

## **BRNO UNIVERSITY OF TECHNOLOGY**

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# **GUIDELINE No. 15/2024 BUT CAREER RULES**

## **PREAMBLE**

The Career Rules of the Brno University of Technology (hereinafter referred to as the “Career Rules”), in accordance with the BUT Strategic Plan, BUT Personnel Strategy, BUT Code of Conduct and other standards and documents referred to in Article 2, regulate the position of employees, focus on supporting their career development with the aim of continuously improving the quality of educational, creative and other related activities and creating a stable, fair and transparent environment for all employees.

The principle on which these Career Rules are based is the consistent application of the principle of equal opportunities, the removal of all obstacles that limit equal opportunities, and the creation of conditions supporting a balance between personal and professional life. We strive to eliminate all forms of discrimination, based on any reason, but primarily on the basis of race, ethnic origin, nationality, ideology, religion, worldview, age, gender, sexual orientation, physical or sensory disability, language, social origin, family status or property.

## **PART ONE General Provisions**

### **Article 1 Introductory Provisions**

- (1) The Career Rules establish the principles of career development for all employees at the Brno University of Technology.
- (2) The Career Rules specify the general conditions and motivational elements of career development, regulate the basic conditions for filling job positions of academic and scientific-research staff and the evaluation of all employees at BUT.
- (3) Persons authorized to act on behalf of BUT in labor relations are the deans of faculties/directors of BUT units and other persons authorized to do so pursuant to the Higher Education Act and the BUT Statute.
- (4) For the purposes of the Career Rules, the generic masculine is used to designate persons regardless of their gender. In the text of the Career Rules, gender is not relevant to the content of the message; only professional classification is decisive.

## **Article 2**

### **Related standards**

- (1) The Career Rules are based in particular on the following generally binding legal regulations, internal regulations of BUT, internal standards of BUT and important documents of BUT:
- a) Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act)
  - b) Act No. 262/2006 Coll., the Labour Code
  - c) Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education
  - d) Collective Bargaining Agreement
  - e) Statute of BUT
  - f) Strategic plan of BUT
  - g) Selection Procedures Rules at BUT
  - h) BUT Wage rules
  - i) Rules of Programmes Implemented at BUT
  - j) Study and Examination Rules of BUT
  - k) BUT Rules of Habilitation Procedure and Procedure to Attain Professorship
  - l) Guideline No. 9/2024 - Extraordinary, Visiting and Emeritus Professors
  - m) University-wide internal standard for the admission procedure for filling job positions.
- (2) These Career Rules follow the HRS4R human resources management strategy, resulting from the Council Recommendation of 18 December 2023 on a European framework for attracting and retaining research, innovation and entrepreneurial talent in Europe, which includes the European Charter for Researchers.

## **Article 3**

### **Objectives of the Career Rules**

The objective of the Career Rules is:

- a) to create a transparent and predictable environment for the career development of current and future employees at BUT in accordance with international standards and generally binding legal regulations of the Czech Republic;
- b) to set clear and understandable conditions for career advancement and career change within the career paths of academic and scientific-research staff at BUT;
- c) to ensure the continuous improvement of the quality of pedagogical and creative activities at BUT through high-quality academic and scientific research staff in order to increase international competitiveness;
- d) to establish basic principles enabling the reconciliation of work and personal life;
- e) to establish principles for the evaluation of BUT employees in connection with career planning.

## **PART TWO**

### **Career development, career paths, career advancement and change, job positions**

#### **Article 4**

##### **Career development of employees at BUT**

- (1) Career development is determined by a set of activities that expand and deepen the knowledge, skills and abilities of employees so that they can effectively perform work tasks, contribute to the fulfillment of goals and development of BUT. These activities are usually focused on professional training, acquiring new knowledge, skills, work abilities and responsibilities, on self-assessment, or on career advancement.
- (2) Career development of academic staff is connected with the continuous improvement of the quality of educational and creative activities, is directed towards achieving a higher level of education, professional qualifications and the implementation of high-quality results of creative activities, and ultimately towards achieving a higher academic title.
- (3) Career development of scientific and researcher staff is associated with professional growth aimed at improving and developing creative activity, achieving quality outputs, developing the field of research and systematically increasing the worker's competencies.
- (4) Career development of technical and economic staff (hereinafter also referred to as "THP") is associated primarily with continuous education, deepening of qualifications and development of competencies required for the current job position with the aim of developing work performance so that the worker achieves high-quality work performance in the long term and further contributes to the development of the entrusted agenda.
- (5) Career development of blue-collar staff (hereinafter also referred to as "DP") is determined primarily by acquiring new work experience and an effort to maintain and develop the level of competencies key to the position held.
- (6) To manage career development, the employee, in cooperation with his/her direct superior, draws up an individual career development plan, which is regularly evaluated and updated, usually in connection with the employee's evaluation.

