



Palacký University
Olomouc

ACTION PLAN

2023–2026

HRS4R

Palacký University Olomouc

PROPOSED ACTIONS

<i>Action</i>	<i>Description</i>	<i>GAP Principle(s)</i>	<i>Timing (at least by year's quarter/semester)</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
ETHICAL AND PROFESSIONAL ASPECTS					
1. Adjustment of the <i>Code of good research practice</i>	A code based on the needs of researchers have been established. However, it has to be further developed, following the requirements and rules of research practice. The code is planned to be connected to new/current topics (e.g. AI), and practical examples of good practice of behaviour in science will be included in the document.	1, 3, 4, 5, 6, 7, 8, 9, 31, 32, 35	2Q/2024	HR Office Science and Research Office Ombudsperson for Science Legal Office Communications Office	<ul style="list-style-type: none"> - Adjustments based on researchers' needs has been made. - New/current topics have been added to the Code. - The output was disseminated among researchers. - There was a discussion in the Academic Senate before representatives of the scientific community.
2. Translation of relevant internal norms	Internal norms will be audited, key documents, which have not yet been translated, will be translated into English. The aim is to provide all foreign researchers with a comprehensive access to relevant norms, improving the process of dissemination of standards among foreign researchers.	8, 10, 24, 25,	4Q/2025	HR Office Legal Office Communications Office	<ul style="list-style-type: none"> - The number of translated norms and other documents (methodologies) related to HR processes and work conditions. - The procedure for dissemination of internal norms for foreign workers has been clearly established

					and put into practice across UP.
RECRUITMENT AND SELECTION					
3. OTM-R policy training	Ongoing process of the training sessions for senior researchers	12, 13, 14, 15, 16, 17, 18, 19	1Q/2026	HR Office HR Offices (all Faculties and CATRIN) Continuing Education and Teaching Innovations Office	<ul style="list-style-type: none"> - Number of training sessions have been organized. - At least 50 senior researchers from all faculties and units have been trained.
4. Optimization of recruitment, selection and appointment procedure	Establishing the methodology and the rules of the E-recruitment. Preparation and systematization of a clear methodology for a transparent conduct of the interview, including templates for an appropriate and transparent evaluation of candidates.	12, 13, 14, 15, 16, 17, 18, 19, 20	3Q/2025	HR Office Legal Office Cyber security manager HR Offices (all Faculties and CATRIN)	<ul style="list-style-type: none"> - A methodology for e-recruitment has been developed, including rules for the use of existing online tools. - The practical guidelines for hiring committee members based on needs identified through focus groups have been proposed and adopted.
5. Optimization of onboarding process	Rules will be set for an efficient onboarding process for new employees, including guidelines for specific procedures.	24, 25, 36	2Q/2024	HR Office HR Offices (all Faculties and CATRIN)	<ul style="list-style-type: none"> - The methodology and supporting materials have been created and adopted. - The rules for evaluation of the adaptation process have been proposed.

					<ul style="list-style-type: none"> - Dissemination of the methodology across UP has been ensured, including training of involved persons and the possibility of consultations.
WORKING CONDITIONS AND SOCIAL SECURITY					
6. Systematisation of the job positions (Catalogue of Job Positions)	<p>The analysis of internal data will be done, and according to the result, the form of systematised positions will be proposed. The position competency models will be designed, focusing on research profiles (R1 - R4).</p> <p>All job position descriptions will be put in harmony with the European Qualifications Framework, identifying both necessary and required competencies for each of the four profiles for researchers (R1 to R4).</p> <p>Implementation of the new catalogue will enable transparent recruitment, selection and evaluation of candidates and its standardisation. It will also be linked to periodic staff appraisals, the career management process and</p>	5, 22, 23, 24,	4Q/2025	HR Office Legal Office Strategy and Quality Office Science and Research Office HR Offices (all Faculties and CATRIN) Communications Office	<ul style="list-style-type: none"> - Updated Catalogue of Job Position has been adopted into the legislative framework of the university and the implementation will start. - The competency models for each type of position and regarding research profiles have been created. - There was a discussion in the Academic Senate before representatives of the scientific community - All outputs were disseminated through internal communication tools.

