

Faculty Handbook

2025



CONTENTS

About the Handbook	2
A. Hiring and Appointment	4
1. Appointment	4
2. Hiring Permanent Faculty	4
3. Hiring Adjunct Faculty	6
4. Appointing a Department Chair	7
5. Sabbatical Leave	7
B. Responsibilities	8
1. Core Responsibilities	8
2. Communication	11
3. Course Development and Maintenance	12
4. Assessment of student performance	13
5. Class Cancellation	14
6. Responsibilities of School Deans	15
7. Responsibilities of Department Chairs	18
C. Performance Review	20
1. Review Principles	20
2. Annual Personal Review	21
D. Academic Ranking and Promotion	23
1. Academic Ranks and Promotion Criteria	23
2. Promotion procedure	24
3. Requirements for Respective Ranks	26



ABOUT THE HANDBOOK

The Faculty Handbook provides information to the instructors at Anglo-American University regarding academic policies, teaching, organization, and resources at AAU. General information about the university and academic information including details on study programs, the academic calendar, and all course descriptions are available on the website www.aauni.edu.

This Faculty Handbook is based on the Anglo-American University University Codex, which is the fundamental set of the university codes, including: Code on Academic Representative Bodies, Faculty Code, Study and Examination Code, Code of Conduct, Code of Discipline for Students, Scholarship Code, Lifelong Learning Code, Academic Quality Assurance Framework, and Tuition and Fees Framework. The complete University Codex is available at <https://www.aauni.edu/about/documents-and-reports/academic-codex/>.

Special provisions may apply to the faculty members teaching in the programs guaranteed by partner universities. Please, see the respective Dean to learn about possible differences.

Please bear in mind that the Faculty Handbook does not contain the complete list of rules and regulations; the full set of AAU rules – the University Codex, policies, and guidelines – is available electronically on the AAU intranet AAUNET.

If you find any outdated or incorrect information in this document, please report it to the Assistant to Vice President for Academic Affairs, Joanna Srholec-Skórzewska.

A. Hiring and appointment

1. Appointment

- i. Permanent faculty members are appointed by the Vice President for Academic Affairs on the nomination of each school's hiring committee after an open search. If the dean of school proposes to permanently hire an instructor who has been an AAU adjunct for at least three years, the nomination may be made by the promotion committee, and an open call need not be launched.
- ii. Adjunct faculty and lecturing fellows are appointed by the Vice President for Academic Affairs on the nomination of the respective dean of school in consultation with the respective department chair. Research fellows are appointed by the Director of Research on the nomination of the respective dean of school in consultation with the respective department chair and Vice President for Academic Affairs.
- iii. By default, the appointment is open-ended but lapses after three semesters with no teaching duties or when it is explicitly terminated by either party. Only faculty with a valid appointment can be assigned teaching and hired.
- iv. A promotion review is required when a candidate is nominated to a non-entry rank, considering the candidate's prior academic career at accredited institutions. Appointment to a non-entry rank shall be temporary and shall expire no later than the immediately following meeting of the academic quality Policy no. 4/2025 Issued on: June 25, 2025 Validity: Until revoked Issued by: Jiří Schwarz, President Effective from: Academic Year 2025/26 Page 2/15 assurance board. By default, new faculty are hired as lecturer I; their previous academic experience may be recognized after their first semester of engagement at AAU upon their request as part of the promotion procedure (i.e., it is effective from their third semester).

2. Hiring permanent faculty

- i. Applications should consist of
 - (a) Cover letter
 - (b) Diploma and/or documents confirming their highest academic degree
 - (c) Current academic CV, including

- List of academic publications
- List of other academically relevant outputs in the field of expertise – research projects, public outreach, activity serving the larger community (consultancy, advising, reviewing, dissemination of knowledge, or other forms of engagement) etc.
- List of courses taught and recent teaching scores (evaluations)

(d) Two reference letters or reference contacts

(e) Information on any employment relationship at another university or foreign higher education provider in the Czech Republic, at a public research

- ii. Only candidates who meet formal requirements of the call will be assessed by the hiring committee.
- iii. The hiring committee has at least five members and is appointed by the dean of the school which is hiring. The committee may be presided over by the dean of school and typically consists of the respective department chair, an expert from outside AAU, and AAU permanent faculty members at a rank preferably not lower than the candidate. The dean of school is encouraged to involve students in participating at teaching demonstration or the hiring committee, whenever possible.
- iv. The committee interviews the shortlisted candidates and makes a final collective recommendation by a majority vote. The committee's recommendation includes the proposed academic rank.
- v. The decision of the committee is presented to the Vice President for Academic Affairs (or Director of Research as well when appropriate) in the form of the standard AAU hiring protocol with a written explanation of the committee's determination.
- vii. The Vice President for Academic Affairs (or Director of Research as well when appropriate) decides on the hiring within two weeks of receiving the recommendation from the committee, upon approval of the chief financial officer. The Vice President may request access to all the dossiers as well as ask for further explanation from the committee.

- viii.** The fixed-term contract can be renewed twice following a review of the promotion committee before a final decision is made to offer the faculty member an open-ended contract or the employment relationship is terminated. The review shall be made at least six months before the contract expires.
- ix.** When hiring a school dean, the hiring procedure is adjusted as follows:
 - (a)** A call for a school dean is initiated and approved by the President.
 - (b)** The President establishes an ad hoc hiring committee presided over by the Vice President for Academic Affairs.
 - (c)** The Faculty Senate may propose a faculty member from another school to serve on the hiring committee; the President shall consider this nomination, though acceptance is not obligatory.
 - (d)** The decision of the committee is presented to the President.