#### **Article 5**

##### **Career paths, career path changes and career growth**

- (1) The following basic career paths are distinguished at BUT: academic, scientific-research, technical-economic and blue-collar. A more detailed breakdown of career paths is provided in Annex No. 1 – Job positions at BUT and their classification into basic career paths, which is an integral part of the Career Rules.
- (2) A career change represents a horizontal transfer to a job position within another career path, when the nature of the work also changes.
- (3) Career advancement represents a vertical transfer to a higher job position within the current career path. Career advancement is not a claim. A change in an employee's job classification to a higher job position is conditional on the availability of such a job position, which depends on the current operational needs and financial capabilities of the workplace.
- (4) Possible career paths and transitions between job positions in academic and scientific-research career paths are listed in Annex No. 2 - Scheme of career paths and career changes between job positions in academic and scientific-research career paths, which is an integral part of the Career Rules. The graphic scheme shows typical career paths and changes between job positions, not an exhaustive list of all variants of career paths and changes between job positions.

## **Article 6**

### **Filling job positions**

- (1) Filling job positions is governed by the Selection Procedure Rules at BUT and the university-wide internal standard for the admission procedure for filling job positions.
- (2) BUT applies international selection procedures for the purpose of bringing in experts from abroad, especially for job positions of academic staff, scientific-research staff, including the position of a postdoctoral fellow.
- (3) In accordance with the European legal framework, for the purposes of these Career Rules, all staff performing research activities are classified in profiles R1, R2, R3 or R4\*.

## **Article 7**

### **Managerial staff**

- (1) Positions of managerial staff are filled on the basis of an open selection procedure in accordance with the Selection Procedures Rules at BUT.
- (2) The term of office of managerial staff who are responsible for the personnel, economic and professional management of institutes and workplaces at the level of institutes in faculties and units in accordance with the BUT Strategic Plan and the BUT Faculty/Unit Strategic Plan is limited in time by an internal regulation or internal standard of the BUT Faculty/Unit.
- (3) The term of office of managerial staff pursuant to paragraph 2 may be linked to the term of office of the Dean of the Faculty/Director of the BUT Unit by an internal regulation or internal standard of the BUT Faculty/Unit. The selection procedure for managerial staff pursuant to paragraph 2 is usually carried out even in the case of a repeat term of office.
- (4) All managers are guided by the principle of equal treatment, ensure regular evaluation of subordinate employees, manage their career development, qualification growth and are responsible for setting a career development plan, with a view to ensuring continuity in the workplace.

## **Article 8**

### **Job categories**

- (1) Descriptions of typical job duties of individual job positions, qualification requirements and classification into wage classes are provided in the BUT Wage Rules. Individual requirements for the activities of a specific employee and specifications of the job duties are set out in the employment contract and job description, or in the individual career development plan or in the conclusion of the employee's evaluation.
- (2) The Career Rules distinguish between the following types of job positions:
  - a) Academic job positions:
    - Lecturer
    - Pedagogical and research job positions
    - Scientific and research job positions
  - b) Scientific and research job positions (non-academic):
    - Scientific and research job positions
    - Postdoctoral student

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\* Examples of jobs for researchers across sectors within the R1-R4 profiles are given in Annex 1 of the Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talent in Europe.

c) Technical and economic job positions

d) Blue-collar job positions

(3) The Career Rules distinguish the following academic positions of Lecturer:

**a) Lecturer I**

A prerequisite for being appointed to the position of Lecturer I is a master's degree or its equivalent abroad. Lecturer I mainly performs pedagogical activities, prepares and leads exercises, performs other activities related to teaching, and participates in other creative activities. The first employment contract is usually concluded for a fixed term (max. 3 years) with the possibility of subsequently extending it up to two times (each extension is possible again for a maximum of 3 years), following the employee's evaluation. Based on the recommendation of the head of the workplace, the contract may be extended for an indefinite period. After 8 years of professional experience or after successful completion of doctoral studies, the employee may advance to the position of Lecturer II.

