

Measures of the Faculty of Law of Masaryk University No. 7/2020

**Rules for Determination of Performance Rewards for
Academic Staff of the Faculty of Law of Masaryk University**

(as amended with effect from 7 February 2023)

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Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I am issuing this measure (hereinafter referred to as the "Measure"):

I.
General provisions

(1) Taking into account the fulfilment of interim economic indicators of the economic centre, funds may be made available during the relevant calendar year for the payment of performance awards to academic staff for results in the field of teaching, science, research and other activities. The remuneration shall normally be paid twice a year in accordance with the schedule of performance awards (see Annex 1).

(2) The dean may withhold, reduce, or not pay a performance award to an employee if:

(a) the employee's behaviour violates his/her employment obligations or the obligations set out in the MU Code of Ethics for Academic and Professional Staff,

(b) complaints about the work or conduct of an academic staff member are found by the responsible manager to be justified; or

(c) in cases of an academic staff member's conduct that is contrary to the legitimate interests of the Faculty, particularly in relation to commercial teaching carried out for entities that are in competition with the Faculty.

(3) The distribution of the amount of funds to individual departments and the timetable for processing rewards shall be determined by the Dean in the form of an annex to this measure. The distribution of funds to individual departments is based on data in the workload system according to Masaryk University Faculty of Law Measure No.5/2020 Determination of Criteria for Performance Evaluation of Academic Staff (Workload) and on information on their publication activities from the MU Information System for the relevant period.

(4) For the purposes of this measure, the relevant period is the completed semester.

II.

Conditions for awarding performance awards

(1) In accordance with Article 8(2)(a) of the Internal Wage Regulation of Masaryk University of 31 May 2018, performance remuneration may be awarded in particular for one-off or recurrent but time-limited performance of a specific activity, for successful performance of tasks performed beyond the scope of normal work duties, for performance of tasks of high quality, for demanding work and activities performed in the course of grants, research tasks and projects, for work contribution to the improvement of the economic result, and for performance of work for an absent colleague.

(2) The performance award is granted separately for (a) research and development and (b) teaching and curriculum development. The amount of remuneration for a particular academic staff member shall be decided by the Dean on the basis of a proposal from the head of the department where the staff member is tribally assigned.

(3) In the event that an academic staff member participates in teaching courses that are taught in a department other than his/her home department (interdepartmental teaching), a proportionate part of the performance fee for teaching in the given course is determined by agreement of the heads of the respective departments.

(4) The basis for the allocation of performance awards to individual academic staff members is primarily the data contained in the overview of the staff member's academic activities, information on their publication activities from the MU Information System and, in support, information contained in the workload system for the relevant period.

III.

Procedure for granting performance awards

(1) The amount of performance remuneration at a given department, divided into a part intended for (a) research and development and (b) teaching and curriculum development, shall be proposed by the head of the department to the dean, taking into account Article II(1).

(2) In accordance with the schedule of performance awards, the academic staff member shall submit to the head of the department where he or she is tribally assigned (hereinafter referred to as the "head of the department") an overview of his or her teaching and research activities during the relevant period. The academic staff member generates the statement from the Masaryk University Information System https://is.muni.cz/auth/management/vypis_pedag_cinnost. Together with the summary, the academic staff member may submit a brief written commentary to the Head of Department, in which he/she briefly evaluates his/her pedagogical, scientific and other performance in the relevant period.

(3) The head of the department, after evaluating the performance of individual academic staff in the relevant period, shall propose in writing to the dean their percentage share of the amount to be received by the relevant department or institute in the relevant period. The proposal shall be submitted via a form or application on the faculty intranet.

(4) Performance bonuses for heads of departments and vice-deans are allocated by the dean taking into account Article II, paragraph 1.

(5) Performance bonuses are paid on the payroll date immediately after their approval by the Dean.

IV.

Transitional and final provisions

(1) I entrust the Secretary of the Faculty with the control of compliance with this measure and any updates.

(2) I hereby delegate the interpretation of the individual provisions of this measure to the Vice-Dean for Strategy and Faculty Development.

(3) In 2020, the first assessment period is the 2019 fall semester.

