



Palacký University
Olomouc

PALACKÝ UNIVERSITY POLICY

A-3/2017-ÚZ01

Academic Staff Recruitment Policy of Palacký University Olomouc

(First consolidated version)

Contents:	This policy governs the procedure employed to fill vacancies or recruit for new posts of members of academic staff of Palacký University Olomouc as well as other posts available at Palacký University in Olomouc.
Responsibility:	Head of the Human Resources Department of the Rector's Office of Palacký University
Date the policy comes into force:	31 July 2020
Date the policy comes into effect:	1 August 2020

On 16 March 2017, pursuant to Section 36(2) and (5) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), the Czech Ministry of Education, Youth and Sports registered the Constitution of Palacký University Olomouc under Ref. No. MSMT-6446/2017.

In accordance with Section 36(2) and (5) of the Higher Education Act, amendments to the Academic Staff Recruitment Policy of Palacký University Olomouc were registered by the Ministry of Education, Youth and Sports on 31 July 2020 under Ref. No. MŠMT-31617/2020-3.

First consolidated version

Academic Staff Recruitment Policy of Palacký University Olomouc of 31 July 2020

Preamble

Pursuant to Section 9(1)(b)(3) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, the Academic Senate of Palacký University Olomouc adopted this Academic Staff Recruitment Policy of Palacký University Olomouc on 16 March 2017:

Article 1

Definitions of Terms

For the purposes of this policy:

- 1) UP means Palacký University Olomouc.
- 2) Policy means the Academic Staff Recruitment Policy.
- 3) Act means Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended.
- 4) Academic staff includes, under Section 70(1) of the Act, such full, associate, extraordinary and assistant professors and lectures as well as research and development staff employed by UP to be engaged in both teaching and scientific, research, development and innovative, artistic and other creative activities (hereinafter "creative activities"). Academic staff of UP does not include employees who are only *de facto* engaged in teaching and creative activities, i.e. such activities are not expressly regulated by their contract of employment; to determine whether this condition is fulfilled, the wording of the contract of employment or the Job Catalogue of UP referred to in the contract, or the job description are relevant.
- 5) A candidate means a person who has filed a job application under the Policy for any of the posts specified in Article 2(1) hereof, or another posts designated by the person initiating the recruiting authority under Article 3.
- 6) A recruiting authority is a person that authorizes, on behalf of UP, a competent subordinate employee to take steps to conduct open competitions as defined in the Policy or decides on the waiver of open competitions under Article 2(2). The recruiting authority is the Rector of UP for open competitions to recruit the Bursar, heads of university institutes under Section 34 of the Act, heads of agricultural or forest farms under Section 35 of the Act or heads of university facilities under Article 36 of the Constitution of UP or for other new or vacated posts outside faculties and university institutes. Deans are the recruiting authority for open competitions to recruit for vacancies or new posts at the respective faculties. Heads of university institutes are the recruiting authority for open competitions to recruit for vacancies or new posts at the respective university institutes.

Article 2

Open Competition Rules

- 1) The Policy defines an obligatory procedure employed to fill vacancies or recruit for new posts of members of academic staff at UP, as well as heads of university institutes under Section 34 of the Act, heads of agricultural or forest farms under Section 35 of the Act, if applicable, or heads of university facilities under Article 36 of the Constitution of UP, as well as the Bursar, secretaries of faculties, and secretaries of university institutes if such a post is created at the
 - 2) respective university institute. This Policy will also be obligatory for the procedure employed to recruit for heads of research units at the Czech Advanced Technology and Research Institute (CATRIN), which is a university institute of UP.
 - 3) An open competition may be waived:
 - a) if a contract of employment with the member of the academic staff is to be re-entered into if the existing post of the employee is filled or if the employment changes as a result of qualification enhancement unless this is an academic post filled earlier under Letter (e);
 - b) in cases of extraordinary professors at UP under Section 70(2) of the Act and visiting professors under Section 70(4) of the Act;
 - c) in cases where a vacancy is filled to substitute for an employee due to long-term absence from work including, without limitation, maternity leave, parental leave, long-term sick leave, not exceeding 3 years;
 - d) in cases where a part-time post is filled under Section 80 of Act No. 262/2006 Sb., the Labour Code, as amended provided that the sum of working loads of the employee at UP does not exceed weekly working hours of 20 hours; or
 - e) in cases where a fixed-term post is to be filled for a specific project funded from special-purpose funds which may only be used for a certain period of time and for certain activities not exceeding 1 year.
 - 4) The recruiting authority waives an open competition either of its own initiative or upon proposal of a directly superior employee.
 - 5) A notice of an open competition must be published not later than 30 days before the deadline for submitting job applications expires either on the open part of the UP website if the Rector of UP or a head of a university institute is the recruiting authority or on the open part of faculty websites when the dean of a UP faculty is the recruiting authority. If reasonable, a notice of an open competition is also published through the EURAXESS portal.
 - 6) The recruiting authority publishes a notice of an open competition either of its own initiative or upon proposal of a directly superior employee. An open competition starts on the day the notice thereof is published
 - 7) A 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;
 - b) qualifications and statutory requirements for the post;
 - c) the expected commencement date;
 - d) deadline, manner and address for filing job applications; the notice may also determine 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;