3. Hiring adjunct faculty

- i.** Adjunct faculty members are hired on a case-by-case basis. The dean must send their nomination to the Vice President for Academic Affairs at least two weeks before the start of the relevant term.
- ii.** In case of nominees for courses designed or intended for non-degree seeking students, the dean consults with the Vice President for Academic Affairs responsible for the agenda of non-degree seeking students. Should the collaboration model with the partner institution require it, the Vice President for Academic Policy no. 4/2025 Issued on: June 25, 2025 Validity: Until revoked Issued by: Jiří Schwarz, President Effective from: Academic Year 2025/26 Page 3/15 Affairs will consult with and take into consideration the requests of the partner institution concerning faculty credentials.
- iii.** The nomination for non-aau candidates must include:
 - (a)** The date and outcome of the interview/teaching demonstration
 - (b)** Confirmation of consultation with the relevant department chair or program guarantor/chair
 - (c)** Candidate's CV

4. Appointing a department chair

- i. A dean may establish or eliminate a department at their school with the approval of the Vice President for Academic Affairs and the chief financial officer.
- ii. Department chairs are appointed and removed by the dean.
- iii. The dean must first launch an internal call to appoint a department chair. The same applies to reappointment, unless it has been less than five years since the last call.
- iv. The term of service for department chairs is three years, unless the dean decides to shorten the term.

5. Sabbatical leave

- i. Sabbatical leaves are intended to encourage scholarly pursuits that bring direct benefits to both the individual faculty member and AAU. Such pursuits include research, production of scholarly and creative works (such as papers, books, works of art) and improvement of teaching effectiveness.
- ii. Permanent faculty members in the rank of senior lecturer or higher who have been a full-time employee for six years become eligible to apply for a sabbatical leave of one semester in the seventh year of their appointment or in the seventh year from their last sabbatical leave. In exceptional cases of strategic importance to AAU (as in the case of habilitation proceedings), sabbaticals may be granted earlier.
- iii. Eligible permanent faculty may apply for a sabbatical leave by submitting a written proposal to the dean. It should include a statement of purpose as well as expected outcomes of the sabbatical. The dean adds their recommendation and comments on the benefits the sabbatical will bring to AAU, as well as the costs, staffing concerns and impact to the unit while the faculty member is on leave.

- iv.** The proposal of the dean shall be submitted to the Vice President for Academic Affairs, who after consulting the Director of Research and the chief financial officer, approves or rejects of the proposal. In case of rejection, the Vice President for Academic Affairs shall provide reasons in a written form. The applicant may appeal to the President, who shall make the final decision after consulting the President's Collegium in Academic Format.
- v.** No more than one faculty member at AAU may receive a sabbatical leave in any given semester.
- vi.** The sabbatical leave recipient is relieved of all academic duties during the period of their leave.
- vii.** The sabbatical salary is the full contractual salary in effect during the period in which the leave is taken provided that the faculty member agrees not to accept any outside employment for the period of the leave. Should the faculty member on sabbatical undertake outside employment, the salary may be reduced to 50 % by the decision of the President upon recommendation of the Vice President for Academic Affairs.

B. Responsibilities

1. Core responsibilities

- i.** Teaching
 - (a)** To teach courses appropriate to the lecturer's academic qualification and the needs of the respective school and department, and to fulfill related duties as specified in the faculty handbook.
 - (b)** The teaching load is specified in the job description. The anticipated full-time teaching load is up to twelve three-credit-hour courses per academic year.
 - (c)** The University reserves the right to determine the distribution of the course load across all semesters and terms throughout the entire academic year (with no more than five courses in the fall or spring term (for full-time faculty) and one course in any session of the winter or summer term).

(d) To serve as an examiner at the relevant state exams and thesis defenses. Policy no. 4/2025 Issued on: June 25, 2025 Validity: Until revoked Issued by: Jiří Schwarz, President Effective from: Academic Year 2025/26 Page 4/15

(e) To assist with substitution for other lecturers, to help with supervision of exams, and to serve as a thesis advisor or reviewer.

(f) To hold consultation hours in a place and time agreed upon with the dean. Consultation hours should be at least two hours weekly for a full-time contract and must be published on the intranet.

ii. Academically relevant activities

a) To be active in their field of expertise, either through research, development, artistic and other creative activities, or through practice in the field and public service.

