



**SLEZSKÁ
UNIVERZITA**

OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Dean's Directive no. 1/2022

**Habilitation and Professorial Appointment
Procedures at the Silesian University in Opava,
School of Business Administration in Karviná**

Dean's Directive no. 1/2022

Habilitation and Professorial Appointment Procedures at the Silesian University in Opava, School of Business Administration in Karviná

Art. 1

Introductory provisions

- 1) The habilitation and professorial appointment procedures at the Silesian University in Opava, the School of Business Administration in Karviná are defined by Section 71 and Section 72, Section 73 and Section 74 of Act no. 111/1998 Coll. on Higher Education Institutions (Higher Education Act) and Amendment of other Acts, (hereinafter referred to as the 'Act') and the Rules of the Habilitation and Professorial Appointment Procedures in Opava of at the Silesian University in Opava of 8 August 2017 (hereinafter referred to as the 'Rules').
- 2) This Directive regulates, under Article 17 (1) of the Rules, formal and procedural matters of the habilitation and professorial appointment procedures at the Silesian University in Opava, the School of Business Administration in Karviná (hereinafter referred to as the 'SU SBA').

PART ONE

HABILITATION PROCEDURE

Art. 2

Commencement of the habilitation procedure

- 1) The habilitation procedure is commenced by submitting the candidate's proposal to the Dean. The proposal in written and electronic form must contain:

- a) The application for commencing the habilitation procedure indicates the field, in which the candidate applies for the habilitation, including the proposal of three topics of the habilitation lecture (Attach. no.1).
 - b) The structured CV focused primarily on scientific, professional, and pedagogical activities, including a list of requested lectures at scientific conferences, an overview of membership and positions in committees, bodies and councils related to the field of habilitation and an overview of completed scientific and pedagogical internships, both domestic, as well as foreign ones (Attach. no.2).
 - c) Documents proving pedagogical practice including its evaluation confirmed by the institution where the practice took place (Attach. no.3).
 - d) A list of scientific and professional publications in the required structure (Attach. no.4).
 - e) A list of citations in works by other authors in the required structure (Attach. no.5).
 - f) A concise professional characteristic of his/her scientific activities and professional contribution, including a list of the 5 most important creative outputs and an overview of scientific research activities and documents on solved research projects and grants, broken down into external projects and projects announced within the institution where the candidate is employed, or cooperation projects with practice (Attach. no.6). The candidate will submit originals or copies of selected outputs, which in his/her opinion have contributed to the development of the scientific field of the habilitation.
 - g) Minimum mandatory requirements for assessing candidates' scientific and pedagogical competence for the habilitation procedure (Attach. no.7).
 - h) The habilitation thesis under Section 72 par. 3 of the Act. The habilitation thesis is submitted in 5 copies and also in electronic form.
 - i) Officially certified copies of evidence of higher education qualifications and relevant academic degrees obtained.
- 2) The habilitation thesis means:
- a) the written thesis, which brings new scientific findings, or
 - b) a collection of scientific works supplemented with a commentary (for more information see Attach. no. 8), or
 - c) a monograph published in print, which brings new scientific findings.
- 3) The habilitation file means:
- a) the candidate's proposal for commencing the habilitation procedure with all attachments,
 - b) opponent's reviews and all relevant written evaluations,
 - c) the minutes of a meeting of the Habilitation Board and records of their vote,
 - d) the minutes corresponding to the part of the meeting of the Scientific Board of the SU SBA (hereinafter referred to as the 'Scientific Board') and records of the vote on the proposal for appointing the candidate to the title of associate professor,
 - e) a proposal of the Scientific Board for appointing the candidate to the title of associate professor.
- 4) The candidate may submit a proposal for commencing the habilitation procedure, including its requisites according to par. 1, in Czech, Slovak or English.

Art. 3

Minimum mandatory requirements set for the candidate for the habilitation procedure

- 1) In the habilitation procedure, the candidate's scientific qualification is verified, especially on the basis of the habilitation thesis and its defence, other scientific and scholarly works and his/her

pedagogical competence based on the evaluation of the habilitation lecture and previous pedagogical practice.

- 2) Minimum mandatory requirements set by the Dean under Art. 16 of the Rules are specified in Attach. no. 7.