- e) a list of documents required to be submitted by the candidate.

The deadline for filing job applications is considered to be met if it is established that the application was filed on the last date of the period for filing the job applications.

- 8) To evaluate the open competition, the recruiting authority appoints a Selection Committee composed of:

a) chair of the committee representing the recruiting authority;

b) a representative of the Academic Senate of UP or of the UP faculty of the Rector or the Dean is the recruiting authority respectively;

c) UP employees or other members.

The recruiting authority makes best effort to ensure 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 they 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 shall keep confidential any information they learn in connection with the open competition.

- 9) The Selection Committee may resolve on the selection of a candidate at its meetings. The chair of the Selection Committee may determine that a secret ballot be used. The Selection Committee may also resolve on the selection of a candidate outside its meeting through voting by e-mail provided that the chair of the Selection Committee sends an invitation to vote to all the members by e-mail together with all documents submitted by all candidates and sets a deadline for an irrevocable vote to be made, provided that it is possible to check the identity of the members of the Selection Committee who have voted.

10) A majority of all members of the Selection Committee constitute quorum, with a minimum being 5 members.

- 11) The Selection Committee shall evaluate the candidates on the basis of information included in a job application which has been duly and timely filed, or on the basis of a job interview and tests, and proposes a ranking of candidates who have met the qualification and statutory requirements and who have submitted the documents required under Paragraph 6(e) hereof.

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

- 13) The decision on the selection of a candidate must be communicated by the recruiting authority within 30 days after the meeting of the Selection Committee or its per rollam voting. The recruiting authority shall notify the candidates of the results of the open competition in writing, by e-mail or by a message sent to their data box to whatever address they may state in their job application.

Article 3 Special Provisions

It is at the discretion of the recruiting authority to apply this Policy to the recruitment for other vacant or new posts at UP for other UP employees.

Article 4 Final Provisions

- 1) In accordance with Section 9(1)(b)(3) of the Act, this Policy was approved by the Academic Senate of UP on 15 February 2017.
- 2) Pursuant to section 36 (4) of the Act, the present Code shall come into force upon its registration by the Ministry of Education, Youth and Sports.
- 3) This Policy comes into effect on the date it comes into force.
- 4) The Academic Staff Recruitment Policy of Palacký University Olomouc registered by the Ministry of Education, Youth and Sport on 18 October 2001 under Ref. No.27 163/2001 – 30 is hereby repealed.
- 5) Open competitions initiated before this Policy came into effect will be conducted pursuant to then-applicable Academic Staff Recruitment Policy under which the notice of such open competitions was published.

Pursuant to Section 9(1)(b) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, the Academic Senate of Palacký University Olomouc approved amendments to the Academic Staff Recruitment Policy of Palacký University Olomouc on 8 July 2020.

In accordance with Section 36(4) of the Higher Education Act, amendments to the Academic Staff Recruitment Policy of Palacký University Olomouc come into effect once registered by the Ministry of Education, Youth and Sports; the amendments were registered by the Ministry of Education, Youth and Sports on 31 July 2020 under Ref. No. MŠMT-31617/2020-3 and come into effect on 1 August 2020.

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