

**Charles University, the First Faculty of Medicine**  
**Kateřinská 32, 121 08 Praha 2**

**Dean's Order # 25/2024,**  
career development of technical and economic staff

Compiled by: Ing. Petra Bernardová, head of Department of Human Resources

Responsibility: dean  
bursar of the faculty  
department of Human Resources  
senior staff members

**Article I: Purposes**

The purpose of this Order is to establish rules, procedures and set up a system for evaluating the career development of technical and economic staff at the First Faculty of Medicine of Charles University (hereinafter "the Faculty") in accordance with the Rector's Order # 53/2023, Framework principles of career development of technical and economic staff at Charles University.

**Article II: Evaluation of technical and economic staff**

- 1) The evaluation of the technical and economic staff of the Faculty (hereinafter "THP") concerns all employees who are classified in salary grade 4 and above and whose working time exceeds 16 hours per week.
- 2) The evaluation of the THP (hereinafter "evaluation") is carried out regularly, once a year, and during the period January to March. The evaluation is carried out for the previous year.
- 3) The evaluation is carried out within a single university-wide electronic application.
- 4) The evaluation is carried out by the immediate supervisors of the senior staff member<sup>1</sup>.
- 5) Part of the evaluation process is to assess the achievement of work objectives (hereinafter "objectives"), the overall performance of the employee, his/her development and obtain feedback. The evaluation also includes a self-assessment and a proposal of goals for the following year. The evaluation process aims to clarify and align opinions and expectations, to find consensus in the different areas of the evaluation, and to define objectives for the next period.
- 6) If the employee disagrees with the result of the evaluation, shall apply to the Evaluation Review Committee for the Human Resources Department under Article III..
- 7) The results of the evaluation shall be taken into account in determining the amount of the personal evaluation.

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(1) of the faculty's organisational regulations and the organisational regulations of the relevant department .

### **Article III: Evaluation Commission**

- 1) For the purpose of assessment cases where an employee disagrees with evaluation, a committee for reviewing the results of the evaluation (hereinafter "the committee") is appointed, consisting of: the Vice-Dean for Development of the Faculty, the Secretary/Chair of the Faculty and the head of Department of Human Resources .
- 2) The head of Human Resources initiates the convening of the Commission.
- 3) The Commission shall examine the case and issue a binding decision, which shall be final

### **Article IV: Evaluation schedule**

- 1) The own evaluation under Article II (5) shall take place during the months of January to March. The Head of Human Resources shall issue instructions for its initiation.
- 2) Thereafter, the Commission shall consider the cases under Article II, paragraph 6, if any, and issue a decision thereon.

### **Article V: Metod statement**

The head of Human Resources shall be responsible for preparing and issuing a methodological instruction detailing the procedures and steps of the evaluation process.

### **Article VI: Transitional Provisions**

- 1) The process of introducing the THP evaluation at the Faculty is divided into two stages:
  - in the first phase (February to March 2025), the evaluation of the THP and target setting for 2025 will take place only at the workplaces of the Dean's Office,
  - In the second phase (January 2026 onwards) all faculty departments will be included in the THP evaluation process
- 2) There is no assessment of targets at the first THP evaluation, i.e. at the workplaces of the Dean's Office in the period February to March 2025, and other workplaces (excluding the Dean's Office) in the period January to March 2026, no evaluation of the targets is carried out, given that the targets for this period are not set.

### **Article VII: Final Provisions**

- 1) All managers are obliged to immediately and demonstrably inform all employees (including employees performing work under an agreement for work outside the employment relationship) who have been assigned to work at a workplace under their management and who are affected by this Order in their work performance.
- 2) This Order becomes valid on the date of the signature and effective on 1<sup>st</sup> January 2025

In Prague on 16. December 2024

prof. MUDr. Martin Vokurka, CSc.  
Dean of the faculty