

## Action plan ECON MUNI 2023-2026

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target(s)	Status
<p><b>1. Raising awareness about the content of the Code of Ethics, basic processes, and research documents.</b></p> <ul style="list-style-type: none"> <li>Acquaint employees with the newly issued MU Code of Ethics.</li> <li>In cooperation with MU, implement professional workshops on the Code of Ethics.</li> <li>Cooperate on the preparation of e-learning for the Code of Ethics.</li> </ul>	2, 4, 5, 6, 8, 9	Q4/2023	<ul style="list-style-type: none"> <li>* Personnel Office in cooperation with CERPEK</li> <li>* Vice dean for Research</li> </ul>	<ul style="list-style-type: none"> <li>- Number of implemented actions</li> <li>- Number of trained employees</li> <li>- Updated information on the employee portal</li> <li>- An e-learning proposal is created</li> </ul>	<b>In progress AP 2020</b>
<p><b>2. Improving the dissemination and commercialisation of research results.</b></p> <ul style="list-style-type: none"> <li>To strengthen the skills of employees in dissemination and popularization of research results.</li> <li>To support activities related to the popularization of research.</li> </ul>	5, 8, 9	Q4/2024	<ul style="list-style-type: none"> <li>* Vice dean for Research</li> <li>* Vice dean for External Relations and Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>- Number of implemented actions</li> <li>- Number of trained employees</li> <li>- Updated information on the faculty website</li> </ul>	<b>In progress AP 2020</b>
<p><b>3. Increasing the number of women in decision-making bodies and leading positions of the faculty and support of the gender-fair environment.</b></p> <ul style="list-style-type: none"> <li>Remuneration review.</li> <li>To strengthen and develop conditions for equal opportunities for women in science and research and their involvement in higher research positions.</li> </ul>	10, 22, 24, 27	Q4/2023 (remuneration review) Q1/2024	<ul style="list-style-type: none"> <li>* Dean</li> <li>* Personnel Office</li> </ul>	<ul style="list-style-type: none"> <li>- Payroll Analysis Document</li> <li>- The proportion of women in faculty bodies</li> <li>- Number of activities to support women</li> <li>- Information in the faculty newsletter and on the employee portal</li> </ul>	<b>In progress AP 2020</b>
<p><b>4. Creation and implementation of a faculty Post/Role System.</b></p> <ul style="list-style-type: none"> <li>All job positions are clearly defined, including required competencies, responsibilities and teaching load for academic staff.</li> <li>All employees have updated job descriptions.</li> </ul>	11, 12, 13, 14, 21, 22, 28, 36, 38, 39	Q2/2023 (job descriptions) Q4/2024	<ul style="list-style-type: none"> <li>* Personnel Office</li> </ul>	<ul style="list-style-type: none"> <li>- Created document</li> <li>- Web link</li> <li>- % of employees with job description</li> </ul>	<b>Extended AP 2020</b>
<p><b>5. Strengthening the position of Postdocs.</b></p>	13, 14, 21, 25, 28	Q4/2025	<ul style="list-style-type: none"> <li>* Personnel Office</li> </ul>	<ul style="list-style-type: none"> <li>- Number of postdocs</li> <li>- Number of implemented actions</li> </ul>	<b>In progress AP 2020</b>