**b) Lecturer II**

The required qualification is a doctoral degree or its equivalent abroad or professional experience of at least 8 years. Lecturer II is primarily engaged in pedagogical activities, prepares and leads exercises, gives selected lectures and also participates in other creative activities. The first employment contract is usually concluded for a fixed term (max. 3 years) with the possibility of subsequently extending it up to two times (each extension is possible again for a maximum of 3 years), following the employee's evaluation. Based on the recommendation of the head of the workplace, the contract may be extended for an indefinite period. Career advancement is not expected for Lecturer II.

(4) The Career Rules distinguish the following academic pedagogical and research positions:

**a) Assistant (R1)**

The required qualification is a master's degree or its equivalent abroad. The assistant is engaged in pedagogical and creative activities. The first employment contract is usually concluded for a fixed term (max. 3 years) with the possibility of subsequently extending it up to two times (each extension is possible again for a maximum of 3 years), following the employee's evaluation. The recommended maximum period of employment in this job position is 8 years. This period should be sufficient to complete the doctoral study. After successful completion of the doctoral study, promotion to the position of Assistant Professor is expected.

**b) Assistant Professor (R2\*)**

The required qualification is a doctoral degree or its equivalent abroad. An assistant professor is engaged in pedagogical and creative activities. The first employment contract is usually concluded for a fixed term (max. 3 years) with the possibility of subsequently extending it up to two times (each extension is possible again for a maximum of 3 years), following the employee's evaluation. The recommended maximum period of employment in this job position is 9 years. This period should be sufficient to prepare for and meet the conditions of the habilitation procedure. An assistant professor who had no objective obstacles in his/her work, but still did not meet the requirements for habilitation, may remain in this position for a longer period based on the recommendation of the head of the workplace, if the needs of the faculty/unit of BUT require it. The supervisor determines the date within the evaluation by which career advancement associated with the completion of the habilitation procedure is expected. If further career advancement is not expected for the employee, the supervisor will justify this in the evaluation. For an employee who successfully completes the habilitation procedure, it is recommended to conclude an employment contract for an indefinite period and advance to the position of Associate Professor.

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\* Here is the minimum level of inclusion in the research profile. A staff member may be placed in a higher Research profile according to his/her actual activity and level of expertise and experience.

### **c) Associate Professor (R3\*)**

The required qualification is a successfully completed habilitation procedure. An associate professor provides teaching in lectures and seminars, is a guarantor of study programs and a supervisor in doctoral study programs, leads research scientific tasks and research teams, and prepares to meet the conditions for appointment as a professor. The employment contract of associate professors is usually concluded for an indefinite period. After successfully completing the appointment procedure, he/she may be promoted to the position of professor.

### **d) Professor (R4)**

The required qualification is appointment as a professor. A professor provides teaching mainly in lectures, is a guarantor of study programs and a supervisor in doctoral study programs, solves important research scientific tasks and leads research teams, creates conditions for the development of the relevant scientific or artistic field. The employment contract of professors is usually concluded for an indefinite period.

### **e) Extraordinary professor, visiting professor**

The working positions of an adjunct professor and visiting professor are regulated in the BUT Wage Rules. More detailed conditions for the establishment and filling of the working positions of an adjunct professor and visiting professor are set out in an internal standard with university-wide scope.

(5) The Career Rules distinguish the following academic scientific and research job positions:

#### **a) Academic Research Assistant (R1)**

The required qualification is a master's degree or its equivalent abroad. An academic research assistant independently solves complex professional tasks in scientific and artistic activities, conducts bachelor's and diploma theses, and prepares to complete a doctoral degree. The first employment contract is usually concluded for a fixed term (max. 3 years) with the possibility of subsequently extending it up to two times (each extension is possible again for a maximum of 3 years), following the employee's evaluation. After successfully completing the doctoral studies, he or she may advance to the position of Academic Scientific and Researcher I or Research Assistant.