(b) To affiliate at least four of the following activity achievements per academic year (full-time equivalent; June–May period) using AAU as the only affiliation (in the case of shared affiliation, the output is counted only as the relevant share):

- Scholarly activity (article/letter/review in a peer reviewed journal, monograph or a chapter in a monograph, paper in conference proceedings, published working paper, submission of a grant application)
- Professional engagement and applied research (consulting activity, projects cooperating with business, NGOs, government bodies and other organizations, or expert analyses, commentaries etc.; reviewing and editorial work; certificates & trainings given; public professional engagement like advising government agencies, industry, or professional groups; certificates & trainings received)
- Organization of a conference / workshop / colloquium / policy roundtable / exhibition (curatorship)
- Art work and presentation (audio-visual and art work, exhibitions etc.)
- Article/letter/review for wider audience (case studies, policy analyses, op-eds, critical reviews, non-academic articles, podcasts, blogs, other online material)
- Invited lecture (presentations at conferences, workshops, seminars, public lectures)

- Media coverage and mentions (TV and radio appearances; keynote addresses or other invited presentations in prestigious venues)
- New course (including online courses, TED talks etc.) requested by AAU
- Study support material of a lasting nature, created by the instructor: workbook, worksheet, study guide, handbook, manual, set of exercises, reader (commented compilation of articles), presentation
- Methodology or procedural materials: teaching handbooks and guides; methodology for course work, writing academic papers, legal procedures; proposal of new teaching methods or procedures, of effectiveness measurement, of cooperation with students, etc.)

iii. Participation and service

- (a)** To attend the University, school and department faculty meetings.
- (b)** To participate in trainings and events organized by AAU, as required by the dean.
- (c)** To serve on AAU committees according to the school needs and lecturer's ability.
- (d)** To participate in the development of study programs and curricula, as required by the department chair, degree program guarantor or dean.
- (e)** To participate in activities contributing to the development of the department, school and University.
- (f)** A full-time lecturer must be a member of at least one AAU committee or a similar body. By agreement with the dean, the membership requirement may be substituted by significant active developmental participation.

- iv.** AAU and the faculty member may enter into a contract for an individual research plan. In this case, the faculty member is obliged to deliver research outputs using AAU as the only affiliation according to the individual research plan in line with the valid research policy. Research outputs used to fulfill the individual research plan may be counted towards fulfilling the academically relevant activities requirement.
- v.** Full-time faculty is obliged to limit all other academic employment to no more than a half-time workload (i.e., 20 hours per week); this applies also to engagement at institutions abroad (including the Slovak Republic).

- vi. A permanent faculty member is obliged to inform about the establishment, change or termination of any employment relationship at another higher education institution or at a foreign higher education provider Policy no. 4/2025 Issued on: June 25, 2025 Validity: Until revoked Issued by: Jiří Schwarz, President Effective from: Academic Year 2025/26 Page 5/15 in the Czech Republic, at a public research institution or at another research institution included in the list of research organizations.
- vii. The affiliation to AAU means that the person explicitly identifies themselves as a member of the AAU community. It is manifested by listing AAU's name ("Anglo-American University, Prague, Czech Republic" in English or "Anglo-americká vysoká škola, a. s." in Czech) next to the author's name when introducing the activity or claiming authorship of an output. (Mentioning employment at AAU in a bio is not sufficient to acknowledge AAU affiliation.)

2. Communication

- i. All faculty members are required to check their AAU e-mail regularly and respond promptly.
- ii. All faculty members are required to use the University approved learning management system and onlinecourse platform and maintain accurate and timely information for students.
- iii. Faculty members are required to use their AAU e-mail address when communicating with students by email; they should address the students at their respective AAU accounts.
- iv. Faculty members are required to inform the dean of their school or the dean of students about substantial problems with student performance. At minimum, the instructor must inform the dean about any student who is on track to fail by the end of the first and second third of a term (typically by the end of the fifth and tenth week in case of an obligatory term).

3. Course development and maintenance

- i.** All faculty members are required to use the AAU syllabus template as specified in the guidelines of the Vice President for Academic Affairs.
- ii.** All course syllabi must be presented to the department chair for review and modification guidance and then to the respective dean of school for approval by the date established by the school no less than one month before the start of the semester.
- iii.** All copyrightable instructional materials created for AAU courses and used by AAU instructors, including course syllabi, are considered an employee work pursuant the copyright act.
- iv.** Consultation hours for faculty members must be listed in their syllabi; hours should also be available to students at the instructor's school.
- v.** Faculty members must submit their course grades, final assessments, attendance sheets, tests, and other documents specified by their school by the deadline(s) established by their school.
- vi.** Faculty members cannot excuse a student's absence. Students must complete the absence excuse request form and supporting documentation and submit both to the dean of students for review.
- vii.** In on-site accredited degree programs, instructors teach in person and on-site. However, due to serious external circumstances, on-site University instruction may be limited and some students may have to participate remotely and/or some class sessions may be delivered entirely online. Therefore, all courses are designed to accommodate remote students enabling them to achieve learning outcomes, and course syllabi reflect this. In justified cases, the school dean may decide that a particular course is unsuitable for online instruction. In such a case, the school will notify the admissions office and the student services center in a timely manner prior to the start of the registration period so that no students who are known to have remote status will be registered for that course.

4. Assessment of student performance

- i. Assessment techniques and structure (weights of individual elements) must be linked to course learning outcomes and clearly specified in the course syllabus, and must be presented and explained to students in the introductory session.
- ii. Students are to be informed about assignments at the beginning of a course. Assignments must be stated in the syllabus and must specify the aspects of the student's performance to be assessed as well as the weight of individual graded components. It is strongly recommended to provide students with the rubric that will be used for assessment. Faculty may not alter number of assignments or their structure or weights without prior approval from the dean of the respective school.
- iii. Assessment of coursework at AAU must be early, continuous and diverse:
 - (a) Early assessment:
 - Faculty members regularly correct assignments submitted throughout the semester.
 - Comments and feedback are supplied to the students within two weeks.
 - (b) Continuous assessment:
 - Students earn 20–40 % of the final grade by the end of the first third of the course, and receive the first substantive written feedback on their performance by the fifth week;
 - Students earn 60–80 % of the final grade by the end of the second third of the course, and receive comprehensive written feedback on their performance shortly before the withdrawal deadline (in the ninth or tenth week).
 - Students receive appropriate and sufficient feedback on all assignments.
 - (c) Diverse assessment:
 - In order to cater to various learning styles and abilities a minimum of three distinct assessment formats (e.g., written exams, essays, presentations, group projects, or practical demonstrations) are employed over the course duration.

