

Rector's Directive No. 56/2021

Title:	Catalogues of Jobs and Work Positions for Employees of Charles University
To implement:	Article 4 (3) of the Internal Wages Regulation of Charles University
Lead Office:	Human Resources Department
Effective date:	1 January 2022

Catalogues of Jobs and Work Positions for Employees of Charles University

Article 1

The catalogue of work positions for employees performing pedagogical and creative activities and the catalogue of jobs for economic and administrative, technical, and professional staff, manual workers, service employees, and business-operational employees ("other employees") are hereby stipulated in order to implement Article 4 (3) of the Internal Wages Regulation as follows:

Catalogue of work positions for employees performing pedagogical and creative activities

Position Pay Band	Required qualifications:	Standard Job Description:
Assistant AP1	<ul style="list-style-type: none"> • Minimum level of education: Master's degree (or a comparable level of education abroad) • Recommended years of practical experience: 0 years • Language skills*: English (active knowledge) 	<ul style="list-style-type: none"> • Creative activities: Involvement in the performance of individual research or development tasks, or involvement in publishing activities for pedagogical purposes. Research of literature and annotation of scholarly or scientific publications. • Pedagogical activities: Assessment of study, teaching practical classes, and other basic forms of instruction including lifelong learning programmes; involvement in other forms of pedagogical activities.
Assistant Professor AP2	<ul style="list-style-type: none"> • Minimum level of education: Master's degree and a Ph.D., Th.D., or CSc. degree or associate or full professorship (or a comparable level of education abroad) • Recommended years of practical experience: 0-4 years • Language skills*: English (advanced level) or another foreign language (advanced level) and English (active knowledge) 	<ul style="list-style-type: none"> • Creative activities: Independent performance of complex research or development tasks, and publication of the results thereof in peer-reviewed journals, scientific monographs, and peer-reviewed conference proceedings. Involvement in the organisation of research or pedagogical activities. • Pedagogical activities: Participation in teaching lectures and carrying out other forms of pedagogical activities in the bachelor's or master's programmes of study, as well as in lifelong learning programmes.

		Assessment of study, including performing the role of an advisor, consultant, or reviewer of diploma or bachelor's theses unless the employee works at a Faculty or other unit where such theses are not defended given the accredited programmes of study.
Associate Professor AP3	<ul style="list-style-type: none"> • Minimum level of education: Master's degree unless the employee has been appointed associate or full professor in an artistic field • Academic degree: Associate or full professorship/appointment as extraordinary professor (or a comparable level of education abroad) • Recommended years of practical experience: 6 years • Language skills*: English (advanced level) or another foreign language (advanced level) and English (active knowledge) • International experience**: Required 	<ul style="list-style-type: none"> • Creative activities: Performance of tasks in basic and applied research or development or artistic activities of major significance for the respective academic or artistic field, and the publication of the results thereof in peer-reviewed journals, scholarly monographs, and conference proceedings. Management or coordination of complex research projects or relatively separate parts of such projects at least on the national level. • Pedagogical activities: Creative application of the results of scientific and research activities or artistic activities in pedagogical activities, in particular the supervision of students in doctoral or master's programmes of study; teaching lectures and seminars, in particular in master's and doctoral programmes of study; performing the role of an advisor or reviewer of diploma theses and dissertations. Working on boards for the state doctoral examination and boards for the defences of dissertations, acting as a member of boards for the state final examination or the state rigorosum examination. Reviewing dissertations and habilitation dissertations or reviewing activities within the habilitation procedure. • Other activities: Reviewing activities on the national level within the assessment of projects in the respective field of study
Full Professor AP4	<ul style="list-style-type: none"> • Minimum level of education: Master's degree unless the employee has been appointed full professor in an artistic field • Academic degree: Full professorship/appointment as extraordinary professor (or a comparable education abroad) • Recommended years of practical experience: 10 years • Language skills*: English (advanced level) or another foreign language (advanced level) and English (active knowledge) 	<ul style="list-style-type: none"> • Creative activities: Performance of tasks in basic and applied research or development or artistic activities crucial for the development of the respective academic or artistic field, and the publication of their results in peer-reviewed journals, scholarly monographs, or conference proceedings recognised on the international level. Management or creative coordination of the most complex international or significant national research projects.

	<ul style="list-style-type: none"> • International experience**: Required 	<ul style="list-style-type: none"> • Pedagogical activities: Creative application of the results of scientific and research activities in pedagogical activities, in particular the supervision of students in doctoral programmes of study; teaching specialised lectures, seminars, or other forms of instruction in doctoral or master's programmes of study. Working on boards for the state doctoral examination and boards for the defences of dissertations, acting as a member of boards for the state final examination or the state rigorosum examination. Reviewing dissertations and habilitation dissertations or reviewing activities within the habilitation procedure or the full professorship appointment procedure. • Other activities: Acting as the guarantor of a programme of study or member of the subject area board of a doctoral programme of study. Expert activities on the national or international levels; reviewing activities within the assessment of significant projects in the respective field of study.
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Position Pay Band	Required Qualifications:	Standard Job Description:
Researcher VP1	<ul style="list-style-type: none"> • Minimum level of education: Master's degree (or a comparable level of education abroad) • Recommended years of practical experience: 0 years • Language skills*: English (active knowledge) 	<ul style="list-style-type: none"> • Performance of individual scientific, research, development, or artistic tasks in the respective field of study and the publication of the results thereof. • Work in the research team. • Research of literature and annotation of scholarly or scientific publications.
Researcher VP2	<ul style="list-style-type: none"> • Minimum level of education: Master's degree and a Ph.D., Th.D., or CSc. degree or associate or full professorship (or a comparable level of education abroad) • Recommended years of practical experience: 1-5 years • Language skills*: English (advanced level) or another foreign language (advanced level) and English (active knowledge) 	<ul style="list-style-type: none"> • Independent performance of complex scientific, research, development, or artistic tasks in the respective field of study and the publication of the results thereof in peer-reviewed journals. • Work in the research team, including cooperation with foreign researchers. • Reviewing activities within the assessment of projects in the respective field of study.
Researcher VP3	<ul style="list-style-type: none"> • Minimum level of education: Master's degree, associate or full professorship/appointment as extraordinary professor (or a comparable level of education abroad) • Recommended years of practical experience: 6 years 	<ul style="list-style-type: none"> • Management or coordination of complex international research projects or relatively separate parts of such projects at least on the national level (permanent requirement). • Performance of tasks in basic and applied research or development

