



In accordance with section 36, subsection 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Masaryk University Selection Procedure Regulations on 15 December 2017 under Ref. No. MSMT-34141/2017.

.....
Mgr. Karolína Gondková
Director of the Department of Higher Education Institutions

Masaryk University Selection Procedure Regulations

Part One

General Provisions

Section 1

General Provisions

- (1) The Masaryk University Selection Procedure Regulations (hereinafter referred to as "Regulations") constitute an internal regulation in accordance with section 17, subsection 1, letter f of Act No. 111/1998 on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter referred to as "Act"), and section 44 of the MU Statutes.
- (2) Part Two of these Regulations deals with academic employee recruitment in accordance with section 77 of the Act, Part Three covers the recruitment of additional employees.
- (3) For the purposes of these Regulations, a selection procedure constitutes a procedure which focuses on the selection of job applicants for a particular position according to a set of predefined conditions.
- (4) For the purposes of these Regulations, senior MU employees include deans, the bursar, university institute directors and special purpose MU facility directors.

Part Two

Academic Employees

Section 2

Academic Employee Recruitment

- (1) In accordance with MU Internal Wage Regulations and the MU Job Catalogue the employment of persons seeking the position of professor, associate professor, assistant professor, instructor, lecturer I and II and researcher I to IV is regulated by the MU academic employee selection procedure.

- (2) The following rules apply to the appointment of an adjunct professor:
- a) under normal circumstances the position of adjunct professor is filled on the basis of a selection procedure; however, the Rector may, following the submission of a request by a dean and a discussion by the relevant scientific board, decide to fill the position using another approach, e.g. by directly addressing an applicant in accordance with section 6, letter c. In case a position is not filled on the basis of an academic employee selection procedure, the applicant in question must be personally presented to the MU Scientific Board prior to filling such a position.
 - b) the position of adjunct professor is filled following a decision issued by the Rector on the basis of a proposal submitted by the head of a relevant constituent part of MU and with the approval of the MU Scientific Board,
 - c) an applicant for the position of adjunct professor must have achieved aboard status comparable with the rank of associate professor or professor, or constitute a prominent specialist whose activities in the relevant area of education span a period of at least 20 years.

Section 3

Academic Employee Selection Procedure Announcement

- (1) The academic employee selection procedure is announced by the Rector or by the head of an MU constituent part (hereinafter referred to as the "announcer") in accordance with the Organizational Code of a given MU constituent part.
- (2) A selection procedure for the position of clinic director at the Faculty of Medicine is co-initiated by the director of a relevant university hospital. The conditions of a selection procedure for the position of clinic director may be further regulated by a contract with the relevant hospital.
- (3) The initiation of an academic employee selection procedure is announced in the public part of MU website in both Czech and English. The announcement of a selection procedure for the position of associate professor or professor must be simultaneously made via a foreign media channel in accordance with practices regularly employed in the field in question.
- (4) The text of an academic employee selection procedure lists the conditions an applicant must meet in order for his or her application to be accepted. The application must always specify the international relevance of the applicant's research profile.
- (5) An application submission deadline of 30 days from announcement applies.
- (6) In justified cases, the selection procedure may be extended, interrupted or cancelled by the announcer.

Section 4

Academic Employee Selection Procedure Committee

- (1) An academic employee selection procedure committee (hereinafter referred to as "committee") and its chairperson must be appointed by the announcement initiator by the application submission deadline. The announcement initiator may be a committee member or chairperson. The announcement initiator may appoint a permanent competitive selection procedure committee with new members appointed as needed in accordance with subsection 2.
- (2) The committee must consist of no less than five members; the number of committee members – including the committee chair – must be odd.
- (3) The committee must include a representative of the unit which the selection procedure is announced for, usually the head of such a unit. This does not apply if

the selection procedure constitutes a selection procedure seeking to fill the position of the head of such a unit.