Art. 4

Habilitation Board

- 1) If the habilitation procedure according to Article 2, par. 2 of the Rules is not terminated, then the Dean shall submit a proposal for the appointment of the Habilitation Board to the Scientific Board for approval under Article 3 of the Rules. The Scientific Board shall approve the Chair and the individual members of the Board by secret ballot.
- 2) Except for the final ballot of the Habilitation Board (hereinafter referred to as the Board) on the proposal for the appointment of a candidate, the meeting of the Habilitation Board may be conducted by correspondence. The minutes must be taken of each meeting of the Habilitation Board.
- 3) In justified cases, the Habilitation Board may act and vote by teleconference or videoconferencing, i.e. using technical means enabling real-time communication at a distance (hereinafter referred to as the 'distance meeting'), or a combination of the distance meeting and a face-to-face meeting (hereinafter referred to as 'hybrid form'). The chairman of the Board decides on the distance meeting or hybrid form.
- 4) For distance or hybrid meetings, any technical tool that allows the identification of the members of the Board may be used to ensure that the member of the Board actually participates and votes. This must be ensured in cases where a secret ballot is required.
- 5) The minutes or reports shall be taken of distance or hybrid meetings in the same way as for a face-to-face meeting. The minutes or report shall state the reasons for the distance or hybrid meeting.

Art. 5

The course of action of the habilitation procedure in the meeting of the Scientific Board

- 1) The habilitation lecture and defence of the habilitation thesis are held in a public session of the Scientific Board. The Habilitation Board approves the topic of the habilitation lecture in their meeting. Members of the Habilitation Board and opponents can also participate in a non-public debate of the Scientific Board.
- 2) The candidate must submit the proposition of the habilitation thesis at least one month before the meeting of the Scientific Board, which the members of the Scientific Board will receive at least one week before the meeting of the Scientific Board.
- 3) The habilitation procedure in the meeting of the Scientific Board comprises the following steps:
 - a) the selection of scrutineers,
 - b) the introduction of the candidate,
 - c) information about the composition of the Habilitation Board and opponents,
 - d) the opinion of the Habilitation Board,

- e) the habilitation lecture,
 - f) the presentation of the opponent's reviews,
 - g) public debate on the habilitation lecture and habilitation thesis, in which the candidate has an opportunity to comment on opponent's reviews, defend his/her habilitation thesis and express himself/herself to his/her current scientific and pedagogical activities,
 - h) the non-public debate of the Scientific Board,
 - i) a secret ballot of the members of the Scientific Board on the proposal for the candidate's appointment to the title of associate professor,
 - j) the report of scrutineers,
 - k) public announcement of the results of voting on the proposal for the candidate's appointment to the title of associate professor.
- 4) If the proposal for the appointment to the title of associate professor obtains the consent of an absolute majority of all members of the Scientific Board, the Dean shall submit it with all materials for the decision to the Rector. If the proposal for the appointment to the title of associate professor does not obtain the consent of the required majority, the proceedings shall be terminated.

PART TWO

PROFESSORIAL APPOINTMENT PROCEDURE

Art. 6

Commencement of the professorial appointment procedure

- 1) The professorial appointment procedure is commenced by submitting the candidate's proposal, at the proposal of the dean or the rector, or on the own initiative of the faculty's Scientific Board. If the procedure is not commenced at the candidate's proposal and if the candidate expresses his/her written disagreement with the commencement of the procedure, the procedure shall be terminated.
- 2) The proposal with attachments, under Section 72 (2) sentence 2 of the Act, shall be submitted to the Dean. The proposal must contain:
 - a) The application for the commencement of the professorial appointment procedure, indicating the field of study unless the procedure has been commenced on the Scientific Board's own initiative (Attach. no.9)
 - b) At least two written opinions from professors in the same or a related discipline supporting the application, if the procedure is commenced at the candidate's request.
 - c) The structured CV focused primarily on scientific, professional, and pedagogical activities, including a list of requested lectures at scientific conferences, an overview of membership and positions in committees, bodies and councils related to the field of habilitation and an overview of completed scientific and pedagogical practice, both domestic, as well as foreign one (Attach. no.2).
 - d) Officially certified copies of university degrees and academic degrees obtained.
 - e) An officially certified copy of the proof of obtaining the rank of 'Associate Professor' and the topic of the habilitation thesis.
 - f) Documents certifying pedagogical practice including its evaluation confirmed by the institution where the practice took place and its contribution to the scientific education of students from his/her place of work (Attach. no. 3).
 - g) A list of scientific and professional publications in the required structure (Attach. no.4).