#### **b) Academic Scientific and Researcher I (R2\*)**

The required qualification is a doctoral degree or its equivalent abroad. Academic Researcher I independently and creatively solves complex professional tasks in scientific and artistic activities, conducts bachelor's and master's theses, and prepares to complete the habilitation procedure. The first employment contract is usually concluded for a fixed term (max. 3 years) with the possibility of subsequently extending it up to two times (each extension is possible again for a maximum of 3 years), following the employee's evaluation. After successfully completing the habilitation procedure, he/she can advance to the position of Academic Researcher II or Associate Professor with an employment contract for an indefinite period.

#### **c) Academic Researcher II (R3\*)**

The required qualification is a successfully completed habilitation procedure. Academic Researcher II independently and creatively solves complex professional tasks in scientific and artistic activities, is a supervisor in doctoral study programs, and is preparing to meet the conditions of the appointment procedure for appointment as a professor. The employment contract is usually concluded for an indefinite period. After successfully completing the appointment procedure, he/she may be promoted to the position of Academic Researcher III or Professor with an employment contract for an indefinite period.

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\* Here is the minimum level of inclusion in the research profile. A staff member may be placed in a higher Research profile according to his/her actual activity and level of expertise and experience.

#### **d) Academic Researcher III (R4)**

The required qualification is appointment as a professor. An Academic Researcher III solves the most demanding professional tasks in scientific and artistic activities independently and creatively, is a supervisor in doctoral study programs, solves important research scientific tasks and leads research teams, creates conditions for the development of the relevant scientific or artistic field. The employment contract is usually concluded for an indefinite period.

- (6) The Career Rules distinguish between non-academic scientific and research positions. Employees in these positions are usually hired to solve scientific, research and development projects. Work the contract is usually concluded with them for a fixed period of time in connection with the needs of the workplace and the duration of the project (max. 3 years) with the possibility of subsequently extending it up to two times (each extension of the fixed-term contract is possible again for a maximum of 3 years). If necessary due to the special nature of the work (project work), the duration of the employment relationship can be agreed to a maximum of 5 years and the duration of the employment contract can be extended several times (details are provided in Section 39 (4) of the Labor Code and the Collective Bargaining Agreement). For the position of **Research Specialist I (R1)**, a minimum of complete secondary education completed by a school-leaving examination is required. For the position of **Research Specialist II (R1)**, a master's degree is required. For the position of **Researcher I (R2)**, **Researcher II (R3)** and **Researcher III (R4)**, a doctoral degree or its equivalent abroad is required.

- (7) The Career Rules include another non-academic scientific and research position Postdoctoral Fellow:

#### **Postdoctoral Fellow (R2)**

To perform the position of postdoctoral fellow, a doctoral degree completed no more than 8 years ago (hereinafter referred to as the "Maximum Period") is required:

- at another institution (preferably abroad);
- at BUT, if after completing the doctoral studies, the employee has performed professional practice in an employment relationship similar to a Czech employment relationship with another employer for at least 12 months in the field relevant for the postdoctoral position at BUT;
- at BUT, if the employee has completed a professional stay of at least 12 months at another institution (preferably abroad), of which at least 6 months were continuous.

A postdoctoral fellow is engaged in creative activities and is always accepted to solve a research project that has a defined research task, a set goal, a schedule and means to achieve it from internal or external sources. The employment contract is concluded for a fixed term in connection with the needs of the project and its duration, with the possibility of extending it several times, following the evaluation of the employee. The recommended period of employment in this job position is 1 to 3 years. After the Maximum period has expired, the employee ceases to be a postdoctoral fellow; when concluding an employment contract for a postdoctoral position, an automatic change in the type of work will be agreed upon at the time of the expiration of the Maximum period to another non-academic position, for example, Researcher I, Researcher II or Researcher III.

The duration of important personal obstacles to work according to Section 191 of the Labor Code is not included in the Maximum period.

