



DIRECTIVE OF THE DEAN OF THE FACULTY OF SCIENCE

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Motivational system to stimulate creative activity and qualification growth of the staff of the Faculty of Science of Jan Evangelista Purkyně University in Ústí nad Labem

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Cancels: dean's Directive No. 1/2016

Part 1

Introductory provisions

In order to motivate the staff and students of the Faculty of Science of UJEP (hereinafter referred to as the Faculty) to creative and project activities and to improve the qualification structure of the faculty units, the following results of creative and project activities and activities of the faculty staff aimed at improving the qualification structure of the Faculty will be financially rewarded according to the current Methodology for the Evaluation of Results of Research Organizations issued by the Government Office of the Czech Republic (Methodology M17+):

- I. Projects
- II. Publication activity
- III. Outputs assessed in Module M1
- IV. Monographs
- V. Improving the faculty qualification structure
- VI. Motivation of supervisors of PhD students

Each year, a portion of the funds allocated to the faculty in a given calendar year for the Long-Term Conceptual Development of the Research Organization (DKRVO) will be allocated by the faculty to cover these remunerations. The allocation of these funds to faculty in a given calendar year is a prerequisite for the payment of remunerations.

Part 2

I. Projects

The remuneration to the investigator¹, or co-investigator, for the acquisition and successful solution of the project applies only to projects belonging to the category of projects from the Central Records of Projects (hereinafter CEP), research centres or research infrastructures and foreign scientific projects. The inclusion of a project in the category of foreign scientific projects will be assessed on a case-by-case basis by the faculty management and will depend on the criteria set for the project when the call for projects was announced and on the project evaluation criteria on the basis of which the funds were allocated by the provider. The remuneration for projects for a given calendar year will be scaled according to the so-called adjusted financial value of the project for that calendar year.

Article 1

Entitlement to and level of the project fee

1. The entitlement to the remuneration is established and the remuneration will be paid on the basis of a request from the project investigator in each ongoing year of the project. The entitlement to remuneration ceases after this period, except in cases of ex-post project

¹ The Principal Investigator or Co-Principal Investigator may determine the distribution of remuneration among the members of the project team, provided that they have participated in the preparation and management of the project.

funding, where the remuneration will be paid subsequently, after the receipt of funds by the faculty.

2. The adjusted financial value of the project for a given calendar year is the amount of the non-investment funds received that will be allocated by the provider to the project for the faculty department in a given calendar year (in cases where other external institutions or other units of the UJEP are also co-principal departments, this is the amount of money allocated for the faculty for the given calendar year only), less personnel costs (salary costs and deductions) and any financial participation of the faculty.
3. The remuneration for the project team is 10% of the adjusted financial value of the project for the calendar year. The level of the remuneration is limited to a minimum of CZK 5,000 from below and a maximum of CZK 200,000 from above. It is not decisive for the calculation of the remuneration whether the faculty is the principal investigator or co-investigator in the project.
4. For the last year of the project, the remuneration will be paid in two instalments, based on a request from the researcher, totalling 10% of the adjusted financial value of the project actually spent in that year. The first part of the remuneration, corresponding to 10% of the adjusted financial value of the project actually drawn down as at 31. 8. of the last year of the project, will be paid in October upon the request of the researcher. The second part of the remuneration will be paid according to the remaining amount actually spent after the completion of the project and submission of the final report.

Part 3

II. Publication activity

The remunerations relate to publication results in a peer-reviewed journal (type J result) with an internal breakdown:

1. J_{IMP} - an article in a journal registered in Web of Science (hereafter referred to as WoS) evaluated in module M2, (outputs in J_{IMP} are still evaluated in all fields),
2. J_{SC} - an article in a SCOPUS-registered source that is not registered in WoS (A source for the J_{SC} result category is a regularly published journal listed in the SCOPUS resource list, with only the ISSN given in it, and in the article attributes valid for J_{SC} are given. Results that do not meet all these conditions are included in the results of type D.),
3. J_{NEIMP} - an article in a peer-reviewed journal in the ERIH database that is not registered in WoS or SCOPUS.

Article 2

Remuneration amount for publication J_{IMP} assessed in module M2

1. The remuneration is due to those authors of the publication who are staff or students of the faculty and have the UJEP Faculty of Science given as their affiliation in the publication, for an article published in a journal with IF if it was published in a journal that is indexed in the Web of Science Core Collection (WoS) database. At the same time, the journal must have a non-zero Article Influence Score (AIS). According to Article 2, paragraph 5, the total level of the remuneration of the team of authors with the affiliation of the UJOP Faculty of Science

will be determined by the position of the journal in which the article subject to the request for remuneration was published according to its Article Influence Score (AIS) within the discipline or disciplines according to the OECD disciplinary structure: Fields of Research and Development (FORD), in which this journal is included. If the journal in question is ranked in several fields in which it is ranked in different quartiles (or first decile), the highest quartile or first decile value ($D1 > Q1 > Q2 > Q3 > Q4$) of those available for the journal in question is used to calculate the remuneration.