- h) A list of citations in works by other authors in the required structure (Attach. no.5).
 - i) A brief summary of the professional contribution of the most significant creative outputs contributing to the development of the candidate's scientific field, including a list of the most significant creative outputs contributing to the development of the candidate's scientific field, signed by the candidate (Attach. no.6).
 - j) A list of presentations at scientific conferences.
 - k) A list of completed scientific and professional internships related to the relevant field of study.
 - l) An overview of participation in grants.
 - m) An overview of memberships and positions in committees, boards and bodies related to the relevant field.
 - n) A proposition of the lecture of approximately 15 pages containing, in particular, a summary of the candidate's professional contribution, the concept of scientific work and teaching in the field, lists of the most significant results of research and development and a professional CV.
 - o) Candidates' minimum mandatory requirements for the assessment of the scientific and pedagogical competence for the professorial appointment procedure (Attach. no.10).
- 3) A candidate may submit an application for the commencement of the professorial appointment procedure, including its particulars under par. 2, in Czech, Slovak or English.
 - 4) If the proposal does not have the statutory requirements, the dean shall invite the candidate in writing to eliminate the deficiencies. If the candidate fails to remedy the deficiencies within three months of the date on which the Dean's invitation was delivered to him/her, the procedure shall be terminated, and the Dean shall return the submitted materials to the candidate.
 - 5) The procedure is to be conducted in such a way that it can be completed within a period of twelve months from the date of commencement or from the date on which the candidate completes his/her application at the Dean's invitation.

Art. 7

Committee for the professorial appointment

- 1) If the procedure for the professorial appointment is not discontinued under Article 9(3) of the Regulations, the dean shall submit a proposal for constituting a committee for the professorial appointment to the Scientific Board for approval under Article 10 of the Regulations. The Scientific Board shall approve the chairperson and the individual members of the committee by secret ballot.
- 2) The Committee shall consider the candidate's written materials, the letters of recommendation referred to in Article 6(2), and his/her teaching and research qualifications to hold the post of professor. The committee must explicitly state whether the candidate is a distinguished and recognised scientific or artistic figure in the field, has contributed to its development and is a leader of a scientific school or research team.
- 3) Except for the final secret ballot of the Committee for the professorial appointment (hereinafter referred to as 'the Committee') on the proposal for the candidate appointment, the meeting of the Committee may be conducted by correspondence. The minutes of each meeting of the Committee shall be taken.
- 4) In justified cases, the Committee may act and vote by teleconference or videoconference, i.e. using technical means enabling real-time communication at a distance (hereinafter referred to as

the 'distance meeting'), or a combination of the distance meeting and a face-to-face meeting (hereinafter referred to as 'hybrid form'). The chairman of the Committee decides on the distance meeting or hybrid form.

- 5) For distance or hybrid meetings, any technical tool that allows the identification of the members of the Committee may be used to ensure that the member of the Committee actually participates and votes. This must be ensured in cases where a secret ballot is required.
- 6) Minutes or reports shall be taken of distance or hybrid meetings in the same way as for a face-to-face meeting. The minutes or report shall state the reasons for the distance or hybrid meeting.

Art. 8

The course of action of the professorial appointment procedure

- 1) If the evaluation committee decides on a proposal to appoint the candidate as a professor, the faculty's Scientific Board shall invite the candidate to give a lecture at a public meeting. In this lecture, the candidate shall focus on the issues of the field, his/her personal contribution to the development of the field and his/her own conception of scientific or artistic activity and the conception of teaching in the field.
- 2) The actual course of the meeting of the Scientific Board in the matter of a proposal for the professorial appointment is determined by the Rules of Procedure. At the end of the meeting, the Scientific Board shall decide by a majority vote of all its members whether the candidate should be appointed as a professor.
- 3) After the presentation of the proposal by the Chair of the Committee (or a member of the Committee appointed by the Chair), a public lecture will follow. The time allotted for the lecture is 20 to 30 minutes. This is followed by a debate and discussion of the lecture, in which the candidate must be allowed to comment on his/her scientific and teaching activities to date.
- 4) In the closed part of the meeting, after the debate, the Scientific Board decides by secret ballot whether the candidate should be appointed as a professor in the given field. Members of the evaluation committee may be present during the closed session. The record of the result of the vote shall be drawn up and signed by two scrutineers who are nominated by the Dean from among the members of the Scientific Board and approved by the Scientific Board at its meeting.
- 5) If the proposal for the professorial appointment does not receive a majority vote of all members of the Faculty's Scientific Board, the Faculty's Scientific Board shall terminate the professorial appointment procedure. If the procedure is discontinued, the submitted materials shall be returned to the candidate.
- 6) If the proposal for the professorial appointment receives a majority of votes of all members of the Faculty's Scientific Board, it proceeds to the Scientific Board of the Silesian University, which votes by secret ballot on the submission of the proposal to the Minister. If the proposal for an appointment does not receive a majority vote of all members of the University's Scientific Board, the procedure is stopped and the submitted materials are returned to the candidate.

