

*On 29 March 2017, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Special and Guest Professor Statute of the Czech University of Life Sciences Prague under no. MSMT-7774/2017.*

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*Mgr. Karolína Gondková*  
*Director of the Higher Educational Institutions Section*

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**EXTRAORDINARY AND GUEST PROFESSOR STATUTE  
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE  
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]  
DATED 29 MARCH 2017**

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*UNOFFICIAL TRANSLATION*

*This internal regulation was published on 30 June 2017 on the public part of the CULS website.*

# **Extraordinary and Guest Professor Statute of the Czech University of Life Sciences Prague dated 29 March 2017**

The Extraordinary and Guest Professor Statute of the Czech University of Life Sciences Prague is an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CULS”), and in accordance with Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, (hereinafter the “Act”); it regulates the conditions for the appointment and activities of an extraordinary professor and guest professor at CULS.

## **Part I Extraordinary Professor**

### **Article 1 Conditions for the Appointment of an Extraordinary Professor at CULS**

A person who achieved a position comparable to an associate professor or professor abroad, or a person who is an important expert who worked in the relevant area of education for at least 20 years may become an extraordinary professor at CULS (hereinafter the “extraordinary professor”).

### **Article 2 Course of Proceedings for Establishing and Filling the Post of Extraordinary Professor**

(1) Proceedings for establishing and filling the post of extraordinary professor (hereinafter the “proceedings”) are initiated on the basis of a proposal of the Rector, Dean or Director of CULS University Institute.

(2) The initiative to launch the proceedings is submitted to the Rector, Dean or Director of a university institute. In it must be specified the field and study programme for which the applicant (hereinafter the “applicant”) is to be appointed for the job position of extraordinary professor, as well as the period for which the applicant is expected to work at CULS.

(3) The proceedings take place at a faculty or university institute where the study programme for which the job position of extraordinary professor is to be established and filled takes place. The study programme must fall under the area of education for which CULS has institutional accreditation.

(4) To the proposal are attached the following documents about the applicant:

- a) CV;
- b) document on attaining higher education and the relevant academic title;
- c) documents on attaining a scientific rank or other professional qualifications comparable to associate professor or a professor abroad, or an overview of work experience for at least 20 years in the relevant field of education;
- d) an overview of professional and teaching activities;
- e) a list of scientific and professional works, textbooks and teaching materials;
- f) the results of important projects, discoveries and important findings;
- g) the results of training scientific employees.

(5) The proposal for establishing and filling the job position of extraordinary professor will be discussed by the scientific board of the faculty or a university institute, and by the CULS Scientific Board:

a) If the prerequisites required in paragraph 4 are fulfilled, the Dean of the relevant faculty or Director of a university institute shall submit a proposal for establishing and filling the job position of extraordinary professor for discussion to the scientific board of the faculty or a university institute, along with a proposal to establish an evaluation committee.

b) The evaluation committee has seven members and consists of professors, associate professors and other important representatives of the relevant or similar field. The chairman of the evaluation committee must be a professor, and at least four members must be experts from a worksite other than CULS. The proposal for establishing the evaluation committee is approved by the scientific board of the faculty or a university institute.

c) The evaluation committee prepares an opinion that it submits to the scientific board of the faculty or university institute.

d) After a lecture in which the applicant submits the concept of development in the relevant field, the scientific board of the faculty or a university institute will hold a secret vote and make a decision on the proposal of whether the job position of extraordinary professor is to be established and filled. If the proposal does not receive the majority of votes of all of the members of the scientific board of the faculty or a university institute, the job position will not be established; if it does receive the majority of votes, the proposal shall be submitted for discussion to the CULS Scientific Board.

e) After a lecture in which the applicant submits the concept of development in the relevant field, the CULS Scientific Board will hold a secret vote and make a decision on the proposal of whether the job position of extraordinary professor is to be established and filled. If the proposal does not receive the majority of votes of all of the members of the CULS Scientific Board, the job position will not be established; if it does receive the majority of votes, the proposal will be submitted to the Rector.

### **Article 3**

#### **Extraordinary Professor Appointment**

(1) If the proposal for establishing and filling the job position of extraordinary professor receives the majority of votes of the CULS Scientific Board pursuant to Article 2, paragraph 5, letter e), the Rector shall establish and fill the job position of extraordinary professor of CULS, and the Rector shall appoint the applicant an extraordinary professor.

(2) The Rector shall transfer the appointment decree specified in Annex No. 1 to the extraordinary professor. The decree contains, in particular the following:

a) name and surname;

b) date and place of birth;

c) the field and study programme for which the extraordinary professor is appointed;

d) the date of effect of the appointment;

e) the determination of the validity of this decree only for the job position of extraordinary professor at CULS.

(3) The decree is written in the Czech language with an English copy.

#### **Article 4**

### **Rights and Obligations of an Extraordinary Professor**

- (1) An extraordinary professor carries out teaching, scientific, research, development and innovation, artistic or other creative activities (hereinafter the “creative activities”), and other professional activities as part of the faculty or a university institute worksite at which he or she works.
- (2) The Rector or the relevant Dean or Director of a university institute determines the requirements for the specific work of an extraordinary professor.
- (3) An extraordinary professor is a member of the CULS academic community.
- (4) Upon the proposal of the relevant departmental board, the scientific board of a faculty decides on the appointment of an extraordinary professor as the instructor of students in doctoral study programmes.
- (5) An extraordinary professor shall not be entitled to use the title of professor, abbreviated as “Prof.” in front of his or her name pursuant to the Act; in relation to his or her activities arising from his or her work activities at CULS, the extraordinary professor may use the title “mimořádný profesor ČZU v Praze” after his or her name in the Czech language, or “Extraordinary Professor at CULS Prague” in the English language.
- (6) The job position of extraordinary professor is not filled by tenders pursuant to the Act.

