

FF UHK Dean's Decree 22/2022

Remuneration of the academic and scientific staff and students for publications and support of its scientific impact

I. Preliminary provisions

This decree sets the rules for remuneration of academic staff and researchers and students of the PF UHK. Its aim is especially:

1. To promote quality and excellence of the publication outcomes of the academic staff and researchers and remunerate their high quality publications;
2. To remunerate publications important for the career development of the academic staff, for accreditations of the study programmes at the FF UHK and improving skills of the Ph.D. and MA students;
3. To promote scientific impact of excellent publication outcomes of academic and scientific staff and students.

The remuneration shall be payable only for a published publication (in case of electronic publications it is necessary to have a DOI and a full text must be available at the webpage of the publisher including a proper link; the magazine must have an eISSN). The publication including all formalities and its full text inserted in the Personal bibliographic database (hereinafter OBD). If it is not possible (e.g. because of the size of the file) to insert the text in the OBD, the publication will be handed over to the Department of Science and Research of the FF UHK. The publication must contain affiliation of the author to the Philosophical Faculty University of Hradec Králové and this affiliation must be stated in the OBD, in the text of the publication and in the respective database. The duty to mention affiliations applies for all types of outputs, i.e. monographs or chapters in monographs etc. (concerning the form see the Dean's decree 3/2019).

II. Types of remunerated publication outputs according to the Article I. point 1.

1. Articles published in international and national magazines of a type Jimp or Jsc

Remuneration will be paid for articles published in respected international and national magazines that follow standard review procedures (the articles are anonymously reviewed

by two specialized reviewers etc.) They are solely texts flagged "Article ", "Review " or "Letter" published in magazines that belong to the databases Web of Science (result like Jimp) or Scopus (result like Jsc). Ranking of the magazine in the specific area is taken into account for the evaluation. In case of magazines registered in the database WoS the ranking is set according to the IF (see www.webofknowledge.com), in case of magazines registered in the Scopus database according to SJR (see <http://www.scimagojr.com>) at the time of publishing. Classification of the flags must be verifiable in the respective database.

Remuneration does not apply to outputs published in so-called "predatory" and "problematic" magazines (for basic characteristics of such magazines see e.g. <https://kuk.muni.cz/vyuka/materialy/predatori/>; <http://www.knihovna.cvut.cz/podpora-vedy/publikovani/predatorske-casopisy>) In case of doubts, it is necessary to consult the quality of the target journal with the Vice-Dean of Science and Research in advance. The Dean of the faculty makes the final decision about classification of the magazine as a predatory magazine.

Calculation of the remuneration will be done according to the data inserted in the table that is attached of this decree (Annex A). If the publication is a result of cooperation in an international team¹, another 10 000 Czech crowns will be added to the remuneration. In case that the magazine will be indexed and has its ranking in the database WoS same as in the database Scopus, the output must always be recorded as Jimp, however for the calculation of the remuneration will be used a calculation with higher financial evaluation. In case that the magazine belongs to more categories on Web of Science, eventually Scopus, for the calculation of the remuneration will be used a calculation with higher financial evaluation.

In case the article is written by more authors with affiliation to the UHK, the remuneration corresponds to the proportional author's share on the total number of authors with affiliation to the UHK or its creative share. The number of authors outside the UHK does not influence the division of the remuneration sum.

If the author states affiliation to other institutions too, the sum of the remuneration will be divided by its total number, foreign affiliation to the number one not being included in the total number of affiliations.

2. Professional publications published in international publishing houses

The remuneration for authorship of a professional monograph (result type B) published in one of the internationally respected publishing houses or in one of the selected Czech publishing houses named and categorized in the evaluation criteria of UHK premium of quality valid at the time of publishing the work, eventually its acceptance by the editors (the current version of the Annex D of this decree). The calculation of the remuneration will depend on the classification of the publishing house in one of the categories "TOP", "SEMI -TOP „and "CZ_výběr", as follows:

¹ They are publications that undoubtedly originated according to affiliations in cooperation with foreign researchers affiliated to foreign research and educational institutions.