Art. 9

Interim and final provisions

- 1) The agenda of habilitation and professorial appointment procedures are administratively provided by the Department of Science and Research, which also keeps the habilitation and professorial files.
- 2) This directive repeals the Dean's Directive no. 1/2021 Habilitation procedure at the Silesian University in Opava, School of Business Administration in Karviná.
- 3) This internal standard shall enter into force and effect as of 15. 12. 2022.

In Karviná on 15. 12. 2022

Prof. Ing. Daniel Stavárek, Ph.D.
Dean

Attachments:

1. The application for the commencement of the habilitation procedure
2. Structured CV
3. The document certifying pedagogical practice
4. A list of scientific and scholarly works
5. A list of citations for the candidate's works
6. A brief description of the candidate's scientific activity and professional contribution
7. Minimum mandatory requirements for the habilitation procedures held at the SU SBA
8. Requirements for the habilitation thesis submitted in the form of a collection of published scientific works supplemented with a commentary
9. The application for the commencement of the professorial appointment
10. Minimum mandatory requirements for the professorial appointment procedure

THE APPLICATION FOR THE COMMENCEMENT OF THE HABILITATION PROCEDURE

Name and surname of the candidate incl. degrees:

Date and place of birth:

Field: Economics and Management

The proposal of three topics of the habilitation lecture:

- 1.
- 2.
- 3.

Title of the habilitation thesis:

The type of the habilitation thesis according to Art. 2 par. 2 of the Dean's Directive no. x/202x:¹

- a) a written thesis bringing new scientific findings
- b) a collection of published public scientific works supplemented with a commentary
- c) a printed monograph bringing new scientific findings.

By submitting the proposal for commencing the habilitation procedure I shall grant the Silesian University in Opava the license to use the above-specified habilitation thesis under (a), respectively comments under (b), and to use it in a manner specified in Section 18 par. 2 of Act no.121/2000 Coll. on the Copyright Act, as amended. I shall grant this license as a non-exclusive license to the Silesian University and I shall provide it gratuitously for the duration of property rights of the thesis. The Silesian University is not obliged to use the license.

Further data requested by the Ministry of Education, Youth and Sports:

Date of birth:

Sex:

Maiden surname:

Permanent residence:

Residence in Czechia:

State citizenship:

Contact:

E-mail:

Telephone:

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

Candidate's signature for the habilitation procedure:

¹ Mark the selected option in bold.

STRUCTURED CV

Mandatory minimum structure¹

Name and surname incl. degrees:

Date and place of birth:

Workplace:

Position:

Education and academic qualifications:

Job overview:

Membership in international/foreign professional societies, editorial boards, and organisations:

Membership in domestic professional societies, editorial boards, and organisations:

Membership in scientific boards, subject area boards and committees:

Study/lecture stay abroad and internships:

Invited lectures at scientific conferences:

Awards acquired:

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

Candidate's signature:

¹ The structure is based on the Criteria applied in the habilitation procedure at the SU SBA. If the candidate does not fulfill any of the points, he/she will state here 'I don't have', 'I am not', 'I did not participate', etc. It is possible to add other sections in addition to those listed here.

THE DOCUMENT CERTIFYING PEDAGOGICAL PRACTICE

Name and surname incl. degrees:

Workplace, where the practice took place:

A. Overview of regular teaching (for the last 5 years incl. the year of commencement of the hab. procedure)

	Course	BA/MA/Ph.D.	Lecture/seminar/tutorial or a combination	from:	to:
1					
2					
3					

B. Supervision of successfully defended degree theses (bachelor's, diploma, or dissertation thesis) for the last 5 years incl. the year of the commencement of the hab. procedure

	Student's name	The topic of the thesis	Year	BA/MA/Ph.D.
1				
2				
3				

C. List of textbooks, chapters in textbooks, study materials and other teaching aids

C. D. List of educational and development projects (incl. the indication of the role description - investigator/team member)

D. E. List of other activities of an educational nature, contribution to the introduction of new concepts for the field of study or course, reviews of university textbooks or study materials, international pedagogical activities

Candidate's signature:

Evaluation of pedagogical practice by an employer:

I confirm the accuracy of the data provided:

Name and surname, position, signature, and stamp of the authorised representative of the institution:

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

Notes:

- 1. This structure of a list is binding for candidates applying for the habilitation and professorial appointment procedures at the SU SBA in Karviná*
- 2. The document shall be completed for each institution, at which the candidate was employed in the last 5 years.*
- 3. If the publication has more than one author, state your percentage of the specific publication.*
- 4. The textbook is a study text published by a commercial publishing house nationwide. Study materials are study texts published by Faculty or University publishers.*

A LIST OF SCIENTIFIC AND SCHOLARLY WORKS

Candidate's name and surname incl. degrees:

Candidate's workplace:

Output type	Number
B	
C	
Jimp	
Jsc	
Jost	
Dindex	
Dost	

1. Monograph (B):

1. Publication according to the citation standard, including the indication of the author's share

2. Chapters in monographs (C):

1. Publication according to the citation standard, including the indication of the author's share

3. Original scientific articles in impact journals indicating the IF value in the year of publication (Jimp):

1. Publication according to the citation standard, including the indication of the IF and author's share

4. Original scientific articles in peer-reviewed journals without the IF listed in the SCOPUS database with the value of the SJR in the year of publication (Jsc):

1. Publication according to the citation standard, including the indication of the SJR and the author's share

5. Original scientific articles in other peer-reviewed journals published in Czechia or abroad (Jost):

1. Publication according to the citation standard, including the indication of the author's share

6. Original scientific articles in proceedings of international conferences listed in the Conference Proceedings Citation Index databases of the Clarivate Analytics (Web of Science) or the SCOPUS database (Dindex):

1. Publication according to the citation standard, including the indication of the author's share

7. Original scientific articles in proceedings of other international conferences (Dost):

1. Publication according to the citation standard, including the indication of the author's share

8. Audio-visual and web presentations on research and development or art, translations of professional publications:

9. Further results of research, development, or artistic activities important from the candidate's point of view, peer-reviews of publications, or opponent's reviews of projects:

Candidate's statutory declaration:

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

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

Candidate's signature:

Notes:

1. *This structure of a list is binding for candidates applying for the habilitation and professorial appointment procedures at the SU SBA in Karviná.*
2. *If the publication has more than one author, state your percentage of the specific publication.*
3. *When citing all works use official journal titles.*

A LIST OF CITATIONS TO THE CANDIDATE'S WORKS

Candidate's name and surname incl. degrees:

Candidate's workplace:

A. List of citations in publications of other authors registered in WoS and SCOPUS databases

1. Publication according to the citation standard, including the indication of the IF or SJR and the author's share

Responses (number):

1. The publication of another author according to the citation standard, including the indication of the IF or SJR

B. List of citations in publications by other authors not registered in WoS and SCOPUS databases

1. Publication according to the citation standard, including the indication of the author's share

Responses (number):

1. The publication of another author according to the citation standard

C. List of three most important citations from the candidate's point of view with a short statement of reasons

1. The publication of another author according to the citation standard, including the indication of the IF or SJR

A short statement of reasons:

2. The publication of another author according to the citation standard, including the indication of the IF or SJR

A short statement of reasons:

3. The publication of another author according to the citation standard, including the indication of the IF or SJR

A short statement of reasons:

Candidate's statutory declaration:

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

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

Candidate's signature:

Note: The list must not contain any self-citations, and a self-citation is considered to be a citation of the work by any of their co-authors.

CANDIDATE'S BRIEF DESCRIPTION OF SCIENTIFIC ACTIVITIES AND PROFESSIONAL CONTRIBUTION

Candidate's name and surname incl. degrees:

Candidate's workplace:

Here, verbally comment on your current scientific research activities and their contribution to the development of the field of Economics and Management (max. 20 lines)

A. Research projects funded from external sources

1. Project code, project name, source of funding, solution period, role (investigator/co-investigator/team member)

B. Research projects funded from internal sources

1. Project code, project name, source of funding, solution period, role (investigator/co-investigator team member)

C. Projects implemented in cooperation with practice:

1. Project code, project name, source of funding, solution period, role (investigator/co-investigator/team member)

D. Five most important candidate's publications:

1. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
2. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
3. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
4. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
5. Publication according to the citation standard, including the indication of the IF or SJR and the author's share

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

Candidate's signature:

Note: Involvement in the mentioned projects must be documented by relevant documents (project application and grant agreement for projects financed from external sources or the Rector's / Dean's decision on the allocation of funds for project solutions in the case of projects financed from internal sources).

