attached in Czech or English:
 - a) Record of the Scientific/Artistic Board’s meeting where the proposal to establish the position of Extraordinary Professor was approved,
 - b) A structured CV,
 - c) Proof of highest education attained and academic titles held,
 - d) Evidence of any additional scientific qualifications of the candidate,
 - e) Evidence of other professional qualifications relevant to the Extraordinary Professor position, including qualifications comparable to an Associate Professor or Professor at a university,
 - f) Evidence of at least 20 years of relevant professional experience in the field relevant to the area of education,

- g) Overview of any previous teaching activities by the candidate or other justification for the candidate's suitability for teaching in the relevant field of study at a university,
- h) Overview of scientific, professional, or artistic works or professional achievements produced by the candidate, including contributions demonstrating the candidate's professional competence and value to the institution in the relevant field of study,
- i) Statement of intent for the candidate's future activities.

Article 3

Procedure for Appointment of an Extraordinary Professor

1. If the proposal meets all requirements as per Article 2, the Rector shall submit it to the BUT Scientific Board (BUT SB) for consideration. Otherwise, it will be returned to the proposer for revision.
2. At the BUT Scientific Board meeting, the candidate will deliver a lecture demonstrating their academic and teaching proficiency for the intended position in the relevant field, during which they shall:
 - a) Demonstrate that they have achieved a comparable position to an Associate Professor or Professor abroad or that they are a distinguished expert who has worked in the field for at least 20 years,
 - b) Present their future research and teaching objectives, including plans for their ongoing role as an Extraordinary Professor.
3. In the event that the proposal to establish and fill the position of Extraordinary Professor receives a majority of votes in favour from all members of the BUT Scientific Board in a secret ballot, the Rector will approve the proposal and appoint the candidate as an Extraordinary Professor. Otherwise, the position of Extraordinary Professor will not be created.
4. On the basis of the Rector's approval, the position of Extraordinary Professor is established, and a Letter of Appointment is issued. The Letter of Appointment is drafted in English and must include the candidate's full name and titles, date and place of birth, the field of study for which they are appointed as an Extraordinary Professor, the name of the faculty or institute where the position is established, as well as the effective date and duration of the appointment.
5. The employment contract with the candidate approved by the BUT Scientific Board is concluded in accordance with Section 24(1)(e) of the Higher Education Act, promptly after the Letter of Appointment is issued, and for the duration of the appointment.

Article 4

Status of an Extraordinary Professor

1. An Extraordinary Professor performs both teaching and scientific, research, development and innovation, artistic, or other creative activities (hereinafter referred to as "creative activities") and other professional duties under an employment contract within the faculty or university institute where they are employed.
2. An Extraordinary Professor may be appointed as a guarantor of a master's or doctoral study programme, as well as a supervisor within a doctoral study programme, provided such appointment is permissible under law and internal regulations of BUT.
3. Specific requirements for the duties of an Extraordinary Professor are set by the respective Dean of the faculty or the Director of the university institute.
4. An Extraordinary Professor is an academic employee of BUT.

PART TWO
VISITING PROFESSOR

Article 5

Visiting Professor at BUT

1. A visiting professor is an individual who:
 - a) holds the position of Professor or Associate Professor at another university in the Czech Republic or abroad, or is a recognised artist, and
 - b) works at BUT under a contract for a specific period, of no less than one semester, and
 - c) undertakes activities consistent with those of a Professor or Associate Professor at BUT under the terms of the contract.

Article 6

Proposal for Appointment as Visiting Professor

1. The process of appointment to Visiting Professor is initiated upon a proposal from the Dean or Director of a BUT institute. The Rector may also initiate the process by submitting a proposal.
2. The proposal must be drafted in accordance with Annex No. 2.
3. The proposal must specify the field for which the candidate is to be appointed and the anticipated period of their engagement at BUT.
4. If the proposal is submitted by the Dean or Director of a university institute, it must be accompanied by their endorsement and the opinion of the faculty's or institute's Scientific Board.