- the monograph was published by a publishing house in the category TOP: the author shall receive remuneration of 240 000 CZK;
- the monograph was published by a publishing house in the category SEMI - TOP: the author shall receive remuneration of 150 000 CZK;
- the monograph was published by a publishing house in the category CZ_výběr : the author shall receive remuneration of 30 000 CZK;

For editing of a collective monograph with chapters affiliated to the FF UHK the editor or the editor team shall receive the following remuneration:

- the monograph was published by a publishing house in the category TOP: the author shall receive remuneration of 40 000 CZK;
- the monograph was published by a publishing house in the category SEMI - TOP: the author shall receive remuneration of 20 000 CZK;
- the monograph was published by a publishing house in the category CZ_výběr : the author shall receive remuneration of 10 000 CZK;

If the monograph has more authors, the remuneration will be calculated proportionally according to the share on the number of authors (respectively according to the mental share of the author, if it is specified.)

If the author states affiliation to other institutions too, the sum of the remuneration will be divided by its total number, foreign affiliation to the number one not being included in the total number of affiliations.

The Dean can propose an exceptionally valuable publication published in a different publishing house for evaluation, if the publishing house is part of the sector-specific rating of prestigious publishing houses. Nomination must be accompanied by such a rating/ documents about the quality of the publishing house.

3. Chapters in professional monographs published in international publishing houses

The remuneration will be paid for authorship of chapters in professional monograph (result of type C) published in one of international respected publishing houses listed in the Annex B of this decree. The basis for the remuneration for the chapter in a monograph will be calculated according to the categories to which the publishing house belongs (see Article II, point 2) and furthermore according to the share of the chapter (number of pages) on the total number of pages of the monograph². To the basis will be further added:

- The monograph was published by a publishing house in the category TOP: the author will be given a remuneration of 20 000 CZK;
- The monograph was published by a publishing house in the category SEMI-TOP: the author will be given a remuneration of 10 000 CZK;

²The total number of of pages of the monograph includes the (editor's) introduction, chapters including the list(s) of literature and notes. The total number of pages does not include e.g. the factual and/or name index.

- The monograph was published by a publishing house in the category CZ_výběr: the author will be given a remuneration of 5 000 CZK

If the chapter was written by more authors, the remuneration will be calculated proportionally according to the share on the number of authors (respectively according to the mental share of the author, if it is specified.)

If the author states affiliation to other institutions too, the sum of the remuneration will be divided by its total number, foreign affiliation to the number one not being included in the total number of affiliations.

The Dean can propose an exceptionally valuable publication published in a different publishing house for evaluation, if the publishing house is part of the sector-specific rating of prestigious publishing houses. Nomination must be accompanied by such a rating/ documents about the quality of the publishing house.

4. Publication outputs nominated in the Module 1 according to the methodology 17+

Publication outputs nominated in the Module 1 according to the methodology 17+ that will be evaluated by grades 1 and 2 will be remunerated one – time as follows:

- The output evaluated by grade 1 will be remunerated by 150 000 CZK
- The output evaluated by grade 2 will be remunerated by 120 000 CZK

If more authors wrote the output, the remuneration will be calculated proportionally according to the share on the number of authors (respectively according to the mental share of the author, if it is specified.)

If the author states affiliation to other institutions too, the sum of the remuneration will be divided by its total number, foreign affiliation to the number one not being included in the total number of affiliations.

III. Types of remunerated publication outputs according to the article I. point 2

1. Professional monographs and chapters published by national publishing houses and not included in the TOP, SEMI-TOP a CZ_výběr categories

Remuneration will be paid for professional monographs type B published in other publishing houses including Czech and Slovak publishing houses that are on the list of the attachment D of the decree. The Dean will set a commission that will evaluate the publication outputs aspiring for remuneration. The commission may require independent reviews for the purpose of evaluation.

The remuneration for authorship of a monograph will be set by the Dean on based on the evaluation of the indicators of quality of the given publishing house (including the expert reviews) and in accordance with recommendation of the commission in the range between 0 and 15 000 CZK.

The remuneration for the chapter will be calculated according to the share of the author (number of pages of the chapter) on the total number of the monograph pages.

If the author states affiliation to other institutions too, the sum of the remuneration will be divided by its total number, foreign affiliation to the number one not being included in the total number of affiliations.

