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# Philosophy

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## HABILITATION AND APPOINTMENT PROCEDURES

Habilitation or appointment procedures assess whether the candidate is a significant and respected researcher and teacher, involved also in the "third mission" of the university, and is therefore eligible for the title of "docent" or "profesor" of Charles University. The candidate is assessed according to the following criteria in a comprehensive and interrelated manner, with possible balancing of individual areas of evaluation.

General Requirements - Associate Professorship

General Requirements - Full Professorship

## ASSOCIATE PROFESSORSHIP: Documents Submitted by Candidate

1. Application for Associate Professorship (please use the form [below](#) )
2. Habilitation Thesis in hardcover binding or published as a book – please provide 4 hard copies and send the pdf version electronically (if the pdf version is not available, please provide 8 hardcopies: they will be used by the members of the committee and the reviewers).
3. „Candidate Information“ form for the associate professorship committee – the form has a prescribed format (please see [below](#) )
4. Structured CV
5. Certified copies of all diplomas obtained
6. A certified copy of the diploma or equivalent document evidencing the awarding of a Ph.D. or Th.D. or other equivalent academic degree, including foreign degrees
7. Full overview of pedagogical activities in the last 3 complete academic years, plus in the ongoing academic year. (this basic list is to be completed with a summary of the previous teaching activities without any time limit) – this list is signed by the person responsible for the study programme or the head of department of the institution concerned, and dated and signed by the candidate (the list of pedagogical activities has a prescribed format, please see [below](#) ).
8. A commented summary of candidate's previous teaching activities
9. Further plans and ideas for the teaching activity in the field; a candidate who is an employee of the University will normally base his/her application on the Individual Career Development Plan (only if career plan is already available) submitted in accordance with the Career Regulations
10. A full and structured bibliography, including a summary commentary. The candidate indicates the IF or AIS factors for journals, where available, and the ORCID. Please follow the instructions in " Guide\_ list of publications and citations " See [below](#) .
11. List of citations of the candidate's publications following the WoS, Scopus or Google Scholar methodology justified with printscreens of the relevant pages in the WoS or other database. In Humanities or Social Sciences disciplines the candidate may also include other citations and reviews of his/her work, if applicable Please follow the instructions in "Guide\_ list of publications and citations" See [below](#) .

12. Candidate's detailed and commented overview of the five most important publications and their contribution to the field
13. Certificate of Employment and professional experience of the candidate (if the candidate is not employed at Charles University) for at least the last 3 years (please provide a separate certificate for each employer, the document must be signed by an officer from the HR department)
14. An overview of activities and/or documents serving as the basis of evaluation of candidate's international experience
15. Further supporting documents for the evaluation of the results of creative activities, including an overview of externally funded projects and grants with an indication of the applicant's role in them and their evaluation and results
16. Membership in scientific boards, bodies of scientific societies, awards received
17. Other supporting documents for the evaluation of the candidate's involvement and the outputs of the popularisation of creative activity, the so-called third role (or „third mission“) of university
18. An overview of partnerships and cooperation with business or public institutions, if applicable (incl. supporting documents, if available).
19. A final summary of the submitted documents, which will focus on a comprehensive overview of the main scientific, pedagogical and other relevant achievements from the perspective of the candidate.
20. Author's abstract of the Habilitation thesis
21. Proposal for three different topics of the habilitation lecture, out of which one will be chosen by the habilitation committee to be presented at the meeting of the FHS UK Scientific Council (titles only, no abstracts)
22. Any other documents certifying the scientific and professional qualifications, information on (co)authorship of patents

**All documents must be signed by the candidate and dated, excluding those whose nature does not allow it (e.g. diplomas, documents signed by other parties)**  
**The required forms are available for download [below](#) . Other documents do not have a prescribed format and the candidate submits them in the Word format. For queries please contact [Lenka Vinterová](#).**