- (4) In the case of a selection procedure for the position of associate professor, professor, researcher III and IV and adjunct professor, the committee must include a foreign expert.
- (5) A foreign expert committee member constitutes a person of foreign nationality not permanently active in the Czech Republic. In exceptional cases, a Czech citizen not active in the Czech Republic may also be considered a foreign expert.
- (6) The committee may not include a person who is in a close personal relationship with the applicant or a person who is also applying for the position. In case a future committee member fails to fulfil the condition set out in the first sentence, he or she must immediately inform the announcer.
- (7) Committee members must respect the confidentiality of facts associated with the selection procedure.

Section 5

Academic Employee Selection Procedure

- (1) The academic employee selection procedure itself must be initiated and completed without undue delay.
- (2) The committee chair has the right to exclude applications which clearly fail to meet academic employee selection procedure requirements. The remaining committee members are informed of their exclusion after the fact. Problematic applications shall be evaluated by the entire committee.
- (3) The committee chair may decide whether or not to include the applicant in the committee session.
- (4) An academic employee selection procedure seeking to fill the position of associate professor, professor or adjunct professor must always be carried out in the form of an interview, either held in person or by means of an electronic communication tools designed to facilitate an interview.
- (5) When issuing decisions on applicants who have met the conditions of the academic employee selection procedure, the committee takes into account submitted materials as well as interviews conducted with the applicants. When assessing the suitability of applicants, the committee may additionally request the submission of materials or documents other than those initially required by the academic employee selection procedure announcement.
- (6) The committee may invite the applicant to give a public lecture.
- (7) The committee decides by a public vote unless otherwise agreed. The outcome of the vote is included in minutes.
- (8) The committee does not lose its ability to form a quorum in case an absence renders the number of members present even.
- (9) The committee forms a quorum if at least three of its members are present, including the chairperson; at least one half of the committee's members must be present.
- (10) The outcome of the vote divides applicants into those who are included among successful applicants and those who are not included among successful applicants.
- (11) A simple majority of all present members is needed in order for the committee to accept a decision regarding each applicant.
- (12) The order of applicants is also determined by a committee vote, with the most suitable applicant ranked in first place. In case of an equality of votes, the

committee chair decides. The committee may decide that none of the applicants are suitable for the position in question.

- (13) The committee session is recorded as minutes and signed by all present committee members. The minutes are not public.
- (14) In justified cases, the committee chair may decide to hold a correspondence vote. In such cases, the committee chair provides committee members with materials in electronic form and specifies a deadline for the submission of a written statement specifying successful and unsuccessful applicants as well as the order of successful applicants. A decision regarding an applicant's success must be approved by at least three committee members, which must simultaneously constitute a simple majority of all committee members. The outcome of the vote is announced by the committee chair and subsequently recorded in minutes signed by the committee chair. Statements made by committee members are also included in the minutes. The chair is responsible for communicating the minutes to all other committee members.
- (15) The academic employee selection procedure is concluded once the announcer decides whether or not an applicant has been selected for a given position. In case no applicant is deemed suitable, the announcer may either decide to repeat the academic employee selection procedure or seek an alternative solution.
- (16) Any decision making carried out by the announcer is bound by the committee's conclusions regarding the selection of successful and unsuccessful applicants. The announcer is not bound by the order of the successful applicants provided by the committee.
- (17) The outcome of the academic employee selection procedure is announced to applicants without delay.
- (18) The announcer is required to publish the academic employee selection procedure outcome at the earliest on the day of work agreement validity and no later than 10 days after the date of work agreement validity, communicating the title of the position and the name of the selected applicant using the public part of the MU website.
- (19) In justified cases, the academic employee selection procedure may be implemented in an alternative mode using online communication technologies. The implementation and specific course of an alternative procedure is decided by the committee chair.

