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Přírodovědecká  
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**METHODOLOGY GUIDELINES OF THE DEAN OF THE  
FACULTY OF SCIENCE UP (MPD)**

A-16/5-MPD

**Amendment no.1 to Dean´s  
methodology guidelines A-  
14/15/MPD for evaluation of  
productivity and job performance  
of employees**

**Content:** Amendment no.1 to Dean´s methodology guidelines for  
evaluation of productivity and job performance of employees

**Drafted by:** Dean of the Faculty of Science

**Force:** as of 14. 12. 2016

**Effect:** as of 1. 1. 2017

**Distribution list:** Dean, Vice- Deans, Secretary of the Faculty  
Heads of Faculty departments  
Secretaries of Faculty departments and research centers

# **Amendment no.1 to Dean´s methodology guidelines A-14/15/MPD for evaluation of productivity and job performance of employees**

## **I. Subject of the Amendment**

Due to preparation of the University-wide system for evaluation of effectiveness and job results of employees and the ongoing modifications in the IS HAP system, the following deviations of the methodological guidelines of the Dean for the year 2016 are regulated:

1. Forms based on the IS HAP system (<http://hap.upol.cz>) will be used for the evaluation of employees for 2016. These forms are available in Czech and English mutations, as of the date of effectiveness of this amendment, at <http://www.prf.upol.cz/skupiny/zamestnancum/formulare/> in the section "Personnel and Payroll Forms".
2. The evaluation of employees is handed over by the Heads of departments to the HR Department of the Faculty of Science of the UP.
3. The Dean of the Faculty of Science is responsible for the evaluation of the Heads of departments. Leading employees will submit their pre-filled forms to the HR Department of the Faculty of Science of the UP by 25 January 2017.

## **II. Final provisions**

1. Other provisions of Dean´s methodology guidelines A-14/15/MPD for evaluation of productivity and job performance of employees are not subject to change.
2. This document comes into force upon signature of the Dean of the Faculty of Science and into effect by 1. 1. 2017.

In Olomouc on 14. 12. 2016

prof. RNDr. Ivo Frébort, CSc., Ph.D.  
Dean of the Faculty of Science UP