



**VYSOKÁ  
ŠKOLA  
PRIGO**

**Rector's Decree No. 33/2022  
on the method of determining variable components of salary and extraordinary  
remuneration of academic and scientific staff**

**PRIGO University**

*(Translation to English)*

**Part One  
Introductory provisions**

**Article 1**

This Rector's Decree regulates the method of determining the variable components of the salary of academic and scientific staff at PRIGO University. In determining part A of the variable wage component for academic staff, the Decree is based primarily on the requirements imposed on academic staff reflected in particular in Table C of the methodological materials of the National Accreditation Office for Higher Education, as well as on the Methodology 2017+. The determination of part A of the variable component of the salary of researchers is based mainly on the Methodology 2017+ and on the usual international publication standards for excellent research. The Decree also contains a method for evaluating other activities of academic and scientific staff for determining the amount of part B of the variable component of their salary. The Decree also includes a method for determining exceptional remuneration.

**Part Two  
Variable components of the salary**

**Article 2**

1. For academic and scientific staff, variable salary components may be set. The components are divided into two parts:
  - a) Part A of the variable component of salary shall be based on the requirements described in Article 1 and shall represent a maximum of 75 % of the variable salary component for academic and scientific staff.
  - b) Part B of the variable component of salary shall be determined based on the other activities of academic and scientific staff and shall represent a maximum of 25 % of the variable salary component of academic and scientific staff.

**Part Three  
Variable components of the salary for academic staff**

**Article 3**

**Part A of the variable components of the salary for academic staff**

1. For academic staff, a variable salary component may be set, which is divided into two parts. Part A is based on the requirements placed on academic staff reflected in particular in Table C of the methodological materials of the National Accreditation Office for Higher Education, as well as the 2017+ Methodology. Tables C-I and C-II are Annexes 1 and 2 to this Decree. The variable component of the salary is usually set for a period of six months (January to June and



July to December), on the proposal of the Head of Department or without a proposal.

2. The evaluation for determining Part A of the variable salary component for academic staff is carried out by the Rector or Vice-Rector of PRIGO University twice a year (usually in May and November). The evaluation for determining Part A of the variable salary component is based on the following evaluation criteria.

- I. Publication activities related to the subjects taught and affiliated exclusively to the PRIGO University:

<b>Achieved evaluation max. 30 %</b>	<b>Publication activity - 5 most important publications published in the last 4 years (with a maximum of 5 authors in the author team)</b>
0-30 %	If publications include at least one journal publication with AIS in Q1-Q3 or SJR Q1-Q2.
0-20 %	If publications include at least one journal publication in WoS or Scopus with an IF in Q1-Q3 or CiteScore Q1-Q3.
0-10 %	If publications include at least one journal publication in WoS or Scopus

The following parameters are taken into account in the evaluation:

- the number of other academic staff from PRIGO University involved,
- the number and quality of international collaborators,
- the author rank of the academic evaluated,
- number of authors.

Publications are listed in order of most recent and only publications actually published in the relevant databases can be evaluated, not publications only submitted or accepted for publication. Publications in the proceedings of domestic conferences or in the journal DANUBE published by the PRIGO University or publications published by the PRIGO University Publishing House cannot be listed. A maximum of one publication from a conference abroad (except Slovakia) can be listed, and only with a paper in English.

If an academic staff member fails to submit 5 evaluable publications, the head of the relevant department will submit a proposal for termination of employment for failure to meet the conditions imposed on an academic staff member of the PRIGO University.

- II. Project work in the field of scientific projects linked to the taught subjects with involvement in the framework of a working time not less than 0.1 dedicated at the PRIGO University:

<b>Achieved evaluation max. 25 %</b>	<b>Project activity - 3 most important projects that are either currently in progress or completed within 3 years</b>
0-25 %	External theoretical research projects (ERC, CSF, Horizon).
0-15 %	External applied research projects (TACR).
0-5 %	External contract research projects.



The selection is made by the employee and no more than 3 projects are listed. The following parameters are considered in the evaluation:

- a) the staff member is a researcher/co-researcher/team member,
- b) PRIGO University is the beneficiary or co-beneficiary,
- c) it is a national or international project,
- d) the quality of the provider and the final evaluation for completed projects or interim sub-evaluation,
- e) the number of other full-time associate or full-time professors at the PRIGO University involved in the project,
- f) the number of additional academic staff from the PRIGO University involved in the project.

