

These CIIRC Promotion and Evaluation Procedures were approved by the Assembly of the Czech Institute of Informatics, Robotics, and Cybernetics of the CTU as a directive of the CIIRC on June 20th 2016; were issued by the CIIRC Director on June 21st 2016 and became effective on July 1st 2016.

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CIIRC Director

CIIRC Promotion and Evaluation Procedures

Czech Technical University in Prague - Czech Institute of Informatics, Robotics, and Cybernetics

Part I

Promotion Committee Rules of Procedure

Article 1

Basic Definition and Competences

1. Promotion Committee of CIIRC (hereafter PC) is an advisory body of CIIRC Assembly and CIIRC director. It is regulated by CIIRC Statutes, Career Rules of CIIRC and CIIRC Promotion Procedure.
2. Promotion Committee:
 - a. organises promotion hearings in which it deliberates on the fulfilment of the requirements for achieving a qualification grade of Career Rules of CIIRC,
 - b. evaluates applicants' qualifications during staff selection process,
 - c. organizes regular evaluations of CIIRC research groups in accordance with plan or on CIIRC director's request,
 - d. evaluates qualifications of candidates for CIIRC Distinguished Researcher.

Article 2

Establishment and Composition of PC

1. PC is appointed by CIIRC director after CIIRC Assembly had deliberated on the membership suggestions.
2. PC has three members, where at least two members are also members of CIIRC Assembly.
3. PC elects its chairman.
4. Members and the chairman of PC must meet the qualification criteria for a CIIRC Distinguished Researcher.
5. The term of office of a PC member is at least one year, at most three years. A PC member can be appointed repeatedly but not for two consecutive periods.

Article 3

PC Meetings

1. The attendance of all PC members is necessary.
2. Meetings of PC are not public and can be conducted per rollam.
3. Meetings of PC are announced by the chairman of PC.
4. PC makes decisions by voting. An evaluation is valid when all members agree on it.
5. When evaluating a person to be promoted or to be employed, PC proceeds as follows:
 - a members of PC familiarize themselves with the documents,
 - b members of PC discuss the documents,
 - c members of PC vote on the evaluation,
 - d the evaluated person may comment on the PC outcomes and the comment will become a part of the evaluation.
6. When evaluating a CIIRC research group, PC proceeds as follows:
 - a. research group submits a required self-evaluation document,
 - b. PC appoints an external evaluator,
 - c. the external evaluator fills in a form in which they compare the evaluated group against a reference group of similar research field and size,
 - d. PC carries out an evaluation and a recommendation based on the opinion of the external evaluator and on the other documents,

- e. the leader of the research group may comment on the outcomes of the PC deliberations and the comment will be included in the evaluation.

Article 4

Conclusions of PC Meetings

1. A conclusion of a PC meeting is as follows:
 - a. in cases of promotion of a person or a selection process
 - i. when there is consensus: evaluation whether the person meets or not the requirements of the career grade; in case of disagreement presents the conflicting views,
 - ii. justification of the evaluation(s),
 - iii. recommendation to the person;
 - b. in case of evaluating a research group
 - i. mark on the scale A, B, C, D, where A = excellent, B = very good, C = satisfactory with positive expectations, D = unsatisfactory.
 - ii. justification of the evaluation,
 - iii. recommendation to the research group leader for the forthcoming evaluation period,
 - iv. report to CIIRC Assembly and management.
2. PC conclusions are not public. They are always forwarded to CIIRC director and CIIRC Assembly for their own use and also to:
 - a. evaluated person and his/her superiors in case of promotion,
 - b. research group leader and his/her superiors in case of evaluating a research group,
 - c. CIIRC selection committee in case of selection process.
3. PC chairman keeps minutes of PC meetings.

Article 5

Additional Provisions

1. PC is provided with IT support for effective work: documents compilation and storage, discussions leading to evaluations, voting, and consolidation of the conclusions. PC has the services of a treasurer who provides administrative support.