2. In case of multiple authors with faculty affiliation, the total remuneration will be divided among the authors (including student authors) based on their mutual agreement. If the publication has faculty student co-authors, the total level of the remuneration may consist of salary funds and stipends. If part of the remuneration due to students without faculty employment is paid in the form of a scholarship, these scholarships will be included in the total level of the remuneration.
3. The request for remuneration according to this guideline shall be submitted by a representative of the author's team from the faculty through the Department of Science to the Vice-Dean in charge of creative activity on form, which is *Appendix 1* of this guideline. This form includes a table showing the distribution of the remuneration among the individual faculty authors of the publication in the form of author proportions (sum of proportions = 100%) and the signatures of all faculty co-authors agreeing to the distribution of the remuneration.
4. The remuneration can be claimed after acceptance of the article by the publisher, but only in the calendar year in which the article was accepted. Exceptions are articles accepted in December. You can apply for these until the end of January of the following year.
5. The level of remuneration for the team of authors with affiliation of the UJOP Faculty of Science for publications in D1, Q1 - Q3 is determined according to the following algorithm:
 - a) Determination of the proportion of authors with faculty affiliation is performed by taking the total number of authors of the publication with faculty affiliation and dividing by the total number of authors² (in the case of co-authors with exclusively foreign affiliation, with adjustment of the author weighting according to paragraph 5b).
 - b) Co-authors with only foreign affiliation(s) are counted in the author total with a weight of 0.5 authors. If the author has both foreign and Czech affiliation(s), the weighting is 1.
 - c) If the co-author of the publication lists other affiliations besides faculty, his/her weight for calculating the author's proportion and remuneration remains 1.
 - d) The proportion of authors with faculty affiliation under paragraph 5a shall determine the level of the faculty author team's remuneration as follows:
 - i. If this proportion is greater than or equal to 0.5, the faculty author team is entitled to the full maximum basic remuneration, determined by the publication's classification in D1, Q1 - Q3, according to *Table 1*.

² proportion of authors with faculty affiliation $X = F/T$, where F is the number of authors with faculty affiliation, T is the total number of authors of the publication, taking into account only foreign authors.

- ii. If this proportion is less than 0.5 and greater than 0.2, then the remuneration amount decreases linearly from the maximum (50%) to the minimum (20%) remuneration value³ (see *Figure 1*).
 - iii. If this proportion is equal to or less than 0.2, the author team with faculty affiliation is entitled to 20% of the maximum remuneration.
6. The total level of remuneration for the author team of faculty staff and students for publications in Q4 is determined from *Table 1* and does not depend on the proportion of authors with faculty affiliation.

Table 1: Maximum remuneration for J_{IMP}

Basic remuneration by quartile	
D1:	70,000 CZK
Q1:	60,000 CZK
Q2:	35,000 CZK
Q3:	10,000 CZK
Q4:	2,000 CZK