- If possible, both individual and group work is implemented to promote collaboration and peer learning while also allowing students to showcase their individual strengths. The group assignments, however, do not weigh more than 50 % cumulatively.
 - Class participation does not represent more than 20 % of the final grade.
 - No single assessment piece represents more than 35% of the final course grade.
- iv. An exception to the above-mentioned requirements may be granted at the discretion of the school dean, considering the unique circumstances or pedagogical approach of a particular course (e.g., an internship or a thesis course).
- v. To maximize the learning experience, it is important to provide students with performance up-dates throughout the semester. Reports due to the deans of schools as defined above regarding underperforming students should also be shared directly with the affected students by their instructors.

5. Class cancellation

- i. Class cancellation is discouraged, but if unavoidable, faculty members should propose appropriate substitutes to the respective department chair if possible. If extenuating circumstances, such as serious illness, should arise that require more than two cancellations, arrangements must be made with the respective dean of school. Class cancellations should be limited to situations that are unexpected and urgent and should not be used for holidays or unnecessary events.
- ii. The dean of school and department chair must be informed in advance, or as soon as feasibly possible if an emergency makes advance notice impossible. Proper notification consists of an e-mail addressed to the respective dean of school with the course code, name, date and time of the class listed; AAU reception should be included in the copy.
- iii. All cancelled classes must be rescheduled.

- iv. Faculty members are responsible for arranging a make-up session in the regular make-up slot as set forth in the academic calendar. For good cause, the dean of school, after consultation with the respective department chair, may allow the instructor to organize the make-up session outside of these regular slots.
- v. Make-up dates may not be determined without consulting the affected students, the respective department chair, and the dean of school. No required in-class assignments, quizzes, tests, etc. May be scheduled during a make-up session, AAU break or on a public holiday.

6. Responsibilities of school deans

- i. Develop, administer, and promote academic, research, and other educational programs of the school.
 - (a) Manage the school's curricula, accord the curricula with accreditations and curriculum maps, ensure that institutional and program learning outcomes are met, discuss significant concerns and changes with the relevant school and University bodies.
 - (b) Regularly review all programs of study (academic program review).
 - (c) Ensure accreditation of the school's courses by the University authorities (i.e., Curriculum Committee), manage the topicality of course syllabi.
 - (d) Decide on the offer of elective courses in consultation with relevant University authorities (i.e., department chairs).
 - (e) Manage the opening, scheduling, and cancellation of courses and assign instructors to courses and their sections.
 - (f) Manage the development, accreditation, renewal, and recognition of academic programs, lifelong learning courses, and practical experience activities.
 - (g) Make decisions about admittance of applicants.
 - (h) Make decisions regarding students' rights and responsibilities within the framework of the University's internal regulations, and to report registered misconduct to the University's disciplinary committee whenever necessary.

- (i) Manage class registrations.
- (j) Provide consultations and counseling for students.
- (k) Manage student projects and competitions, etc.
- (l) Ensure all activities relating to the administration and organization of the school's study programs.
- (m) Lead, coordinate and overview research activities at the school with the support of the research department.
- (n) Participate in educational and research activities in accordance with the needs and mission of the school.
- (o) Cooperate with AAU departments and bodies to enhance the quality of the education and the study experience.

ii. Lead and manage the school's faculty and staff.

- (a) Develop and annually update a hiring plan for the school in cooperation with Vice President for Academic Affairs and other University authorities.
- (b) Search for new faculty members, manage the selection process, decide on hiring and promotions as well as retention or dismissal of faculty members in cooperation with the relevant University authorities (i.e., Human resources department or similar).
- (c) Manage the school's office and department chairs, assign them tasks and communicate with them effectively.
- (d) Ensure the regular evaluation of the school's faculty, department chairs, and staff; propose salary raises/cuts to the Vice President for Academic Affairs based on assessments from the regular evaluations.
- (e) Inform the Vice President for Academic Affairs about the results of the yearly assessments as well as about all other relevant information regarding the performance of the school's faculty.
- (f) Organize a faculty meeting once per semester.

iii. Represent and promote the school and secure membership or recognition of the school in appropriate associations. Participate in developing external relationships of the school as well as partnerships for the purposes of:

- (a)** Developing study programs;
- (b)** Enhancing student placement opportunities;
- (c)** Providing public outreach opportunities for students and faculty;
- (d)** Cultivating additional fundraising opportunities;
- (e)** Developing and maintaining alumni relations;
- (f)** And enhancing the school's impact.

iv. Administer the school:

- (a)** Make administrative decisions in accordance with accreditations, the academic codex, the student handbook, the faculty handbook, and other University policies and procedures.
- (b)** Propose, manage, use, and monitor the school's budget.
- (c)** Implement the strategic plan of the University.
- (d)** Preside over the school's curriculum committee.
- (e)** Actively participate in President's collegium meetings and cooperate with the faculty senate and other University bodies as necessary, as well as share all relevant information with the school's faculty and staff with these bodies.
- (f)** Serve as a member of the academic council.
- (g)** Attend major University events (e.g., Alumni mixers, the Annual Awards Ceremony, etc.).
- (h)** Ensure the creation of the school's progress reports as well as the topicality of all documents required for these reports.
- (i)** Participate in the observance and further improvement of the academic standards of the school and the University.
- (j)** Provide oversight and coordination of the school's presence on the University's website.

v. The dean's duties as a faculty member (e.g., teaching duties) are reduced as agreed in their contract.

vi. The school dean may decide to partially transfer the rights and responsibilities to another position, such as vice dean, program guarantor, etc.

7. Responsibilities of department chairs

i. Quality supervision of courses

- (a)** Review all syllabi of the courses of the department before submitting them for final approval to the dean (syllabi at AAU are updated and submitted for an approval before every term).
- (b)** Assess achievement of learning outcomes stated in syllabi by checking substantial assignments and final exams of the courses of the department. It is obligatory to check new or substantially modified courses; other courses shall be checked at least once every two years.
- (c)** Appraise student evaluations of courses every semester, and based on that, suggest changes to instructors and/or the dean.
- (d)** Assist the dean with organizing course waiver exams in the track supervised by the department.
- (e)** Advise students on the topics of their final theses.

ii. Quality supervision of faculty

- (a)** Observe teaching of faculty members, including a follow-up with the faculty, and submission of the report to the dean.
- (b)** Appraise student evaluations of faculty every semester; if there is a problem, discuss the findings with the respective faculty, and submit recommendations to the dean.
- (c)** Assist the dean with a performance review of faculty members.
- (d)** Management of faculty of the respective department.
- (e)** Actively assist the dean with the search for new faculty.
- (f)** Assist in interviewing potential adjunct faculty; serve as member of hiring and promotion committee in the event of vacancy in the respective department.
- (g)** Hold a meeting of the department at least once per semester and submit the minutes to the dean within two weeks.
- (h)** Actively assist the dean with the search for substitution for absent instructors.
- (i)** Encourage faculty to pursue scholarly activities.
- (j)** Encourage faculty to organize guest lectures, field trips, student competitions and other beyondtraditional class activities.

iii. Development of school and curricula

- (a)** Serve as a member of the curriculum committee.
- (b)** Assess and develop concentration(s) within the discipline of the department.
- (c)** Participate in the preparation of state exam questions.
- (d)** Participate in preparing self-reviews within the academic program review, and in preparing accreditation files and other materials related to czech and foreign accreditations.
- (e)** Participate in preparing the long-term vision and strategies of the school.
- (f)** Recommend new courses to be offered by the department, and new study materials for the AAU Library.
- (g)** Develop contacts and academic cooperation with corresponding departments in the czech and foreign academic institutions, and with professional organizations, in cooperation with the dean.
- (h)** Encourage scholarly activity within the department.
- (i)** Encourage students' engagement in scholarly activities.
- (j)** Participate in organization of conferences, workshops and similar events at AAU.

- iv.** The typical administrative workload is equivalent to one course per semester (2 courses per academic year), which amounts to 10 hours per week. The administrative work should be allocated within 2 working days and performed on aau's campus. It is preferable that the work is performed during the determined core working hours (10 a.m. – 4 p.m.). The schedule of the working hours should be decided in advance for the whole semester and coordinated with other administrative employees.
- v.** The school dean may decide to partially or fully transfer the rights and responsibilities of the department chair to another position, such as vice dean, program guarantor, etc.

C. Performance review

1. Review principles

- i. Performance of faculty members is reviewed and feedback is given continuously by the dean, the department chair, and the Director of Research in case of faculty on the research plan. They are obliged to address the performance especially in case of underperformance (e. g. student evaluation summary grade equal or higher than 2.0); they are expected to appreciate and encourage extraordinary achievements.
- ii. Faculty members are evaluated based on their teaching and service. Permanent faculty members are also evaluated based on their scholarship in at least one of the following areas: research, creative activity, or professional/public scholarship.
- iii. Students' course evaluations must be conducted at every course every term. They must be conducted twice a term in newly introduced courses or if the course is taught by the relevant faculty member for the first time.
- iv. Teaching peer reviews must be conducted with every faculty member regularly.
 - (a) New faculty are reviewed in their first semester. The newly introduced courses and their faculty are reviewed as well.
 - (b) Continuing faculty are reviewed once every three years, or more often if their summative student course evaluation is equal or higher than 2.0 or in case of relevant student complaints.
 - (c) The objective of the peer review is to improve quality of teaching at the University by providing feedback and possibly advice to the lecturer.
 - (d) Teaching peer review typically consists of class observation, a follow-up meeting to discuss the observation results, a review of the course syllabus and the links between the syllabus and the observed session, and a review of the final exam and the way it corresponds to the course learning outcomes.
 - (e) The observer is typically the department chair or dean of school, alternatively it can be an instructor assigned by the dean. The report shall be submitted to the dean within two weeks of review.