Part II

Evaluation Rules for CIIRC Academic Staff

Article 1

General Principles of Evaluating Academic Achievement

1. CIIRC undertakes three different evaluation processes, each with a different motivation and goal:
 - a. evaluation of academic achievement of CIIRC academic staff when determining their qualification grades,
 - b. periodical evaluation of research groups output with the aim to judge progress achieved in the given period,
 - c. evaluation of the academic achievement of the candidates for the CIIRC Distinguished Researcher.
2. Fundamental principles of evaluating academic achievement:
 - a. procedure for data collection and evaluation:
 - quantitative data for evaluation (number of articles, citations, ...) are obtained from the databases,
 - evaluated staff and research groups provide further details, such as the descriptions of their best results.
 - b. philosophy of the evaluation:
 - staff being evaluated supply results in four categories described below, demonstrating high level of quality (according to the relevant qualification grade), and also meet all required quantitative criteria,
 - evaluated person or research group describe in detail their best three results across the categories and in each case explain their significance and impact,
 - regular evaluations are intended only for the output of research groups as a whole in the relevant time period.

Article 2

Four Areas of Academic Achievement in CIIRC

Academic achievement is evaluated in these four areas:

- research, learning and creative activity,
- pedagogical activity and education development,
- advisory activity and the applications of research results,
- contribution to the university and wider society.

1. Evaluation in the category "research, learning and creative activity" includes:

- articles in respected journals whose impact factor is at least equal to the median of the journals in the relevant field as given in SCI a SCI-Expanded,
- citations in the Web of Science,
- prestigious grants awarded (ERC, projects of the 7th framework programme, Horizon 2020 programme etc.). The aim is to assess the international reputation of the grant proposer and his/her demonstrated participation in the international research community.
- financial means earned via research grants,
- awards gained for research results (best article, scientific competition, etc.),
- membership in editorial boards of leading journals, chair or programme chair of prestigious conferences,
- keynote / plenary / significant / invited talks at international conferences.

2. Evaluation in the category "pedagogical activity and education development" includes:

- successful defences of PhD students' theses,
- publication successes of supervised MSc and PhD students,
- prestigious positions and similar successes of past MSc and PhD students,
- awards and medals won by supervised MSc and PhD students in quality competitions connected with their research,
- significant contribution to the raising of the quality of teaching at CTU or other university. The mere fact of having some teaching duties allocated will not be particularly valued. The evaluated person has to clearly substantiate his/her own qualitative contribution.
- invitations to deliver courses and individual lectures abroad.

3. Evaluation in the category “advisory activity and the applications of research results” includes:
 - participation in founding innovative hi-tech spin-off companies,
 - financial income gained by the means of contracts for innovative work and licenses,
 - awarded patents: EPO(European Patent Office), US or Japanese.
 - courses for companies in the subject areas of scientific expertise of CIIRC,
 - expert and consulting activities,
 - visible impact on the development of innovative products.

4. Evaluation in the category “contribution to the university and wider society” includes for example:
 - membership in scientific advisory councils and similar highly selective bodies at other universities,
 - significant engagement in international learned societies and institutes (IEEE, IFAC, SIAM, etc.),
 - organization of workshops/conferences/symposia/congresses,
 - participation in evaluating European grants,
 - negotiation and management of other significant agreements and projects,
 - other awards, prizes, recognitions,
 - significant contribution to the founding and management of research and educational infrastructures of great extent,
 - notable PR activities.

Article 3

Characteristics of the Qualification Grades and the Requirements to Be Met to Achieve a Qualification Grade

1. CIIRC Research Assistant is a doctoral student and also a CIIRC employee. The requirements for the award of this grade are:
 - a. excellent study results.

2. CIIRC Postdoctoral Researcher holds a Ph.D. degree from another university and has the ability to publish and present results. The requirements for the award of this grade are:
 - a. at least one article in a SCI / SCI Expanded journal with the impact factor no less than the median in the appropriate field according to WoS, or a paper in a conference proceedings that are comparable in quality with such journals.
 - b. H-index according WoS of at least one

- c. number of citations according to WoS (without direct and indirect self-citations) of at least one.

CIIRC Postdoctoral Researcher can be employed only on a temporary contract not exceeding three years.