## **Part II**

### **Guest Professor**

#### **Article 7**

### **Conditions for the Appointment of a Guest Professor at CULS**

The following individuals may become a guest professor at CULS (hereinafter the “guest professor”):

- a) foreign university teacher (professor, associate professor);
- b) foreign important scientific university employee.

#### **Article 8**

### **Course of Proceedings for the Appointment of a Guest Professor**

- (1) Proceedings for the appointment of a guest professor are initiated on the basis of a proposal of the Rector, Dean or Director of a CULS university institute.
- (2) The initiative to launch the proceedings for the appointment of a guest professor is submitted to the Rector, Dean or Director of a university institute. In it must be specified the study programme for which the applicant is to be appointed, as well as the period for which the applicant is expected to work at CULS.
- (3) The proceedings take place at a faculty or university institute where the study programme takes place, or at a university institute that will take part in carrying out the study programme for which the guest professor is to be appointed.
- (4) To the request or proposal are attached the following documents about the applicant:
  - a) CV;
  - b) document on attaining higher education and the relevant academic title;

- c) documents on attaining an academic title or scientific rank or other professional qualifications
- d) an overview of professional and teaching activities;
- e) a list of scientific and professional works, textbooks and teaching materials;
- f) the results of important projects, discoveries and important findings;
- g) the results of training scientific employees.

If this is a candidate who collaborates with CULS and is sufficiently known at a faculty or university institute, the documents pursuant to letters c) to g) may not be required.

(5) If the prerequisites required in paragraph 4 are fulfilled, the Dean of the relevant faculty or Director of a university institute shall submit to the Rector a proposal for the appointment of a guest professor with all of the documents pursuant to paragraph 4, along with their written opinions.

(6) The Rector shall decide on:

- a) terminating the proceedings for the appointment of a guest professor, or
- b) approving the appointment of a guest professor.

### **Article 9 Guest Professor Appointment**

(1) A guest professor shall be appointed by the Rector on the basis of a proposal of the Dean or Director of a university institute pursuant to Article 8, paragraph 6.

(2) The Rector shall transfer the appointment decree specified in Annex No. 2 to the appointed guest professor. The decree contains, in particular the following:

- a) name and surname;
- b) date and place of birth;
- c) the study programme for which the guest professor is appointed;
- d) the date of effect of the appointment;

(3) The decree is completed in the English language.

### **Article 10 Rights and Obligations of a Guest Professor**

(1) A guest professor carries out teaching, creative and other professional activities as part of the faculty or university institute worksite at which he or she works

(2) The Rector, Dean or Director of a university institute determines the requirements for the specific work of a guest professor.

(3) A guest professor is not a member of the CULS academic community.

**Article 11**  
**Closing Provisions**

- (1) The following annexes a part of this statute:
  - a) Annex No. 1 – Appointment Decree for an Extraordinary Professor,
  - b) Annex No. 2 – Appointment Decree for a Guest Professor.
- (2) The Guest Professor Statute of the Czech University of Life Sciences Prague registered by the Ministry of Education, Youth and Sports on 29 January 2009 under ref. no. 1 042/2009-30 is cancelled.
- (3) This statute was approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CULS Academic Senate on 2 March 2017.
- (4) This statute shall become valid pursuant to Section 36, paragraph 4 of the Act on the date it is registered by the Ministry of Education, Youth and Sports.
- (5) This statute shall become effective on the date it is published on the public part of the CULS website.

Prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand  
Rector



## **APPOINTMENT AS EXTRAORDINARY PROFESSOR AT CULS PRAGUE**

**Name and surname:**

**Date and place of birth:**

**Field of studies and study programme:**

**Members of evaluation committee:**

|           |                               |             |
|-----------|-------------------------------|-------------|
| Chairman: | Member 1 with academic titles | Workplace 1 |
| Members:  | Member 2 with academic titles | Workplace 2 |
|           | Member 3 with academic titles | Workplace 3 |
|           | Member 4 with academic titles | Workplace 4 |
|           | Member 5 with academic titles | Workplace 5 |
|           | Member 6 with academic titles | Workplace 6 |
|           | Member 7 with academic titles | Workplace 7 |

The appointment proceedings for awarding extraordinary professorship were held before the Scientific Board (name of Faculty or university institute) of CULS Prague on xxxxx (date),  
before the CULS Scientific Board Prague xxxx (date).

On the basis of the above facts, in accordance with Section 70, Act No. 111/1998 Coll., on Higher Educational Institutions, I am appointing you

**effective as of ..... 20xx**

### **Extraordinary Professor at CULS Prague**

This designation mentioned after the name may only be used by the bearer in relation to his or her job position at CULS Prague.

L.S. Prof. Ing. Jiří Balík, CSc., dr. h. c.  
Rector of CULS Prague

In Prague, on xxxxxx (date)

*Annex No. 2  
to the CULS Extraordinary and Guest Professor Statute*



## **APPOINTMENT AS GUEST PROFESSOR AT CULS PRAGUE**

**Name and surname:**

**Date of birth and place of birth:**

**Study programme:**

With reference to the recommendation of the Dean (Director) of the Faculty (name of the Faculty or Institute)

and

in accordance with Art. 70. of the Act 111/1998 concerning HEI

**I am appointing you as of ..... 20xx (date)**

**Guest Professor at CULS Prague**

L.S.

Prof. Ing. Jiří Balík, CSc., dr. h. c.  
Rector of CULS Prague

In Prague, on xxxxx (date)