- (8) The Career Rules also include **technical and economic job positions and blue-collar job positions**. Employees in these positions (THP and DP) are of irreplaceable importance for the functioning of BUT, as they create a high-quality working environment and conditions for students and other employees. The list of job positions, qualification requirements, typical job descriptions and classification into THP and DP wage classes are given in Annex No. 1 to the BUT Wage Rules. THP and DP usually perform narrowly specialized work and their career development opportunities are thus associated, for example, with achieving higher expertise, higher education with possible reclassification to a higher wage classes, transfer to another job position, or obtaining a managerial position. Career progression and transitions between THP and DP job positions within and across these two career paths do not require a selection procedure, with the exception of managerial positions, the filling of which is regulated in Article 7 of the

Career Rules. The first employment contract with THP and DP is usually concluded for a fixed term (max. 3 years) or for an indefinite period with a probationary period to the maximum extent permitted by applicable law.

### **PART THREE**

#### **Career Development Tools and Employee Support**

#### **Article 9**

##### **Career Development Tools**

- (1) BUT offers a number of tools to manage employee career development, which can be used to ensure continuous professional growth and to deepen employee qualifications.
- (2) With regard to specific job positions, the following career development tools can be used, for example:
  - systematic internal and external training in the areas of:
    - knowledge of foreign languages (especially English) to achieve the level required for the job position
    - pedagogical competencies (not only for beginning) academic staff
    - presentation, communication and organizational skills and information technology
    - team leadership, organization, management and administration of research and research projects for beginning researchers and beginning managers
    - leadership, strategic management, quality assessment, financial and legal aspects of the activities of workplaces for supporting managers
  - support for participation in national and international conferences and professional events at national and international levels;
  - support for the foreign mobility of academic and scientific-researcher;
  - provision of sabbatical leave;
  - support for participation in foreign professional internships, "job-shadowing" and other activities of a similar type;
  - adjustment of working conditions upon return from long-term absence (e.g. parental leave, long-term incapacity for work, care for a loved one);
  - adjustment of working conditions due to objective external limitations of the employee (his health condition, care for a loved one etc.);
  - adjustment of time limits for recognized parenthood;
  - adjustment of working conditions of employees with preschool children with the aim of reconciling work and family life;
  - remote work (home office);
  - mentoring of new employees.

#### **Article 10**

##### **Sabbatical leave**

- (1) Pursuant to Section 76 of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), an academic employee shall be granted a sabbatical leave of six months once every seven years at his or her request, unless serious circumstances relating to the fulfilment of BUT's educational tasks, including the operation of the workplace, prevent this.
- (2) The dean of the faculty/director of the BUT unit shall decide on the granting of sabbatical leave within the scope of his or her competence, based on the opinion of the head of the workplace of the applicant



for the granting of sabbatical leave.

- (3) Sabbatical leave of six months may be granted either as a whole or in two parts of three months each.
- (4) Sabbatical leave is granted primarily for the preparation of qualification or scientific papers. It may be implemented in the Czech Republic or abroad. The purpose of sabbatical leave is to release an academic staff from teaching duties for a certain period of time and to enable him/her to fully devote himself/herself to creative work.
- (5) An academic staff's application for sabbatical leave shall include a list of creative activity goals to be achieved by the academic staff during the sabbatical leave.
- (6) For the purposes of employment law, social security and health insurance, the duration of sabbatical leave shall be considered work for which the academic staff is entitled to a tariff component of wages and, where applicable, a special reward for the fulfillment of agreed creative activity outputs.
- (7) An agreement may be drawn up on the provision of sabbatical leave, which shall include an agreed list of creative activity outputs to be submitted to BUT after the end of the sabbatical leave. This agreement may also define a special reward for the fulfillment of agreed creative activity outputs.
- (8) The BUT faculty/department may establish more detailed conditions for granting sabbatical leave by internal regulation.

## **Article 11**

### **Adaptation of new employees**

- (1) The adaptation process of a new employee is ensured by his/her direct superior.
- (2) During the adaptation period, which usually corresponds to the agreed probation period, the new employee will receive complete initial training and will receive additional support according to the specifics of his/her workplace.
- (3) The main support within the adaptation of a new employee is mentoring, which consists in the fact that a more experienced employee – the mentor – gradually transfers his/her experience and knowledge in the field to the new employee and at the same time is his/her guide in the new working environment. The process of cooperation between the mentor and the new employee, including the scope and duration, will be set by their closest common superior.
- (4) During the adaptation period, the direct superior will familiarize the new employee with the employee evaluation criteria and, before the probationary period expires, will set a career development plan for the new employee for the nearest (ongoing) evaluation period.