(4) The timetable for the distribution and payment of awards in 2020 will be set out in a separate instruction from the Secretary.

(5) For the critical period of the semesters autumn 2019, spring 2020 and autumn 2020, the data for teaching and curriculum development shall be used according to Instruction No. 4/2016. The data for research and development shall be used for the same periods according to the scoring system attached as Annex 2 to this measure.

(6) This text replaces the text of 27 January 2022.

(7) This text shall enter into force on 7 February 2023.

In Brno, 6 February 2023

Martin Škop
Dean

Annex 1: Timetable

	Deadline	Answered by
Allocation of financial amount per department/institute	Within 60 days of the end of the semester	Secretary
Opening an application in the Intranet	Within 60 days of the end of the semester	Secretary/CIT
Instructions for generating AP teaching activity reports	Within 60 days of the end of the semester	Head of Department/Institute
Proposals by managers for the distribution of remuneration	Within 20 days of the allocation of the financial amount	Head of Department/Institute
Approval of rewards by the Dean	Within 10 days of receiving the proposal from the head of the department/institute	Dean
Discussion of deviations from the department/institute head's proposals	Within 5 days of the dean's statement	Dean/Head of Department/Institute
Administration of rewards	Immediately upon approval by the Dean and discussion of deviations	Head of Personnel Department

Annex 2: Determination of the scores for the 2016-2018 science and research achievements for the purpose of awarding performance awards for the autumn 2019 period

Type	Type of result		I - NRRE disciplines	II - other disciplines	Score*	
J	Article in an impacted journal				13,00	
	Article in a peer-reviewed journal	SCOPUS			9,00	
		ERIH	INT 1			7,00
			INT 2			7,00
			NAT			5,00
			Uncategorized			5,00
Article in a Czech peer-reviewed journal				5,00		
B	Expert book	World language			20,00	
		Other languages			10,00	
C	Chapter(s) in a professional book	World language			7,00	
		Other languages			5,00	
D	Conference Proceedings article included in the Conference Proceedings Citation Index (formerly ISI Proceedings)				4,00	
P	Patent	"European" patent (EPO), US patent (USPTO) and Japanese patent			0,00	
		Czech or national patent (except for US and Japanese patents), which is used on the basis of a valid license agreement			0,00	
		other patents			0,00	
Z)	Semi-operation, proven technology, variety, breed				0,00	
F)	Results with legal protection				0,00	
G)	Technically realized results (prototype, working sample)				0,00	
H)	Results implemented by the provider				0,00	
N)	Certified, accredited, approved methodologies, specialized maps, therapeutic, monumental procedures				0,00	
R)	Software				0,00	
V)	Research report				0,00	
Other species					0,00	
J	Article in a professional periodical				3,00	
D	Article in the Proceedings				0,00	
S	Specialized database				0,00	
A	Audiovisual production				0,00	
M	Organisation of the conference				0,00	
W	Organisation of the workshop				0,00	
E	Arrangement (arrangement) of the exhibition (with/without critical catalogue)				0,00	
g	Membership in the sectoral boards of grant agencies				0,00	
h	Membership in scientific councils, departmental committees, expert committees, etc.				0,00	
o	Awards for scientific and artistic activities				0,00	

p	Requested lectures		0,00
a	Conference abstract		0,00
q	Habilitation thesis		0,00
s	Editing of thematic proceedings, editing of a monothematic issue of a professional journal		0,00
t	Professional book editing		0,00
v	Editor-in-Chief / membership in the editorial board of a professional journal		0,00
r	Reviews		0,00
k	Presentations at conferences		0,00
m	Original artwork		0,00
n	Presentations in the field of art		0,00
u	Purposeful publications		0,00
j	Article in a professional periodical (unreviewed)		0,00
x	Research and development projects		0,00
b	Textbooks		0,00
c	Teaching texts (including sub-chapters in textbooks)		0,00
d	Popularization texts and activities		0,00
e	Overview and educational texts		0,00
f	Training and development projects		0,00
i	Artistic realization		0,00

Determination of scores for science and research achievements for the years 2017 - 2019 for the purposes of awarding performance awards for the period Spring 2020 and Autumn 2020

