



## **DIRECTIVE No. 212**

# **Rules for the Definition of the Workload of Creative Employees of the University of Žilina**

Discussed by: UNIZA Academic Senate on 21 June 2021

Approved by: UNIZA Scientific Board on 1 July 2021

Effective from: 1 July 2021

## **Article 1 Introductory Provisions**

1. The rules for defining the workload of creative employees (staff involved in research, artistic and other activities) at the University of Žilina (hereinafter referred to as "UNIZA") are based on:
  - a) valid standards of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE") for the study programme,
  - b) Act No. 131/2002 Coll. on Higher Education Institutions, as amended,
  - c) Act No. 552/2003 Coll. on the Performance of Work in the Public Interest, as amended,
  - d) Act No. 311/2001 Coll. Labour Code, as amended,
  - e) Collective agreement.
2. The rules for defining the workload of staff involved in research, artistic and other activities must allow the staff member to perform:
  - a) pedagogical activity,
  - b) scientific research activity,
  - c) the development of his/her professional, language, pedagogical and digital skills, as well as transferable competences,
  - d) other activities for the provision of the above activities.
3. Staff involved in research, artistic and other activities of UNIZA can be:
  - a) university teachers acting in the position of professor, visiting professor, adjunct professor, adjunct associate professor, associate professor, assistant professor, assistant, lecturer,
  - b) researchers,
  - c) workers under (a)-(b) of this paragraph acting in the position of rector, vice-rector, dean, vice-dean, and head of department,
  - d) professional employees, research employees, research coordinators, heads of division, directors.

## **Article 2 Definition of the Activities of a Creative Employee**

1. **Pedagogical activity** includes mainly, but not only:
  - a) conducting lectures and exercises,
  - b) preparation of lectures and exercises,
  - c) testing and verification of knowledge (including the preparation and correction of tests, papers),
  - d) preparation of teaching materials (textbooks, course books, teaching texts, and teaching aids),
  - e) supervision of final theses at the 1st and 2nd level of university study,
  - f) administration associated with the provision of teaching (e.g., preparation of field trips, examinations),
  - g) work with students,
  - h) participation in SRC (Student Research Competition) commissions, etc.,
  - i) participation in state examination commissions.
2. **Scientific research activities** include mainly, but not only:
  - a) preparation and submission of projects,
  - b) solution of grant projects,
  - c) solution of international projects,
  - d) solution of other scientific research projects,
  - e) solution of projects for practice (contract research),
  - f) publishing the results of scientific research activities,
  - g) administration associated with the solution of projects (reports, purchases, procurement, reporting),
  - h) scientific education of doctoral students.
3. **Personal development** includes mainly, but not only:

- a) language learning,
  - b) pedagogical training,
  - c) development of personal competences and skills in the field of pedagogical and scientific research activities of the employee,
  - d) participation in internships, trainings, conferences, professional exhibitions,
  - e) foreign internships.
4. **Other activities** include mainly, but not only:
- a) continuous updating of the research/art/teacher profile of a person (hereinafter referred to as "VUPCH"),
  - b) preparation of personal documents for projects,
  - c) recording of publication and citation activity,
  - d) provision of requested documentation for to the personnel department,
  - e) fulfilment of tasks related to the performance of the functions of head of department, vice-dean, dean, vice-rector and rector, director, head of division,
  - f) marketing,
  - g) other activities related to the nature and operation of the workplace.

### Article 3

#### Recommendations for the Workload Structure of UNIZA Creative Employees

1. The amount of the workload of UNIZA creative employee (staff involved in research, artistic and other activities) is determined for the established weekly working time. If the employee's working time is lower than the established weekly working time, the amount of his/her workload shall be determined adequately to the amount of his/her working time. The following table shows the recommended percentage distribution of the workload of UNIZA staff involved in research, artistic and other activities for the established weekly working time.

Position	Pedagogy	Science and research	Personal development	Other activities
<b>Lecturer</b>				
% share	80 %	0 %	8 %	12 %
hourly workload	30 h	0 h	3 h	4.5 h
<b>Assistant</b>				
% share	53 %	31 %	8 %	8 %
hourly workload	20 h	11.5 h	3 h	3 h
<b>Assistant professor</b>				
% share	40 %	47 %	8 %	5 %
hourly workload	15 h	17.5 h	3 h	2 h
<b>Associate professor</b>				
% share	27 %	57 %	8 %	8 %
hourly workload	10 h	21.5 h	3 h	3 h
<b>Professor</b>				
% share	21 %	63 %	8 %	8 %
hourly workload	8 h	23.5 h	3 h	3 h
<b>Researcher</b>				
% share	14 %	73 %	8 %	5 %
hourly workload	5 h	27.5 h	3 h	2 h
<b>Head of department</b>				
% share	16 %	40 %	5 %	39 %
hourly workload	6 h	15 h	2 h	14.5 h
<b>Dean, vice-dean</b>				

% share	11 %	27 %	5 %	57 %
hourly workload	4 h	10 h	2 h	21.5 h
<b>Rector, vice-rector</b>				
% share	5 %	21 %	5 %	69 %
hourly workload	2 h	8 h	2 h	25.5 h
<b>Professional employee</b>				
% share	0 %	80 %	10 %	10 %
hourly workload	0 h	30 h	4 h	3.5 h
<b>Research employee</b>				
% share	0 %	85 %	10 %	5 %
hourly workload	0 h	32 h	4 h	1.5 h
<b>Research coordinator</b>				
% share	0 %	75 %	10 %	15 %
hourly workload	0 h	28 h	4 h	5.5 h
<b>Head of division</b>				
% share	0 %	56 %	5 %	39 %
hourly workload	0 h	21 h	2 h	14.5 h
<b>Director</b>				
% share	0 %	38 %	5 %	57 %
hourly workload	0 h	14 h	2 h	21.5 h

2. The proportional distribution of the workload can be redistributed for a specific staff member involved in research, artistic and other activities within the established weekly working hours, taking into account his/her current pedagogical and scientific research activities or performance of the functions of rector, vice-rector, dean, vice-dean, and head of department, or holding the position of professional employee, research employee, coordinator research, head of division, and director.
3. However, the redistribution of the workload must not affect the time designated for the personal development of the employee.

#### **Article 4 Final Provisions**

1. This Directive was discussed by the UNIZA Academic Senate on 21 June 2021.
2. This Directive was approved by the UNIZA Scientific Board on 1 July 2021.
3. This Directive shall enter into force and effect on the date of its approval.

In Žilina on 1 July 2021

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**prof. Ing. Jozef Jandačka, PhD  
Rector**