## **FULL PROFESSORSHIP: Documents Submitted by Candidate**

1. Application for Full Professorship (please use the form [below](#) )
2. „Candidate Information“ form for the committee – the form has a prescribed format (please see [below](#) )
3. Structured CV
4. Certified copies of all diplomas obtained
5. A certified copy of the diploma or equivalent document evidencing the awarding of a Ph.D. or Th.D. or other equivalent academic degree, including foreign degrees
6. Full overview of pedagogical activities in the last 5 complete academic years, plus in the ongoing academic year. (this basic list is to be completed with a summary of the previous teaching activities without any time limit) – this list is signed by the person responsible for the study programme or the head of department of the institution concerned, and dated and signed by the candidate (the list of pedagogical activities has a prescribed format, please see [below](#) ).
7. A commented summary of candidate's previous teaching activities
8. A full and structured bibliography, including a summary commentary. The candidate indicates the IF or AIS factors for journals, where available, and the ORCID. Please follow the instructions in " Guide\_list of publications and citations" See [below](#) .
9. List of citations of the candidate's publications following the WoS, Scopus or Google Scholar methodology justified with printscreens of the relevant pages in the WoS or other database. In Humanities or Social Sciences disciplines the candidate may also include other citations and reviews of his/her work, if applicable Please follow the instructions in " Guide\_list of publications and citations" See [below](#) .

10. Candidate's detailed and commented overview of the five most important publications and their contribution to the field
11. Originals of letters of recommendation made in the English language by two professors, preferably from major foreign universities, in the academic field or a neighbouring academic field, within which the appointment procedure has been conducted. The date of execution of the letter and the author's signature must be included.
12. A report on the supervision of doctoral students and consultations provided to Ph.D. students, as well as a vision of the candidate's future involvement in doctoral studies.
13. A concept of further development of the academic field of the full professorship in pedagogical and scientific activities including candidate's engagement therein
14. Further supporting documents for the evaluation of the results of creative activities, including an overview of externally funded projects and grants with an indication of the applicant's role in them and their evaluation and results
15. Documents to evaluate recognition of the candidate by the international scientific community
16. Other documents to evaluate the candidate's contribution to the fulfilment of the third role of the University.
17. An overview of partnerships and cooperation with business or public institutions, if relevant for the field of appointment
18. If the candidate is not a Charles University employee, they comment on the extent and manner of their cooperation with the University and its units thereof, including the outlook to the future.
19. Certificate of Employment and professional experience of the candidate (if the candidate is not employed at Charles University). Please provide a separate certificate for each employer, the document must be signed by an officer from the HR department.
20. A final summary of the submitted documents, which will focus on a comprehensive overview of the main scientific, pedagogical and other relevant achievements from the perspective of the candidate.
21. Any other documents certifying the scientific and professional qualifications, information on (co)authorship of patents

**All documents must be signed by the candidate and dated, excluding those whose nature does not allow it (e.g. diplomas, documents signed by other parties).**

**The required forms are available for download [below](#) . Other documents do not have a prescribed format and the candidate submits them in the Word format. For queries please contact [Lenka Vinterová](#).**

## DELIVERY OF DOCUMENTS

### 1. by email to:

[lenka.vinterova@fhs.cuni.cz](mailto:lenka.vinterova@fhs.cuni.cz)

Please submit Word documents, where available.

### 2. printed and signed originals to:

Podatelna FHS UK  
Univerzita Karlova  
Fakulta humanitních studií  
Habilitační a jmenovací řízení  
Pátkova 2137/5  
182 00 Praha 8 – Libeň

## FEES

**Associate Professorship:** 2.000 CZK

**Full Professorship:** 5.000 CZK

Please pay the fee to the account of the Faculty of Humanities, Charles University, account no.: 27-1842600277/0100

Please indicate the **variable symbol** 720 155

Fill in your full name and "fee for associate/full professorship" in the message to recipient.

Dean's Directive [no. 1/2017](#) on fees for habilitation and appointment procedures.

## **AVAILABLE FOR DOWNLOAD**

[Application for associate professorship](#)

[Application for full professorship](#)

[Candidate Information\\_Associate Professorship](#)

[Candidate Information\\_Full Professorship](#)

[Overview of pedagogical activities\\_FORM](#)

[List of Publications\\_FORM](#)

[GUIDE\\_List of Publications and Citations](#)

[Methodological Guidelines for Applicants\\_in Czech](#)

[Full Professorship Lecture\\_INFO](#)