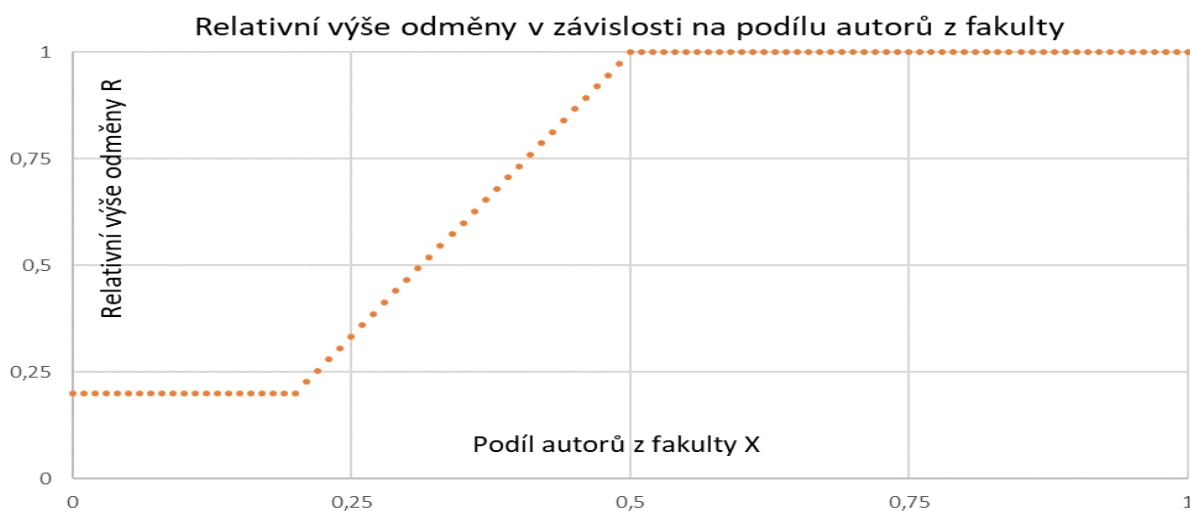


Figure 1: Relative level of remuneration depending on the proportion of faculty authors.

³ The relative level of the remuneration for D1, Q1 - Q3 and for the proportion of authors from faculty X from the interval $X = (0.2; 0.5)$ is determined by the formula $R = (8 \cdot X - 1) / 3$. The total remuneration for the author team is then the relevant amount from *Table 1* multiplied by R.

Article 3

Level of remuneration - SCOPUS

1. The total level of the remuneration for the author team from the faculty staff and students for an article published under the faculty's banner in a journal that is not registered in WoS but is registered in the SCOPUS database is CZK 2000 CZK and does not depend on the proportion of authors with faculty affiliation.
2. The method of applying for remuneration, the distribution of remuneration among the faculty author team and the remuneration of students shall be governed by the rules set out in Article 2, paragraphs 2-4.

Article 4

Level of remuneration - ERIH

1. The total level of the remuneration for the author team from the faculty staff and students for an article published under the faculty's banner in a journal registered in the ERIH database is CZK 2000 and does not depend on the proportion of authors with faculty affiliation.
2. The method of applying for remuneration, the distribution of remuneration among the faculty author team and the remuneration of students shall be governed by the rules set out in Article 2, paragraphs 2-4.

Article 5

Conditions for payment of remuneration

1. A prerequisite for granting the remuneration is the entry of the article data into the OBDPro system with all mandatory data (the database must be set to the record status "accepted") so that this record, after subsequent entry into the RIV database, meets the current criteria of the governmental Council for Research, Development and Innovation, imposed on records that are in the RIV database as an acceptable basis for the evaluation of R & D at the UJEP Faculty of Science and subsequently the basis for the allocation of funds to the DKRVO⁴.
2. The remuneration can be paid only after the publication is registered and published, i.e. the record is available in the WoS, SCOPUS or ERIH database.
3. One condition for payment of the remuneration is that the (co-)author has an employment relationship at the faculty or is a student of the faculty at the time of entitlement to payment of the remuneration.

⁴ For the sake of correct assignment of the publication to the faculty, we recommend that the name of the faculty be given as: Faculty of Science, Jan Evangelista Purkyně University in Ústí nad Labem, respectively Faculty of Science, Jan Evangelista Purkyně University in Ústí nad Labem.

4. No remuneration will be paid if the publication is published in a so-called predatory journal. Decisions in this matter are the responsibility of the Vice-Dean, whose remit includes science and research.
5. Remuneration under this Directive may be claimed for publications accepted after 31 December 2022.

Part 4

I. Outputs assessed in Module M1

The remuneration is intended for authors who are staff or students of the faculty, for a quality result selected at the level of UJEP and submitted to the RVVI by the management of UJEP for evaluation within module M1 according to Methodology 17+. These results are judged according to either the "contribution to knowledge" criterion or the "societal relevance" criterion. Only results listed in the RIV, including non-bibliometrizable results, can be included in the evaluation. A remuneration for an output assessed in module M1 can be claimed even if that output has already been granted in module M2 (see below).

Article 6

Level of remuneration

1. The remuneration can only be claimed in the calendar year in which the results of the evaluation of the M1 quality data collection conducted in the previous calendar year are published.
2. Regardless of the number of authors from the faculty, the level of remuneration for the team of authors from the faculty will be determined only according to the grade achieved in the evaluation of the output according to *Table 2*.
3. If the result is a result previously claimed and rewarded under Module M2, a remuneration equal to the value of the difference between the remuneration under Article 6(2) (M1 methodology) and the remuneration previously paid under Article 2 (M2 methodology) shall be paid only if the difference is positive.
4. The method of applying for remuneration, the distribution of remuneration among the faculty author team and the remuneration of students shall be governed by the rules set out in Article 2.