	overall staff training and development.				
7. Revision of internal norms concerning working conditions of researchers	The revision of existing norms and necessary adjustments will be done, in compliance with the valid Czech legislation and other relevant regulations (e.g. European Directive). The norms will also be updated according to the Catalogue of Jobs Positions changes.	10, 22, 23, 24, 25, 26, 27, 28, 34	2Q/2026	HR Office Legal Office Office of Internal Audit and Control Communications Office	<ul style="list-style-type: none"> - Internal norms, including the ones affected by the update of the catalogue and job systematisation, have been updated into the legislative framework of the university: the Code of Conduct for the Recruitment of (Academic and Scientific) Researchers at Palacký University Olomouc, Career Code, Employee Evaluation, Internal Wage Regulation, Training Strategy, Work order, Notification of infringement of the law through the internal notification system at Palacký University Olomouc - There was a discussion in the Academic Senate before representatives of the scientific community. - All revised internal norms were disseminated through internal communication tools.
8. Career Development Plans	According to the Career Code, the training plans for researchers will be proposed and adopted. The	28, 29, 30, 33, 37, 38, 39, 40	4Q/2024	HR Office HR Offices	<ul style="list-style-type: none"> - Career plans for researchers has been developed.

	<p>electronic form of the plan will be proposed and implemented into the evaluation system (IS HAP). In the context of the training plans, the concept of succession will be defined with a view to effective career management of researchers.</p>			<p>(all Faculties and CATRIN)</p> <p>Continuing Education and Teaching Innovations Office</p> <p>Strategy and Quality Office</p>	<ul style="list-style-type: none"> - Methodology for their principles and creation has been adopted. - The electronic form has been proposed and implemented into the evaluation system (IS HAP). - The training sessions for managers and researchers has been proposed. - The concept of the succession plans will be proposed. - A number of trainings sessions for senior researchers have been organized. - All HR professionals (approx. 9 HR officers) and senior researchers (approx. 50) have been educated.
9. HR information platform	<p>An HR information platform will be built and created and developed as a central point for sharing HR documents and information. This platform will be built on a sophisticated information website with a structure following HR processes (recruitment and selection, adaptation, evaluation,</p>	12, 14, 15, 23, 24, 25, 26, 28, 30, 37, 38, 39	3Q/2025	<p>HR Office</p> <p>Computer Centre</p> <p>HR Offices (all Faculties and CATRIN)</p>	<ul style="list-style-type: none"> - Websites for researchers, management workers and other staff has been updated, including the section dedicated to the HR Award. - Current and new methodologies and all personal processes has been centralised to support senior

	etc.) and target groups (foreign employees, new employees, managers, etc.).			Communications Centre	<p>researchers in management roles (e. g. head of department)</p> <ul style="list-style-type: none"> - Informational website point for foreign researchers has been created. - All updates of websites have been disseminated through internal communication tools and as part of training session for senior researchers.
10. Supporting and promoting a fair environment at UP with an emphasis on work-life balance and well-being	<p>A work-life balance strategy will be developed with an emphasis on balancing gender inequalities related to maternity and parental leaves (flexibility of working hours, individual approach in setting career plans, taking into account the needs of parents in setting teaching duties, etc.).</p> <p>Measures will be designed with respect to the needs identified in this area in the staff surveys (realized in spring 2023 with 1237 respondents and in autumn 2022 with 339 respondents), aiming to create a family-friendly environment throughout the university.</p> <p>A guide to the policy on the reconciliation of work and family life at UP will be prepared for senior</p>	10, 24, 25, 27	2Q/2025	<p>HR Office</p> <p>HR Offices (all Faculties and CATRIN)</p> <p>Communications Office</p> <p>Building and Development Office</p>	<ul style="list-style-type: none"> - Work-life balance policy has been developed and adopted. - Guide for researchers in management roles has been created and disseminated. - HR website has been updated to include a separate section dedicated to Fair University and the strategy of a family-friendly environment. The section includes, for example, information and documents for researchers in management role aimed at balancing gender inequalities, an information part dedicated to motherhood and

