

<b>UNIVERSITY OF PARDUBICE</b> <b>Faculty of Arts and Philosophy</b>	
<b>Directive No. 3/2024 as amended by Addendum No. 1/2025</b>	
<b>Subject:</b>	<b>Habilitation Procedure and Procedure for Appointment to Professorship at the Faculty of Arts and Philosophy, University of Pardubice</b>
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Approved by:	doc. Mgr. Jiří Kubeš, Ph.D., Dean
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## Article 1

### Introductory Provisions

These principles are based on Sections 73, 74, 75 and 78 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Certain Acts, and on the internal regulation of the University of Pardubice “Rules for the Habilitation Procedure and the Procedure for Appointment to Professorship at the University of Pardubice” of 24 May 2022, which provides that the criteria for assessing the scholarly standing and teaching competence of the candidate are determined by the faculty holding accreditation for the relevant fields of the habilitation and appointment procedures.

## Article 2a

### Habilitation Procedure in the Field of Historical Sciences

(1) The candidate is expected to have completed a doctoral degree programme and is to submit an authenticated copy of the relevant document (degree certificate or confirmation of the award of the Ph.D. degree).

(2) In the assessment of the candidate, particular attention is paid to his/her scholarly and pedagogical development since the award of the Ph.D. degree.

(3) The habilitation thesis may take the form of:

- a) an original scholarly monograph that has not yet been published;

- b) an original scholarly monograph published in print;
- c) a set of published scholarly studies accompanied by an integrative introductory study.

The minimum length of the habilitation thesis is 150 printed pages.

(4) The candidate is to submit a description of his/her teaching activities. This is to include:

- a) at least five years of university-level teaching experience in the position of senior lecturer;
- b) an overview of his/her teaching activities to date, accompanied by the titles of five courses which the candidate considers key to his/her teaching profile, together with a brief summary of each course;
- c) supervision of at least five successfully defended bachelor's theses and three master's theses.

(5) The candidate is to submit a description of his/her scholarly activities. This is to include:

- a) a list of at least two book-length monographs (result type B under the applicable methodology), each with a minimum length of 150 printed pages. A monograph may also take the form of a set of thematically linked chapters in a scholarly book of at least 150 printed pages in total, supplemented with a commentary, provided that the candidate is clearly the author of the whole;
- b) a list of at least 20 studies in scholarly journals (results of type J under the applicable methodology) or chapters in subject-relevant scholarly books (result type C). Of the total number of publications, at least five studies/chapters are to be published in a foreign language and abroad. Publications in Slovak are not considered as foreign-language and foreign outputs. Only outputs in which the candidate is the sole author or in which the candidate's clearly identifiable share of authorship is at least 50% are regarded as eligible outputs. As an alternative to five studies, an additional monograph of at least 150 printed pages which is not counted in the above total, or a thematically coherent text of 150 printed pages with clearly attributable authorship of the candidate, may be submitted. Depending on the language and place of publication, this output is classified as domestic or foreign;
- c) a list of further scholarly outputs: university-level specialist texts and teaching materials, entries in encyclopaedias and dictionaries, scholarly and literary translations, scripts for realised exhibitions and reviews, as well as other outputs linked to the so-called third mission of universities (output types Nmap/Npam/Nmet/Ekrit);
- d) a list of at least 30 citations of the candidate's work, of which at least 10 must occur in publications abroad. Self-citations and citations in unpublished qualification theses are not counted. Each cited item is counted only once per citing work;
- e) a list of completed research fellowships or placements abroad at relevant scholarly institutions. The total duration of research stays abroad must reach three months in the case of a candidate for habilitation, with conference participation and short research trips for archival work not being counted towards this period. In assessing this criterion, it is the role of the committee to consider and evaluate carefully, where appropriate, whether alternative conditions (active participation in international conferences, membership of international projects, etc.) have been fulfilled to an appropriate extent;
- f) a list of at least three invited lectures or conference presentations delivered in a foreign language at international fora;

- g) at least one successfully completed research grant with external funding, in which the candidate has acted as principal investigator or co-investigator in grant projects involving cooperating institutions;
- h) a selection of five of the candidate's most important published works, each accompanied by a brief summary outlining its relevance to the field and to the candidate's academic career.

(6) The candidate is also to propose three possible topics for the habilitation lecture, each accompanied by an abstract (150–300 words per topic).

In assessing the above criteria, it is the role of the committee to consider carefully, where appropriate, whether alternative conditions have been fulfilled to an appropriate extent.

## **Article 2b**

### **Habilitation Procedure in the Field of Philosophy**

(1) The candidate is expected to have completed a doctoral degree programme and is to submit an authenticated copy of the relevant document (degree certificate or confirmation of the award of the Ph.D. degree).

(2) The habilitation thesis may take the form of:

- a) an original scholarly monograph that has not yet been published;
- b) an original scholarly monograph published in print;
- c) a set of published scholarly studies accompanied by an integrative introductory study.