Article 7

Procedure for Appointment of a Visiting Professor

1. If the proposal meets all requirements as per Article 6, the Rector shall submit it to the BUT Scientific Board (BUT SB) for consideration. Otherwise, it will be returned to the proposer for revision.
2. The BUT SB shall recommend to the Rector either to appoint the candidate as Visiting Professor or to terminate the appointment process.
3. After considering the BUT SB's opinion, the Rector shall either appoint the candidate as Visiting Professor or reject the proposal.
4. The selection process for filling the position of Visiting Professor is not subject to the Selection Procedures Rules at BUT. The Dean decides on the appointment to a Visiting Professor position established within a faculty, while the Rector decides in all other cases.

Article 8

Letter of Appointment

1. If the candidate is appointed as Visiting Professor, BUT shall issue a Letter of Appointment.
2. The Letter of Appointment is drafted in Czech or English and must contain:
 - a) Full name,
 - b) Date of birth,
 - c) Place of residence of the Visiting Professor,
 - d) The field for which they are appointed and the faculty or university institute where they will be employed,
 - e) The effective date of the appointment,

f) Duration of the Visiting Professor's engagement at BUT.

Article 9

Status of a Visiting Professor

1. A Visiting Professor holds the rights and responsibilities (status) of an academic employee at BUT. They are authorised to conduct both teaching and creative activities within the unit where they are employed.
2. Specific work conditions for the Visiting Professor are set by the respective Dean of the faculty or the Director of the university institute.
3. Employment relations for the Visiting Professor are governed by applicable employment law regulations.
4. A Visiting Professor may only be appointed for a fixed term, with the following stipulations:
 - a) The status of Visiting Professor can only be granted for the duration of their employment relationship with BUT,
 - b) If the Visiting Professor is to be reappointed, this must be done in the manner outlined in Article 7 of this Directive.

PART THREE

PROFESSOR EMERITUS

Article 10

Professor Emeritus at BUT

1. An Emeritus Professor is an honorary title awarded for an indefinite period.
2. A person may be appointed as an Emeritus Professor if they are over 65 years of age and have:
 - a) Held the title of a university Professor, and
 - b) Been employed by BUT in the position of Professor.

Article 11

Proposal for Appointment as Emeritus Professor

1. The process of appointing an Emeritus Professor begins upon submission of a proposal from the Dean or Director of a BUT institute to the Rector.
2. The proposal must be prepared in accordance with Annex No. 3. A written consent from the candidate must accompany the proposal.
3. The Dean or Director of the university institute shall attach their endorsement and the opinion of the faculty's or institute's Scientific Board to the proposal.

Article 12

Procedure for Appointment as Emeritus Professor

1. If the proposal meets all the requirements specified in Article 11, the Rector shall submit it to the BUT Scientific Board (BUT SB) for consideration. Otherwise, it will be returned to the proposer for revision.
2. The BUT SB shall recommend to the Rector either to appoint the candidate as Emeritus Professor or to terminate the appointment process.
3. After considering the BUT SB's recommendation, the Rector shall appoint the candidate as Emeritus Professor or reject the proposal.

Article 13

Letter of Appointment

1. If the candidate is appointed, BUT shall issue a Letter of Appointment.
2. The Letter of Appointment is drafted in Czech or English and must contain:
 - a) Full name,
 - b) Date of birth,
 - c) Address of residence of the Emeritus Professor,
 - d) The field for which they are appointed and the faculty or university institute where they will be active,
 - e) The effective date of the appointment.

Article 14

Status of Emeritus Professor

1. An Emeritus Professor is not an academic employee. However, they are entitled to conduct teaching and creative activities within the unit where they are active.
2. Specific work conditions for the Emeritus Professor are set by the respective Dean of the faculty or the Director of the university institute.
3. An Emeritus Professor may participate in educational, creative, or advisory activities at BUT to an agreed extent on the basis of one of the agreements on work performed outside the employment relationship or even without an employment relationship. BUT shall provide appropriate conditions and allow access to university facilities to the agreed extent for these activities.

PART FOUR

COMMON, TRANSITIONAL, AND FINAL PROVISIONS

Article 15

Recording

1. Records of Extraordinary, Visiting, and Emeritus Professors at BUT are maintained by the Creative Development Office of the BUT Rector's Office.

