

**Measure of the Director
of the Central European Institute of Technology of Masaryk University
No. X/2018**

Career System

(effective as of 1 April 2019)

Pursuant to Art. 4.6 of the Organisational Order of the Central European Institute of Technology of Masaryk University, I hereby issue the following measure:

Article 1

Subject Matter

- (1) This Measure regulates the principles and prerequisites of:
- a) career advancements, career development and career changes at Masaryk University (hereinafter "MU") employees working at the Central European Institute of Technology (hereinafter "CEITEC" or "Institute"), at systemized job positions;
 - b) establishment and extinction of research groups in connection with the implementation of the Institute's career system.
- (2) This Measure shall not apply to the following positions:
- a) Director of the Institute;
 - b) Deputy Director for Science;
 - c) Head of Research Centre.
- (3) This Measure follows the Chancellor's Guideline No. 2/2010 "Career Rules of Masaryk University" and extends the application of the rules stipulated in the Guideline to all employees listed in Art. 1 a) hereof and incorporates the principles set forth in the Common Rules of Human Resources Management of the CEITEC Consortium.

Article 2

Career Paths

- (1) For the purpose of implementing the career system, the following career paths are distinguished:
- a) scientific / research career path;
 - b) technical career path;
 - c) administrative career path (general, including management positions).
- (2) The categories of positions within each of the career paths in the Institute's career system and specification of minimum requirements for assigning an employee for the given position are set forth in Annex No. 1 hereof.
- (3) The positions listed in Art. 1.2 above are not included in the career system.
- (4) The career system that illustrates possible career advancement (Art. 3) and/or career change (Art. 4) is defined in the Annex No. 2 hereof.

Article 3

Career Advancement

- (1) Career advancement means a change of the employee's assignment to a higher level or similar systemized position within the given career path.
- (2) Career advancement to a higher level systemized position takes place on the basis of a tender organized in compliance with the Tender Rules of MU. The tender process is further specified in the Director's Measure No. 5/2016 "Rules of Tenders for Employee Recruitment".
- (3) Career advancement to the position of a specialized employee or specialized technical employee within the scientific/research career path or technical career path or to any position within the administrative career path can be performed by means of priority assignment to a vacated systemized position, subject to the consent of the line supervisor of the given position.
- (4) The position of a postdoc researcher cannot be filled by a person who worked at the Institute in the period of 3 years immediately preceding the tender as a PhD student or who, during the same period, completed a doctoral study program at MU, having the (main) supervisor at CEITEC MU in the same time.

Article 4

Career Change

- (1) A career change means a change of the employee's career path, either from scientific to technical, or from scientific or technical to administrative.
- (2) The transfer from scientific to technical or administrative career path, and from technical to administrative career path within the Institute is possible at any stage of the employee's career.
- (3) If an employee wishes to make a career change, he/she may request priority assignment to a vacated systemized position of a category different from his/her current career path, subject to the consent of the line supervisor of the given position.

Article 5

Career Development

- (1) Career development means personal professional and qualification growth of employees, not directly associated with a change in the employee's position.
- (2) Career development is supported mainly by means of consultations, mentoring and participation in additional education activities organized by the Institute, MU or by another institution. Participation in knowledge exchange activities is also supported (i.e., seminars, conferences, etc.), as well as internships at other institutions, and implementation of measures aimed at adjusting the conditions of work tasks' performance during the time of preparation for achieving any qualifications acknowledged by the state or otherwise certified qualifications.
- (3) Employees are entitled to consultations, personal development support, and advisory support related to their career development by their line supervisor. The Institute also supports establishment of further relations between the mentor and the mentee, both within and outside the Institute. In the case of PhD students, mentoring is also provided by the supervisor and the student ombudsman of the PhD School.

