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## Article 1

## Introductory Provisions

(1) This Directive sets out supplementary and clarifying criteria for the classification of researchers at the University Institute (hereinafter referred to as the "UNI") into salary grades R3 and R4, in accordance with Rector's Directive SR/07/2026 of Tomas Bata University in Zlín (hereinafter "TBU") and the TBU Salary Regulations effective from 1 April 2026.

(2) This Directive specifies, in particular:

- quantitative and qualitative evaluation criteria for classification into and retention in salary grades R3 and R4,
- the procedure for submitting an application for classification into salary grades R3 and R4, and for assessing and approving such classification,
- the number of positions in salary grades R3 and R4,
- rules for time-limited classification and periodic re-evaluation.

## Article 2

## Definition of Salary Grades R3 and R4 at the UNI

(1) Salary Grade R3 – Experienced Researcher

- independently develops their own research topics,
- acts as Principal Investigator or Co-Investigator on research projects,
- publishes results in high-quality international journals,
- participates in supervising junior researchers and developing the UNI research direction.

(2) Salary Grade R4 – Leading Researcher

- is an internationally recognised figure in their field,
- strategically manages a research direction or research team at the UNI,
- coordinates large-scale national and international research projects,
- systematically develops international cooperation and the transfer of knowledge into practice.

## Article 3

## Quantitative Criteria for Classification

(1) The minimum quantitative requirements for initial classification into salary grades R3 and R4 are set out in Table 1 of Appendix 1 to this Directive.

(2) The requirements include, in particular:

- publication performance (publications in scholarly journals indexed in the Web of Science – Core Collection database and classified in Q1/Q2 according to impact factor, with particular regard to the researcher's role as lead/senior author),
- citation impact and H-index according to the Web of Science – Core Collection database,
- success in obtaining external research projects[1] and contract research projects as Principal Investigator on behalf of TBU.[1]

[1] *A research project is a systematic plan of scientific inquiry. It defines the objective, the problem under investigation, the chosen methodology, and the timetable and organisational arrangements. It serves as a comprehensive proposal (research proposal) for obtaining new knowledge, testing hypotheses or justifying grant support.*

(3) Meeting the quantitative criteria is a necessary, but not sufficient, condition for classification into salary grade R3 or R4. The assessment is always also carried out in the context of the qualitative criteria set out in Article 4.

**Article 4**

**Qualitative Evaluation Criteria**

(1) When assessing applicants for classification into salary grades R3 and R4, the Evaluation Committee shall take into account, in particular:

- the originality, continuity and international relevance of research results,
- the ability to formulate and develop an independent long-term research strategy in line with the UNI's priorities,
- the extent of the future contribution to the strategic development of the UNI's research directions,
- involvement in the supervision and mentoring of junior researchers (particularly doctoral students and postdoctoral researchers),
- the development of international cooperation and involvement in international consortia,
- knowledge transfer to and from the application sector, cooperation with industry and the societal impact of research.

Priority shall be given in the assessment to activities and results achieved in the last five years (the assessment period) prior to submission of the application to the selection procedure. Activities and results achieved before this period may be taken into account only as supporting evidence, particularly where their significance or impact extends beyond the relevant assessment period.

In the case of an applicant who was classified in the higher salary grade R3 or R4 in a previous period and was subsequently reclassified into a lower salary grade, the reassessment shall take into account, in particular, activities and results achieved since reclassification into the lower salary grade. Activities and results achieved before such reclassification may be taken into account only as supporting evidence.

(2) For salary grade R4, particular emphasis is also placed on the strategic and conceptual management of research and international leadership.

## Article 5
## Procedure for Classification into Salary Grades R3 and R4

(1) For existing UNI employees, classification into salary grades R3 and R4 shall be carried out on the basis of an internal selection procedure announced by the UNI Director, usually once a year; in justified cases, it may be announced more frequently. Taking into account the available financial resources, the UNI Director may also announce a selection procedure for a newly established R3/R4 position for external applicants.

(2) The following may propose that a selection procedure for classification into salary grade R3/R4 be announced:

- an employee,
- the guarantor of a research direction,
- the UNI Director.

(3) An applicant for classification into salary grade R3/R4 shall submit:

- an application for classification into the relevant salary grade (for existing employees) or an application to participate in the selection procedure (for external applicants),
- a structured CV (maximum 2 pages),
- a completed self-assessment table in accordance with Appendix 1.

(4) The UNI Director shall appoint an Evaluation Committee consisting of at least three members, including a representative of the TBU Human Resources Development Department and experts in the relevant field.

(5) The Evaluation Committee shall assess applicants according to the criteria set out in this Directive and rank them. The outcome of the assessment shall be a ranking of applicants, which the Committee shall approve by adopting a resolution. A resolution shall be adopted if it is supported by a majority of all Committee members. The Committee shall submit its resolution to the UNI Director without undue delay.

The UNI Director shall submit the Committee's resolution to the UNI Scientific Council (hereinafter the "Council") for further consideration and may propose a change to the ranking

of applicants. Any such proposed change must be duly justified. The Council shall adopt a resolution on the proposed ranking of applicants.

(6) The UNI Director may agree or disagree with the Council's proposal. If the UNI Director agrees with the Council's proposal, the selected researchers shall be classified into the relevant salary grade as of the first day of the calendar month following the adoption of the Council's resolution.

(7) At the UNI, the maximum number of positions in the individual salary grades shall generally be set as follows:

- 4 positions in salary grade R3,
- 2 positions in salary grade R4.

**Article 6**

**Period of Classification and Re-evaluation**

(1) The classification of researchers into salary grades R3 and R4 shall be limited to a period of four years.

(2) No later than six months before the expiry of this period, the Evaluation Committee (with the composition specified in Article 5(4) of this Directive) shall, on the basis of documents submitted by the researcher being assessed, carry out a re-evaluation in accordance with Table 2 of Appendix 1, focusing on performance during the most recent assessment period.

(3) The UNI Director shall submit the Evaluation Committee's resolution to the UNI Scientific Council for further consideration. If the Council adopts a resolution stating that the researcher continues to meet the requirements for salary grade R3 or R4, it shall submit to the UNI Director a proposal to extend the classification in that salary grade for a further four years. On the basis of the Council's resolution, the UNI Director shall extend the researcher's classification in that salary grade for the stated period.

If the Council proposes that the researcher be reclassified into a lower salary grade, the researcher shall remain classified in the higher salary grade for a further two years. After this period, a new assessment shall be carried out in accordance with the rules set out in this Directive and SR/07/2026. If, during this period, the researcher meets the requirements for remaining in the higher salary grade, the procedure set out in paragraph 3 of this Article

shall apply. If the researcher does not meet the requirements, the UNI Director shall reclassify them into a lower salary grade in accordance with SR/07/2026. The employee may subsequently apply in a future selection procedure for classification into a higher salary grade, provided that they demonstrably meet the required criteria.

## Article 7
## Final Provisions

(1) This Directive is an internal UNI regulation issued on the basis of the authorisation set out in Article 4(2) of TBU Rector's Directive SR/07/2026.

(2) Unless otherwise provided for in this Directive, the procedure set out in SR/07/2026 and the TBU Remuneration Regulations in force shall apply.

(3) This Directive shall enter into force on the date specified in the document header.

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