## **Article 12**

### **Support for work-life balance**

- (1) As a declaration of respect for the needs of its employees, BUT supports the reconciliation of their work and personal lives. Special attention is paid to the needs of employees returning after a long-term absence (e.g. maternity or parental leave, long-term incapacity for work, long-term care of a close person etc.), employees in the late phase of their careers and parents of preschool children.
- (2) BUT provides support within the meaning of this article in the form of enabling the adjustment of working conditions, in particular by using:
  - part-time jobs,
  - flexible working hours,
  - remote work (home office), etc.
- (3) BUT provides its employees with the possibility of using a children group for the purpose of caring for their preschool children.
- (4) In order to use the experience of employees in the late phase of their careers, BUT supports the gradual

reduction of workload associated, for example, with the use of part-time jobs or a change of job position; for employees holding the position of professor, their appointment as professor emeritus without the need to conclude an employment relationship.

## **PART FOUR**

### **Employee Evaluation**

#### **Article 13**

##### **Evaluation Process**

- (1) The aim of the evaluation is to obtain information about the activities and results of the evaluated employee, to communicate the results and to appreciate him, to motivate him to develop his strengths, to teach him to recognize his weaknesses and to discuss the possibilities of his further development. At the same time, the evaluation provides the evaluated employee with the opportunity to express suggestions for the development of the workplace, to receive feedback on his work performance and behavior in the workplace, and to express suggestions for further development and career growth.
- (2) Regular evaluation of all employees takes place once a year. The evaluation period is a calendar year. A shorter period may be set for the evaluation of technical-economic and blue-collar staff; the details shall be regulated by the BUT faculty/part in an internal standard.
- (3) The employee's evaluator is his direct superior. When evaluating
  - it is based on the type of work and job content of the evaluated employee,
  - it evaluates according to predetermined criteria,
  - it assesses the fulfillment of the career development plan,
  - it applies the principle of proportionality of work performance evaluation,
  - it takes into account the amount of working time and the length of the employment relationship,
  - it approaches the evaluated employee equally, openly, fairly and objectively,
  - it takes into account all other facts that could influence the results of the evaluation.
- (4) The evaluation may be postponed if the employee has not performed work for a longer period of time (usually more than 6 months) for reasons provided for by law. The evaluation does not have to be carried out for employees with whom an employment relationship has been concluded for a period of less than 1 year.
- (5) The evaluation includes an interview between the evaluated employee and his/her evaluator.
- (6) In addition to the evaluator, all other superiors have access to the employee's evaluation.

#### **Article 14**

##### **Evaluation of academic staff and scientific and research staff**

- (1) The evaluation of academic staff and scientific and research staff is carried out using the SHAP module in the BUT information system.
- (2) The evaluation shall use, in accordance with the employee's job description, the following: achievements in the field of educational activities (part A), research and development results (part B), results of artistic creative activities (part C), other creative and research activities (part D), personal development and representation of BUT (part E) and student evaluation (part F). The valid methodology for entering information into the SHAP module is published in the BUT IS in the Methods and Instructions section.
- (3) The employee shall record the monitored data for the evaluated period into SHAP by the end of the data collection date. The SHAP (part G) will also prepare a draft career development plan, in which it

will assess the degree of fulfilment of the set goals from the previous period and set plans for the next in the area of educational activities, scientific research and other creative activities, training, mobility and career growth within BUT.