- v. The Vice President for Academic Quality is entitled to appoint a peer reviewer for any course or faculty member in accordance with the rules set by the academic quality assurance board.
- vi. Annual personal review must be conducted with every permanent faculty member, department chair, and dean.
- vii. Faculty members appointed to a position of a dean of school are reviewed by the Vice President for Academic Affairs. All provisions including those related to supervision of the academic quality shall apply accordingly.
- viii. The academic quality assurance board shall set the rules for monitoring overall academic quality as concerns activities of faculty, department chairs and deans of schools. The Vice President for Academic Quality shall provide feedback on monitoring results to AAU management, as well as assessed individuals.

2. Annual personal review

- i. Annual personal review is conducted by the respective dean of school in cooperation with the respective department chair and Director of Research in case of faculty on the research plan. The rules set by the Policy no. 4/2025 Issued on: June 25, 2025 Validity: Until revoked Issued by: Jiří Schwarz, President Effective from: Academic Year 2025/26 Page 10/15 academic quality assurance board may provide for additional quality of teaching and creative activities procedures.
- ii. The annual personal review process is typically scheduled as follows:
 - (a) **1st week of June:** school offices share course evaluations with all faculty and department chairs.
 - (b) **2nd week of June:** permanent faculty (including department chairs) submit self-evaluation to the dean.
 - (c) **3rd week of June:** dean meets each permanent faculty member and department chairs.
 - (d) **4th week of June:** dean sends a written review to the faculty.

(e) 1st week of July: dean and faculty complete the review and submit it to the vice president for academic affairs and the HR department.

(f) 4th week of August: dean submits self-evaluation to the Vice President for Academic Affairs.

(g) 1st week of September: Vice President for Academic Affairs meets each dean.

(h) 2nd week of September: Vice President for Academic Affairs sends a written review to dean.

(i) 3rd week of September: Vice President for Academic Affairs and the dean complete the review and submit it to the HR department.

iii. A key input to the review is the self-evaluation of the reviewed person. This should consist of at least:

(a) Evaluation of fulfilment of the job requirements (see the job description).

(b) Description of relevant accomplishments and possible evaluation of the achievements of goals that were set in the previous review.

(c) Suggestion of changes or objectives for the next year.

iv. As an input to the review of faculty, the dean uses all relevant evidence including:

(a) Teaching and service record

(b) Record of academically relevant activities

(c) Student evaluation data (numerical summaries as well as students' commentaries) since the last review

(d) Peer review teaching reports since the last review

(e) Quality of supervised student research (theses) in the context of the student's GPA, mentoring and student advising as documented by the opponents' reviews and thesis defense protocols; sample of reviews especially for cases where great divergence between evaluators can be observed

(f) Instructor's self-evaluation

(g) Feedback from the department chair, school office

- (h) Feedback from the Director of Research
- v. As an input to the review of department chairs, the dean uses all relevant evidence including:
 - (a) Department chair's self-evaluation
 - (b) Feedback from selected faculty
 - (c) Feedback from the school office
- vi. As an input to the review of deans, the Vice President for Academic Affairs uses all relevant evidence as above and other including feedback from the school office, selected faculty, and Director of Research.
- vii. Based on the review, the dean of school may propose to the Vice President for Academic Affairs a salary raise for exemplary performance or a cut in the variable part of salary. The Vice President for Academic Affairs determines the salary change after a consultation with the Director of Research and the Vice President for Academic Quality. Salaries of permanent faculty are adjusted annually effective at the beginning of an academic year.
- viii. The School Dean may issue a formal letter of concern or warning to a faculty member whose performance fails to meet expected standards in teaching, scholarship, or service. Examples of underperformance may include consistently poor course evaluations, unsatisfactory peer reviews of teaching, lack of scholarly or creative output, failure to meet advising or service responsibilities, or repeated failure to respond to constructive feedback. Such a letter serves as formal notice under § 52 of the Czech Labor Code and may be considered part of a documented process to address deficiencies and support improvement.

D. Academic ranking and promotion

1. Academic ranks and promotion criteria

- i. Each AAU academic faculty member is assigned to a rank, depending on the faculty member's level of education, academic focus, performance, and experience. AAU's internal ranks are lecturer I, lecturer II, senior lecturer I, senior lecturer II, distinguished senior lecturer.

- ii. For the sake of promotion, faculty members are reviewed in the following areas:
 - (a) Duration of faculty appointment at AAU
 - (b) Teaching
 - (c) Scholarship in at least one of the following areas: research, creative activity, or professional/public scholarship
 - (d) Service to AAU
- iii. Promotion criteria for respective ranks are specified below.

2. Promotion procedure

- i. Promotion review is initiated either by the faculty member or by the respective school dean.
- ii. There are two regular rounds of promotion . the deadlines for requests for promotion are September 30 and March 15.
- iii. The candidates are responsible for providing
 - (a) An up-to-date academic CV
 - (b) A self-evaluation form describing their relevant achievements since the last promotion
 - Teaching record, student evaluation data (numerical summaries as well as students’ commentaries), peer review teaching reports, list of theses advised and reviewed at AAU with proposed and actual grades
 - Service record
 - List of academically relevant activities and scholarship achievements (research, creative activities, professional/public service) of their choice
- iv. The dean is also responsible for providing annual assessments of the candidate since the last promotion.
- v. Based on the collected evidence the dean decides on eligibility for promotion and (if successful) then:

- (a) In case of adjunct faculty, fills in the assessment protocol and recommends the promotion to the Vice President for Academic Affairs
 - (b) In case of permanent faculty, presents the file to the promotion committee
- vi. The dean appoints one promotion committee for all promotion cases in one term unless the fields of study of the candidates are so different that a fair and competent evaluation by one committee cannot be expected. The promotion committee has no less than three members. It is presided over by the dean of school and must consist of the respective department chair and AAU permanent faculty members at a rank preferably not lower than the candidate. Should a candidate for promotion serve as dean of school or have a joint appointment for more than one school, the promotion committee will be appointed and may be presided over by the Vice President for Academic Affairs.
- vii. The assessment may be waived in cases when a faculty member who has been appointed associate professor or equivalent at an accredited institution is considered for promotion to the rank of senior lecturer – degree II or a faculty member who has been appointed full professor or equivalent at an accredited institution is considered for promotion to the rank of distinguished senior lecturer. The faculty member must provide a detailed description of the criteria applied in such an appointment. The dean shall convey the description to the Vice President for Academic Affairs for decision on the equivalency of the title. If the external title is found equivalent, the assessment by the promotion committee shall be waived and the Vice President for Academic Affairs cannot without a good cause refrain from promoting the candidate.
- viii. Each member of the committee shall review the candidate in all the assessment areas using the standard AAU assessment protocol. In the protocol they indicate a level of compliance with the standards of the rank to which the candidate seeks promotion and may provide written explanation for their judgment. The levels of compliance are: no, minimal, substantial, and exemplary. It is generally expected that the Policy no. 4/2025 Issued on: June 25, 2025 Validity: Until revoked Issued by: Jiří Schwarz, President Effective from: Academic Year 2025/26 Page 12/15 candidates should have at least minimal compliance in all the assessed areas. However, the assessment should be conducted holistically. Lack of compliance in one area should not disqualify a candidate from being promoted if they excel in other areas. Minimal compliance means that the candidate meets the requirements of the respective rank.

Substantial compliance means that the candidate's achievements surpass what is required for the rank yet not so much as to meet the requirements of a higher rank. Exemplary compliance means that in the respective area the candidate meets requirements of a higher rank.

- ix. The committee makes final collective recommendation by a majority vote. The decision of the committee is presented to the Vice President for Academic Affairs in the standard AAU assessment protocol within one week. Written explanation of the committee's recommendation is an integral part of the protocol.
- x. The promotion nominations must be submitted to the Vice President for Academic Affairs (or Director of Research as well when appropriate) by October 31 (April 15).
- xi. The Vice President for Academic Affairs (together with the Director of Research in case of faculty on a research plan) shall decide on the promotion within two weeks of receiving the recommendation by the committee or the dean. The Vice president may request access to all the dossiers as well as ask for further explanation by the committee.
- xii. The decision of the Vice President for Academic Affairs is subject to approval by the academic quality assurance board.

3. Requirements for respective ranks

Appointment duration

Lecturer I	—
Lecturer II	Having served at AAU in the previous rank for at least 3 years.
Senior lecturer I	Having served at AAU in the previous rank for at least 5 years.
Senior lecturer II	Having served at AAU in the previous rank for at least 5 years.
Distinguished senior lecturer	Having served at AAU in the previous rank for at least 3 years.

Teaching

	Teaching experience	Teaching quality	Advising experience	Advising quality
Lecturer I	Some previous experience with teaching, at least as a teaching assistant.	Potential for high quality teaching and theses advising.		
Lecturer II	Previous experience with independently led courses for at least 3 years.	Courses characterized by diligent preparation, careful organization, clarity of presentation, intellectual rigor appropriate to the level of the students being taught, and fair and appropriate evaluation of students' tests and assignments.	Experience with advising theses.	
Senior lecturer I	Previous experience with independently led courses for at least 6 years (fulltime equivalent). Experience with teaching abroad (at least an intensive short-term course led as a visiting instructor).	Ditto	Ditto	Very good quality of supervised theses (in the context of the student's GPA).
Senior lecturer II	Previous experience with independently led courses for at least 9 years	Ditto + Exceptional mastery in teaching.	Regular advising theses.	High quality of supervised theses

	Teaching experience	Teaching quality	Advising experience	Advising quality
	(fulltime equivalent). Experience with teaching abroad (at least an intensive short-term course led as a visiting instructor).			(in the context of the student's GPA).
Distinguished senior lecturer	Ditto	Ditto + Exceptional mastery in teaching with a substantial impact on the University's educational mission.	Ditto	Ditto

Service

	Service	Curriculum development
Lecturer I	Potential for developing University citizenship (membership in AAU committees, extracurricular activities, etc.).	
Lecturer II	Signs of developing University citizenship (membership in AAU committees, extracurricular activities, etc.).	
Senior lecturer I	Developed University citizenship (membership in AAU committees, extracurricular activities, etc.).	Promise of leadership in program development (engagement in curriculum review related processes).
Senior lecturer II	Ditto	Accomplishment of leadership in program development (leadership in curriculum review related processes).