Other or additional projects (e.g. pedagogical) are evaluated under Part B.

III. Working abroad for the PRIGO University (except Slovakia) in teaching or scientific activities:

<b>Achieved evaluation max. 25 %</b>	<b>Activities abroad - 3 most important types of mobility in the last 5 years</b>
0-10 %	The stay was for a cumulative duration of more than 1 month or was in visiting professor mode.
0-5 %	The stay was of less than 1 month.

The selection is made by the staff member and no more than the 3 most significant mobilities are indicated. Language courses or stays where there is no teaching or research activity with demonstrable and verifiable results are not evaluated. The quality of the foreign institution and the length of time since the end of the placement are considered.

IV. Publication references containing only Web of Science (WoS) or Scopus citations not including self-citations:

<b>Achieved evaluation max. 5 %</b>	<b>Publication citations (without self-citations)</b>
0-5 %	Citations in scientific community publications no older than 10 years.
0-2 %	Citations in scientific community publications are older than 10 years.

Specific and documentable information on the citation is provided. In the event that an academic staff member fails to provide at least 5 citations in WoS or Scopus, the head of the relevant department will submit a proposal for termination of employment for failure to meet the conditions imposed on an academic staff member at PRIGO University.

V. Experience in supervising qualification work:

<b>Achieved evaluation max. 5 %</b>	<b>Supervising qualification works</b>
0-5 %	Have supervised at least diploma thesis.
0-2 %	Only bachelor theses are supervised.



The staff member shall provide specific information for each thesis supervised, including : student name, institution, year of graduation, division into doctoral, diploma and bachelor's theses. If the academic staff member fails to submit at least 3 qualifying theses, the head of the relevant department will submit a proposal for termination of employment for failure to meet the conditions imposed on an academic staff member at PRIGO University.

3. The determination of Part A of the variable component of the academic staff salary will be granted at 0% in the following cases:

- a) The academic staff member will not have a working ORCID in English and Google Scholar with fully updated data, especially in the areas assessed.
- b) The academic staff member will not have the correct data and affiliation to PRIGO University in the relevant databases, especially in the areas under evaluation, as well as for publications or projects.

4. Exceptions to any of the above criteria in Part A of the variable component of the academic staff salary may be approved by the Rector on the proposal of the Head of Department or without a proposal after prior discussion at the PRIGO University Scientific Board or with the approval of the PRIGO University Board of Directors.

#### **Article 4**

#### **Part B of the variable components of the salary for academic staff based on their other activities**

1. Part B of the variable component of the academic staff's salary is determined on the basis of an assessment of the academic staff's other activities and represents a maximum of 25% of the variable component of their salary. Part B of the variable salary component is normally fixed for a period of six months (January-June and July-December). The evaluation for determining Part B of the variable salary component of academic staff is carried out by the Head of Department (usually in May and November).
2. The evaluation for the determination of Part B of the variable component of the salary of academic staff is based on the following evaluation criteria and is determined by their sum.

<b>Achieved evaluation max. 25 %</b>	<b>Variable salary component based on other activities</b>
0-10 %	The academic staff member implements quality teaching at PRIGO University using iPads and with the implementation of PriorityGO principles (taking into account teaching in both Czech and English).
0-5 %	The academic staff member promotes teaching, science and the PRIGO University.
0-5 %	The Academic Officer ensures cooperation with other PRIGO schools and contributes to the recruitment of quality applicants to the PRIGO University.
0-5 %	The Academic Officer makes a significant contribution to other activities in the Department or the PRIGO University.

3. This evaluation may be modified by the Rector or Vice-Rector for reasons worthy of special consideration. Part B of the variable salary component is not awarded to academic staff who do not work full-time at PRIGO University. If the staff member is working full-time at PRIGO



University and also working up to 0.5 (maximum allowed) at other universities, then Part B of the variable salary component is reduced according to the amount of full-time work. For every 0.1 part-time at another university, it is reduced by 20%.

