



HR EXCELLENCE IN RESEARCH

# Career development strategy for university-educated staff in research departments

## 1 Purpose

This document defines the strategy of career development of university-educated staff of research units (hereinafter referred to as "staff") of the Institute of Thermomechanics of the CAS (hereinafter referred to as "the Institute") in accordance with the Career Development Rules for CAS Employees with a University Degree, the Organizational Regulations of the Institute of Thermomechanics of the CAS and other internal regulations of the Institute of Thermomechanics of the CAS and the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

## 2 Mission

The Institute of Thermomechanics of the CAS strives to build and maintain a motivated scientific workforce in research units that helps to fulfill the Institute's mission as defined in its charter and mission, to improve the quality of scientific outputs and the Institute's position internationally, and to contribute effectively to the sustainable development of human society. To achieve this goal, we set the following strategy to support the career development of the Institute's staff.

## 3 The employer's obligation - basic principles

The Institute is committed to creating and maintaining a supportive research environment and work culture for its staff, in which individuals and research groups are valued, motivated and supported and are provided with the tangible and intangible resources needed to perform their tasks.

In particular, the Institute is committed to the following principles:

1. **Freedom of research.** The Institute allows staff to freely choose methods of problem solving within the limits of disciplinary and other ethical principles and practices (especially the Code of Ethics for Researchers of the Czech Academy of Sciences).
2. **Research environment.** The Institute is committed to providing staff, within its capabilities, with the information and working resources they need to carry out their work tasks and to acquainting them with the important strategic objectives of the Institute.
3. **Assistance.** The Institute undertakes to provide staff with assistance in fulfilling their obligations to research funders.
4. **Support for the dissemination and exploitation of results.** The Institute undertakes to support staff in the dissemination and exploitation of the results of their research, in particular in its popularization and commercialization.
5. **Professional development.** The Institute supports the continuous development of staff skills and capabilities in line with the strategic objectives of the Institute.
6. **Equal treatment.** In accordance with the legal order of the Czech Republic, ensure equal treatment of all staff regardless of the duration and type of their employment.
7. **Reconciliation of professional and personal life.** In accordance with Directive (EU) 2019/1158 of the European Parliament and of the Council on work-life balance for parents and carers, the Institute undertakes to create working conditions that enable staff to reconcile their professional and personal lives in an appropriate manner. The Institute cooperates with the Institute's affiliated trade union in improving working conditions.
8. **Non-discrimination.** The Institute is committed to fostering a non-discriminatory and safe working environment.
9. **Gender equality.** The Institute is committed to ensuring equal opportunities for women and men and to promoting the representative and equitable representation of women at all levels of employment, including decision-making positions. To this end, the Institute regularly updates its Gender Equality Plan.
10. **Recognising the value of mobility.** The Institute considers staff mobility as an important tool for increasing success in obtaining research grants and establishing international collaborations. In

recruiting and evaluating staff, particularly early career staff, the Institute therefore recognises the value of geographical, interdisciplinary, interdepartmental and, where appropriate, virtual mobility<sup>1</sup> as an important means of enhancing the scientific knowledge and professional development of staff. The Institute supports travel by its staff to enhance their scientific skills.

11. **Access to expert advice.** The Institute can provide professional advice to staff interested in changing employers or job assignments through the staff attestation scheme and on termination of employment<sup>2</sup>.
12. **Training for entry-level staff.** The Institute considers the education and training of entry-level staff to be part of its mission and an important means of recruiting future staff. The Institute is committed to creating the conditions and tools<sup>3</sup> to facilitate the planning, monitoring and evaluation of the performance of trainees and postgraduates.
13. **Evaluation system (attestation).** The Institute regularly evaluates the performance of staff who are subject to the obligation to be evaluated in accordance with the Career Development Rules for CAS Employees with a University Degree. In the evaluation process, the Institute takes into account a wide range of work activities, including scientific creativity and results, such as publications, scientific projects, team leadership, training of early career researchers, teaching activities, international cooperation, inventive activities, cooperation with industry, popularization of science and mobility.
14. **Soliciting and evaluating staff views.** The Institute continuously solicits and evaluates the views and comments of staff on career development issues and the experience of staff leaving the Institute<sup>4</sup>.