	Service	Curriculum development
Distinguished senior lecturer	Ditto + Engagement in AAU and professional activities that further the intellectual and pedagogical profile of the institution.	Ditto

Research

	Research program	Research output	Research activity and leadership
Lecturer I	Research interest conforming to AAU aims.	Research potential.	
Lecturer II	Achievement and promise of strong research potential conforming to AAU aims.	Publication of a first book or series of articles based on the lecturer's dissertation in nationally or internationally recognized outlets.	Participation in a research grant or completed fellowship/post doc. Prospects of further grant activity at AAU.
Senior lecturer I	Maintenance of a significant and sustainable research program conforming to AAU aims.	Publication of books or series of articles in domestically recognized outlets. Evidence of research impact (citations in Google Scholar, WOS, etc.). At least 2 publications in Web of Science journals or at least 4 publications in Scopus/ERIH journals. Scientific monographs may serve as an alternative in relevant fields.	Systematic effort of cooperation with AAU research teams and external researchers. Active participation at research grants, preferably at AAU.

	Research program	Research output	Research activity and leadership
Senior lecturer II	Ditto	Publication of books or series of articles in internationally recognized outlets. Research impact (citations in Google Scholar, WOS, etc.). At least 4 publications in Web of Science journals or at least 8 publications in Scopus/ERIH journals. Scientific monographs may serve as an alternative in relevant fields.	Regular membership of research teams from the AAU academic community and external researchers. Principal investigator of research grants, preferably at AAU. Developed citizenship in scholarly communities (membership in academic organizations, service on dissertation committees, editorial boards, etc.).
Distinguished senior lecturer	Ditto + Impact in the field of scholarship relevant to AAU.	At least 6 publications in Web of Science journals or at least 10 publications in Scopus/ERIH journals. Scientific monographs may serve as an alternative in relevant fields.	Ditto + Leadership of research teams from the AAU academic community and external researchers. Principal investigator of research grants at AAU.

Creative activity

	Creative program	Creative output	Creative activity and leadership
Lecturer I	Creative interest conforming to AAU aims.	Potential for creative activity.	
Lecturer II	Achievement and promise of strong creative potential conforming to AAU aims.	Regular creative activity. (Organization of/participation in exhibitions. Active participation in workshops, seminars, etc. Organization of/ participation in open lectures, art demonstration.)	Participation in an AAU project sponsored by an outside organization. Prospects of further project activity at AAU.
Senior lecturer I	Maintenance of a significant and sustainable creative program conforming to AAU aims.	At least 2 significant solo artworks/ realisations (e. g., exhibitions) in distinguished institutions. At least 4 participations in significant artworks/realisations (e. g., exhibitions) in distinguished institutions. Representation in major collections of at least 1 institution. At least 4 quotations or reproductions of artwork in a professional journal or catalog.	Systematic participation in AAU projects sponsored by outside organizations.

	Creative program	Creative output	Creative activity and leadership
Senior lecturer II	Ditto	<p>At least 4 significant solo artworks/realisations (e. g., exhibitions) in distinguished institutions, out of which at least 1 abroad.</p> <p>At least 11 participations in significant artworks/realisations (e. g., exhibitions) in distinguished institutions, out of which at least 1 abroad.</p> <p>Representation in major collections of at least 3 institutions.</p> <p>At least 1 participation in prestigious competitions and symposia.</p> <p>At least 1 quotation or reproduction of artwork in a professional monography.</p> <p>At least 10 quotations or reproductions of artwork in a professional journal or catalog, out of which at least 1 abroad.</p> <p>At least 1 award or scholarship</p> <p>At least 1 article in a major journal or 1 completed editorial project</p>	<p>Principal organizer of AAU projects sponsored by outside organizations.</p> <p>(At least 1 organized workshop or symposium. At least 1 ongoing or completed art grant)</p> <p>Developed citizenship in creative communities (membership in professional organizations, service on exhibition committees, juries, editorial boards, etc.).</p>

	Creative program	Creative output	Creative activity and leadership
Distinguished senior lecturer	Ditto + Impact in the field of scholarship relevant to AAU.	Ditto (a higher number) + Exceptional artistic achievements available in the public space (on the national and international level).	Ditto

Professional / public scholarship

	Focus	Output	Activity and leadership
Lecturer I	Professional focus conforming to AAU aims.	Professional activity.	
Lecturer II	Achievement and promise of strong professional potential conforming to AAU aims.	Evidence of professional outputs (business projects, published articles, professional promotion, etc.).	Participation in an AAU project sponsored by an outside organization. Prospects of further project activity at AAU.
Senior lecturer I	Maintenance of a significant and sustainable professional activity conforming to AAU aims.	Professional outputs publicly recognized at a national level.	Systematic participation in AAU projects sponsored by outside organizations.
Senior lecturer II	Ditto	Professional outputs publicly recognized at an international level.	Principal organizer of AAU projects sponsored by outside organizations.

	Focus	Output	Activity and leadership
			Developed citizenship in professional communities (membership in professional organizations, service on government advisory committees, etc.).
Distinguished senior lecturer	Ditto + Impact in the field of scholarship relevant to AAU.	Ditto	Ditto

Document Review and Approval History

Date	Body/Individual	Action	Comments/Notes	Version
2025/06/02	President's Collegium	Reviewed	No objections raised	v1
2025/06/03	Faculty Senate	Reviewed	Minor review suggested	v1
2025/06/02	Student Council	Reviewed	No objections raised	v1
2025/06/02	Alumni Council	Reviewed	No objections raised	v1
2025/06/25	Board of Directors	Approved		v1