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How do you know?

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

Process Description

Case number: 2020CZ485683

Name Organisation under review: Univerzita Palackého v Olomouci

Organisation's contact details: Křížkovského 8, Olomouc, 77147

Submission date: 27/07/2021

Date endorsement charter and code: 29/01/2020

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation: How do you know?

Name	Position	Steering Committee	Working Group	Management line/ Department
Martin Procházka	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Rector's
Zdenka Papoušková	Vice-Rector for Organisation and	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Management/Rector's
Michal Malacka	Vice-Rector for Strategy and External Relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Rector's
Dušan Lužný	Vice- Rector for Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Management/Rector's
Zdeněk Hradil	Vice-Rector for Science and Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Rector's
Vít Zouhar	Vice -Rector for Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Rector's
Peter Tavel	Dean of Sts. Cyril and Methodius Faculty of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Sts Cyril and Methodius Faculty of
Zdenek Pechal	Dean of Faculty of Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Faculty
Martin Kubala	Dean of Faculty of Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Management/Faculty
Libuse Ludikova	Dean of Faculty of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Faculty of Education
Michal Šafář	Dean of Faculty of Physical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Faculty of Physical Culture

<input type="checkbox"/> An official EU website	Name		Position		Steering Committee	Working Group	Management line/ Department <small>How do you know?</small>
	Václav Stehlík		Dean of Faculty of Law		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Management/Faculty
	Jiří Vévoda		Dean of Faculty of Health		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Faculty of Health Sciences
	Milena Kysučanová		Head of HR Office, Chief Project Manager		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR Office/Rector's Office
	Miroslav Dopita		Expert guarantor of the project/Vice - Dean for		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Sociology, Andragogy and Cultural
	Markéta Šupplerová		HR Specialist		<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Office/Rector's Office
	Dana Sztwiertnia Hellowá		HR Specialist		<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Office/Rector's Office
	Marta Cincialova		Researcher (R3)/Vice-Dean for Organization and Development of the Sts. Cyril and Methodius Faculty		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization and Development, Department of Pastoral Theology/Sts. Cyril
	Milan Kolář		Researcher (R4)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Microbiology, Faculty of Medicine
	Dagmar Petrželová		HR Specialist		<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Office/Faculty of Science
	Petra Šobáňová		Researcher (R3)/Vice-Dean for Organization and Development of the Faculty		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization and Development, Department of Painting/ Faculty of Education

<input type="checkbox"/> An official EU website Name	Position	Steering Committee	Working Group	Management line/ Department <small>How do you know?</small>
Pavel Král	Secretary of the Faculty of Physical Culture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Head/Faculty of Physical Culture
Zdenka Mikšová	Researcher (R2)/Vice Dean for Organization and Development, Faculty of	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Nursing/Faculty of Health Sciences
Ondrej Molnár	Researcher (R2)/Vice Dean for Organization and Development of the Faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of English/Faculty
Blanka Vitová	Researcher (R3)/Vice Dean for Organization and Development of the Faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Civil
Aneta Krížová	HR Methodologist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategy and Organization Department/ Faculty of Law
Veronika Vašková	HR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department/Faculty of
Kateřina Lindnerová	HR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department/Faculty of
Marie Poláková	HR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department/Faculty of Health Sciences
Ladislava Meluchová	HR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department/Faculty of Physical Culture
Andrea Sojková	Strategy and Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Strategy and Planning/ Rector's office

<input type="checkbox"/> An official EU website	Name	Position	Steering Committee	Working Group	Management line/ Department	How do you know?
	Martin Tomášek	Lawyer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Legal Office /Rector's Office	
	Josef Zdražil	Dean of the Faculty of Medicine and Dentistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Management/Faculty of Medicine and Dentistry	
	Iva Ulmanová	HR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department/Faculty of Arts	
	Kateřina Lindnerová	HR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department/Faculty of	
	Veronika Hanáčková	Researcher (R1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Medicine and	
	Ondřej Klabal	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Arts	
	Petr Podrazil	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law	
	Jakub Koníček	Researcher (R1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Science	
	David Vanda	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Science	
	Tamara Zlámalová	Researcher (R1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Physical Culture	
	Michal Vorlíček	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Physical Culture	

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
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<input type="checkbox"/> An official EU website	Stakeholder group	Consultation format	Contributions	How do you know?
	Researcher, Other staff	Surveys	Participation in two research studies on the preparation of the GAP analysis. Data	
	Researcher, Senior staff (faculty management representatives), HR	Focus groups	Consultation of the GAP analysis and first draft of the Action Plan. Getting feedback.	
	HR Specialists	Meetings (departmental, ad hoc meetings)	Consultations of the GAP analysis. Getting	
	Representatives of the top management of	Rector's Council meetings	Consultations of the GAP analysis. Getting	

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The Committee was composed of representatives of the highest management of UP, i.e. the Rector, Vice-Rectors, and Deans of individual faculties. They represent the organizational units of the university and are directly responsible for researchers' HR issues. Furthermore they determine the strategy of the organization, support all initiatives of the rector, and also represent the culture of the organization.

The members of the Committee meet regularly in the Rector's College. At these meetings, the intention to apply for the HR Award for UP and the subsequent requirements for the input analysis (GAP analysis) have already been presented. In the following period, the committee was informed about the planned surveys and focus groups with researchers and received the conclusions of these surveys. The GAP analysis draft was then presented to the committee for comment. Liaison between the Task Force and the Committee and coordination of their collaboration was provided by representatives of the Rector's Human Resources Department, who were also members of the Task Force involved in the development of the GAP analysis and subsequent action plan.

Please describe how the Working Group doing the Gap Analysis was appointed:

As the GAP analysis was to cover all eight faculties, it was necessary to have representatives from all UP units as members of the working group. The members of the working group were selected on the basis of their expertise, experience, and job position, they have sufficient knowledge of the processes at the faculties and can identify specific needs at the faculties and units. Thus, the working group was mainly composed of Vice Deans for Organization, HR Specialist from the Rectorate and Faculties, and selected researchers of all categories. The HR specialists from the Rectorate prepared a survey among UP employees, and the vice-deans conducted a secondary analysis of documents and processes.

Subsequently, a consultation with representatives of the research community was conducted as part of the so-called focus group survey. The overall coordination and communication within the working group was provided by the HR specialist of the Rector's Office, who also conducted a final expert analysis of the situation at UP and completed the GAP analysis.