	<ul style="list-style-type: none"> • Language skills*: English (advanced level) or another foreign language (advanced level) and English (active knowledge) • International experience**: Required/considered an advantage 	<p>or artistic activities of major significance for the development of the respective academic or artistic field, and the publication of the results thereof in peer-reviewed journals, scholarly monographs, or conference proceedings recognised on the international level.</p> <ul style="list-style-type: none"> • Reviewing activities within the assessment of significant projects in the respective field of study.
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Position Pay Band	Required Qualifications:	Standard Job Description:
Lecturer L1	<ul style="list-style-type: none"> • Minimum level of education: Master's or bachelor's degree (or comparable level of education abroad) • Recommended years of practical experience: 0 years • Language skills*: English (active knowledge) 	<ul style="list-style-type: none"> • Carrying out subsidiary forms of pedagogical activities in bachelor's or master's programmes of study and in lifelong learning programmes and carrying out pedagogical activities which are not directly related to the main specialisation of the programme of study. • Assessment of study. • Lecturers placed in the L1 pay band are not considered members of the academic staff within the meaning of Section 70 of the Higher Education Act.
Lecturer L2	<ul style="list-style-type: none"> • Minimum level of education: Master's or bachelor's degree • Recommended years of practical experience: 0-5 years • Language skills*: English (advanced level) or another foreign language (advanced level) and English (active knowledge) 	<ul style="list-style-type: none"> • Teaching lectures and carrying out other forms of pedagogical activities in bachelor's or master's programmes of study, as well as in lifelong learning programmes. • Assessment of study, including performing the role of an advisor, consultant, or reviewer of bachelor's and diploma theses unless the employee works at a Faculty or other unit where such theses are not defended given the accredited programmes of study. • Publishing activities, in particular for pedagogical purposes. • Lecturers placed in the L2 pay band are considered members of academic staff within the meaning of Section 70 of the Higher Education Act.

* Language skills

The required level of language skills, that is, the criteria for advanced and active knowledge, rest within the competence of the faculties and other units of the University.

**International experience

The criteria and assessment of the individual cases in terms of international experience rest within the competence of the faculties and other units.

Catalogue of Jobs for Other Employees

A. General description

Payband 1	Performance of simple, less qualified, and repetitive work based on clearly defined instructions, with simple equipment and hand tools.
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Payband 2	Performance of routine work of an economic and administrative or operational and technical nature based on detailed instructions or defined procedures.
Payband 3	Performance of routine or simple professional work within a particular system or team. Ensuring the day-to-day running of individual operational, economic and administrative, or technical processes.
Payband 4	Performance of complex or independent professional work linked to other processes. Organising or ensuring the running of complex operational or technical processes according to general principles.
Payband 5	Performance of complex independent tasks or specialised professional work linked and related to other processes. Management, organisation, and coordination of complex processes of a technical, economic and administrative, or administrative nature, including setting procedures and resolving issues within the given process.
Payband 6	Performance of specialised professional work and individual conceptual and methodological work. Management, organisation, and control of activities within the individual specialised areas of work.
Payband 7	Comprehensive management or ensuring the running of complex and complicated specialised areas of work or units with internal and external links. Managing or ensuring conceptual and methodological work.
Payband 8	Performance of the most complex specialised conceptual work involving the independent, creative resolution of issues and the management of highly complex organisational units.

B. A more detailed description of the catalogue of jobs

A more detailed description of the catalogue of jobs in the individual pay bands 1 to 8 in accordance with the general description in Part A is provided in the form of a Rector's directive. The intent to publish the present Directive is discussed in advance with the employer's trade union organisations.

The employee's basic wage must not be decreased when they are newly placed in a pay band. The amount of the minimum/guaranteed wage must correspond to the job category assigned. Equal treatment and non-discrimination must be respected.

Required qualifications

Payband	Education
1	Primary
2	Secondary vocational education without a final examination
3	Secondary vocational education with a final examination
4	Full upper secondary education with a secondary school-leaving examination ("maturita")
5	Secondary school-leaving examination or higher professional, follow-up, or specialised post-secondary education
6	Higher professional or higher education – bachelor's or master's degree*
7	Master's degree**
8	Master's degree**

* Or an integrated part of higher studies under Act No. 172/1990 Sb., the Higher Education Act

** Or higher education under Act No. 172/1990 Sb., the Higher Education Act, or previous legal regulations

Article II.

This Directive becomes effective on 1 January 2022.

In Prague on 27 December 2021

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