Internal Regulations of the Faculty of Logistics and Crisis Management TBU in Zlín

Code:	**SD/06/2025**	
Type:	Internal Regulation of the Faculty of Logistics and Crisis Management	
Reference No:	UTB/25/072025	
Document Classification:	INTERNAL	
Title:	**Dean's Directive Supplementing Rector's Directive SR/10/2025 Evaluation and Management of the Development of Teaching, Creative, Managerial and Other Activities of Academic and Research Staff of TBU**	
Organisational Scope:	Faculty of Logistics and Crisis Management, Tomas Bata University in Zlín	
Date of Issue:	25. 11. 2025	Version: 01
Effective from:	01. 12. 2025	
Issued by:	Dean of the FLCM, TBU in Zlín	
Prepared by:	Vice-Dean for Creative Activities	
In cooperation with:		
Number of pages:	8	
Number of appendices:	0	
Distribution list:	Vice-Deans of the FLCM, Secretary of the FLCM, Directors of Institutes, Heads of Departments of the FLCM	
Signature of the authorised person:	Prof. Ing. Zuzana Tučková, Ph.D.	

PART ONE

INTRODUCTORY PROVISIONS

This Directive supplements Rector's Directive SR/10/2025 *Evaluation and Management of the Development of Teaching, Creative, Managerial and Other Activities of Academic and Research Staff of TBU* and defines the basic procedures for evaluating the work performance of all academic and research staff involved in teaching, creative, managerial and other activities at the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín (hereinafter referred to as the "FLCM").

Article 1
General Principles

Re (1) – (4): No changes.

Article 2
Definitions and Basic Provisions

Re (1) – (8): No changes.

PART TWO
CAREER DEVELOPMENT PLAN

Article 3
Career Development Plan

Re (1) – (4): No changes.

(5) At the FLCM, the evaluation period is set at two years**.**

Re (6): No changes.

Article 4
Evaluation of the Fulfilment of the Employee's Career Development Plan for the Previous Period

Re (1) – (3) a) – b): No changes.

(3)(c)(iv) The supervisor's evaluation, the employee's statement and the submission of the documentation to the Dean shall normally be completed at the FLCM by 31 October of the relevant year.

Re (4): No changes.

Managers at the FLCM shall be evaluated as academic and research staff in accordance with this Directive.

Article 5
Preparation of the Career Development Plan for the Next Period

(1) The employee shall prepare the draft Career Development Plan by 30 September of the relevant year.

PART THREE
TEACHING ACTIVITIES

Article 6
Scope and Structure of Employees' Teaching Activities

Re (1) – (4): No changes.

(5) At the FLCM, the following additional teaching activities and their evaluation in PB per academic year are established. Their total value **must not exceed 100 PB per academic year.**

Supervision of a compulsory professional internship/work placement	0.3 PB / semester / student
Remedial courses (student consultations) documented as measures to reduce student failure rates	1.8 PB / hour
Review and verification of Bachelor's/Master's thesis assignments within the Bachelor's and Master's Thesis Seminar course	0.2 PB / student
Submission / implementation of an Internal Grant Agency (IGA) project	20 PB / 50 PB
Guarantor of a study course (courses taught in English are counted separately; identical courses taught in full-time and part-time modes are counted only once)	10 PB / course (max. 60 PB)
Introduction of a new study course	100 PB / course
Preparation of a Lifelong Learning (LLL) course accredited by the relevant state administration authority	100 PB / course
Preparation of a Lifelong Learning (LLL) micro-credential course	100 PB / course
Preparation of a University of the Third Age (U3A) course	50 PB / course

Supervision and reviewing of Bachelor's and Master's theses shall be remunerated financially **(**provided that the thesis is submitted by the prescribed deadline**):**

Supervision / review of a Bachelor's Thesis in Czech	CZK 1,500 / CZK 400
Supervision / review of a Bachelor's Thesis in English	CZK 2,200 / CZK 600
Supervision / review of a Master's Thesis in Czech	CZK 2,300 / CZK 600
Supervision / review of a Master's Thesis in English	CZK 2,800 / CZK 1,000

If the employee fails to meet the required annual workload, remuneration for reviewing Bachelor's and Master's theses shall not be paid. In such cases, the activities shall instead be evaluated as follows:

Supervision / review of a Bachelor's Thesis in Czech	15 / 4 PB
Supervision / review of a Bachelor's Thesis in English	22 / 6 PB
Supervision / review of a Master's Thesis in Czech	23 / 6 PB
Supervision / review of a Master's Thesis in English	28 / 10 PB

The maximum number of supervised (and remunerated) Bachelor's and Master's theses at the FLCM is 15 in total. In exceptional cases, the Dean of the FLCM shall decide on any changes to this limit.

Re (6) – (8): No changes.

Article 7

Evaluation of the Quality of Teaching Activities

Re (1) – (3): No changes.

(4) An academic staff member shall be awarded **100 PB** for teaching quality according to the following criteria and respective weightings:

Criterion A (max. 50 PB)

- results of the student survey evaluating the quality of teaching, results of teaching observations.