MINIMUM MANDATORY REQUIREMENTS FOR THE HABILITATION PROCEDURES HELD AT THE SU SBA

Candidate's name and surname incl. degrees:

Candidate's workplace:

The candidate's scientific and pedagogical qualities are assessed on the basis of submitted materials by the Habilitation Board and Scientific Board of the Faculty. The candidate has to be a scientific and pedagogical personality in his/her field. Mandatory minimum requirements, which every candidate should meet, are given in points A.1, B.1, C.1, D.1. In addition, it is desirable for the candidate to meet other conditions, of which indicative list is given in points A.2, B.2, C.2, D.2. The criteria are designed to define standard requirements for candidates and facilitate decision making both for members of the Habilitation Board, and also for members of the Scientific Board. Under Article 16 (1) of the Rules of the Habilitation and Professorial Appointment Procedures at the Silesian University in Opava, the minimum mandatory requirements were discussed and approved by the Scientific Board of the SU SBA on 26 November 2021 and the Scientific Board of the Silesian University on 24 April 2022.

A. Pedagogical and educational activities

A. 1 Mandatory minimum requirements		Requirement	Actual state
1	Tertiary pedagogical activity	5 years, of which 2 years after the conferment of Ph.D.	
2	Supervision of degree theses	20	
3	Investigator/team member for solving educational or development projects	1	
A. 2 Other activities worthy of consideration			
1	Contribution to the introduction of a new concept of the field of study or course or a new methodological concept of the course or introduction of a new field of study or course		
2	University textbooks		
3	Other didactic aid (case studies, software, video, e-learning tools)		
4	Elaboration of opponents' reviews of diplomas or dissertations		
5	Membership in final state exam committees or defence of dissertations		
6	Management and organisation of important educational and qualification programs		
7	International pedagogical activity ¹		

B. Scientific research activity

B. 1 Mandatory minimum requirements		Requirement	Actual state
1	Investigator/member of the research team of domestic or international scientific research projects successfully completed ²	1	

¹ International pedagogical activity means teaching at foreign schools or universities in the Czech Republic in the world language, preparation of international teaching programs, opponent's reviews of degree theses of students from foreign universities, etc.

² Apart from research projects solved within the framework of internal grants of the Silesian University in Opava or the candidate's home workplace. Involvement in these projects must be documented.

B. 2 Other activities worthy of consideration		
1	Investigator/member of the research team of domestic scientific research projects successfully completed within the candidate's home workplace	
2	Cooperation with practice (solving important tasks for the state and public sector, cooperation with business entities, solving practically oriented scientific research projects)	

C. Publication activity

C. 1 Mandatory minimum requirements for authorship/significant co-authorship³		Requirement	Actual state
1	A professional book publication ⁴ or an article in a world language in a journal registered in the Web of Science database with a non-zero impact factor (IF) higher than the median IF of the habilitation or related field in the year the article was published (according to Journal Citation Reports).	1	
2	A professional article registered in the Web of Science database with a non-zero impact factor (IF) in the year the article was published (according to Journal Citation Reports).	1	
3	A professional article in a journal that is registered in the SCOPUS database with the assigned Scientific Journal Rankings index (SJR) ⁵ in the year the article was published. Articles in a journal with a non-zero IF can replace SCOPUS articles.	4	
C. 2 Other activities worthy of consideration			
1	A professional article in a peer-reviewed journal without a citation indicator of the IF or SJR type.		
2	A paper published in the proceedings registered in the world-renowned databases (Web of Science, SCOPUS)		
3	A paper in the proceedings of a scientific conference		
4	A professional article in a non-peer-reviewed journal		
5	Translation of a professional publication with the translator's name		
6	Invited lecture at an international conference		
7	Others - specify a specific activity here		

B. D. Recognition of the candidate's scientific and pedagogical work by the domestic and foreign professional public

D. 1 Minimum mandatory requirements		Requirement	Actual state
1	Citations in publications of other authors registered in world-renowned databases (Web of Science, SCOPUS) without self-citations	20	
D. 2 Other activities worthy of consideration			Actual state
1	Other citations in publications of other authors without self-citations		
2	Membership in program / organizing committees of scientific conferences and seminars		
3	Membership in professional organizations and scientific societies		
4	Membership in editorial boards of professional journals		

³ Significant co-authorship is defined as at least one-third of a publication. Only publications that are related to the habilitation procedure are counted in the evaluation.

⁴ A professional book publication means a monograph, resp. professional book according to the definition of the Methodology for Evaluating Research Organizations 2017+. The minimum requirements correspond to the sum of the candidate's authors' contributions in book publications. Recommended scope of one publication, resp. the corresponding sum of authors' contributions is 7 AA.

⁵ Priority is given to articles published in the world language.