IV. Specification of the modification of the sum of remuneration for different categories of job positions and for students at the FF UHK

1. Staff with the 0,5 of the full-time equivalent to full-time and students shall receive 100% of the remuneration calculated in accordance with the Art. II and III.
2. Scientific staff (i.e. scientific and research workers and postdoctoral researcher) employed at the FF UHK with salary funded from DKRVO appropriations or external grant projects who are not employed at the FF UHK or whose work less than 0,5 of the full time equivalent shall receive remunerations for publications in accordance with the art. II. and III. as follows:
 - 0,1 of the full-time equivalent = 90% of the remuneration;
 - 0,15 of the full-time equivalent = 85% of the remuneration;
 - 0,2 of the full-time equivalent = 80% of the remuneration;
 - 0,25 of the full-time equivalent = 75% of the remuneration;
 - 0,3 of the full-time equivalent = 70% of the remuneration;
 - 0,35 of the full-time equivalent = 65% of the remuneration;
 - 0,4 of the full-time equivalent = 60% of the remuneration;
 - 0,45 of the full-time equivalent = 55% of the remuneration;
 - 0,5 of the full-time equivalent = 50% of the remuneration;
 - 0,55 and more of the full-time equivalent = 33% of the remuneration.
3. External scientific staff with agreement to perform a work or agreement to complete a job shall receive remuneration of 75% of the total sum calculated in accordance with the Art. II. However, according to the Article II, point 1 remuneration shall be paid only for outputs positioned in the 1st and 2nd quartile of the WoS database (according to IF). Remuneration in accordance with the Art. II point 4 and Art. III. will not be paid.
4. The visiting professors will be given 33% of the total sum of remuneration calculated according to the article II. Remuneration in accordance with the Art. II point 4 and Art. III. will not be paid.

V. Support of the impact of the publication activities in the framework of Open Access

The fees related to the publication in the regime Open Access are primarily funded from other sources – especially external grant schemes, internal projects etc. Financing of the costs related to the publication in Open Access regime can be provided to the staff only under extraordinary circumstances i.e. previously unexpected or serious reasons sufficiently explaining not using of other grant schemes. This support can be requested only for outputs ranked in the first quartile of the WoS database –SSCI and SCIE index (according to AIS) and furthermore in the first decile in the Scopus database. The fees related to publication in the regime Open Access will be funded solely after accepting the outputs by the editor to be printed. The support can be of 90 000 CZK as maximum. In

case of exceptional and significantly beneficial publications, it is possible to give a higher support. The final decision about the sum of the support will be made by the Dean.

VI. Payment of the remuneration and Open Access support

1. Payment of the remuneration in accordance with the Art. II is usually made on the soonest possible payday after the approval of the request, no later than 6 months after the soonest payday following after the date of presenting the request. The payment is usually done as a single payment. Depending on the sum, the remuneration may be divided in more parts. The request for remuneration with all NÁLEŽITOSTI including calculation of the remuneration sum will be presented on the respective form (remuneration in accordance with the Art. II point 1 – annex A;
2. Remuneration in accordance with the Art. II point 2 and 3 – annex, remuneration in accordance with the Art. II point 4 – annex C) and sent to the hands of Mgr. Lenka Kašparová (lenka.kasparova.1@uhk.cz), and thus always by 15th day of the respective month so that the information can be checked and the remuneration paid immediately,
3. Remuneration for publications according to the article III. will be paid once a year. The request including ID of the respective record in OBD) will be sent to the Department of Science and Research of the FF UHK to the hands of Mgr. Lenka Kašparová (lenka.kasparova.1@uhk.cz), and thus always until 15th October of the given year.
4. Request for the payment of the Open Access remuneration in accordance with the Article V including ID of the respective record in OBD, information about UMÍSTĚNÍ the magazine in the WoS or Scopus database and the fee will be accepted by the Department of Science and Research.

VII. Validity of the decree

This decree enters into force on the day of publishing it on the notice board. At the same time, also the attachments of the decree enter into force:

- Decree of the Dean of the FF UHK No. 22/2022 Annex A – table for calculation of remuneration according the Article II point 1)
- Decree of the Dean of the FF UHK No. 22/2022 Annex B – List, categorization of publishing houses and a table for calculation of remuneration according the Article II point 2) and 3)
- Decree of the Dean of the FF UHK No. 22/2022 Annex C – table for calculation of remuneration according to the Article II point 4)
- Decree of the Dean of the FF UHK No. 22/2022 Annex D – list of publishing houses TOP, SEMI-TOP a CZ_výběr according to the Article II point 4)

VIII. Final provisions

The Dean of the FF UHK reserves the right to give a higher, lower, zero or ad hoc remuneration in case of specific circumstances.

Mgr. Jan Prouza, Ph.D.
Dean of FF UHK

Annex A:

Table for calculation of the remuneration according to the Article II point 1)

Annex B:

List, categorization of the publishing houses and a table for calculation of the remuneration according to Article II, points 2) and 3)

Annex C:

Table for calculation of the remuneration according to Article II. point 4)

Annex D:

List of publishing houses TOP, SEMI-TOP a CZ_výběr according to the Article II point 4)