



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: R 639

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Rector's Ordinance on the procedure for establishing and filling the post of adjunct professor at the University of South Bohemia in České Budějovice

Article 1 Introductory provisions

1. This ordinance sets out the procedure for establishing the post of adjunct professor at the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') and the procedure for filling the post of adjunct professor at USB.
2. An adjunct professor at USB (hereinafter 'adjunct professor') may be:
 - a) a person who has attained a position comparable to that of an adjunct professor or professor abroad, or
 - b) a person who is a leading expert with at least 10 years' practical experience in the relevant area of education.

Article 2

1. Procedure for establishing the post of adjunct professor

1. The proposal to establish an adjunct professor post is discussed at the faculty where the post is to be established, specifically for the area of education for which USB holds institutional accreditation.
2. The process of establishing an adjunct professor post is initiated by the Dean of the USB faculty submitting a proposal to the faculty's Scientific Board. The proposal includes the integration of the adjunct professor post within the faculty's organisational structure.
3. If the proposal is approved by a majority of all members of the faculty's Scientific Board present, the Dean of the faculty shall submit it without undue delay to the Rector, who shall decide on the establishment of the position of adjunct professor. The Rector shall make this decision without undue delay. The Rector's decision is final.

Article 3





2. Procedure for filling the post of adjunct professor through directly approaching a candidate

1. The filling of an adjunct professor post through directly approaching a candidate shall be discussed with the Dean of the faculty at which the post is established, the head of the relevant unit (department, institute, laboratory).
2. If the Dean agrees with the proposal to approach a specific candidate for the post of adjunct professor, he or she shall instruct the head of the relevant unit or the human resources office to approach the candidate. If the approached candidate agrees, the authorised person shall obtain from him or her the documents specified in paragraph 3 of this Article.
3. The following documents concerning the candidate shall be attached to the proposal:
 - a) a structured curriculum vitae,
 - b) documents evidencing the candidate's education and the award of the relevant academic degree,
 - c) documents evidencing the award of scientific degrees or other professional qualifications comparable to those of an associate professor or professor abroad, or an overview of practical experience in the relevant area of education for a period of at least 10 years,
 - d) a record of the candidate's teaching activities (if the candidate has been engaged in teaching),
 - e) a structured bibliography of the candidate (if the candidate has published work),
 - f) supporting documents for the assessment of international experience, the training of research staff and research results (including the management of grants, significant projects, discoveries, innovations and significant inventions), and
 - g) a brief outline of the candidate's plans for future activities.
4. The proposal must clearly identify the post to which it relates.
5. The Dean of the faculty shall submit the proposal for the appointment of an adjunct professor to the Rector without undue delay.
6. The USB Rector shall submit the proposal for the appointment of an adjunct professor to the USB Scientific Board for approval without undue delay.
7. If the proposal to fill the post of adjunct professor receives the approval of a simple majority of all members of the USB Scientific Board present in a secret ballot, an employment contract for the relevant post of adjunct professor may be concluded with the candidate.
8. If the proposal does not receive the approval of a majority of all members of the USB Scientific Board present in a secret ballot, the post shall not be filled by the candidate.





9. The USB Rectorate's Science and Research Office maintains a register of adjunct professors at USB.

Article 4

Procedure for filling the post of adjunct professor through a selection procedure

1. When filling the post of adjunct professor through a selection procedure, the faculty's human resources office shall provide the dean of the faculty with information on the candidate selected as the most suitable in the selection procedure, including the information specified in Article 3(3) of this ordinance.
2. The Dean of the faculty shall, without undue delay, submit a proposal for the appointment of an adjunct professor to the Rector.
3. The USB Rector shall, without undue delay, submit the proposal for the appointment of an adjunct professor to the Scientific Board of the USB for consideration.
4. Following the discussion of the proposal to fill the post of adjunct professor by the Scientific Board of USB, an employment contract shall be concluded with the successful candidate. In such a case, the consent of a simple majority of all members of the Scientific Board of the USB present is not required.

Article 5

Adjunct professor

1. An adjunct professor is an academic staff member of USB.
2. On the basis of an employment contract, an adjunct professor carries out both teaching and R&D activities in accordance with legal regulations and the internal rules of USB.
3. The requirements for the specific performance of an adjunct professor's duties are set by the dean of the relevant faculty.
4. An adjunct professor is not entitled to use the title of professor, abbreviated as 'prof.', before their name, within the meaning of the law; in connection with activities arising from their employment at the University of South Bohemia in České Budějovice, they may use the designation 'mimořádný profesor Jihočeské univerzity v Českých Budějovicích' in Czech or 'Adjunct Professor at the University of South Bohemia' in English after their name. This does not affect the use of the title of professor, associate professor, or their equivalents awarded abroad.
5. Pursuant to Section 87b of Act No. 111/1998, the Act on Higher Education Institutions and





on Amendments and Supplements to Other Acts, USB is obliged to submit the following data to the Register of Associate Professors, Professors and Adjunct Professors (hereinafter 'REDOP') regarding employees appointed to the position of 'adjunct professor':

- a) first name and surname, or any other names and maiden name, year of birth and municipality of permanent residence; for foreign nationals, also gender, address of registered residence in the Czech Republic and nationality;
- b) the date on which the highest level of education was attained;
- c) details of the start, change and termination of the employee's employment relationship with the higher education institution, including details of the scope of work, expressed as the specified number of working hours per week, or per calendar year or other relevant period, and the duration for which the employment relationship with the higher education institution is agreed.

6. The data controller for personal data in REDOP is the Ministry of Education, Youth and Sports.

Article 6

6. Final provisions

1. This ordinance comes into force and takes effect on 18 May 2026
2. This ordinance repeals Rector's Ordinance R No. 427 of 16 April 2020.

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Rector

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Distribution list: USB Vice-Rectors, Deans of USB

- Annexes: 1. Proposal to establish the post of adjunct professor
2. Proposal to fill the post of adjunct professor by directly approaching a candidate



3. Proposal to fill the post of adjunct professor through a selection procedure