Attachment no. 7 Dean's Directive no. 1/2022

Habilitation and professorial appointment procedures at the Silesian University in Opava, School of Business
Administration in Karviná



5	Activity in grant agencies and foundations of scientific research nature	
6	Membership in advisory bodies and committees of scientific nature	
7	Various awards for scientific work	

Date of processing:

Candidate's signature:

Data provided by the candidate were verified by:

Date:

Signature of the Chairperson of the Habilitation Board:

REQUIREMENTS FOR THE HABILITATION THESIS SUBMITTED IN THE FORM OF A COLLECTION OF PUBLISHED SCHOLARLY WORKS SUPPLEMENTED WITH A COMMENTARY

1. A habilitation thesis submitted in the form of a collection of published scientific papers must be consistently focused on a single issue in all parts. The habilitation thesis must include at least five original scientific articles published in peer-reviewed scientific journals, where:
 - a. all articles from the submitted collection must be published in scientific journals with a non-zero impact factor (according to Journal Citation Reports) or in journals included in the SCOPUS database,
 - b. of which at least three articles must be published in journals with an impact factor (according to Journal Citation Reports),
 - c. for three articles from the submitted collection separate authorship is required, for the remaining articles, the author's contribution must be at least 50%, while a written confirmation of the co-authors about the candidate's contribution in joint works must be documented.
2. The collection of articles must be accompanied by a unifying commentary of at least 30 pages. The comment must contain a characteristic of:
 - a. coherent concept of the submitted collection of works with the definition of the goal
 - b. theoretical background and current state of research in the field (on an international scale),
 - c. research methodologies,
 - d. summary of the findings and a particular specification of the overall scientific contribution of the published articles; in the case of articles prepared in co-authorship, the candidate must also further specify his/her own contribution,
 - e. specification of the limits of published research and the desired direction of further research.
3. Articles included in the habilitation thesis in the form of a collection of published scientific papers may not be used to meet the minimum criteria set out in Attach. no.7.

PROPOSAL FOR THE COMMENCEMENT OF THE PROFESSORIAL APPOINTMENT PROCEDURE

Candidate's name and surname, incl. degrees:

Date and place of birth:

Field of study: Economics and Management

The topic of the public lecture:

Completed habilitation procedures¹

Field of the habilitation procedure:

Title of the habilitation thesis:

Date:

University:

Professors who issued the supporting opinion (name and surname, incl. degrees, department, discipline):

- 1.
- 2.

Further data requested by the Ministry of Education, Youth and Sports:

Date of birth:

Sex:

Maiden surname:

Permanent residence:

Residence in Czechia:

State citizenship:

Contact:

E-mail:

Telephone:

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

Candidate's signature for the professorial appointment procedure:

¹ The prerequisite for the commencement of the procedure is the previous appointment as associate professor on the basis of the habilitation procedure, provided that it included the submission of a habilitation thesis (Section 74(1) of Act no. 111/1998 Coll.).

MINIMUM MANDATORY REQUIREMENTS FOR PROFESSORIAL APPOINTMENT PROCEDURES HELD AT THE SU SBA

Candidate's name and surname incl. degrees:

Candidate's workplace:

The candidate's scientific and pedagogical qualities are assessed on the basis of submitted materials by the Professorial Appointment Committee and the Scientific Board of the Faculty. The candidate has to be a scientific and pedagogical personality in his/her field. Mandatory minimum requirements, which every candidate should meet, are given in points A.1, B.1, C.1, D.1. In addition, it is desirable for the candidate to meet other conditions, of which indicative list is given in points A.2, B.2, C.2, D.2. The criteria are designed to define standard requirements for candidates and facilitate decision making on the professorial appointment both for the members of the Professorial Appointment Committee, and also for the members of the Scientific Board. Under Article 16 (1) of the Rules of the Habilitation and Professorial Appointment Procedures at the Silesian University in Opava, the minimum mandatory requirements were discussed and approved by the Scientific Board of the SU SBA on 26 November 2021 and the Scientific Board of the Silesian University on 24 April. 2022.

A. Pedagogical and educational activities

A. 1 Mandatory minimum requirements		Requirement	Actual state
1	Tertiary pedagogical activity	10 years, of which at least 3 years after the conferment of Assoc. Prof.	
2	Introduction of a new programme/field of study or course concept or a new programme/field of study or course	1	
3	Supervision of PhD students who have defended their dissertation	1	
4	Investigator/member of the team for training and development of project solutions	2	
A. 2 Other activities worthy of consideration			
1	Elaboration of opponents' reviews of dissertations and habilitation theses		
2	Membership in habilitation committees or committees for state doctoral examinations or dissertation defence committees		
3	Supervision of successfully defended diploma theses		
4	Guarantee of courses or degree programmes/fields of study		
5	University textbooks		
6	Other didactic aid (case studies, software, video, e-learning tools)		
7	Preparation of the review of the university textbook and coursebook		
8	Teaching in doctoral studies ¹		
9	Conducting and organising major training and qualification programmes		
10	International pedagogical activity ²		

¹ A course equivalent in length to a one-semester course.