The minimum length of the habilitation thesis is 150 standard pages; in justified cases, the appointed habilitation committee may grant an exemption from this requirement.

(3) The candidate is to submit a description of his/her teaching activities. This is to include:

- a) at least eight semesters of university-level teaching experience;
- b) at least twenty-five taught courses, of which at least ten must be semester-long lectures;
- c) supervision of at least five successfully defended bachelor's or master's theses;
- d) a self-evaluation report on the candidate's teaching activities, assessing his/her teaching experience to date and outlining plans for future pedagogical development (4–6 standard pages).

(4) The candidate is to submit a description of his/her scholarly activities. This is to include:

- a) a scholarly monograph of at least 150 standard pages published by a relevant academic publisher. A monograph may also take the form of a set of thematically linked chapters in a scholarly book (meeting the same standards) of a total length of at least 150 standard pages. The scholarly book may be replaced by at least five studies in scholarly journals or chapters in scholarly books, of which at least three are to be published in one of the

world languages (typically English) and on an internationally recognised platform,<sup>1</sup> with a total length of at least 150 standard pages. This monograph or its equivalent may also be submitted as the habilitation thesis under points (2)(b) or (2)(c) above; however, this does not apply if the monograph is a revised version of one of the candidate's previous qualification theses (Master's or Ph.D. theses);

- b) at least fifteen studies in scholarly journals or chapters in scholarly books. Of the total number of publications, at least seven studies must be published in one of the world languages (typically English) and on an internationally recognised platform. Each additional monograph replaces five studies published in the corresponding language version;
- c) a selection of the three most significant publications accompanied by the candidate's self-evaluation report explaining the scholarly contribution of these publications (4–6 standard pages in total);
- d) at least fifteen active participations in conferences and workshops, of which at least seven must be international;<sup>2</sup>
- e) at least twenty citations of the candidate's work, of which no fewer than five must occur on internationally recognised platforms. Self-citations and citations in unpublished qualification theses are not counted. Each cited item is counted only once per citing work;
- f) at least one successfully completed research project funded by an external provider, in which the candidate acted as principal investigator or co-investigator;
- g) at least one long-term research stay abroad (minimum duration: three months);<sup>3</sup>
- h) a list of further scholarly outputs, which may include university-level teaching materials (including electronic study materials), entries in encyclopaedias and dictionaries, scholarly and literary translations, public engagement and outreach activities, scripts for realised exhibitions, or reviews;
- i) documentation demonstrating engagement in the so-called third mission of universities. No minimum number of outputs is prescribed; the assessment committee will take the submitted materials into account;
- j) the candidate may also attach a list of awards granted by the academic community.

(5) The candidate is also to propose three possible topics for the habilitation lecture, each accompanied by an abstract (150–300 words per topic).

The appointed habilitation committee is to consider the candidate's materials as a whole and may, where a criterion is not fully met, take into account fulfilment of other criteria in which the candidate significantly exceeds the required outputs, or the specific features of his/her academic career (increased international mobility, extensive project work, career breaks, etc.).

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<sup>1</sup> Internationally recognised platform: a recognised international journal or a book published by an internationally recognised academic publisher.

<sup>2</sup> International conference or workshop: a conference/workshop with substantial international participation of speakers, including keynote speakers, where the working language is one of the world languages (typically English) and in which the candidate also delivers their presentation in that language.

<sup>3</sup> In justified exceptional cases, several shorter research stays may be aggregated. For the purposes of the habilitation procedure, a research stay in Slovakia cannot be counted as a long-term research stay abroad.

### **Article 3**

#### **Procedure for Appointment to Professorship in the Field of Historical Sciences**

- (1) The candidate is expected to have at least eight years of university-level teaching experience in the positions of lecturer and associate professor, and to have supervised at least ten successfully defended bachelor's theses and five master's theses. It is also required that the candidate has supervised at least two successfully defended doctoral dissertations.
- (2) In the assessment of the candidate, particular attention is paid to his/her scholarly and pedagogical development since the completion of the habilitation procedure.
- (3) A candidate applying for appointment to professorship is to submit a description of his/her scholarly activities. This is to include:
  - a) a list of at least three monographs (result type B under the applicable methodology), each of a minimum length of 150 printed pages. A monograph may also take the form of a set of thematically linked chapters in a scholarly book, supplemented with a commentary, of a total length of at least 150 printed pages, provided that the candidate is clearly the author of the whole;
  - b) a list of at least forty studies in scholarly journals (results of type J under the applicable methodology) or chapters in subject-relevant scholarly books (result type C). Of the total number of publications, at least ten texts are to be published in a foreign language abroad and at least five in subject-relevant journals of major disciplinary significance. Publications in Slovak are not considered foreign-language or foreign publications. Only outputs in which the candidate is the sole author or in which the candidate's clearly identifiable share of authorship is at least 50% are regarded as eligible outputs. As an alternative to five studies, an additional monograph of at least 150 printed pages which is not counted in the above total, or a thematically coherent text of 150 pages with clearly attributable authorship of the candidate, may be submitted. Depending on the language and place of publication, this output is classified as domestic or foreign;
  - c) a list of further scholarly outputs: university-level specialist texts and teaching materials, entries in encyclopaedias and dictionaries, scholarly and literary translations, scripts for realised exhibitions, and reviews, as well as other outputs linked to the so-called third mission of universities (output types Nmap/Npam/Nmet/Ekrit);
  - d) a list of at least fifty citations of the candidate's work, of which at least twenty must occur in publications abroad. Self-citations and citations in unpublished qualification theses are not counted. Each cited item is counted only once per citing work;
  - e) a list of completed research fellowships or placements abroad at relevant scholarly institutions. The total duration of research stays abroad must reach six months in the case of a candidate for appointment to professorship, with conference participation and short research trips for archival work not being counted towards this period. In assessing this criterion, it is the role of the committee to consider and evaluate carefully, where appropriate, whether alternative conditions (active participation in international conferences, membership of international projects, etc.) have been fulfilled to an appropriate extent;

- f) a list of at least six invited lectures or conference presentations delivered in a foreign language at international fora;
- g) a list of at least two successfully completed research grants with external funding, in which the candidate acted as principal investigator or co-investigator in grant projects involving cooperating institutions;
- h) an overview of the candidate's teaching activities, accompanied by the titles of five courses which the candidate considers key to his/her teaching profile, together with a brief summary of each course;
- i) a selection of five of the candidate's most important published works, each accompanied by a brief summary outlining its relevance to the field and to the candidate's academic career.

In assessing the above criteria, it is the role of the committee to consider carefully, where appropriate, whether alternative conditions have been fulfilled to an appropriate extent.

(4) The candidate is also to propose three possible topics for the lecture to be delivered as part of the procedure for appointment to professorship, each accompanied by an abstract (150–300 words per topic). The relevant evaluation committee will then select one of these topics for further elaboration.

(5) The initiation of the professorship procedure must be supported by at least one letter of recommendation from an international expert.

(6) At least one member of the committee appointed to assess the proposal for appointment to professorship must be an international expert in the relevant field.

doc. Mgr. Jiří Kubeš, Ph.D.  
Dean, Faculty of Arts and Philosophy,  
University of Pardubice

**Annex: Summary of Minimum Requirements for Both Procedures** (*outputs according to the applicable methodology*)

In assessing the criteria, it is the role of the committee to consider carefully, where appropriate, whether alternative conditions listed in the relevant sections of this Directive have been fulfilled to an appropriate extent.

<b>Minimum Requirements</b> ( <i>for details, see the relevant sections of the Directive</i> )	<b>Habilitation Procedure in Historical Sciences</b>	<b>Habilitation Procedure in Philosophy</b>	<b>Procedure for Appointment to Professorship</b>
Scholarly monograph (B)	2	1 (published after the defence of the doctoral dissertation) <sup>4</sup>	3
Scholarly studies (J) or book chapters (C)	20 J or C; at least 5 J published abroad	15 J or C; at least 7 published in world languages and on an internationally recognised platform	40 J or C; at least 10 J or C published abroad, including 5 J in subject-relevant leading journals
Citations	30; at least 10 in foreign publications	20; at least 5 on internationally recognised platforms	50; at least 20 in foreign publications
Total duration of research stays abroad	3 months	one long-term stay of at least 3 months	6 months
Invited lectures or conference presentations at international fora in a foreign language	3	15 active participations, at least 7 international	6
Successfully completed research grants – principal investigator	1	1	2
Supervised qualification theses	5 bachelor's and 3 master's theses	5 bachelor's or master's theses	10 bachelor's and 5 master's theses; 2

<sup>4</sup> The following options are admissible:

- The candidate lists one published monograph (which is the book-version of the doctoral dissertation) and 15 articles in the CV. In this case, the habilitation thesis may take the form of either a compilation of existing articles or an original unpublished monograph (other than the published dissertation monograph).
- The candidate lists one published monograph distinct from the dissertation and 15 articles. The habilitation thesis may be this monograph, another original unpublished monograph, or a compilation of articles.
- The candidate lists no published monograph and 20 articles (at least 10 published abroad). The habilitation thesis may take the form of an unpublished monograph or a compilation of articles.
- The candidate lists both a published dissertation monograph and another monograph. In this case, the required minimum number of articles is 10 (in accordance with point 4(b)). The habilitation thesis may be the published non-dissertation monograph, a different unpublished monograph, or a compilation of articles.

			defended doctoral dissertations
Teaching experience as senior lecturer/associate professor	5 years	8 semesters; at least 25 taught courses, including at least 10 semester-long lectures	8 let
Letter of recommendation from an international expert	—	—	1



### Record of Changes and Revisions of the Controlled Document

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