Table 2: Amount of remuneration for outputs assessed in module M1

Mark	Level of remuneration
1	CZK 100,000
2	CZK 60,000
3	CZK 20,000

Part 5

I. Monographs

The remuneration is awarded for a monograph published by a publishing house with a scientific editorial board, where the publication was published by a foreign publishing house with a scientific editorial board (e.g. Wiley, Routledge, Springer, Taylor & Francis) or by a domestic publishing house with a scientific editorial board (only Academia or Karolinum).

Article 7

Conditions for payment of remuneration

1. The applicant must be the author or editor of the monograph as a whole. No remuneration may be claimed if the applicant is the author of only a sub-chapter or sub-chapters within the work.
2. The cumulative proportion of the author(s) or editor(s) affiliated to the UJOP Faculty of Science in the scope of the entire monograph must be at least 30%.
3. The monograph must meet the criteria of the Definition of types of results according to Methodology 17+ for type *B - scientific book* and must be entered into the OBDPro and RIV system.
4. In case of doubts about the fulfilment of any of the above criteria, the Dean may ask an external expert rapporteur/reporter of his/her choice for an assessment.
5. The uniform level of the remuneration for the monograph is CZK 3,000.

Part 6

I. Improving the faculty qualification structure

On the basis of the faculty's staff development plan and the qualification structure of individual faculty units, the faculty management may announce target remunerations of CZK 100,000 for academic staff of the faculty (usually with full-time employment including projects) for obtaining the title of associate professor or professor in selected fields (subject groups) according to the needs of the faculty. These will usually be fields (groups of fields) where UJEP is not accredited for habilitation and appointment procedures.

Article 8

Call for improvement of the unit's qualification structure

1. Based on the need and financial possibilities of the faculty, the faculty management determines the number of supported (rewarded) habilitation and appointment procedures for each calendar year.

2. The selection of the disciplines (disciplinary groups) for which the remuneration will be made will be based on the staff development plans and the qualification and age structure of the individual units. The selection will be made by the faculty management in coordination with the heads of the units. The call for a given calendar year will be discussed in the Dean's College before publication.
3. The fields (field groups) for which the awards will be announced will be published in a call in the first quarter of the calendar year.

Article 9

Terms and conditions of the remuneration

1. A condition for applying for the remuneration is the successful completion of the habilitation or appointment procedure in the given field (or group of fields), i.e. the appointment decree, or an official document issued by the management of the university where the procedure took place, that the candidate has fulfilled all the conditions for the subsequent award of the title of associate professor or professor:
 - a) within two years of the call being launched, or
 - b) after obtaining the title of associate professor or professor, for payment of the remuneration the candidate will prove that within the first year of the publication of the call, he or she has provided the faculty where the habilitation or appointment procedure took place with the complete documentation necessary for its proper initiation.
2. Payment of the remuneration will be made on presentation of the relevant letter of appointment.
3. In the case of part-time staff, the Dean will assess whether to pay the remuneration and, if necessary, how much (up to an aliquot amount). The level of remuneration will take into account the contribution of the employee to the relevant unit and the faculty.

Part 7

III. Motivation of supervisors of PhD students

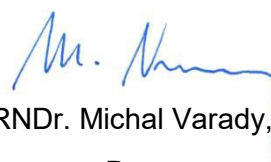
Article 10

1. If an academic staff member of the faculty is the supervisor of a student in a doctoral study programme accredited by the faculty, that academic staff member may apply for a one-off remuneration from the Dean, graded according to the time required for the successful completion of the doctoral study supervised by the student:
 - a) CZK 50 thousand if the period of successfully completed study of the supervised student does not exceed the standard period of study,
 - b) CZK 20 thousand if the period of successfully completed studies exceeds the standard period of study.

Part 8

Transitional and final provisions

1. The control and implementation of this Directive is the responsibility of the Science Department and the Vice-Dean, who is responsible for science and research.
2. This Directive shall enter into force on 1 January 2023. From that date onwards, applications for remuneration may only be made under this Directive, with the exception set out in the following paragraph.
3. Requests for remuneration submitted before 1 January 2023 will be settled according to the Dean's Directive No.1/2016 Motivation System for Stimulating Scientific, Research and Development Activities of the Faculty of Science UJEP. In the case of articles accepted in December 2022, it is possible to apply for a remuneration according to Dean's Directive No. 1/2016 until the end of January 2023. With the settlement of the last request under Dean's Directive No. 1/2016, Dean's Directive No. 1/2016 will cease to be valid.
4. In the case of a habilitation or appointment procedure initiated and not completed in 2022, the Dean will decide on the remuneration after its subsequent successful completion.
5. This directive was discussed by the College of the Dean of the Faculty of Science of UJEP on 13. 12 2022



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