

MINUTES OF CIIRC ASSEMBLY MEETING NO. 55

MEETING NO.: 55

DATE AND TIME: November 5th, 2020; 13:00

ROOM: online

ATTENDEES:	<p>MEMBERS OF THE CIIRC ASSEMBLY:</p> <p>T. Vyhřídál (TV) V. Kučera (VK) J. Šivic (JS) V. Hlaváč (VH) Josef Urban (JU) Robert Babuška (RB) Lenka Lhotská (LL) Mirko Navara (MN) Tomáš Pajdla (TP) Zdeněk Hanzálek (ZH)</p> <p>GUESTS: O. Velek</p>
CHAired BY	Tomáš Pajdla (TP)
RECORDED BY:	M. Horáková (MH)

AGENDA:

	DESCRIPTION	RESPONSIBLE	ACTION
1	Agenda/minutes review	Pajdla	approve
2	Director's info	O. Velek, V. Mařík	discuss
3	Best results 2015-2019 selection info	Pajdla	discuss
4	Employee evaluation system [schedule, evaluation form]	R. Babuška	info
5	Future tenure track positions	R. Babuška	discuss
6	Promotion status update	J. Urban	discuss
7	CIIRC departments - status & future	R. Babuška	discuss
8	Miscellaneous	all	discuss
9	Next meeting and assembly calendar	M. Horáková	doodle

1. Agenda/Minutes Review

- The MoM of CIIRC Assembly No. 54 and the agenda were unanimously approved.

2. Director's Info (OV)

- OV – new Internal Salary Regulation of CTU
- Rules for Granting Scholarships of CTU Akreditační řád (TP) – published 14 days ago with no references concerning Institutes. Now, the directors of the Institutes are asked to propose study programs.

3. Best results 2015-2019 selection info update (TP)

- Selection is very important for the Institute as for prestige as for the financial impact.
- Last year's selection was already evaluated, all the results submitted by CIIRC were awarded the highest marks, so the quota for the following year was increased to 8 results. This year 8 results were selected out of 26 by our promotion committee. Director should encourage the researchers to spend time on this as it is a highly important issue for CIIRC.

4. Employee evaluation system [schedule, evaluation form] (RB)

- RB suggested a schedule – Ms. Lhotská, Dr. Urban, prof. Babuška and Dr. Pajdla, Ms. Hanzalová will prepare a more detailed version of this draft.
- Timeline
 - Mid - November – form in an editable pdf published on our website possible to be downloaded.
 - The end of the year - as soon as it is approved by the Directors, instructions will be sent out and the department heads will inform their researchers (also on the reason for the evaluation)
 - At the end of Jan 2021, researchers will fill in the forms and arrange a meeting with their superiors.
 - May 2021 – The HR department will collect reports and sum them up.
- The past year is evaluated – It concerns only our research employees. Ph.D. students will be evaluated at their respective faculties.
- OV – the CIIRC administration has already been evaluated.

5. Future tenure track positions (RB)

- There are 4 TT positions at the moment.
- One or two more positions might be still opened in the next two years.
- TT/T funding procedure will be discussed by a TT/T committee to prepare it for a more detailed discussion at the next meeting.
- RB will provide colleagues with the documents (structure of TT plan already approved by the Scientific Director, Statute of Carrier committee).

6. Promotion procedure progress (JU)

- ZH and LL sent lists of promotions. V. Křemen has applied for his promotion.
- CIIRC Assembly – The promotion committee will boost the department heads to ask their researcher to apply for the promotion.

7. CIIRC departments – status and update

- Not discussed, postponed for the next meeting.

8. Miscellaneous

- Not discussed

9. Next Meeting And Assembly Calendar

Doodle dates

Responsible	Action point	Deadline
M. Horáková	<ul style="list-style-type: none"> ● Sends out documents from TP to the head departments 	asap
M. Drábková	<ul style="list-style-type: none"> ● Help with the researcher's results 	continuously
R. Babuška	<ul style="list-style-type: none"> ● Discuss TT with VM and OV in Nov, comments till the end of this week 	asap
All members	<ul style="list-style-type: none"> ● Opinions on TT positions allocation to all. TT system: https://www.ciirc.cvut.cz/wp-content/uploads/2020/10/Tenure-Track-System_CIIRC_amended-on-2.10.2020_final-version.pdf . First TT call for RICAIP: https://www.ciirc.cvut.cz/wp-content/uploads/2017/10/CIIRC-TT-Opening_final.pdf 	Next meeting
J. Urban	<ul style="list-style-type: none"> ● Will provide colleagues with the documents (structure of TT plan already approved by Scientific Director, Statute of Carrier committee) already carried out. 	Next meeting