Article 16

Transitional Provisions

For Emeritus Professors appointed prior to the effective date of this Directive, the specified duration of appointment is hereby rescinded. Accordingly, Emeritus Professors appointed before the effective date of this directive are appointed for life.

Article 17

Final Provisions

1. Directive No. 9/2023 Rules for Establishing and Filling the Position of Extraordinary Professor at BUT is hereby repealed.
2. This internal ordinance shall take effect on the date specified in its heading.

doc. Ing. Ladislav Janíček, Ph.D., MBA, LL.M.

Rector

Annex 1: Proposal Form

**PROPOSAL FOR ESTABLISHING AND FILLING THE POSITION OF
EXTRAORDINARY PROFESSOR AT BRNO UNIVERSITY OF TECHNOLOGY**

Submitted by:

Faculty / university institute:

Candidate:

Name, surname, titles:

Date of birth:

Address of permanent residence:

Gender:

Nationality:

Duration of appointment as Extraordinary Professor:

Faculty or university institute where the position of Extraordinary Professor is to be established and filled:

Field of study:

Justification for submission of the proposal:

The vote of the Scientific Board of the *faculty / university institute (specify faculty/institute name)* took place on

Total number of members:

Present members:

Number of affirmative votes:

Negative votes:

Invalid votes:

Brno, dated

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Dean of Faculty / Director of University Institute

Mandatory Annexes:

1. Record of the Scientific/Artistic Board's meeting where the proposal to establish the position of Extraordinary Professor was approved,
2. A structured CV,
3. Proof of highest educational attainment and corresponding academic title,
4. Documentation of scientific ranks or other professional qualifications equivalent to the position of Associate Professor or Professor abroad, or evidence of at least 20 years of professional experience in the relevant field of study,
5. Overview of the candidate's academic and teaching activities,
6. List of scientific, professional, or artistic works,
7. Statement of intent for the candidate's future activities.

Annex 2: Proposal Form for Appointment as Visiting Professor

PROPOSAL FOR APPOINTMENT AS VISITING PROFESSOR

Submitted by:

University: Brno University of Technology

Faculty / University Institute:

Candidate:

Name, surname, titles:

Date of birth:

Address of permanent residence:

Gender:

Nationality:

Email:

Field of Study:

Period of anticipated service at BUT:

Submitted by:

Proposer's Statement:

The vote of the Scientific Board of the *faculty / university institute (specify faculty/institute name)* took place on

Total number of members:

Present members:

Number of affirmative votes:

Negative votes:

Invalid votes:

Abstentions:

The Scientific Board of the *faculty / university institute (specify name of faculty/institute)* agrees with the proposal to appoint name incl. degrees as Visiting Professor.

Brno, dated

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Dean of Faculty / Director of University Institute

Mandatory Annexes:

1. Candidate's CV,
2. Proof of university-level education and corresponding academic title,
3. Documentation of academic-scientific titles or scientific ranks or documentation equivalent to the level of habilitated staff,
4. Overview of professional and teaching activities with relevant supporting documentation,
5. List of scientific, professional, or artistic works, textbooks, teaching materials, or artistic works or proof of artistic accomplishments,
6. Evidence of successfully completed research projects or discoveries and notable inventions and projects,
7. Results in the training of scientific or artistic staff.

Annex 3: Proposal Form for Appointment as Emeritus Professor

PROPOSAL FOR APPOINTMENT AS EMERITUS PROFESSOR

Submitted by:

Faculty / university institute:

Candidate:

Name, surname, titles:

Date of birth:

Address of permanent residence:

Gender:

Nationality:

Email:

Field of Study:

Submitted by:

The vote of the Scientific Board of the *faculty / university institute (specify faculty/institute name)* took place on

Total number of members:

Present members:

Number of affirmative votes:

Negative votes:

Invalid votes:

Abstentions:

The Scientific Board of the *faculty / university institute (specify faculty/institute name)* agrees with the proposal to appoint the name incl. degrees as Emeritus Professor.

Justification for Proposal:

Definition of rights and obligations of the Emeritus Professor and terms of their activities at the faculty:

Brno, dated

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Dean of Faculty / Director of University Institute

Mandatory Annex: Written consent of the candidate