

**BRNO UNIVERSITY OF TECHNOLOGY**  
**FACULTY OF BUSINESS AND MANAGEMENT**

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Accountability: doc. Ing. Marie PavlÁková Dočekalová, Ph.D. – Vice-Dean for Science and Research  
Mandatory for: Faculty of Business and Management  
Issued by: The Dean of the Faculty of Business and Management  
Annulment of: Resolution No. 18 /2018 of 29<sup>th</sup> Oct, 2018 on initiating the habilitation procedure and the professor appointment procedure at the Faculty of Business and Management of Brno University of Technology (effective as of 29<sup>th</sup> Oct, 2018)  
Amendment to: -  
No. of pages: 5  
No. of annexes: 6

**Resolution no. 14/2022**  
**Requirements and Criteria for Scientific and Educational**  
**Qualifications in the Habilitation and Professor**  
**Appointment Procedure at the Faculty of Business and**  
**Management, BUT**

**Article 1**  
**Introductory provisions**

1. The habilitation and professor appointment procedure is defined by Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), the valid Regulations of the Habilitation Procedure and the Professor Appointment Procedure of the BUT (hereinafter referred to as the "Regulations"), Directive No. 9/2018, Procedure for the Appointment Procedure at BUT (hereinafter referred to as the "Rector's Directive"), the internal regulations and standards of BUT and the formal and procedural requirements of the Ministry of Education.
2. Prospective applicants are informed about the expected minimum standard of habilitation and professor appointment procedure by the definition of minimum requirements for key criteria for the assessment of scientific or educational qualifications and about the criteria to be assessed in these procedures.

## **Article 2**

### **Factors to be considered in habilitation and professor appointment procedures**

1. In the habilitation and professor appointment procedure, the applicant must demonstrate: the results of their previous creative and scientific activities and their recognition by the scientific and professional community; teaching skills verified by university practice and previous results in the education of university students; professional skills aimed at the development of the field and the ability to conduct research in the field and, on the basis of this research, to conduct and organise teaching in higher education. The applicant shall be a person of good character whose past life and civic attitudes are not in conflict with the principles of morality and ethics.
2. The evaluation committee comprehensively assesses the applicant's professional and personal profile and submits a clearly reasoned proposal to the Scientific Board of the Faculty of Business and Management, BUT. Meeting the minimum requirements of the criteria<sup>1</sup> set out in Articles 3 to 5 of this Resolution does not entitle the applicant to a successful completion of the procedure.

## **Article 3**

### **Criteria for assessing scientific qualifications**

1. In the habilitation procedure and the professor appointment procedure, the scientific qualifications of the applicant are verified in relation to the field of Economics and Management.
2. The committee evaluates the professional contribution of the applicant's creative outputs to the development of the field of Economics and Management and their impact on the international and domestic scientific community. For publication outputs, the committee evaluates their quality through the journal's quartile ranking according to the impact factor (IF) or SCImago Journal Rank (SJR). The committee also evaluates the sources of funding for research projects, with international projects funded from abroad being evaluated very positively. Applied research results and involvement in contract research are also valued.
3. The minimum requirements for publication of scientific articles in journals listed in Web of Science (WoS) and SCOPUS apply to the FORD 5.2 Economics and Business. Criteria values for publications of peer-reviewed articles in journals listed in WoS and SCOPUS, as referred to in Article 3 (6) of this Resolution sum the author's shares. The publication of a peer-reviewed article in a SCOPUS-ranked journal may be replaced by a peer-reviewed article in a WoS-ranked journal with an assigned IF.
4. As part of the habilitation procedure, in addition to the publication outputs listed in Section 4, the applicant shall also submit a habilitation thesis pursuant to Article 72(3)(a) to (c) of the Higher Education Act.
5. The habilitation thesis submitted in the form of a set of published scientific papers accompanied by a commentary must contain at least three articles published in journals listed in WoS or SCOPUS, while at least one article included in the submitted set of papers must be published in a journal with an IF in the quartile higher than 2 according to WoS. The set of articles must be accompanied by a unifying commentary of at least 30 pages. The commentary must include a description of: the overall concept of the submitted body of work, the current state of research in the field on an international scale, the theoretical background and research methodology, a summary of the

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<sup>1</sup> Results falling under more than one of the criteria set out in Articles 3 to 5 of this Resolution shall be considered only once.

knowledge gained and a specific description of the overall scientific contribution of the published articles (in the case of co-authored articles, the applicant must clearly specify their own contribution and define their contribution to the preparation of these publications), a specification of the limits of the published research and the direction of further research.