- (4) The faculty/unit of BUT will set the end date for data collection by internal standard. It is recommended to set the end date for data collection between the end of February and the end of August of the calendar year following the evaluated period so that all relevant data are available for evaluation.
- (5) After the end of data collection, personal interviews of the evaluated employees with their evaluator will take place within a maximum of 6 weeks, during which an assessment of the employee's fulfilment of the career development plan and, if applicable, recommendations for adjusting the draft career development plan for the following period will be processed.
- (6) After the personal interview with the evaluator, the employee will adjust his or her career development plan within 7 days according to the proposed recommendations.
- (7) The final evaluation, which also includes the revised career development plan of the evaluated employee, will be confirmed by the evaluator within 2 weeks after the end of the personal interviews.
- (8) If the evaluated employee does not agree with the final evaluation, he/she has the right to discuss it with the evaluator's superior, within 4 weeks after the end of the personal interviews.
- (9) Evaluations for previously completed evaluation periods are available in electronic form in SHAP in the BUT information system.

#### **Article 15**

##### **Evaluation of technical-economic and blue-collar staff**

- (1) When evaluating THP and DP, these workers are divided into the categories of managerial employees, administrative and technical employees and blue-collar professions.
- (2) Setting the time schedule, criteria, method and process of evaluating THP and DP is the responsibility of individual faculties and units of BUT.
- (3) For evaluating THP and DP, it is possible to use the evaluation form, which is Annex No. 3 to the Career Rules.
- (4) The evaluated employee has access to the evaluation results and, in the event of disagreement with the evaluation results, the employee may request to discuss the evaluation with the evaluator's superior employee, within 4 weeks of notification of the evaluation result.

#### **Article 16**

##### **Use of evaluation**

The evaluation result may be the basis for:

- a recommendation to extend the employment relationship (for fixed-term employment contracts);
- recommendation for transfer to another job position (change of employment contract in agreement with the employee) or to another wage class in accordance with the BUT Wage Rules;
- refusal/awarding of remuneration;
- proposal for change of personal evaluation amount;
- proposal for change of working hours (change of employment contract in agreement with the employee);
- setting of a career development plan with possible proposal for career advancement;
- warning of unsatisfactory work results, which in case of repetition may lead to termination of employment.

**PART FIVE**  
**Common, transitional and final provisions**

**Article 17**  
**Common provisions**

- (1) The maximum periods of employment in job positions according to the Career Rules, including recommended periods, for employees whose employment relationship was established before the Career Rules came into effect, shall be calculated only from the date of the Career Rules coming into effect.
- (2) The maximum periods of employment in job positions according to the Career Rules, including recommended periods, shall be extended by the duration of important personal obstacles to work pursuant to Section 191 of the Labor Code, the duration of the position of rector, vice-rector, dean, associate dean, director of a university institute, member of the BUT Academic Senate or the Faculty Academic Senate and, where applicable, by the duration of other particularly noteworthy circumstances.
- (3) The provisions of paragraphs 1 and 2 of this article shall not apply to the job position of a postdoctoral fellow.
- (4) The provisions of the Career Rules and legal actions pursuant to the Career Rules may not affect the mandatory provisions of legal regulations, in particular the Higher Education Act and the Labour Code, and the provisions of the collective agreement.

**Article 18**  
**Transitional provisions**

Article 8, paragraph 3, letters a) and b) and Article 8, paragraph 7 of the Career Rules shall enter into force on the date of entry into force of the amendment to the BUT Wage Rules, the subject of which will be the changes pursuant to the Career Rules. Until then, the positions specified in Article 8, paragraph 3, letters a) and b) and Article 8, paragraph 7 of the Career Rules (the positions of Lecturer I, Lecturer II and postdoctoral fellow) shall proceed in accordance with the current internal regulations and standards of BUT.

**Article 19**  
**Final provisions**

- (1) The Career Rules shall contain the following annexes:
  - Annex No. 1 - Job positions at BUT and their classification into basic career paths
  - Annex No. 2 - Scheme of career progression and career changes between job positions in academic and scientific-research career paths
  - Annex No. 3 - Record of employee and manager evaluation, which is only informative and recommendatory in nature
- (2) The Career Rules shall enter into force on the date specified in its title, except for articles that, according to transitional provisions, enter into force later.
- (3) As of the date of entry into force, the Career Rules shall repeal and fully replace Guideline No. 1/2021 - Evaluation of academic staff and scientific, research and development staff and Directive No. 9/2017 - Rules for granting sabbatical leave.

Assoc. Prof. Ing. Ladislav Janíček, Ph.D., MBA, LL. M.  
Rector