Article 6

Research Groups

- (1) A research group, as a worksite within the organizational structure of the Institute, is inseparably interconnected with the person of the Research Group Leader, who is selected in an international tender in order to create and lead the research group carrying out scientific research in the field of specialization that is determined by the Research Group Leader.
- (2) Organizational and procedural aspects of the selection process of the Research Group Leader are set forth in the Rules of Tenders at MU and in the internal regulations of the Institute.
- (3) The following types of research groups are distinguished:
 - a) Junior research groups, where the Research Group Leader is appointed to this position at the Institute for the first time during his/her career;
 - b) Senior research groups, where the Research Group Leader, prior to joining CEITEC, worked at the position of the Research Group Leader at another institution or where the research group is classified as senior on grounds of the advancement of the Research Group Leader from junior to senior position based on a recommendation resulting from an independent external evaluation.
- (4) A research group ceases to exist, based on the decision of the Director to change the organisational structure, issued in line with the Rules of Organisation of CEITEC MU:
 - a) as a consequence of departure of the Research Group Leader from the Institute (employment termination upon request of the Research Group Leader or based on mutual agreement, including retirement);
 - b) if it ceases to meet the standards of scientific excellence, as assessed by an independent external evaluation;
 - c) if it ceases to meet the requirement for the minimum size of the research group set forth in Art. 3 of the Director's Measure No. 4/2016 "Rules of Job Systemization".
- (5) A junior research group also ceases to exist, based on the decision of the Director to change the organisational structure issued in line with the Rules of Organisation of CEITEC MU, if a decision on its cancellation is made based on a recommendation resulting from an independent external evaluation, because its activities and results after 4 - 5 years of its existence do not guarantee its successful operation at the level of a senior research group. In justified cases, the independent external evaluation may also provide an additional time period of up to 2 years for eliminating any deficiencies, provided that they are capable of remedy.
- (6) If required by the economic situation of the Institute, the Director may order an independent external evaluation, aimed at determining the research groups to be cancelled (in line with the Rules of the Organisation of CEITEC MU), taking into consideration certain pre-determined criteria reflecting, in particular, the evaluation of research groups in the most recent Common Evaluation of Scientific Excellence of CEITEC, the relation of the given research group to the strategic goals and topics of the Institute, as set forth in the applicable strategic plan, the expected future prospects of the given research group, taking into consideration the general reasons of extinction of research groups pursuant to paragraph 4 above, or the operational requirements associated with satisfying the needs of individual research groups.

Article 7

Notification Obligation and Discussion of the Research Group Prospects

- (1) The Head of Research Group is obliged to notify the Director without delay of his/her intention to leave the Institute [Art. 6.4 a) above].
- (2) If the Head of Research Group is supposed to become entitled to retirement during the upcoming two years, the Director shall discuss with the Head of Research Group, his/her future prospects of the research group in view of the personal and professional intentions of the Head of Research Group. Based on such discussion, the Director may decide on transferring the research group into the mode of operation pursuant to Art. 5.2 of Measure No. 6/2016 "Internal Budget Rules", irrespective of whether another decision has already been made pursuant to the aforementioned provision of the given Measure or if any of the facts listed in Art. 6.4 a) hereof have formally occurred, if it is likely, taking into consideration the outcome of the discussion pursuant to the preceding sentence, that such fact will occur in a medium-term future.

Article 8

Common and Temporary Provisions

- (1) For the purposes of this Measure, an independent external evaluation means evaluation performed by the International Scientific Advisory Board of CEITEC or, if the mechanism of the International Scientific Advisory Board of CEITEC cannot be applied, evaluation performed by another international scientific panel composed in a similar manner and selected by the Director after discussion by the Scientific Board of the Institute.
- (2) If the decision of cancellation of a research group has been made or can be expected to be made as a consequence of any of the facts presumed by this Measure, no new employees or PhD students may be recruited to the given research group and no new applications for grants within CEITEC MU may be filed, and no future obligations may be undertaken by the given worksite (such as participation in any other projects, etc.); at the same time, further steps must be taken, as necessary, for termination of the research group's activities.

Article 9

Final Provisions

- (1) The Scientific Secretary shall be responsible for the interpretation of this Measure.
- (2) The Deputy Director for Research is appointed to supervise the observance of this Measure.
- (3) This Measure shall become valid as of the execution date hereof.
- (4) This Measure shall become effective as of 1 September 2018.

