

This “CIIRC Attestation Procedure” was 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, 2014; were issued by the CIIRC Director on June 25th, 2014 and became effective on July 1st, 2014.

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CIIRC Director

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CIIRC Attestation Procedure

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

Part I

Attestation Committee Procedures

Article 1

Basic Definition and Competences

1. Attestation Committee of CIIRC (hereafter AC) is an advisory body of CIIRC Council and CIIRC director. It is regulated by CIIRC Statutes, Career Rules of CIIRC and CIIRC Attestation Procedure.
2. Attestation Committee:
 - a. organises attestation hearings, in which it deliberates on the fulfilment of the conditions for attaining 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 the roles of CIIRC Personalities.

Article 2

Establishment and Composition of AC

1. AC is named by CIIRC director after CIIRC Council had deliberated on the membership suggestions.
2. AC has three members, where at least two members are also members of CIIRC Council.
3. AC elects its chairman.
4. Members and the chairman of AC must fulfil the qualification criteria for CIIRC Personalities.
5. The period of duty of an AC member is at least one year, at most three years. An AC member can be appointed repeatedly but not for two consecutive periods.

Article 3

AC Meetings

1. The attendance of all AC members is necessary.
2. Meetings of AC are not public and can be conducted per rollam.
3. Meetings of AC are announced by the chairman of AC.
4. AC makes decisions by voting. An evaluation is valid when all members agree on it.
5. When conducting qualification grade attestations and selection process, i.e. evaluating a person, AC proceeds as follows:
 - a members of AC familiarize themselves with the documents,
 - b members of AC discuss the documents,
 - c members of AC vote on the evaluation,
 - d the evaluated person may comment on the outcomes and the comment will become part of the evaluation.
6. When evaluating a CIIRC research group, AC proceeds as follows:
 - a. research group submits a required self-evaluation document,
 - b. AC appoints an external evaluator,
 - c. the external evaluator fills in a form in which he compares the group being evaluated against a reference group of similar research field and size,

- d. AC produces 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 AC deliberations and the comment will be included in the evaluation.

Article 4

Conclusions of AC Meetings

1. A conclusion of an AC meeting is:
 - a. in cases of attestation of a person or a selection process
 - i. when there is consensus: evaluation of whether the person fulfills or does not fulfill the requirements of the required career grade; when there is disagreement: 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 Council and management.
2. AC conclusions are not public. They are always forwarded to CIIRC director and CIIRC Council for their own use and also to:
 - a. evaluated person and his/her superiors in case of attestation,
 - 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. AC chairman keeps minutes of AC meetings.

Article 5

Additional Authorisations

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

Part II

Attestation 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 personality.
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,
 - staff and research groups being evaluated 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), while also fulfilling 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, scholarship 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, scholarship 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 scientific 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 address / 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 scientific research,

- significant contribution to the raising of the quality of teaching at ČVUT 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 some extent,
 - notable PR activities.

Article 3

Characteristics of the Qualification Grades and the Requirements to Be Fulfilled when Awarding a Qualification Grade

1. “Ph.D. student employed in CIIRC” is a doctoral student and also a CIIRC employee. The requirements for the award of this grade are:
 - a. excellent study results.

2. CIIRC Postdoc holds a Ph.D. title from another university and has the ability to publish. 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,
- b. WoS H-index of at least one,
- c. number of citations according to WoS (without direct and indirect self-citations) of at least one.

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

3. CIIRC Assistant Researcher holds a Ph.D. title with at least one year's work experience from a recognized foreign research institution and ability to create and publish in his/her chosen field. Is trying to attract and lead his/her own PhD students and to obtain research funding. The requirements for the award of this grade are:

- a. at least three articles in SCI / SCI Expanded journals with the impact factor no less than the median in the appropriate field according to WoS,
- b. WoS H-index of at least two,
- c. number of citations according to WoS (without direct and indirect self-citations) of at least 10.

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

4. CIIRC Researcher holds a Ph.D. title with at least one year's work experience from a recognised foreign research institution and ability to create and publish and to supervise PhD students. He/she leads a research group with independent research themes, obtains sufficient funding for his/her research activities and leads research grants and projects. Is developing an international network of collaborators, leads own PhD students. The requirements for the award of this grade are:

- a. at least five articles in SCI / SCI Expanded journals with the impact factor no less than the median in the appropriate field according to WoS,
- b. WoS H-index of at least four,
- c. number of citations according to WoS (without direct and indirect self-citations) of at least 30,
- d. ability to gain funding not only for own research but also for the whole group that he/she leads,
- e. at least one PhD student successfully completed.

5. CIIRC Senior Researcher is a CIIRC Researcher who is additionally a leading scientific personality and an author of significant research results. The requirements for the award of this grade are:
- a at least ten articles in SCI / SCI Expanded journals with the WoS impact factor of no less than the median in the appropriate field,
 - b WoS H-index of at last eight,
 - c number of citations according to WoS (without direct and indirect self-citations) of at least 100,
 - d ability to gain funding not only for own research but also for the whole group that he/she leads,
 - e at least five PhD students successfully completed,
 - f good international reputation (chairman or programme chair of a significant international scientific conference, member of an editorial board of a significant international journal, etc.).

Article 4

CIIRC Personalities

1. CIIRC Distinguished Researcher is a CIIRC Researcher, who is additionally a leading scientific personality, an author of significant research results, and a founder of a scientific school of thought. The attestation requirements are as follows:
- a at least ten articles in SCI / SCI Expanded journals with the WoS impact factor of no less than the median in the appropriate field,
 - b WoS H-index of at last eight,
 - c number of citations according to WoS (without direct and indirect self-citations) of at least 100,
 - d ability to gain funding not only for own research but also for the whole group that he/she leads,
 - e at least five PhD students successfully completed and developing the founded scientific school of thought,
 - f good international reputation (chairman or programme chair of a significant international scientific conference, member of an editorial board of a significant international journal, etc.)

2. CIIRC Researcher Emeritus is an honorary position to which a CIIRC Distinguished Researcher can be appointed after 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 researcher or senior 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	Successful PhDs
Ph.D. student employed in CIIRC	0	0	0	0
Postdoc	1	1	1	0
Assistant Researcher	2	10	3	0
Researcher	4	30	5	1
Senior Researcher	8	100	10	5
CIIRC Personality	8	100	10	5