

**Faculty of Arts, Masaryk University Measure No. 8/2021**

**REQUIREMENTS AND CRITERIA FOR THE HABILITATION  
PROCEDURE AND THE PROFESSOR APPOINTMENT PROCEDURE**

*In accordance with § 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 "Act"), I issue the following Measure:*

Part One

**General Provisions**

Section 1

**Basis of adjustment**

This measure sets out the requirements and criteria for the habilitation procedure and professor appointment procedure at the Faculty of Arts, Masaryk University (hereinafter referred to as "FF MU") in relation to the requirements set out in Act No.111/1998 Coll., on Higher Education, as amended, the Statutes of Masaryk University, the Masaryk University Habilitation Procedure and Professor Appointment Procedure Regulations, and Masaryk University Directive No. 7/2017 Habilitation procedures and professor appointment procedures.

Section 2

**Purpose of the modification**

- (1) The habilitation procedure and the professor appointment procedure are governed by the rules described in [Masaryk University Directive No. 7/2017 Habilitation procedures and professor appointment procedures](#). This regulation also establishes the requirements for the proposal to initiate the habilitation and professor appointment procedure.
- (2) This measure then sets out specific criteria for the habilitation procedure and the professor appointment procedure conducted at the FF MU.

Part Two

**Criteria for the Habilitation Procedure**

Section 3

**Teaching experience of the applicant**

Applicants must demonstrate at least three years of teaching experience in the assistant professor category at a university.

#### Section 4

##### Requirements for the habilitation thesis

- (1) With the proposal to initiate the habilitation procedure, the applicant submits a habilitation thesis, which, according to the practice of the field, is understood as one of the following options:
  - a) a printed monograph with a minimum of 150 standard pages (7.5 printed sheets, ISBN), accompanied by an abstract, published by a scientific publishing house in the field, or by a publishing house that binds publication to the approval of its editorial or scientific board. If the monograph has several authors, the work must be accompanied by a commentary characterising the quantitative and substantive contribution of the applicant;
  - b) a written thesis introducing new scholarly or scientific findings, accompanied by an abstract. The abstract must contain a brief and concise description of the state of the issue, the objectives of the work, the methodology used, and the results obtained;
  - c) a collection of previously published scholarly works with coherent, methodologically measured commentary. (In the fields of archaeology, philosophy, and study of religion, this collection must contain at least five publications listed in WoS with JIF/ or with JIF in which the submitter is listed as the first author for two publications. In the fields of psychology and education, the submitter must be listed as the first, second, or third author for all publications in the collection.)  
-In all cases, the submitted text must be different from the previous qualification thesis (dissertation). In the case of theses with co-authors, the quantitative and substantive authorship of the applicant is also specified.
- (2) A applicant proceeding under paragraph 1(b) and (c) must submit at least one scholarly book monograph of at least 150 standard pages (7.5 printed sheets, ISBN), which may be replaced in special cases by five partial studies published in WoS and Scopus journals. These publications will then not be included in the list of publications of the habilitation dossier within the meaning of the requirements laid down in Article 5 of this Directive. In both cases, the publications may be the result of a previous qualification procedure.
- (3) The abstract or commentary is always submitted in English. It can be a direct part of the thesis or submitted separately.

#### Section 5

The habilitation documentation includes a list of publications, reviews, and citations and research and educational grants in which the applicant was the principal investigator or co-investigator, and a list of invited lectures and participation in conferences.

#### Section 6

##### Publication activity of the applicant and its responses and citations

- (1) In the case of collective book and anthology works, the actual share of the applicant is always expressed as a percentage. Only outputs that have been published are listed. Higher fulfilment of the requirements in one category can substitute for fulfilment in another category, depending on the nature of the field.
- (2) Each additional monograph published by a scientific publishing house with an editorial or scientific board replaces five original scientific works (articles and essays). Three thematically related chapters with a total length of at least 60 standard pages (3 printed sheets) in a collective monograph are considered to be an additional monograph. If the scientific monograph is published by an internationally recognized publishing house, it may replace other scientific publications of international importance.

(3) Publication and citation requirements are differentiated according to individual disciplines. These quantitative criteria are indicative, and the habilitation committee will take into account the possibility of substituting one category for another:

Scope	Articles and essays	Citations and feedback without self-citations	Additional requirements
Archaeology Study of religion Pedagogy	15 in scientific journals, 10 of which are in WoS or Scopus	30 in scientific publications, 15 of which are in WoS or Scopus	
Psychology	15 in scientific periodicals, 7 of which are in WoS (document type "article")	30 in scientific publications, 15 of which are in WoS or Scopus	
Philosophy	20-30 in scientific periodicals, in WoS or Scopus and in respected journals in the field, 5 of which are in a foreign language	30 in scientific publications, 15 of which are in WoS or Scopus	
History Ethnology Musicology Theory and History of Theatre and Film Art History	20-30 in scientific journals: WoS or Scopus and respected journals in the field, 5 of which are in a foreign language	30, of which at least 5 are in WoS, Scopus, or other reference databases	20 other publications (scripts, popularizations, entries in encyclopaedias and dictionaries), 10 of which are professional reviews
Philological disciplines	20 in respected journals in the field, included in WoS and Scopus, 5 of which are in a foreign language	20, of which at least 5 are in WoS, Scopus, or other respected reference databases	10 other publications (scripts, popularizations, entries in encyclopaedias and dictionaries), 5 of which are expert reviews

#### Section 7

##### Lecturing activities of the applicant

For lecturing activities, at least two invited lectures at an international forum and five at a national forum or presentations at minimally 10 international and national conferences are required.