² International pedagogical activity means teaching at foreign schools or universities in the Czech Republic in the world language, preparation of international teaching programs, opponent's reviews of degree theses of students from foreign universities, etc.

B. Scientific research activity

B. 1 Mandatory minimum requirements		Requirement	Actual state
1	Investigator/co-investigator of the domestic and international scientific research projects ³ successfully completed	1	
2	Member of the research team of successfully completed domestic or international scientific research projects or member of the research team of successfully completed international scientific research projects or international cooperation projects ⁴	1	
B. 2 Other activities worthy of consideration			
1	Investigator/member of the research team of domestic scientific research projects successfully completed at the candidate's home institution		
2	Cooperation with practice (solving important tasks for the state and public sector, cooperation with business entities, solving practically oriented scientific research projects)		

C. Publication activity

C. 1 Mandatory minimum requirements for authorship/significant co-authorship ⁵		Requirement	Actual state
1	A professional book publication ⁶ or an article in a world language in a journal registered in the Web of Science database with a nonzero impact factor (IF) higher than the median IF in the field of the professorial appointment procedure or a related field in the year the article was published (according to Journal Citation Reports).	1	
2	A professional article registered in the Web of Science database with a non-zero impact factor (IF) in the year the article was published (according to Journal Citation Reports).	4	
3	A professional article in a journal that is registered in the SCOPUS database with the assigned Scientific Journal Rankings index (SJR) ⁷ in the year the article was published. Articles in a journal with a non-zero IF can replace SCOPUS articles.	7	
C. 2 Other activities worthy of consideration			
1	A professional article in a peer-reviewed journal without a citation indicator of the IF or SJR type.		
2	A paper published in the proceedings registered in the world-renowned databases (Web of Science, SCOPUS)		
3	A paper in the proceedings of a scientific conference		
4	A professional article in a non-peer-reviewed journal		
5	Translation of a professional publication with the translator's name		
6	Invited lecture at an international conference		
7	Other recognized outputs according to the valid methodology of evaluation of science and research results in the Czech Republic		

³ Except for research projects solved within the framework of internal grants of the Silesian University in Opava or the candidate's parent department. Involvement in these projects must be documented.

⁴ Except for research projects solved within the framework of internal grants of the Silesian University in Opava or the candidate's parent department. Involvement in these projects must be documented.

⁵ Significant co-authorship is defined as at least one-third of a publication. Only publications that are related to the professorial appointment procedure are counted in the evaluation.

⁶ A professional book publication means a monograph, resp. professional book according to the definition of the Methodology for Evaluating Research Organizations 2017+. The minimum requirements correspond to the sum of the candidate's authors' contributions in book publications. Recommended scope of one publication, resp. the corresponding sum of authors' contributions is 7 AA.

⁷ Priority is given to articles published in the world language.

D. Recognition of the candidate's scientific and pedagogical work by the domestic and foreign professional public

D. 1 Minimum mandatory requirements		Requirement	Actual state
1	Citations in publications of other authors registered in world-renowned databases (Web of Science, SCOPUS) without self-citations	30	
D. 2 Other activities worthy of consideration			Actual state
1	Other citations in publications of other authors without self-citations		
2	Membership in scientific boards of universities or faculties		
3	Membership in programme/organising committees of scientific conferences and seminars		
4	Membership in subject area boards in doctoral studies		
5	Membership in professional organizations and scientific societies		
6	Membership in editorial boards of professional journals		
7	Activity in grant agencies and foundations of scientific research nature		
8	Membership in advisory bodies and committees of scientific nature		
9	Various awards for scientific work		

Date of processing:

Candidate's signature:

Data provided by the candidate were verified by:

Date:

Signature of the Chairman of the Committee:

Part of the university:	School of Business Administration in Karviná
Designation:	Dean's Directive no. 1/2022
Number:	1/2022
Name of the regulation:	Habilitation and Professorial Appointment Procedures at the Silesian University in Opava, School of Business Administration in Karviná
Approved by:	Prof. Ing. Daniel Stavárek, Ph.D.
Derogation:	Dean's Directive no č. 1/2021 Habilitation Procedure at the Silesian University in Opava, School of Business Administration in Karviná
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