In Brno, on xx. xx. 2018

Jiří Nantl
Director of the Institute

Annexes: No. 1 – Categories of Employees at CEITEC MU
 No. 2 - Career Scheme of CEITEC MU

Annex No. 1 – Categories of Employees at CEITEC MU

Type of Career Path	Position	Job Description	Type of Employment Relationship	General Minimum Requirements for the Given Position
Scientific/Research Positions	Head of Research Centre	Pursuant to Art. 1.2 c) hereof, this Measure does not apply to this particular position.		
	Research Group Leader	<p><i>The position of the Head of Research Group is described in the Rules of Organisation of CEITEC MU (Article 9.2):</i></p> <p>a) presides the research group and is responsible for the overall management of the research group's activities in line with the strategic plan of the Institute, the concept of the research group's focus and activities approved upon its establishment, and the approved budget of the research group;</p> <p>b) prepares the draft budget of the research group;</p> <p>c) defines the criteria for tenders for the research group employees in line with the internal regulations and the personnel system management;</p> <p>d) proposes the establishment, changes and termination of employment of the employees allocated to the research group, as well as their remuneration.</p>	<p>Academic position.</p> <p>Junior: Employment agreement for a definite period of time, with evaluation after 4 - 5 years and with a possibility of extension, if allowed by the current financial situation and subject to the fulfilment of conditions imposed on the research group (<i>see Art. 6.4 and 6.5 hereof</i>).</p> <p>Senior: Employment agreement for an indefinite period of time, with evaluation after 4 years. If the conditions imposed on the research group (<i>see Art. 6.4 hereof</i>) are not fulfilled, the group shall be transferred to a restricted mode of operation.</p>	<p>Sufficient publication activity corresponding to the current stage of the employee's career and to the field of research in which the employee publishes his/her work.</p> <p>The employee should provide evidence of long-term international experience (of at least 2 years) as a postdoc intern or at a higher position. Such international experience should be demonstrated in the form of scientific outputs (publications) independent of his/her PhD mentor.</p> <p>It is expected that a candidate for the group leader position is hired outside of the Institute.</p> <p>English knowledge at least at the level of B2, according to the European Reference Framework.</p> <p>Senior Research Group Leader should provide evidence of prior long-term experience (typically of 5 years) at the position of the research group leader.</p> <p><i>Detailed conditions are specified within the scope of the announced tender.</i></p>

	<p style="text-align: center;">Staff Scientist (junior, senior, clinical)</p>	<p>A staff scientist participates in the performance of scientific, research and development activities, particularly in terms of ensuring specific parts of research projects. Also, he/she may be responsible for providing unique expertise, depending on his/her prior skills and knowledge.</p>	<p>Employment agreement concluded in a definite time period of 3 years, with a possibility of extension, subject to the current financial situation and the scientific performance of the employee.</p> <p>Typically non-academic position.</p> <p>At each stage of the scientific career, it is possible to transfer to the position of a staff scientist corresponding to the respective stage of the preceding career:</p> <ul style="list-style-type: none"> - PhD and lower degrees: junior staff scientist - Postdoc and higher positions: senior staff scientist - Employees involved in clinical research: clinical staff scientist. 	<p>Sufficient publication activity corresponding to the current stage of the employee's career and to the field of research in which the employee publishes his/her work.</p> <p>As a standard, the employee should provide evidence of an international stay.</p> <p>English knowledge at least at the level of B2, according to the European Reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the announced tender.</i></p>
	<p style="text-align: center;">Postdoc</p>	<p>Participates in the research carried out by the research team and is responsible for a specific assigned project.</p>	<p>Employment agreement concluded in a definite time period of 3 years, with a possibility of extension for, typically, 3 additional years, subject to the current financial situation (in relation to implemented projects) and the scientific performance of the employee.</p> <p>Non-academic position.</p>	<p>Sufficient publication activity corresponding to the current stage of the employee's career and to the field of research in which the employee publishes his/her work.</p> <p>PhD or similar degree.</p> <p>Max. 8 years after PhD study (maternity/parental leave is not included in this period of time).</p> <p>Postdoc internship must take place at a different institution from the one where the PhD study took place. In exceptional cases, a second/additional internship at the home institution may be carried out after the completion of the first postdoc internship.</p> <p>English knowledge at least at the level of B2, according to the European Reference Framework.</p>