3. CIIRC Junior Researcher holds a Ph.D. degree with at least one-year work experience from a recognised foreign research institution who have developed a level of independence in their chosen field of research. They try to attract and advise their own PhD students and to obtain research funding. The requirements for the award of this grade are:
 - a. at least 3 articles in SCI / SCI Expanded journals with the impact factor no less than the median in the appropriate field according to WoS; no more than one of them may be substituted by papers in conference proceedings that are comparable in quality with such journals.
 - b. number of citations according to WoS (without direct and indirect self-citations) of at least 10.

CIIRC Junior Researcher can be employed only on a temporary contract not exceeding six years. This includes the time spent as a CIIRC Postdoctoral Researcher.

4. CIIRC Senior Researcher holds a Ph.D. degree with at least one year's work experience from a recognised foreign research institution, is an author of significant research results, and has ability to supervise PhD students. They lead a research group with independent research themes, obtain funding through research grants and projects, develop an international network of collaborators, and advise their own PhD students. The requirements for the award of this grade are:
 - a. at least 5 articles in SCI / SCI Expanded journals with the impact factor no less than the median in the appropriate field according to WoS; no more than two of them may be substituted by papers in conference proceedings that are comparable in quality with such journals.
 - b. number of citations according to WoS (without direct and indirect self-citations) of at least 30,
 - c. ability to obtain funding not only for own research but also for the whole group they lead,
 - d. at least one PhD graduate.

5. CIIRC Principal Researcher is a CIIRC Senior Researcher who is additionally a leading scientific personality. The requirements for the award of this grade are:

- a. at least 10 articles in SCI / SCI Expanded journals with the WoS impact factor of no less than the median in the appropriate field; no more than three of them may be substituted by papers in conference proceedings that are comparable in quality with such journals.
- b. number of citations according to WoS (without direct and indirect self-citations) of at least 100,
- c. ability to obtain funding not only for their own research but also for the whole group they lead,
- d. at least 5 PhD graduates who develop the founded scientific school of thoughts
- e. good international reputation (for instance, organizer of sessions at a significant international scientific conference, reviewer for a reputed international journal).

Article 4

CIIRC Personalities

1. CIIRC Distinguished Researcher is a CIIRC Principal Researcher, who is additionally an internationally recognised expert, an author of seminal research results, and a founder of a scientific school of thought. The promotion requirements are as follows:
 - a. at least 10 articles in SCI / SCI Expanded journals with the WoS impact factor of no less than the median in the appropriate field,
 - b. number of citations according to WoS (without direct and indirect self-citations) of at least 100,
 - c. ability to gain funding not only for their own research but also for the whole group that they leads,
 - d. at least 5 PhD students successfully graduated and developing the founded scientific school of thought,
 - e. excellent international reputation (for instance, chairman or programme chair of a significant international scientific conference, member of an editorial board of a significant international journal, keynote lecturer at distinguished conferences)
2. CIIRC Researcher Emeritus is an honorary position to which a CIIRC Distinguished Researcher can be appointed after their retirement.

Article 5

Periodical Evaluation of the Research Groups Performance

A research group is evaluated for the relevant evaluation period by at least grade B (on the scale defined in Part I, article 4), provided:

1. it publishes, for each academic full time equivalent employee, at least one article in SCI / SCI Expanded journals with the WoS impact factor of no less than the median in the appropriate field. One European patent (EPO, European Patent Office); an US patent or Japanese patent here can substitute for one journal article.
2. it publishes, for each full time equivalent employee, at least 0.3 articles in SCI / SCI Expanded journals with the WoS impact factor of no less than the median in the appropriate field,
3. for each academic full time equivalent senior researcher or principal researcher brings to a successful thesis defence at least one PhD student and two masters students.

Summary of the quantitative thresholds

	WoS H-index	Citations in WoS without direct and indirect self-citations	Articles in SCI/SCI-Exp journals with IF \geq median IF of the field [how many of these can be a conference paper]	PhD Graduates
Research Assistant	0	0	0	0
Postdoctoral Researcher	1	1	1	0
Junior Researcher	2	10	3 [1]	0
Senior Researcher	4	30	5 [2]	1
Principal Researcher	8	100	10 [3]	5
Distinguished Researcher	8	100	10	5