6. Minimum requirements for applicants in scientific research activities:

Criterion	Habilitation	Professor Appointment Procedure
Scholarly book in the field of Management <sup>2</sup>	1	2
Publication of scientific articles in a WoS-ranked journal with assigned IF	2	4
• of which JIF Q1 and Q2	1	2
Publication of scientific articles in a SCOPUS journal	2	4
Research project with external funding	2	4
International project <sup>3</sup>	1	2

**Article 4**  
**Criteria for assessing teaching qualifications**

1. As part of the habilitation/professor appointment procedure, the applicant is required to engage in regular university teaching related to the field of Economics and Management, to supervise final theses, to prepare teaching materials and to teach at a university abroad.
2. As part of the professor appointment procedure, the applicant is also expected to take an active part in setting the profile of study programmes, to act as a guarantor of study programmes and in educating postgraduate students.

3. Minimum requirements for applicants in the context of teaching activities:

Criterion	Habilitation	Professor Appointment Procedure
University teaching experience in Management - number of semesters of regular teaching <sup>4</sup>	8	16
Study programme guarantor	1	2
Supervisor of defended bachelor's/diploma thesis	25	45

<sup>2</sup> Definition pursuant to the separate Annex No. 4 of the Methodology for the Evaluation of Research Organizations and Programmes of Special Purpose Support for Research, Development and Innovation approved by Government Resolution No. 107 of 8 Feb, 2017. At least one in the habilitation procedure in the scope of at least 3 author sheets (AA; 1 AA = 20 standard typewritten pages), corresponding to the field of Economics and Management, with no more than 5 years having elapsed since publication. At least two for the professor appointment procedure (each of at least 3 AA), corresponding to the field of the appointment procedure, one of which has not been published more than 5 years before.

<sup>3</sup> Bilateral international scientific cooperation projects can also be applied.

<sup>4</sup> An applicant in the professor appointment procedure is required to have served at least 8 semesters at the rank of Associate Professor.

Supervisor of a student who has obtained a Ph.D. <sup>5</sup>	-	2
Lecture abroad/ teaching abroad on request <sup>6</sup>	2	4

### Article 5

#### Criteria for assessing recognition by the scientific and professional community

- Responses to the applicant's scientific publications are considered as proof of the importance of the applicant and recognition of their achievements by the scientific community. The Committee evaluates the quality of citation feedback (citations by renowned domestic and foreign scientists from prestigious institutions). Membership in scientific boards, subject-area boards, boards of scientific journals, committees of grant agencies, and solicited reviews of scientific papers and projects are considered as proof of the applicant's importance and recognition by the scientific and professional community.
- Minimum requirements for applicants to be considered for recognition by the scientific and professional community:

Criterion	Habilitation	Professor Appointment Procedure
Citations in publications of other authors registered in WoS, SCOPUS <sup>7</sup>	15	30
Membership in scientific boards of faculties and universities, subject-area boards, boards of scientific journals, committees of grant agencies, membership in professional organizations related to Management	1	3
Review of a journal publication/contribution to international conference indexed in WoS/SCOPUS	10	20
Scholarly book review, dissertation/habilitation thesis review	-	3

### Article 6

#### Documents to be submitted by the applicant together with the proposal to initiate habilitation or professor appointment procedure

- Relevant documents on previous scientific activity and previous teaching experience, prepared in accordance with the applicable regulations and the Rector's Directive, are part of the proposal to initiate the procedure. As part of the proposal to initiate the habilitation procedure or the procedure for professor appointment, the applicant shall also submit a technical description of their scientific activities, teaching experience and achievements. Specimens of selected documents are annexed to this Resolution. The documents are to be submitted in five copies in paper form,

<sup>5</sup> Acting as a supervisor from enrolment in the first year of the DSP to the successful defence of the dissertation. When changing the supervisor, the proportion corresponding to the duration of the applicant's supervision of the student is counted towards the total period of study.

<sup>6</sup> Teaching stay of minimum 5 working days (10 teaching hours).

<sup>7</sup> Citations by co-authors of the applicant's publications are not counted, nor are citations by staff with the same affiliation as the applicant has or had at the time of the publication. Citations in a publication included in more than one database are counted only once.

once on a CD in a word processor and once on a CD in pdf format to the Department for Creative Activities and Doctoral Studies of the Faculty of Business and Management, Brno University of Technology.

2. In the course of the procedure, it is also necessary to send to the VUTIUM Publishing House and the Department for Creative Activities and Doctoral Studies of the Faculty of Business and Management at Brno University of Technology a thesis for habilitation or a thesis for professor appointment (electronically).

