



Code of Conduct for the Recruitment of (Academic and Scientific) Researchers at Palacký University Olomouc

The OTM-R System of Palacký University Olomouc

Palacký University Olomouc supports the principles enshrined in the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers. The university proceeds in such a way that the **recruitment and selection of new employees** remains **open, transparent and merit-based** (taking into account both acquired experience and future potential).

Palacký University Olomouc (hereinafter referred to as UP Olomouc) is a public university that offers all its employees working conditions that are in accordance with the legal regulations of the Czech Republic, including full health and social security. It provides researchers with the technical resources they need for research and teaching. **A researcher is an employee whose work includes research activities. In current UP documents, this work is typically performed by members of the academic staff involved in teaching and research as well as dedicated researchers.** UP Olomouc also takes measures to ensure a healthy work-life balance, vacation time and sufficient support in the event of temporary health restrictions.

The OTM-R policy is established in accordance with the *Academic Staff Recruitment Policy of Palacký University Olomouc (A-3/2017-ÚZ01)* and *The Code of Ethics for Employees and Students of Palacký University Olomouc*.

All candidates and staff have the same opportunity for recruitment, regardless of age, gender, sexual orientation, physical disability, ethnicity, nationality, ideology, and social or financial background.

The personal data of the applicant are processed at UP Olomouc in accordance with the Personal Data Processing Act (No. 110/2019 Coll.), which implements EU Regulation 2016/679 of the European Parliament and of the Council, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). UP Olomouc processes this personal data as a data controller.

In accordance with the *Academic Staff Recruitment Policy of Palacký University Olomouc* (A-3/2017-ÚZ01), UP Olomouc promises to ensure that recruitment and open competitions are fair and transparent.

The admission process for UP Olomouc has three main phases: **1. announcing job openings and collecting applications for the open competition; 2. evaluation and selection; 3. announcement of the open competition results.**

1. Announcing Job Openings and Collecting Applications for the Open Competition

1.1. Announcement of the Open Competition

All open competitions for hiring researchers, regardless of the recruiting authority, must be published in one place – the public section of the UP Olomouc website – at least 30 days before the end of the application deadline. In cases where the recruiting authority is the director of a higher education institution or the Dean of a faculty, the announced open competitions are also published on the official notice boards of the institution or faculty in question. Whenever appropriate, the open competition is also announced in English and a notice is posted on the English version of the university website and via the EURAXESS portal.

In accordance with open and transparent recruitment procedures, all job openings are as concise and clear as possible.

In accordance with the *Academic Staff Recruitment Policy of Palacký University Olomouc* (A-3/2017-ÚZ01), the notice of an open competition includes the following details:

- a) specification of the post including the type of work and the field of the candidate:
 - Job title;
 - Field/Specialisation;
 - Research profile (R1-R4);
 - Number of openings;
 - Type of employment contract and hour requirements;
 - Place of work.
- b) Requirements and legal prerequisites for the positions that are the subject of the open competition:
 - Position description;

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- Qualification and statutory requirements for the position;
- c) Expected first day in the position which is the subject of the open competition:
- Expected commencement date;
- d) Deadline, manner and address for filing job applications; the notice may also specify that job applications may be filed by e-mail sent to a designated UP e-mail address **without** requiring an electronic signature under Act No. 297/2016 Sb., on services to enhance trust in electronic transactions:
- Deadline for submitting applications;
 - Contact person for providing information.
- e) List of documents required from the applicant:
- List of documents required from the applicant.

UP Olomouc does not establish any specific requirements regarding the nationality or country of residence of the applicants. In accordance with existing legal regulations, however, the eligibility of third-country nationals will be governed by the legal norms of the Czech Republic (including the Act on Higher Education Institutions and the Labour Code).

In order to ensure transparency and best practices during the announcement phase, the recruiting authorities (Human Resources Departments of faculties and the Rector's Office) are provided with access to a standardised online template for job advertising. In addition to serving as a tool to ensure quality control and transparency in the process of announcing openings, this template also helps reduce the administrative burden on the Human Resources Department.

1.2. Submitting Applications for the Open Competition

The application can be submitted in person, by post or online. Electronic submission **does not** require an electronic signature under Act No. 297/2016 Sb., on services to enhance trust in electronic transactions.

To reduce the administrative burden, the applicant is **not required** to provide original documents or official translations of certificates confirming the applicant's qualifications. Original documents, including certificates of education (qualification), are only required during the preparation of an employment contract.

The deadline for submitting an application to the open competition is considered met if the application was verifiably sent no later than on the last day of the deadline for submitting applications to the announced open competition.

1.3. Communication with Candidates

Provided that candidates provide a valid e-mail address, they will be informed that their application has been duly accepted. The e-mail will list the contact person who will provide further information about the open competition.

Once the application has been received, confirmed and its compliance with the minimum requirements verified, the Human Resources Department will draw up a provisional list of candidates admitted to the open competition, as well as those required to complete or correct information in their application, who will be asked to complete the missing aspects of their application. If the candidates do not complete the required information by the given deadline, they will be excluded from further evaluation. Candidates may only be excluded from participating in the open competition if they do not meet the listed minimum formal requirements. Information about the candidates, along with the submitted documents, will then be made available in the electronic system to all members of the Selection Committee for further evaluation.

2. Evaluation and Selection

To ensure that the best candidate for the job is accepted, the selection must always be made in accordance with the principles of merit, ability, transparency, openness, equal opportunity and non-discrimination. Applicants should be evaluated without discrimination on the grounds of sex, age, sexual orientation, disability, nationality, religion, political views, ethnic or social background and their socio-economic status. Interruptions and differences in the researcher's career (such as sabbaticals, leaves, maternity or paternity leaves, etc.) will not be penalised as they are considered a natural part of a researcher's career and, as a result, contribute to their professional development in multidisciplinary contexts.

Open competitions at UP Olomouc are usually comprised of two rounds. **In the first round**, candidates will be assessed based on how well they fulfil the necessary requirements (especially their level of education, the length and focus of their experience, language and other skills) on the basis of the provided documents. Candidates who meet these requirements will be invited **to the second round** which will take the form of a job interview. The interview is conducted either in the form of a **personal meeting** or **online** (specific means of electronic communication are agreed upon by the parties involved).

2.1 Designated Selection Committees

In accordance with the Academic Staff Recruitment Policy of Palacký University Olomouc (A-3/2017-ÚZ01), the organiser appoints at least a five-member selection committee to evaluate the selection procedure. This committee will consist of:

- a) the chair of the committee representing the recruiting authority,
- b) a representative of the Academic Senate of UP in cases where the recruiting authority is the Rector, or a member of a faculty Academic Senate in cases where the recruiting authority is the Dean,
- c) UP employees or other members.

The recruiting authority will make its best effort to ensure a gender-balanced composition of the committee. Members of the Selection Committee are appointed by the recruiting authority through a letter of appointment drawn up by the recruiting authority and sent to the member. Members of the Selection Committee may be appointed on a case by case basis or may be appointed for a series of open competitions or for a period during which open competitions may take place. Members of the selection committee must be independent, free from conflicts of interest and their decisions must be made objectively based on the available information about the candidate. Members of the Selection Committee shall keep confidential any information they learn in connection with the open competition.

The chair of the Selection Committee shall ensure that a record of the meeting and the voting be drawn up stating the date and signed by the chair. The record must include at a minimum the ranking of the candidates for the job or a list of the candidates together with the number of votes received from the individual committee members.

This record from the open competition and other documents related to the open competition are handled in accordance with the *Rules for the Filing and Shredding of Documents at UP* (R-B-20/10).

2.2 Assessment of Merit

The merit of a given candidate is assessed by the Selection Committee based on a range of criteria, such as academic qualification, teaching, publications, projects, supervision, teamwork, knowledge transfer, experience with international mobility and communication activities. The evaluation criteria are always regulated by the specific open competition.

3. Announcement of Open Competition Results

3.1 Announcement of Open Competition Results

The decision on filling the position that is the subject of the open competition shall be announced by the recruiting authority no later than 30 days after the meeting of the Selection Committee. The recruiting authority shall notify all participants of the open competition in writing, delivered to the applicant via post, e-mail or data box, using whichever address the applicant listed in their application. Participants in the second round of the open competition will be provided with feedback about the results.

3.2 Complaints Mechanism Policy

Palacký University Olomouc has a transparent complaint-handling procedure, governed by the internal regulation on *Handling Complaints and Petitions at Palacký University Olomouc (No. B3-08/2-ÚZ01)*. This process is also available to job applicants who believe that they were treated unfairly or inappropriately during the open competition.

4. Further Development

UP Olomouc recognises the importance of continually updating and improving its recruitment procedures and human resources strategy. Accordingly, over the next three years (2021–2023), the university will attempt to implement the following measures:

- Improve the overall quality of information regarding recruitment procedures and work conditions available in English on our main website.
- Make applicants aware of the possibilities of professional development and career prospects available to them.
- Offer candidates clearer instructions on how to apply for positions from outside the country and, if possible, simplify the procedure.
- Publish the results of open competitions not only on the website of the section of the organisation to which the position belongs, but also on a website dedicated to concluded open competitions.
- Organise workshops for administrative and research workers on open, transparent and merit-based recruitment procedures. These workshops will focus mainly on researchers and administrative staff involved in the recruitment process.

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- Provide specialised training for conducting English-language interviews to staff involved in the recruitment of researchers for international research teams.
 - Organize a training day so that those responsible for recruitment become acquainted with the university's OTM-R policy.
 - Monitor a balanced representation of men and women in Selection Committees over the medium to long term and ameliorate potential imbalances. The UP Action Plan for Gender Equality will also be mentioned in all job offers.