**Appointment procedure**

Responsible person: Bc. Simona Voráčková (simona.vorackova@fsv.cuni.cz, phone: +420 222 112 290)

**There are two parts during the procedure:**

**Part 1** - at the Faculty - course: starting at the Scientific Council of Faculty of Social Sciences, getting ready the standpoint by the evaluationt committee, professorial lecture before the Scientific Council of Faculty of Social Sciences.

**Part 2** - at the rectorate - course: to be discussed by the College Rector, professorial lecture before the Scientific Council of Charles University in Prague.

**Materials required for the initiation of an appointment procedure:**

|  |  |
| --- | --- |
|  | **Letter to the Dean with a request for initiation of a habilitation procedure** Including the field of appointment procedure. |
| **1.**  | **The written recommendation of at least two professors in the same field or a related field**  |
| **2.**  | **Structured Curriculum Vitae**  |
| **3.**  | **Evidence of higher education and the appropriate title (copies of diplomas), proof of acquisition of academic and scientific titles or other professional qualification degrees**  |
| **4.**  | **Proof of habilitation** (a copy of the decree of appointment) |
| **5.**  | **Overview of specific teaching activities** For the period of 6 years - see the attached design. |
| **6.**  | **List of scientific, research papers, textbooks and teaching texts (publications)** The list is to be divided into chapters - see the attached design. |
| **7.**  | **List of citations in both Czech and foreign professional literature** Recommended format: highlight cited item and bring it directly to specific quotes. |
| **8.**  | **Overview of completed scientific (professional) internships (domestic and foreign)** The overview includes just internships longer than 1 month. |
| **9.**  | **Dean’s / Director’s recommendation** In case the candidate is not from Faculty of Social Sciences or CERGE. |
| **10.**  | **Confirmation of employment** In case the candidate is not from Faculty of Social Sciences or CERGE. |

**MODEL:** Teaching activities

**Academic year** (20.. /20..)

**Study program** (program name, degree program mandatory / optional)

**The overall scope of seminars - specification** (eg. the name of exercise, the scope of the subject, in part, subject, etc.)

**The overall scope of lectures - specification** (eg. compulsory / optional subject, range of lectures, lecture title, etc.)

**Other teaching activities**

Academic year (20.. /20..)

*Here, for example, state : Chairman of the Commission for final state or final examinations, a commission member for the state doctoral examination , the guarantor of the study program, a member of the Board of Guarantors degree programs, doctoral board member, a significant share in the creation of new teaching aids, etc.*

**Management of bachelor thesis**

Academic year (20.. / 20..)

number of held works:

number of defended works:

**Management of theses**

Academic year (20.. / 20..)

number of held works:

number of defended works:

**The management of doctoral students**

Academic year (20.. / 20..)

number of held works:

number of defended works:

Consultatnt:

**Activity in the context of lifelong learning - specification**

**MODEL:** Category breakdown list of publications

|  |  |
| --- | --- |
| **A**  | **scientific monographs,**  |
| **B**  | **chapters in monographs**, |
| **C**  | **original scientific work,**  |
| C1 | articles in impact factor journals, |
| C2  | articles in international peer-reviewed journals, |
| C3 | articles in Czech peer-reviewed journals, |
| C4 | studies in peer-reviewed Proceedings, |
| C5 | editor peer-reviewed Proceedings, |
| **D**  | **textbooks,**  |
| **E**  | **other works**,  |
| **F**  | **"invited speaker" lectures,**  |
| **G**  | **summaries and reviews of the literature,**  |
| **H**  | **patents,**  |
| **I**  | **thesis**,  |
| **J**  | **dissertation, thesis,**  |
| **K**  | **abstracts from symposiums and congresses,**  |
| **L**  | **participations in grants,**  |
| **M**  | **other publications.** *(popularization work , major reviews in newspapers, etc.)*  |