Type	Type of result		I - NRRE disciplines	II - other disciplines	Score*	
J	Article in an impacted journal				13,00	
	Article in a peer-reviewed journal	SCOPUS			9,00	
		ERIH	INT 1			7,00
			INT 2			7,00
			NAT			5,00
			Uncategorized			5,00
Article in a Czech peer-reviewed journal				5,00		
B	Expert book	World language			20,00	
		Other languages			10,00	
C	Chapter(s) in a professional book	World language			7,00	
		Other languages			5,00	
D	Conference Proceedings article included in the Conference Proceedings Citation Index (formerly ISI Proceedings)				4,00	
P	Patent	"European" patent (EPO), US patent (USPTO) and Japanese patent			0,00	
		Czech or national patent (except for US and Japanese patents), which is used on the basis of a valid license agreement			0,00	
		other patents			0,00	
Z)	Semi-operation, proven technology, variety, breed				0,00	
F)	Results with legal protection				0,00	
G)	Technically realized results (prototype, working sample)				0,00	
H)	Results implemented by the provider				0,00	
N)	Certified, accredited, approved methodologies, specialized maps, therapeutic, monumental procedures				0,00	
R)	Software				0,00	
V)	Research report				0,00	
Other species					0,00	
J	Article in a professional periodical				3,00	
D	Article in the Proceedings				0,00	
S	Specialized database				0,00	
A	Audiovisual production				0,00	
M	Organisation of the conference				0,00	
W	Organisation of the workshop				0,00	
E	Arrangement (arrangement) of the exhibition (with/without critical catalogue)				0,00	
g	Membership in the sectoral boards of grant agencies				0,00	
h	Membership in scientific councils, departmental committees, expert committees, etc.				0,00	
o	Awards for scientific and artistic activities				0,00	

p	Requested lectures		0,00
a	Conference abstract		0,00
q	Habilitation thesis		0,00
s	Editing of thematic proceedings, editing of a monothematic issue of a professional journal		0,00
t	Professional book editing		0,00
v	Editor-in-Chief / membership in the editorial board of a professional journal		0,00
r	Reviews		0,00
k	Presentations at conferences		0,00
m	Original artwork		0,00
n	Presentations in the field of art		0,00
u	Purposeful publications		0,00
j	Article in a professional periodical (unreviewed)		0,00
x	Research and development projects		0,00
b	Textbooks		0,00
c	Teaching texts (including sub-chapters in textbooks)		0,00
d	Popularization texts and activities		0,00
e	Overview and educational texts		0,00
f	Training and development projects		0,00
i	Artistic realization		0,00

Annex No. 3: Determination of scores for research and research results for the years 2022 - 2020 for the purpose of distribution of funds for performance awards to departments/institutes for the period spring 2023 and autumn 2023

The 9 highest scoring results over 3 years (2022 to 2020) will count towards the assessment.

In the case of co-authored results, the size of the co-authors' shares is determined by the guarantor of the result, both in relation to domestic authors and in relation to authors outside the MU Faculty of Law. For example, if the result is a result for which the guarantor is from MU, there is also a PhD student and two co-authors are outside MU, the guarantor of the result determines the shares as follows (40%, 10%, 30%, 20%). The respective department/institute is credited with the result in the ratio of 40% (guarantor of the result) and 10% (PhD student).

In case the journal is in both WoS and Scopus, the higher point value is recognized for the output.

The results of doctoral students are counted to the department where the doctoral student is working. The results are always reported by the respective doctoral student who is studying in the doctoral programme. For doctoral students who have completed their studies at the end of the data collection period, the results are entered for the relevant department/institute by the doctoral student who is authorised to do so by the head of the department/institute. Similarly, this applies to academic staff who have terminated their employment at MU at the end of the data collection (for them, the results are entered by the academic staff member authorised by the head of the department).

For type J results, the value of the relevant quartile from the Scimago Journal & Country Rank (<https://www.scimagojr.com>) is taken, with the quartile based on the year of application of the result being decisive.