Section 6

Academic Employee Selection Procedure Waiver

The academic employee selection procedure may be waived:

- a) in case an employment relationship is repeatedly concluded with an employee currently holding the position in question,
- b) in case a position is filled by a visiting professor,
- c) in case a position is filled by a directly addressed applicant, especially from abroad. In such a case the format of such a procedure for the position of associate professor, professor, researcher III and IV or adjunct professor must be approved by the MU Scientific Board. Additional conditions for filling a position using this format are determined by the Rector or the head of an MU constituent part,
- d) in case an academic employee position is filled by an applicant who had successfully completed a selection procedure for a similar position at MU no more than 12 months before,
- e) in other cases, in particular when filling a position on the basis of the achievement of relevant academic qualifications by the employee in accordance with the conditions of the performance of work activities belonging to a higher position and

in the case of changes to a position in accordance with the MU Internal Wage Regulations.

Part Three Additional Employees

Section 7

Additional Employee Recruitment

- (1) The recruitment of additional employees for positions including namely the bursar, secretary-general of the Rector's Office, faculty bursar, university institute director, MU facility director and other similar positions is carried out in accordance with the additional employee selection procedure.
- (2) The announcer may, at his or her discretion, also use this procedure, as appropriate, to fill other vacancies or newly created positions.

Section 8

Additional Employee Selection Procedure Announcement

- (1) An additional employee selection procedure in accordance with section 7 is announced by the Rector, bursar, head of an MU constituent part or a person authorized to do so by such persons in accordance with the Organizational Code of a relevant MU constituent part.
- (2) The initiation of an additional employee selection procedure is announced in the public part of MU website.
- (3) The text of an additional employee selection procedure lists the conditions an applicant must meet in order for his or her application to be accepted.
- (4) An application submission deadline of 14 days from announcement applies.
- (5) In justified cases, the selection procedure may be extended, interrupted or cancelled by the announcer.

Section 9

Additional Employee Selection Procedure Committee

- (1) The appointment of an additional employee selection procedure committee takes place in accordance with section 4, subsections 1 to 3 and subsections 6 and 7.
- (2) The additional employee selection procedure committee always includes the immediate superior of the position in question.

Section 10

Additional Employee Selection Procedure

The additional employee selection procedure takes place in accordance with section 5, subsections 1 to 3, subsection 5 and subsections 7 to 19.

Section 11

Additional Employee Selection Procedure Waiver

The additional employee selection procedure may be waived:

- a) in case an employment relationship is repeatedly concluded with an employee currently holding the position in question,
- b) in case a position is filled by an applicant who had successfully completed an additional employee selection procedure for a similar position at MU no more than 12 months before,

- c) in case a position is filled by a directly addressed applicant, especially from abroad. Additional conditions for filling a position using this format are determined by the Rector or the head of an MU constituent part.

Part Four

Common, Temporary and Concluding Provisions

Section 12

Common Provisions

- (1) Administrative activities associated with the academic employee selection procedure as well as the additional employee selection procedure are conducted by the personnel office of a relevant constituent part of MU.
- (2) The academic employee selection procedure, additional employee selection procedure and employee recruitment conducted in accordance with these Regulations are carried out while respecting equal opportunities, specifically including the particular requirements of individual social groups as well as the requirements of persons with sensory or physical disabilities.
- (3) The implementation of these Regulations must not lead to any discrimination, unequal treatment or unauthorized usage of personal data provided by applicants.

Section 13

Temporary Provisions

All selection procedures announced prior to these Regulations entering into force are governed by the existing Masaryk University Regulations on Competitive Selection Procedures for Filling Academic and Other Positions.

Section 14

Concluding Provisions

- (1) The Masaryk University Regulations on Competitive Selection Procedures for Filling Academic and Other Positions, registered with the Ministry of Education, Youth and Sports on 25 February 1999 under Ref. No. 15 484/99-30, are hereby abolished.
- (2) These Regulations have been duly approved in accordance with section 9, subsection 1, letter b), point 3 of the Act by the MU Academic Senate on 4 December 2017.
- (3) These Regulations enter into force in accordance with section 36, subsection 4 of the Act on the day of registration with the Ministry of Education, Youth and Sports.
- (4) These Regulations shall apply from the day of publication in the public section of the MU website.

Assoc. Prof. PhDr. Mikuláš Bek, Ph.D., m.p.

Rector