**Part Four**  
**Variable components of the salary for scientific staff**

**Article 5**  
**Part A of the variable components of the salary for scientific staff**

1. For scientific staff, a variable salary component may be set, which is divided into two parts. Part A is based on the requirements placed on academic staff in the 2017+ Methodology and constitute a maximum of 75 % of the variable component of the salary. The variable component of the salary is usually set for a period of six months (January to June and July to December), on the proposal of the Head of Department or without a proposal.
2. The evaluation for determining Part A of the variable salary component for scientific staff is carried out by the Rector or Vice-Rector of PRIGO University twice a year (usually in May and November). The evaluation for determining Part A of the variable salary component is based on the following evaluation criteria.
  - I. Excellent publishing activity linked to accredited follow-up master's or doctoral programs or programs in preparation for accreditation and affiliated with researchers exclusively to PRIGO University.

<b>Achieved evaluation max. 50 %</b>	<b>Publication activity - publications published in the last 4 years (with a maximum of 5 authors in the author team)</b>
0-50 %	If the publications include at least two journal publications meeting one of the following three criteria: <ol style="list-style-type: none"><li>i. AIS in Q1,</li><li>ii. AIS in Q1-Q2, if another full-time PRIGO University academic is also on the author team,</li><li>iii. AIS Q1-Q3, if the SJR is in Q1 and at least two full-time PRIGO University staff members, at least one of whom is qualified as an associate professor or professor, are also in the author team.</li></ol>
0-40 %	If the publications include at least two journal publications meeting one of the following three criteria: <ol style="list-style-type: none"><li>i. AIS in Q1-Q2,</li><li>ii. AIS in Q1-Q3, if the SJR is in Q1 and another full-time PRIGO University academic is also on the author team,</li><li>iii. AIS Q1-Q3, if the SJR is in Q1-Q2 and at least two full-time PRIGO University staff members, at least one of whom is qualified as an associate professor or professor, are also in the author team.</li></ol>
0-30 %	If the publications include at least one journal publications meeting one of the following three criteria: <ol style="list-style-type: none"><li>i. AIS in Q1,</li><li>ii. AIS in Q1-Q2, if another full-time PRIGO University academic is also on the author team,</li></ol>



	iii. AIS Q1-Q3, if the SJR is in Q1 and at least two full-time PRIGO University staff members, at least one of whom is qualified as an associate professor or professor, are also in the author team.
0-20 %	If the publications include at least one journal publications meeting one of the following three criteria: i. AIS in Q1-Q2, ii. AIS in Q1-Q3, if the SJR is in Q1 and another full-time PRIGO University academic is also on the author team, iii. AIS Q1-Q3, if the SJR is in Q1-Q2 and at least two full-time PRIGO University staff members, at least one of whom is qualified as an associate professor or professor, are also in the author team.

Only journal publications in quartiles according to AIS and SJR outside Q4 presented in PRIGO Bar that are in foreign journals published in the USA, UK, Netherlands, Germany and France or journals recognized by the academic community from other countries can be reported and evaluated. Other types of outputs cannot be evaluated.

The order of importance of the publications is given by the employee. The following parameters are considered in the evaluation:

- a) The number of other academic staff involved, especially full-time associate and full professors from PRIGO University,
- b) Number and quality of international collaborators,
- c) Rank of the researcher being evaluated,
- d) Time since publication.

In case the researcher fails to submit at least 2 evaluable publications, the Head of the Department will submit a proposal for termination of employment for failure to meet the conditions imposed on the researcher by PRIGO University.

- II. Excellence in research project activity in the field of scientific projects linked to accredited follow-up master's or doctoral programs or programs in preparation for accreditation with involvement in a workload of not less than 0.1 dedicated to PRIGO University.

<b>Achieved evaluation max. 20 %</b>	<b>Project activity - projects that are either currently in progress or completed within 3 years</b>
0-20 %	Foreign external theoretical research projects (ERC, Horizon).
0-15 %	External theoretical research projects (ERC, CSF, Horizon), where at least two full-time academic staff of PRIGO University, at least one of whom is qualified as an associate professor or professor, are also members of the team at a minimum of 0.1.
0-10 %	External theoretical research projects (ERC, CSF, Horizon), where at least two full-time academic staff of PRIGO University, are also members of the team at a minimum of 0.1.



The selection is made by the employee. The following parameters are considered in the evaluation:

- a) the staff member is a researcher/co-researcher/team member,
- b) PRIGO University is the beneficiary or co-beneficiary,
- c) it is a national or international project,
- d) the quality of the provider and the final evaluation for completed projects or interim sub-evaluation,
- e) the number of other full-time associate or full-time professors at the PRIGO University involved in the project,
- f) the number of additional academic staff from the PRIGO University involved in the project.

