



University of Finance and Administration (VŠFS)

**Methodological Instruction of the Vice-rector for Research and Development
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Process for evaluating and compensating above-standard publication activities

Article 1

Introductory Provisions

- a) Guideline No. 25_8 – *Motivation of VŠFS employees*, as amended (hereinafter “Motivation Guideline”) ranks among the direct financial forms of motivating employees in employment as well as “Support of Publication Activities rated by their direct supervisor as above-standard activity, i.e. assessed as a result exceeding the limits of the standards in relevant academic positions...” (part V, point 2, item b).
- b) The Motivation Guideline allows academic staff members to receive targeted compensation for above-standard publication activities, however these must consist of the publication outputs listed in part V, point 2, item b)
- c) This process characterizes the method of rating the publication activities of academic staff by the heads of institutes for the purpose of proposing compensation for above-standard publication activity.

Article 2

Materials for evaluating above-standard publication activity

- a) The Department of Research and Development of VŠFS prepares material twice per year entitled *Evaluation of publication activities of academic staff members of VŠFS* for the given semester of the academic year.
- b) This material summarizes the outputs of publication activity (authors, name of publication, category of output, authorial contribution to publication) of the individual academic staff members for the period of one semester. Outputs will only be taken into account for creation of this material if entered into the VŠFS Information System by 30 June for the summer semester

and by 31 December for the winter semester. The material in question will be sent to institutes as a basis for proposing compensation for above-standard publishing activities.

Article 3

Method of assessing above-standard publication activities and proposing compensation

- a) The head of institute shall receive the above material by deadlines of 15 July and 15 January such as to assess the publication activity of the academic staff of his/her department in a qualified manner.
- b) When proposing the amount of compensation for above-standard publication output, the head of institute shall follow the breakouts of funds for the individual categories of outputs stated in the Motivation Guidelines, section V, point 2, para. b).
- c) When specifying the amount of the compensation, the head of institute must take into consideration the following:
 - the relevance of the individual outputs for support of accredited study programs,
 - the difficulty level of the research associated with achieving publication outcomes,
 - the limits of publication standards in the relevant academic positions as specified by the Decision of the Rector No. 212/2016 as amended,
 - the tasks specified in the personnel sheets of the academic staff members,
 - the fact of whether the academic staff member in question has fulfilled a contractually mandated pedagogical obligation, how many final theses he/she leads, whether he/she is the member of an implementation team in an external project (Czech Science Foundation, Technology Agency of the Czech Republic, other state-funded projects, etc.)
- d) Other relevant facts may be taken into account that create an overall image of the professional activity of the academic staff member at VŠFS.
- e) The amount of the proposed compensation for the above-standard publishing activity shall be stated by the institute head in the form of a proposal in the standard form of the Department of Staff and Salaries in a separate column.
- f) The proposal for compensation shall be assigned to the head of institute by the faculty leadership. Based on the statement of the vice-dean for research and publication activities, the dean shall approve or make any necessary changes. A list of academic staff members with proposed compensation is submitted by the dean of all institutes of the relevant faculty to the vice-rector for research and development, who will review the proposal, perform any targeted modifications, and submit it via the bursars' office to the chair of the Board of directors of VŠFS for approval.

Article 4

Information on recognized compensation

a) The head of institute shall receive from the faculty leadership retroactive information on the definitive approved compensation for above-standard publishing activity in advance of their own payment deadline of half-year bonuses (after ending the winter and summer semester of the academic year).

b) The head of institute shall inform the staff of his/her institute with the proposal for compensation and the resulting compensation for above-standard publication activity.

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