**Article 7**  
**Final provisions**

1. This Resolution shall take effect on
2. This Resolution comes into force on 1st Jun, 2023.

doc. Ing. Vojtěch Bartoš, Ph.D.  
Faculty Dean

## **Annex no. 1 Characteristics of scientific activity, teaching practice and results achieved**

As part of the professional profile, the applicant shall comment on:

- the focus of the applicant's scientific activity and main areas of research in the context of Management,
- the applicant's contribution to the development of the applicant's field of study through significant research achievements and prestigious results,
- bringing research into practice,
- scientific collaboration with other departments and international cooperation,
- membership in important scientific and professional communities related to the habilitation/professor appointment process.

**Annex no. 2 Self-evaluation criteria - source for the proposal to initiate the habilitation procedure/ professor appointment procedure**

pursuant to Article 3(2) and Article 12(2) of the Regulations of the Habilitation and Professor Appointment Procedure of the Brno University of Technology and pursuant to Article 2 and Article 3 of Directive No. 9/2018 Procedure for the Appointment Procedure at the Brno University of Technology

**Applicant:**

**Field of appointment:**

<b>I. Academic qualifications</b>	<b>Minimum value</b>	<b>Reality</b>
Scholarly book in the field of Management	1/2	
Publication of scientific articles in a WoS-ranked journal (with assigned IF) <ul style="list-style-type: none"> <li>• of which JIF Q1 and Q2</li> </ul>	2/4	
Publication of scientific articles in a SCOPUS journal	2/4	
A scientific project with external funding	2/4	
An international project	1/2	
<b>II. Teaching qualifications</b>	<b>Minimum value</b>	<b>Reality</b>
University teaching experience in Management - number of semesters of regular teaching	8/16	
Study programme guarantor	1/2	
Supervisor of defended bachelor's/diploma thesis	25/45	
Supervisor of a student who has obtained a Ph.D.	0/2	
Lecture abroad/ teaching abroad on request	2/4	
<b>III. Recognition by the scientific and professional community</b>	<b>Minimum value</b>	<b>Reality</b>
Citations in publications of other authors registered in WoS, SCOPUS	15/30	
Membership in scientific boards of faculties and universities, subject-area boards, boards of scientific journals, committees of grant agencies, membership in professional organizations related to Management	1/3	
Review of a journal publication/contribution to international conference indexed in WoS/SCOPUS	10/20	
Scholarly book review, dissertation/habilitation thesis review	0/3	

**Annex no. 3 Proof of scientific research activity - source for the proposal to initiate the habilitation procedure/procedure for professor appointment**

**Applicant:**

**Field of appointment:**

**1a. Scholarly books**

Full quote	Share (%)

**1b. Chapters in scholarly books**

Full quote	Share (%)

**2. Original scientific work in an impacted journal listed in WoS**

Full quote	IF <sup>8</sup>	IF quartile	AIS	Share (%)

**3. Original publications in SCOPUS**

Full quote	SJR	Share (%)

**4. Publication in a peer-reviewed journal not listed in WoS or SCOPUS**

Full quote	Share (%)

**5. Proceedings of an international or European conference, symposium, scientific conference (proceedings in Web of Science or SCOPUS Conference Proceedings)**

Full quote	WoS/SCOPUS	Share (%)

**6. Proceedings of a national or international conference, symposium, scientific conference not listed in WoS or SCOPUS**

Full quote	Share (%)

**7. Publication in a non-peer-reviewed professional journal**

Full quote	Share (%)

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<sup>8</sup> IF in the year of publication.



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**8. Overview of other results of scientific research activities <sup>9</sup>**

Full quote	Share (%)

**9. International research project**

Name	Source	Position	Period
		researcher/co-researcher/member of the research team	

**10. External national research project <sup>10</sup>**

Name	Source	Position	Period
		researcher/co-researcher/member of the research team	

**11. Contract research project**

Name of the subject of the contract research	Client	Follow-up to the contract research project

**12. Other noteworthy scientific research activities**

**Applicant's affidavit:**

I declare that all the information given, including the determination of my share of the results, is true.

In..... on.....

Signature:

<sup>9</sup> Pursuant to the Methodology for the Evaluation of Research Organisations and Programmes of Special Purpose Support for Research, Development and Innovation (2017+). Definition of types of results, see separate Annex 4 of the Methodology for the Evaluation of Research Organisations 107, approved by Government Resolution No. 107 of 8 February 2017. available from: <https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796>

<sup>10</sup> Projects included in the Central Register of Projects (CEP).