Criterion B (max. 50 PB)

- digitalisation of teaching materials **(**weight 50 %**)**; note: digital outputs created outside projects (e.g. POKROK, Green Deal), for example with the use of VR, AI, videos, interactive elements, and other tools,
- quality of study supports and other learning materials in the LMS Moodle environment for the course(s) guaranteed/taught by the academic staff member (weight 10 %),
- quality and up-to-datedness of course sheets of the courses guaranteed by the academic staff member (weight 10 %),
- other criteria that may affect the quality of teaching (organisation of field trips within teaching, involvement of experts in teaching, practical demonstrations, preparation of textbooks, etc.) (weight 30%).

The evaluation results shall subsequently be discussed by the Director of the Institute with the individual academic staff members.

PART FOUR
EVALUATION OF CREATIVE ACTIVITIES

Article 8
Method of Evaluation of Creative Activities

Re (1) – (2): No changes.

(3) The FLCM determines the scope of PB assigned to individual types of outputs in creative activities in a subsequent Dean's Decision. At the FLCM, the following activities are defined in addition to those specified in Article 6 of Rector's Directive SR/10/2025:

Submission of an internal Institutional Support for Long-Term Conceptual Development of a Research Organisation (DK RVO) project	30 PB / project
Implementation of an internal DK RVO project	80 PB / project
Preparation of an unpaid review of a conference paper for a conference organised or co-organised by the FLCM	3 PB / item
Publication of a scholarly book (Type B) not submitted to Module M1	40 PB / 1 AA, max. 400 PB
Publication of a chapter in a scholarly book (C)	40 PB / 1 AA

Note:
*1 AA (Author's Sheet) **is a** unit of manuscript length corresponding to 36,000 printed characters including spaces.*

Re (4) – (5): No changes.

(6) Bonus for the research team for each year of a contract research project. The distribution of PB shall be determined by the project guarantor at the FLCM. The number of PB is determined according to the amount of funding received in the previous calendar year within the budget of the implemented project as follows:

CZK 0–100,000	50 PB/year/team
CZK 101,000–500,000	100 PB/year/team
CZK 501,000–1,000,000	200 PB/year/team
Above CZK 1,001,000	400 PB/year/team

PART FIVE
EVALUATION OF INTERNATIONAL COOPERATION

Article 9
Evaluation of International Cooperation

Table 7 – Evaluation of Activities Related to Internationalisation: No changes.

PART SIX
EVALUATION OF MANAGERIAL AND ORGANISATIONAL ACTIVITIES

Article 10
Method of Evaluation of Managerial Activities

Re (1) – (3): No changes.

Article 11
Structure and Definition of Managerial and Organisational Activities

Supplement to Table 5 – Evaluation of Managerial and Organisational Activities

Additional managerial and organisational activities at the FLCM

Chair of the Scholarship Committee	20 PB
Member of the Scholarship Committee	10 PB
Chair of the Disciplinary Committee	15 PB
Member of the Disciplinary Committee	8 PB
Chair of the Ethics Committee	15 PB
Member of the Ethics Committee	8 PB
Head of a laboratory in accordance with the relevant Dean's Decision	100 PB
Other institute-related activities (e.g. promotion of the institute through social media, the institute website, notice boards, etc.)	20 PB

PART SEVEN
EVALUATION OF OTHER ACTIVITIES

Article 12
Method of Evaluation of Other Activities

Re (1)–(4): No changes.

Article 13
Structure and Definition of Other Activities

Re (1): No changes.

(2) Supplement to Table 6 – Evaluation of Other Activities
Additional activities at the FLCM

Operation of the counselling centre at the FLCM	50 PB
Organisation and implementation of the Student Scientific and Professional Activities Conference (SSPA)	30 PB / event
Invited professional lectures and seminars	1.5 PB / teaching hour
Prestigious awards received in the Czech Republic / abroad	20 PB / 50 PB
Peer review of articles for scientific and professional journals indexed in the WoS and Scopus databases and ranked in Q1 or Q2	10 PB / review

PART EIGHT

FINAL PROVISIONS

The Faculty shall proceed in accordance with this Directive when evaluating teaching activities for the 2025/2026 academic year. In 2026, the evaluation of creative activities shall consider the three preceding calendar years (i.e. 2025, 2024 and 2023). In subsequent years, the evaluation shall always include the preceding three calendar years. The evaluation of managerial, organisational and other activities shall always relate to the relevant academic year.

This Directive repeals Dean's Directive No. SD/01/2021, including all related instructions and decisions of the Dean. This Directive was discussed with the trade union organisations operating at Tomas Bata University, on 3 October 2025 and 6 October 2025, respectively. This Directive was discussed by the Academic Senate of the Faculty of Logistics and Crisis Management on 10 November 2025**.**

Uherské Hradiště, 25 November 2025

Prof. Ing. Zuzana Tučková, Ph.D.
Dean of the Faculty

Document Version			
Date	Version	Modified by	Modification Description
25. 11. 2025	01	Dean	Creation of the document