
REGULATION OF THE DEAN

No. 14/2025



Fakulta tropického
zemědělství

PROCEDURE FOR DETERMINING THE PERSONAL ALLOWANCE (PA) IN ADDITION TO THE BASE SALARY OF ACADEMIC STAFF (AS) AT THE FACULTY OF TROPICAL AGRISCIENCES (FTZ)

Article 1

Introductory Provisions

- (1) The amount of the Personal Allowance (PA) is calculated annually on the basis of the results of the teaching and research activities of the Faculty's academic staff member over the preceding three years. The calculation of the PA amount shall be carried out no later than 31 May of the given year. Any change to this deadline shall be decided by the Dean of the Faculty.
- (2) In accordance with the internal regulations of CZU, the PA is not an entitlement-based component of salary, and the Faculty of Tropical AgriSciences (FTZ) is not obliged to pay this allowance.

Article 2

Teaching Evaluation

- (1) The evaluation is based on the total number of so-called stat-points of each academic staff member, as recorded in the UIS (University Information System).
- (2) The total number of successfully defended bachelor's, master's, and doctoral theses supervised by each academic staff member. The distribution of points for each supervisor is as follows: bachelor's thesis – 25 points; master's thesis – 50 points; doctoral thesis – 150 points. If the academic staff member acts as a consultant (specialist supervisor) of the thesis, the principal supervisor shall indicate the proportional share of points to be allocated to the consultant.
- (3) The optimal number of teaching points (TP) per academic staff member per year is 150.

Article 3

Evaluation of Creative (Research) Activity

- (1) The total number of published articles (original research articles, review articles, short communications) in journals indexed in WoS (Web of Science) with an assigned Impact Factor (IF) and affiliated with FTZ, CZU, is taken into account. Point values for individual journals are calculated on the basis of the Science Citation Index Expanded (SCIE) as follows: article in the 1st decile – 100 points; article in the 1st quartile – 75 points; article in the 2nd quartile – 50 points; article in the 3rd quartile – 20 points; article in the 4th quartile – 5 points. Classification into individual deciles (D) and quartiles (Q) is based on the IF categories of the journal in WoS.

The following outputs of creative activity are also included: patent – 70 points; utility model – 20 points; book chapter – 20 points.

- a) The following coefficients are further applied:
 - i. Scientific articles published in Nature Index journals: 200% of the point value.
 - ii. Scientific articles published by MDPI publishers: 50% of the point value.
- (2) The distribution of points among co-authors is as follows:
 - a) First author, corresponding author, and last author – 100% of the points.
 - b) Up to 10 co-authors – the remaining co-authors share the total point value equally.
 - c) More than 10 co-authors – each of the remaining co-authors receives 10% of the total point value of the publication.
- (3) If the first author, corresponding author, last author, or any co-author lists multiple affiliations, the total number of points allocated to that author shall be divided by the number of affiliated institutions.
- (4) The total number of citations of each academic staff member recorded in the WoS Core Collection database is also taken into account. Only citations of works published within the last five years are included. Each citation equals 1 point.
- (5) The optimal minimum number of research points (RP) per academic staff member per year is 100.

Article 4

General Provisions

- (1) The weighting of teaching points (TP) and research points (RP) in the total amount of the PA is set at 40% TP / 60% RP.
- (2) If an academic staff member was unable to perform their work duties for a prolonged period due to serious reasons, such as parental leave or long-term incapacity for work, it is possible to adjust the evaluated period. In such a case, the employee may determine the interval to be included in the evaluation, ranging from up to three years prior to the commencement of parental leave (or long-term incapacity for work) to up to three years after returning to employment following the end of parental leave (or long-term incapacity for work). The commencement of parental leave or long-term incapacity for work must be documented by relevant documents or a medical report.
- (3) New employees (academic staff members) without publications affiliated with FTZ and without teaching activity are entitled to the PA in the amount of the basic PA rate set for the relevant year. This entitlement applies for a maximum period of two years.
- (4) The PA applies to all academic staff members of FTZ with an employment workload of 0.5 or higher. The total amount of the PA is independent of the extent of the employment workload.
- (5) If an academic staff member of the Faculty holds the position of Vice-Dean, they are entitled to a compensatory allowance of CZK 8,000 per month; in the case of the First Vice-Dean and Vice-Rector, CZK 8,500 per month. If an academic staff member holds the position of Dean, they are

entitled to a compensatory allowance of CZK 10,000 per month. If an academic staff member holds the position of Head of Department, they are entitled to a compensatory allowance of CZK 5,500 per month. This allowance is included in the total amount of the PA.

- (6) The guarantor of a bachelor's degree study programme is entitled to a compensatory allowance of CZK 2,000 per month. The guarantor of a master's degree study programme is entitled to a compensatory allowance of CZK 2,000 per month. The guarantor of a doctoral study programme is entitled to a compensatory allowance of CZK 2,000 per month. The guarantor of U3V (University of the Third Age) is entitled to a compensatory allowance of CZK 500 per month.
- (7) The maximum amount of the PA for each academic staff member may not exceed twice the average PA amount at the Faculty in the given year.

Article 5

Final Provisions

- (1) This regulation enters into force on 1 January 2026.
- (2) This regulation applies to results from the year 2025 (in the case of point (1) a) ii., from the year 2026).

Prague, 12 December 2025

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