#### Section 8

##### Request for an opinion

If the applicant is not working as a teacher at MU, the FF MU dean may request the opinion of the dean of the faculty or the rector of the university where the applicant is working in order to evaluate the applicant's teaching and scientific abilities on the basis of the applicant's work.

#### Section 9

##### **Participation of a foreign expert**

At least one expert from abroad is a member of the habilitation committee. An expert from abroad is a person of foreign nationality (excluding the Slovak Republic) who does not have permanent work in the Czech Republic. In exceptional cases, a Czech or Slovak citizen who has not been working in the Czech Republic or Slovak Republic for over 10 years may be considered a foreign expert.

### Part Three

## **Professor Appointment Procedure Criteria**

#### Section 10

##### **Teaching experience of the applicant**

- (1) Applicants must demonstrate at least five years of teaching experience at a university.
- (2) A prerequisite is the supervision of Ph.D. students and at least one Ph.D. graduate under the supervision of the applicant.

#### Section 11

The nomination documentation includes a list of publications, reviews, and citations and research and educational grants in which the applicant was the principal investigator or co-investigator and a list of invited lectures and participation in conferences.

#### Section 12

##### **Publication activity of the applicant and its responses and citations**

- (1) The prerequisite is the submission of a printed monograph with a minimum of 150 standard pages (7.5 AA, ISBN), published by a scientific publishing house or a publishing house that binds publication to the approval of its editorial or scientific board. The monograph is not identical to the habilitation thesis referred to in Article 4(1), nor to any of the theses from previous qualification procedures.
- (2) In the case of collective book and anthology works, the actual share of the applicant is always expressed as a percentage. Only outputs that have been published are reported. Higher fulfilment of the requirements in one category can substitute for fulfilment in another category, depending on the nature of the field.
- (3) Each additional monograph published by a scientific publishing house with an editorial or scientific board replaces five original scientific works (articles and essays). Three thematically related chapters with a total length of at least 60 standard pages (3 printed sheets) in a collective monograph are considered to be an additional monograph. If the scientific monograph is published by an internationally recognized publishing house, it may replace other scientific publications of international importance.
- (4) Publication, citation, and other requirements are differentiated according to individual disciplines. These quantitative criteria are indicative, and the appointments committee will take into account the possibility of substituting one category for another:

(5)

Scope	Articles	Citations and feedback without self-citations	Grants and projects	Additional requirements
Archaeology Study of religion Pedagogy	40 in scientific journals, 10 of which are in WoS or Scopus	50 in scientific publications, 30 of which are in WoS and Scopus	2 grants, at least 1 as principal investigator	20 other publications (scripts, popularizations, entries in encyclopaedias and dictionaries)
Psychology	40 in scientific periodicals, 15 of which are in WoS (document type "article")	50 in scientific publications, 30 of which are in WoS or Scopus	1. grant management (investigator, co-investigator) 2. contract-based scientific research	Other publications, without specification
Philosophy	40 in scientific periodicals WoS or Scopus, 10 of which are published abroad in a foreign language	50, of which at least 10 are in WoS, Scopus, or other reference databases	2 grants, at least 1 as principal investigator	30 other activities: popularization texts and presentations, teaching texts, major teaching innovations
History Ethnology Musicology Film and Theatre Studies	40 in respected scientific journals in the field, included in WoS and Scopus, 10 of which are published abroad in a foreign language	60, of which at least 10 are in WoS, Scopus, or other reference databases	Participation in grants or grant management	20 other publications (scripts, popularizations, entries in encyclopaedias and dictionaries, translations)
Art History	50 in respected scientific journals in the field, included in WoS and Scopus, 10 of which are published abroad in a foreign language	70, of which at least 10 are in WoS, Scopus, or other reference databases	Participation in grants or grant management	30 other publications (scripts, popularizations, entries in encyclopaedias and dictionaries, translations)
Philological disciplines	40 in respected scientific journals in the field, included in WoS and Scopus, 10 of which are published abroad in a foreign language	50, of which at least 10 are in WoS, Scopus, or other reference databases	Participation in grants or grant management	20 other publications (scripts, popularizations, entries in encyclopaedias and dictionaries, translations) of which 10 are major reviews

Section 13

**Lecturing activities of the applicant**

For lecturing activities, at least five invited lectures at an international forum and 10 at a national forum or presentations at minimally 15 international and national conferences are required.

Section 14

**Request for an opinion**

If the applicant is not working as a teacher at MU, the FF MU dean may request the opinion of the dean of the faculty or the rector of the university where the applicant is working in order to evaluate the applicant's teaching and scientific abilities on the basis of the applicant's work.

Section 15

**Participation of a foreign expert**

At least one expert from abroad shall be a member of the evaluation committee. A foreign expert is a person of foreign nationality (except for the Slovak Republic) who does not have active permanent work in the Czech Republic. In exceptional cases, a Czech or Slovak citizen who has not been working in the Czech Republic or Slovak Republic for over 10 years may be considered a foreign expert.

Part Four

**Final provisions**

Section 15

**Final provisions**

- (1) This Measure follows the Masaryk University Habilitation Procedure and Professor Appointment Procedure Regulations and Masaryk University Directive No. 7/2017 Habilitation procedures and professor appointment procedures.
- (2) I authorize the vice-dean for Science and Doctoral Studies to interpret the individual provisions hereof, to implement and update them.
- (3) This Measure shall enter into force on the date of signature.
- (4) This Measure shall enter into force on 1 January 2022.
- (5) This Measure does not apply to habilitation procedures and professor appointment procedures initiated before the date of entry into force of the Measure.

signed electronically  
*prof. PhDr. Milan Pol, CSc.*  
Dean