	<p>researchers/researchers in management roles.</p> <p>Fair University brand will be systematically developed, creating a website, which will include information on family-friendly activities at UP.</p>				<p>parenthood, infographics with childcare points, etc.</p> <ul style="list-style-type: none"> - A space for a childcare (children's play area, children's group) has been built/allocated.
11. Building a prevention network	<p>A prevention network will be developed for researchers and other staff to strengthen equal conditions and a socially safe working environment. Counselling and supportive services or methodology materials will be created as part of the policy.</p> <p>The network of contact persons, including professional counsellors, ombudsperson will be established.</p> <p>An online tool for communication with authorized persons will be created within the internal information system.</p>	10, 24, 25, 27	2Q/2025	<p>HR Office</p> <p>HR Departments (all Faculties and CATRIN)</p> <p>Communications Office</p> <p>Office of Internal Audit and Control</p> <p>Legal Office</p> <p>Computer Centre</p>	<ul style="list-style-type: none"> - Map of contact/support persons has been established. - Overview of the counselling and supportive services for employees has been created. - Methodological materials have been proposed and adopted (e.g. methodology to prevent inappropriate behaviour in the workplace). - Online communication tool has been created. - All measures were disseminated through internal communication tools.
TRAINING AND DEVELOPMENT					
12. Optimization of educational strategy for senior researchers	<p>According to the Career Code and Methodological instruction for training employees of the Palacký University Olomouc, the model of education strategy for senior</p>	29, 29, 30, 36, 37, 38, 39, 40	4Q/2025	<p>HR Office</p> <p>Continuing Education and</p>	<ul style="list-style-type: none"> - The model of education strategy for senior researchers has been proposed.

	<p>researchers will be proposed, including the compulsory educational plans for variable job positions. The starting point is the training module tested during the implementation of the Action plan for 2021– 2023. The transition to electronic education system (e-learning courses, webinars, etc.) will also be prepared and tested.</p>			<p>Teaching Innovations Office</p> <p>Computer Centre</p> <p>HR Offices (all Faculties and CATRIN)</p>	<ul style="list-style-type: none"> - The compulsory educational plans have been created. - The electronic system for education activities has been proposed.
<p>13. Educational concept for early-stage researchers – Ph.D. students and Postdoctoral research fellows</p>	<p>Standardisation of the approach and design of the training concept for early-stage researchers - PhD students and postdoctoral students will be design.</p> <p>Postdocs: The definition of the postdoc category and its inclusion in internal standards will be done. A concept for recruitment, professional support and career development of postdocs will be proposed, especially concerning increasing attractiveness to foreign researchers.</p> <p>PhD students: Standardisation of the approach to support and professional development of PhD</p>	<p>13, 14, 15, 16, 21, 38, 39</p>	<p>1Q/2026</p>	<p>HR Office</p> <p>Continuing Education and Teaching Innovations Office</p> <p>Office of Doctoral Studies</p> <p>Science and Research Office</p> <p>Legal Office</p> <p>HR Offices (all Faculties and CATRIN)</p>	<ul style="list-style-type: none"> - The category of postdoc has been defined and implemented to the existing internal documents and norms. - The concept of professional support and career development for postdocs has been proposed. - The concept of standardization of support and professional development has been created. The guides for Ph.D. students and supervisors have been prepared, published and disseminated.

	students, including their training and support through mentoring, will be prepared. Also the related guides for PhD students and supervisors will be proposed.				<ul style="list-style-type: none">- The mentorship for Ph.D. has been defined and there are rules for using.
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