#### 4 Classification of university-educated staff into qualification levels

In accordance with the Career Development Rules for CAS Employees with a University Degree, staff are classified into individual qualification levels in the following ways.

Qualification level	CAS Code	Minimum qualification requirements	Method of classification to qualification level	Maximum tenure
V1 – Research assistant	1	Completed university education of Bachelor's or Master's degree (Bc., Ing., MSc., etc.). Ability to carry out professional research, development and technical work under the supervision of scientists.	Based on a selection procedure	Without restrictions
V2 – PhD student	2	Completed university education of an engineering degree (Ing., MSc., etc.). Admission to doctoral studies at an university. Ability to carry out professional research, development and technical work under the framework guidance of scientists. <sup>5</sup>	Based on the recommendation of the Institute's Doctoral Studies Committee	For the duration of the doctoral studies

<sup>1</sup> Collaboration at a distance through an electronic network.

<sup>2</sup> For example, through the EURAXESS Czech Republic office.

<sup>3</sup> For example, training and development plans for PhD students and postdoctoral fellows, seminars for PhD students, evaluation system for PhD students, etc.

<sup>4</sup> In particular through staff questionnaires and exit forms.

<sup>5</sup> One of the supervisors of a PhD student is usually a researcher of the institute.

V3 – Postdoctoral research fellow	3a	Academic degree of Ph.D., Dr. or equivalent. Ability to carry out research, development and technical work under the framework guidance of project leaders. Demonstrable ability to publish results independently or as part of a scientific team.	On the basis of a selection procedure or automatically by obtaining a doctoral degree	No more than 5 years after obtaining the degree
V4 – Associate scientist	3b	Academic degree Ph.D., Dr. or equivalent. An independent researcher who is not classified at grade V5 or V6 within 5 years of obtaining the Ph.D. degree. Ability to carry out specialised research work of a creative nature as per the framework guidelines of the project leaders.	On the basis of a selection procedure or the evaluation result	Without restrictions
V5 – Research scientist	4	Academic degree of Ph.D., Dr. or equivalent. Ability to independently solve serious and complex basic research tasks, lead teams and projects and regularly publish scientific papers in peer- reviewed journals and is usually a grant writer.	On the basis of a selection procedure or the evaluation result	Without restrictions
V6 – Senior research scientist	5	Same as V5 + he is a leading scientific figure who has made a significant contribution to the development of his scientific field internationally.	On the basis of the evaluation result and the recommendation of the Coordination Commission of the CAS for the classification of employees to the highest qualification level	Without restrictions
Emeritus Research Fellow of the Institute		According to the Internal Standard No. 74/2014 on the Status of Emeritus Researcher of the Institute of the CAS, v. v. i.	According to the Internal regulation no. 74/2014 of the CAS	Without restrictions
Emeritus Research Fellow of the CAS		Same as V6 + retirement pension	Appointment by the President of the CAS on the basis of a reasoned proposal by the Institute Director and approval by the Institute Board <sup>6</sup>	Without restrictions

<sup>6</sup> Article IV of the Career Development Rules for CAS Employees with a University Degree.

## **5 Role of senior executives**

The rules for appointing and dismissing the heads of scientific units (departments, branches and detached units and scientific sections) are regulated by the Institute's Organisational Rules.

## **6 Conclusion**

This policy document is not an internal regulation of the Institute. It serves as a declaration of the Institute's strategic objectives in the field of career development of staff in research units and information on career progression opportunities and requirements for the attainment of staff qualification levels.

Prague, March 1, 2023

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