Other or additional projects (e.g. pedagogical) are evaluated under Part B.

- III. Publication references containing only Web of Science (WoS) or Scopus citations not including self-citations:

<b>Achieved evaluation max. 5 %</b>	<b>Publication citations (without self-citations)</b>
0-5 %	Citations in scientific community publications no older than 10 years in journals with AIS in Q1-Q2.
0-2 %	Citations in scientific community publications no older than 10 years in journals with AIS in Q1-Q3.

Specific and documentable information on the citation is provided. In the event that an academic staff member fails to provide at least 10 citations in WoS or Scopus, the head of the relevant department will submit a proposal for termination of employment for failure to meet the conditions imposed on a scientific staff member at PRIGO University.

3. The determination of Part A of the variable component of the academic staff salary will be granted at 0% in the following cases:
- a) The staff member will not have a working ORCID in English and Google Scholar with fully updated data, especially in the areas assessed.
  - b) The staff member will not have the correct data and affiliation to PRIGO University in the relevant databases, especially in the areas under evaluation, as well as for publications or projects.
4. Exceptions to any of the above criteria in Part A of the variable component of the staff salary may be approved by the Rector on the proposal of the Head of Department or without a proposal after prior discussion at the PRIGO University Scientific Board or with the approval of the PRIGO University Board of Directors.

#### **Article 6**

#### **Part B of the variable components of the salary for scientific staff based on their other activities**

1. Part B of the variable component of the scientific staff's salary is determined on the basis of an assessment of the staff's other activities and represents a maximum of 25% of the variable



component of their salary. Part B of the variable salary component is normally fixed for a period of six months (January-June and July-December). The evaluation for determining Part B of the variable salary component of academic staff is carried out by the Head of Department (usually in May and November).

2. The evaluation for the determination of Part B of the variable component of the salary of staff is based on the following evaluation criteria and is determined by their sum.

<b>Achieved evaluation max. 25 %</b>	<b>Variable components of the salary for scientific staff based on their other activities</b>
0-10 %	The staff member carries out systematic mentoring activities in the field of science and research towards other academic staff of PRIGO University and regularly presents his/her activities in designated formats.
0-10 %	The staff member participates externally in teaching and supervision of qualifying theses.
0-5 %	The staff member contributes significantly to other activities of PRIGO University.

3. This evaluation may be modified by the Rector or Vice-Rector for reasons worthy of special consideration. Part B of the variable salary component is not awarded to academic staff who do not work full-time at PRIGO University. If the staff member is working full-time at PRIGO University and also working up to 0.5 (maximum allowed) at other universities, then Part B of the variable salary component is reduced according to the amount of full-time work. For every 0.1 part-time at another university, it is reduced by 20%.

#### **Part Five**

#### **Exceptional remuneration of academic and scientific staff**

4. Exceptional remuneration of academic and scientific staff
5. Extraordinary rewards are set for special publications or other activities.
6. Exceptional remuneration may be granted only to staff whose salary is split into fixed and variable components.
7. In determining the exceptional remuneration, due account shall be taken of the fulfilment of the criteria defined in this Decree.
8. Exceptional remuneration may be approved by the Rector on the proposal of the Head of Department or without a proposal after prior discussion at the PRIGO University Scientific Board or with the approval of the PRIGO University Board of Directors.

#### **Part Six**

#### **Final provisions**

#### **Article 8**

The application of this Decree must consider the substantive quality of the output, project or other activity being evaluated and its impact. The quality of the publisher, journal or project provider, or their recognition by the academic or scientific community, shall also be assessed. Emphasis is placed on meeting the ethical standards and principles of PriorityGO. The principle of collegiality, teamwork or mentoring is also considered.





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#### **Article 9**

This Decree is without prejudice to the provisions of other internal regulations, particularly those concerning the competences of the Director in the field of labour relations. In this sense, the procedure laid down in this Decree is always a proposal subject to the approval of the Director of PRIGO University.

#### **Article 10**

This Decree shall enter into force on the date of its publication on the official notice board of PRIGO University and shall take effect on the following day.

In Havířov on 19 April 2022

Assoc. Prof. Zuzana Machová, Ph.D.  
Rector

Published on the school's official notice board: 19 April 2022