**Annex no. 4 Proof of teaching experience - source for the proposal to initiate the habilitation procedure/procedure for professor appointment**

**Applicant:**

**Field of appointment:**

**1. Study programme guarantor**

Programme	University/faculty	Type of programme	Period
		BA/MA/doctoral	

**2. Overview of teaching activities<sup>11</sup>**

**2a. Lectures**

Subject	University/faculty	Study programme	Type of programme	Position	Period
			BA/MA/ doctoral	introduction of the subject/ guarantor/lecturer	

**2b. Seminars**

Subject	University/faculty	Study programme	Type of programme	Position	Period
			BA/MA/ doctoral	introduction of the subject/ guarantor/lecturer	

**3. Final theses supervision**

**3a. Supervision of bachelor and diploma theses<sup>12</sup>**

University/faculty	Study programme	Year	Type	No.
			BA/MA	
<b>Total number of defended bachelor theses</b>				
<b>Total number of defended Master's theses</b>				

**3b. Supervision of dissertations (no time limit)**

<b>Student's name, university/faculty, study programme</b>	
<b>Title of work</b>	
<b>Year of commencement - year of completion, status of work</b>	

<sup>11</sup> Full-time teaching at the university (part-time teaching positions are added up), for external teachers lectures, workshops and seminars are counted using the methodology used at the BUT.

<sup>12</sup> Only defended theses are listed.

**4. Membership in the State Final Examination Committee in a given year (no time limit)**

University/faculty	Study programme	Type of programme	Position	Period
		BA/MA	chair/ vice-chair/member	

**5. Membership in the State Doctoral Examination or Dissertation Defence Committee (no time limit)**

University/faculty	Study programme	Committee	Position	No. of meetings/period
		State Doctoral Examination/defence	chair/ vice-chair/member	

**6. Membership in the Doctoral Programme Subject-Area Board (no time limit)**

University/faculty	Study programme	Position	Period
		chair/member	

**7. Teaching material and teaching aids**

University/faculty	Type	Title	Year of issue	Author's share	Intended for (subject)
	coursebook/university textbook/ software/video/film/ e-learning				

**8. List of educational projects**

University/faculty	Title	Type of project	Provider	Position	Period
				Researcher/co-researcher/member of the research team	

**9. Teaching at a foreign university**

Place	Purpose of the stay	Period	No. of teaching units/hours
Institution, country	Requested lecture/teaching stay		

**10. Other noteworthy activities of educational nature**

**Confirmation of the validity of the data provided:**

Name of the applicant's workplace:

Name and signature of direct superior:

In..... on.....

**Annex no. 5 List of citations by another author in the FORD 5.2 Economics and Business proving that the minimum requirements are met - supporting the proposal for the habilitation procedure/ professor appointment procedure**

**Applicant:**

**Field of appointment:**

**h-index WoS:**

**h-index Scopus:**

**1. Responses to publications recorded in the WoS database**

Full citation	IF, quartile

no.	Full citation of the response	IF, quartile
1		
2		

**2. Responses to publications recorded in the SCOPUS database**

Full citation	SJR

no.	Full citation of the response	SJR
1		
2		

**3. Responses to publications - other**

Full citation	IF, SJR

no.	Full citation of the response	Type of publication
1		
2		

**4. A list of the three most significant citations from the applicant's point of view, with a short explanation**

**Applicant's Affidavit:**

I declare that all the information given, including the determination of my share of the results, is true.

In..... on.....

Signature:

**Annex no. 6 Proof of membership in scientific and professional communities of other professional activities - source for the proposal to initiate the habilitation/professor appointment procedure**

**Applicant:**

**Field of appointment:**

**1. Membership in the Programme/Scientific Committee of an International Conference**

Name	Place and date	Position
		chair/member

**2. Membership in scientific boards of faculties and universities, subject-area boards, boards of scientific journals, committees of grant agencies, membership in professional organizations related to Management**

Name of organization/company	Position in organization	Period of membership

**3. Review reports - review of a publication in a journal/paper at an international conference indexed in WoS/SCOPUS**

Title of publication	Title of journal/conference	Year

**4. Scholarly book review**

Author	Full citation	Publisher	Year

**5. Reviewer's reports of dissertation and habilitation theses**

Author	Title	Institution/university	Type of work	Year
			dissertation/habilitation	

**6. Review of an international project, review of a project registered in CEP (Central Register of Projects)**

Title of project/review	Provider	Year

**7. Significant awards received for achievements in research, professional and educational activities**

Name of award	Organization	Year

**Applicant's affidavit:**

I declare that all the information given, including the determination of my share of the results, is true.

In..... on.....

Signature: