

Faculty of Social Studies, Masaryk University, Instruction No. 1/2022**Evaluation of Non-Academic Employees
of the Faculty of Social Studies of Masaryk University**

Pursuant to Section 28 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Higher Education Act"), I issue the following instruction:

Section 1

Subject of Regulation

This instruction specifies the methodology for the evaluation of non-academic employees of the Faculty of Social Studies, Masaryk University, and builds on MU Directive No. 5/2017 Staff Evaluation.

Section 2

Purpose of the Evaluation

- (1) The purpose of this instruction is to specify rules and procedures for the internal evaluation of non-academic employees (hereinafter referred to as the "employees/staff") of the Faculty of Social Studies, Masaryk University (hereinafter referred to as the "Faculty").
- (2) Staff evaluation means the evaluation of employees' performance and work results pursuant to Section 302(a) of Act No. 262/2006 Coll., the Labour Code, as later amended, in accordance with MU Directive No. 5/2017 Staff Evaluation.
- (3) Staff evaluations include the evaluation of employees' performance, the identification of employees' annual performance goals, and, if appropriate, the setting of employees' development needs.
- (4) The evaluation takes place once a year, usually in the first quarter of the calendar year, with the specific date for the collection of the data needed for the evaluation being determined by a measure of the Faculty Bursar.
- (5) Main criteria for staff evaluation:
 - a) Entrusted agenda (e.g. fulfilment of goals and specific tasks, meeting deadlines, quality of work, fulfilment of performance expectations),
 - b) Method of work (e.g. approach to tasks, willingness to perform tasks beyond normal work duties, showing initiative in their approach to work, compliance with the rules and agreements, willingness to help others, cooperation at the unit and outside the unit, influence on other employees, team leadership, compliance with the Masaryk University Employment Code and the MU Code of Ethics).

Section 3

Basic Rules for Evaluation

- (1) The staff evaluation takes place once a year in two successive stages:

- a) Evaluation stage 1: Evaluation of the senior employees of purpose-built facilities and the departments of the Dean's Office by immediate superiors and the relevant Vice-Deans (if appropriate).
 - b) Evaluation stage 2: Evaluation of the staff of departments (with the exception of the researcher I–IV and postdoc I–IV positions that are evaluated as part of EVAK), purpose-built facilities, and departments of the Dean's Office by immediate superiors and the relevant Vice-Deans (if appropriate).
- (2) For staff employed on a project whose workload is at least half of the stipulated weekly working hours, the evaluator may request information and documents for the evaluation from the project investigator.
- (3) For staff whose workload is less than half the stipulated weekly working hours (in particular project staff), the evaluator may choose a method of evaluation other than that provided for in this instruction (e.g. evaluation in the context of remuneration, evaluation of the specific results of work on a particular task or project). In the case of a staff member employed on a project, the method of evaluation will be agreed on with the project investigator.
- (4) Staff evaluation is carried out for all employees who have had an employment relationship of at least six months during the evaluation period and who are not in a notice period.

Section 4

Evaluation Process

- (1) The evaluation process consists of the following steps:
- a) Announcement of the staff evaluation by the Faculty Bursar for the given period, including the setting of a schedule for the implementation of the evaluation in the stages referred to in Section 3 (1).
 - b) Familiarisation of senior employees through the Faculty Personnel Office with the methodology, means of conducting, and timing of the evaluation interview.
 - c) The actual conducting of employee evaluation interviews in the stages referred to in Section 3 (1).
 - d) Collecting evaluation forms from senior employees through the Faculty Personnel Office.
 - e) Evaluation of employee development and training requirements and preparing a summary final employee evaluation report through the Faculty Personnel Office.
 - f) Implementation of the conclusions of the staff evaluation.
- (2) The evaluation interview is preceded by the following preparations:
- a) Setting the date, place, and time of the evaluation.
 - b) Completion of the self-evaluation form (Appendix No. 1).
 - c) Preparation of feedback from the evaluator – the superior will evaluate the fulfilment of the expected performance and quality of work, the fulfilment of objectives, and the manner of the conduct, cooperation, and proactivity of the evaluated person.
 - d) Revising the existing job description, preparing changes to it by the evaluator and the evaluated person, provided this need has arisen from the evaluation process.
 - e) Completion of the unit evaluation form by the senior employee (Appendix No. 2).

- f) Preparation for the evaluation interview should take place well in advance of the interview date (at least three working days).
- (3) The course of the evaluation interview is implemented as follows:
- a) Evaluation of annual goals for the previous period and setting goals for the next period.
 - b) Evaluation of personal development goals and setting goals for the next period.
 - c) Space for the evaluated person to express their views using the self-evaluation form.
 - d) Space for the evaluated person to express their views using the evaluation form of their department/unit.
 - e) Feedback from the evaluator.
 - f) Feedback from the evaluated person.
 - g) Job description update.
 - h) Summary of key findings from the evaluation interview (Appendix No. 3).
 - i) Completion of all appendices of the evaluation and the mutual signing.
- (4) After the evaluation interview, the senior employee will complete and submit the evaluation forms to the Personnel Office via the electronic evaluation tool.
- (5) The senior employee will prepare new job descriptions, if they have been updated as a result of the evaluation interview.

Section 5

Final Provisions

- (1) I entrust the head of the Faculty Personnel Office with the interpretation of the individual provisions of this instruction.
- (2) This instruction belongs to the 'HR and Wages' methodological procedure.
- (3) Compliance with this instruction will be inspected by the Faculty Bursar.
- (4) This instruction comes into force and effect on the date of its publication.

Annexes: No. 1 – Self-Evaluation Form
No. 2 – Unit Evaluation Form
No. 3 – Final Summary of the Evaluation Interview

In Brno on 12 December 2022

Prof. Stanislav Balík
FSS Dean

Czech version of the contract is legally binding.



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