				<i>Detailed conditions are specified within the scope of the announced tender.</i>
	PhD Student	<p>Performs work on the research project in which the PhD study is related.</p> <p>Actively cooperates in teaching activities (i.e., lectures, seminars, colloquia, etc.).</p>	<p>The position can be performed within the labour contract or as a part of study duties.</p> <p>The student is a member of the research group, within the scope of his/her work on the PhD project.</p> <p>In the case of a PhD student that performed the position in the employment relationship, the labour contract can be maintained or extended for a reasonable period of time if it is justified by the needs and the capabilities of the research group.</p>	<p>Student of a doctoral study program.</p> <p>English knowledge at least at the level of B2, according to the European Reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the announced tender and the rules of the study program and examination.</i></p>
Technical Positions	Head of Core Facility	<p><i>The position of the Head of Core Facility is described in the Rules of Organisation of CEITEC MU (Article 9.3).</i></p> <p>Responsible for the strategic and financial management of the given worksite.</p> <p>Creates adequate conditions for the prosperity of the worksite, actively promotes the worksite's interests, including its advertising and promotion. Takes care of career and educational development of employees (incl. PhD students).</p>	<p>Employment agreement concluded in a definite time period of 3 years, with a possibility of extension, subject to the current financial situation and the scientific performance of the employee and the overall performance of the worksite.</p> <p>Typically non-academic position.</p>	<p>PhD or similar degree.</p> <p>At least one year stay at another institution as a postdoc intern, or a similar or higher position.</p> <p>English knowledge at least at the level of B2, according to the European Reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the announced tender.</i></p>

	Specialised Technician	<p>As a member of the research team, participates in the scientific and research activities.</p>	<p>Employment agreement concluded in either an indefinite time period, or in a definite time period, in the case of positions established in connection with the implementation of a specific project. In such cases, the employment agreement is concluded in a period identical to the project implementation term.</p>	<p>At least college education (Bc., Mgr. degree).</p> <p>English knowledge at least at the level of B2, according to the European Reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the announced tender.</i></p>
	Technician, Laboratory Technician	<p>Participates in laboratory work, including routine experiments and everyday activities necessary for ensuring laboratory operation.</p>	<p>Employment agreement concluded in either an indefinite time period, or in a definite time period, in the case of positions established in connection with the implementation of a specific project. In such cases, the employment agreement is concluded in a period identical to the project implementation term.</p>	<p>At least secondary education.</p> <p>English knowledge at least at the level of B1, according to the European Reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the announced tender.</i></p>

Administrative Positions	Director, Deputy Director for Research	Pursuant to Art. 1.2 a-b) hereof, this Measure does not apply to this particular position.		
	Deputy Director for Administration, Head of the Director's Office, Head of Department, Secretary of the Institute, Scientific Secretary	See the Rules of Organisation of MU and other internal regulations of the Institute.	For a definite/indefinite time period.	<p>Good knowledge of various specified fields / areas of specialisation, and a good command of concepts and procedures.</p> <p>College education or in justified cases, secondary education with adequate practical experience.</p> <p>Previous experience in the area of team management (or preconditions for a management position).</p> <p>English knowledge depending on the type of the given position and the field of supervision at the level B1-B2 of the European reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the tender.</i></p>
	Coordinator	Using expert and multi-disciplinary knowledge and expertise, prepares and manages comprehensive projects or development programs in the Czech Republic or in areas overreaching the borders of the Czech Republic that require coordination and cooperation at the international level.	For a definite/indefinite time period (in positions associated with a particular project, the employment is concluded during the term of the project implementation).	<p>At least secondary education.</p> <p>English knowledge at least at the level of B1, according to the European Reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the tender.</i></p>

	Manager, Specialist	<p>Performs specialised activities that are procedural, operational or technical in nature that require significant expertise and experience.</p> <p>Independently supervises the entrusted area, with the aim of providing high-quality services and expertise.</p>	<p>For a definite/indefinite time period (in positions associated with a particular project, the employment is concluded during the term of the project implementation).</p>	<p>At least secondary education.</p> <p>English knowledge at least at the level of B1, according to the European Reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the tender.</i></p>
	Administrator, Economist, Accountant	<p>Independently performs specialised activities that are operational or administrative in nature.</p> <p>Analyses problems, and proposes and adopts adequate measures for their solutions.</p>	<p>For a definite/indefinite time period (in positions associated with a particular project, the employment is concluded during the term of the project implementation).</p>	<p>At least secondary education.</p> <p>English knowledge depending on the type of the given position at least at the level A2 of the European reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the tender.</i></p>
	Assistant	<p>Independently performs administrative or operational and technical activities that require practical experience. Provides specialised and administrative support to the assigned worksites.</p>	<p>For a definite/indefinite time period (in positions associated with a particular project, the employment is concluded during the term of the project implementation).</p>	<p>At least secondary education.</p> <p>English knowledge depending on the type of the given position at least at the level A2 of the European reference Framework.</p> <p><i>Detailed conditions are specified within the scope of the tender.</i></p>

Annex No. 2 - Career Scheme of CEITEC MU