Type	Type of result	Score
J ¹	Article in WoS journal in quartile Q1	200,00
	Article in a WoS journal in Q2	150,00
	Article in a WoS journal in Q3	120,00
	Article in a professional journal in SCOPUS in quartile Q1	110,00
	Article in a professional journal in SCOPUS in quartile Q2	100,00
	Article in a professional journal in SCOPUS in quartile Q3	90,00
	Article in a professional journal outside WoS or SCOPUS published in journals published by publishers listed in the list of publishers	40,00
	Article in a professional journal in WoS or SCOPUS in quartile Q4	30,00
	Article in a professional journal outside WoS or SCOPUS published in journals published by publishers not listed in the list of publishers	10,00
	B	Chapter in a professional book from the list of publishers

¹ If the result falls simultaneously into the categories "Article in a professional journal in WoS..." and "Article in a professional journal in SCOPUS", the result is counted only once, with the higher score.

	Chapter in a professional book outside the list of publishers	10,00
C	Specialised book from the list of publishers	250,00
	Specialised book outside the publishers list	30,00
D	Article in the proceedings, which is indexed in WoS	30,00
	Article in the proceedings, which is indexed in SCOPUS	30,00
	Article in proceedings outside WoS and SCOPUS	10,00

List of publishers:

Cambridge University Press, Oxford University Press, Hart, Routledge, Edward Elgar, Kluwer Law International, Intersentia, Brill, Nomos, Springer, Palgrave Macmillan, Eleven International Publishing, BIICL (British Institute of International and Comparative Law), Peter Lang, Edinburg University Press

German, Austrian and Swiss publishers: Nomos, C. H. Beck Verlag, De Gruyter, Mohr Siebeck, Carl Heymanns, Verlag Otto Schmidt, Sellier European Law Publishers, Manz, Facultas, Verlag Österreich, NWV Verlag, Verlag der Österreichischen Akademie der Wissenschaften, Linde Verlag, LexisNexis, Medien und Recht, Springer-Verlag, Stämpfli, Schulthess, Helbing und Lichtenhahn, Dike Verlag.

Francophone publishers: Bruylant-Larcier, Dalloz, L.G.D.J., A. Pedone.

Increase of points in terms of the Monographs category within the performance component of the Masaryk University budget

If the result of category B and C is simultaneously listed in the list of publishers according to the relevant Annex 3 of Masaryk University Directive No.2/2022 on the rules of budgeting for the calendar year 2023 (see below), the **number of points for the respective result is multiplied by the coefficient 1.3.**

Academic Press
Barbara Budrich Publishers
Bloomsbury Academic
Bloomsbury Publishing
Brepols Publishers
Brill
Brill | Nijhoff
Brill | Rodopi
Cambridge University Press
Columbia University Press
Cornell University Press
De Gruyter
Duke University Press
Edinburgh University Press
Edward Elgar Publishing
Equinox
Franz Steiner Verlag
Harrassowitz Verlag
Hart Publishing
Harvard University Press
Iberoamericana-Vervuert
Intellect (Bristol, United Kingdom)
Intersentia
John Benjamins Publishing Company
Johns Hopkins University Press
LIT Verlag
Logos
MIT Press

Mohr Siebeck
Oxford University Press
Palgrave Macmillan
Peeters Publishers
Polity Press
Princeton University Press
Rowman & Littlefield
Sage Publications
Springer
Stanford University Press
Suhrkamp
T&T Clark
Taylor & Francis Group (incl. Routledge, CRC Press)
University of British Columbia Press
University of California Press
University of Chicago Press
University of Michigan Press
University of Minnesota Press
University of North Carolina Press
University of Pennsylvania Press
Vandenhoeck & Ruprecht
Verlag Julius Klinkhardt
Waxmann Verlag
Wiley / Wiley-Blackwell
Yale University Press

C. H. Beck
Éditions de la Sorbonne
Iberoamericana-Vervuert
Nomos
Peter Lang
Verlag der Österreichischen Akademie der Wissenschaften
Wolters Kluwer
Wolters Kluwer International

Increase of points in terms of the category Internationalization within the performance component of the Masaryk University budget

If the article is indexed in WOS and the co-author of the publication is an international author collective (at least one of the members of the co-author collective is an author working outside the Czech Republic or Slovakia according to WoS), the **number of points for the respective result is multiplied by the coefficient 1.3.**

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