<ul style="list-style-type: none"> <li>Continuously increase the number of postdocs and strengthen the internationalization of the faculty.</li> <li>Opening the postdoc topic as an academic position and anchoring it in the MU system, including a career path (in cooperation with MU).</li> </ul>			* Vice dean for Research		
<p><b>6. Improvement of the faculty internal communication.</b></p> <ul style="list-style-type: none"> <li>Create and implement a faculty strategy for internal communication.</li> <li>Strengthen gender-sensitive language in internal communication.</li> </ul>	2, 5, 7, 9, 13, 14, 24, 28, 32, 34, 36, 38, 39	Q4/2023	* Internal communication	<ul style="list-style-type: none"> <li>Created document</li> <li>Number of implemented actions</li> <li>Employee survey results</li> </ul>	<b>In progress AP 2020</b>
<p><b>7. Repetition of employee (satisfaction) survey at the end of the revised Action plan implementation phase.</b></p> <ul style="list-style-type: none"> <li>The survey will be focused on fulfilling the principles of the Charter and the Code for researchers, the results will be communicated and made available to employees.</li> </ul>	23, 24, 36	Q3-Q4/2025	* HR Award team	<ul style="list-style-type: none"> <li>Response rate</li> <li>Development trends</li> <li>Number of information events for employees</li> <li>Web link</li> </ul>	<b>In progress AP 2020</b>
<p><b>8. Improvement of communication and services provided in English.</b></p> <ul style="list-style-type: none"> <li>Complete the translation of the faculty website and employee portal into English.</li> <li>Support the language skills of employees in the form of language courses.</li> </ul>	5, 10, 21, 24	Q4/2023	* Internal communication * Personnel Office	<ul style="list-style-type: none"> <li>Web link</li> <li>Number of implemented courses</li> <li>Number of trained employees</li> </ul>	<b>In progress AP 2020</b>
<p><b>9. Reduction of pedagogical and administrative burden.</b></p> <ul style="list-style-type: none"> <li>Actively search for opportunities and propose measures to reduce administration and simplify processes.</li> <li>Define the number of hours of direct teaching and the number of final theses supervised for individual positions, including the calculation methodology.</li> </ul>	23, 24, 26, 33, 37, 38, 39	Q4/2023	* Bursar * Vice dean for Full time Studies	<ul style="list-style-type: none"> <li>Employee survey results</li> <li>Number of implemented actions</li> <li>Development trends</li> <li>Implemented document</li> <li>Number of employees informed</li> </ul>	<b>In progress AP 2020</b>
<p><b>10. Strengthening and increasing the number of mobility (outcoming / incoming).</b></p> <ul style="list-style-type: none"> <li>Monitor and evaluate mobility obstacles for individual groups of researchers and respond to them, as necessary.</li> </ul>	10, 18, 24, 29	Q2/2025	* Vice dean for Research	<ul style="list-style-type: none"> <li>Number of mobilities (outcoming / incoming)</li> <li>Web link</li> </ul>	<b>Extended AP 2020</b>

<ul style="list-style-type: none"> <li>Revise mobility programs and programs aimed at young scientists and researchers.</li> <li>Improve awareness of the possibilities and conditions of taking sabbatical leave.</li> </ul>					
<p><b>11. Improvement of the leadership and supervision of young researchers.</b></p> <ul style="list-style-type: none"> <li>Strengthen training and development of supervisors.</li> <li>To propose concrete possibilities for regular evaluation of supervisors.</li> <li>Conduct a deeper investigation of the success of doctoral studies for 2020-2024.</li> </ul>	2, 3, 4, 22, 28, 36, 37, 40	Q1/2025	* Vice dean for Research	<ul style="list-style-type: none"> <li>Number of events for supervisors</li> <li>Proportion of successful Ph.D. students at different stages of their studies</li> </ul>	<b>In progress AP 2020</b>
<p><b>12. Improvement of training and development process at the faculty level.</b></p> <ul style="list-style-type: none"> <li>Create a faculty concept of the education and development system.</li> <li>To strengthen the development of scientific, pedagogical, and personal competences of workers. Within the topics offered, focus especially on ethics in science and research, language education, pedagogical competence, professional seniority, team management, HR skills (including empowerment, gender issues, well-being) and personal development.</li> </ul>	6, 11, 14, 22, 28, 36, 37, 38, 39, 40	Q4/2024	<ul style="list-style-type: none"> <li>* Personnel Office</li> <li>* HR Award team</li> </ul>	<ul style="list-style-type: none"> <li>The concept of the education and development system is created</li> <li>Number of implemented courses</li> <li>Number of trained employees</li> <li>Employee survey results</li> </ul>	<b>In progress AP 2020</b>
<p><b>13. Introduction of the faculty Career Code including the system of job position.</b></p> <ul style="list-style-type: none"> <li>To set the principles and conditions of career growth, to define the career paths of academic and non-academic workers, to specify the activities carried out in individual positions, including the ratio of activities in the field of teaching, science, and research.</li> </ul>	28,30,39	04/2023	<ul style="list-style-type: none"> <li>* Personnel Office</li> <li>* Vice dean for Research</li> </ul>	<ul style="list-style-type: none"> <li>Document created</li> <li>Web link</li> <li>Number of employees informed</li> </ul>	<b>New activity</b>
<p><b>14. Redefine the job description of the academic position of "lecturer" and raise awareness of its importance in ensuring quality teaching.</b></p> <ul style="list-style-type: none"> <li>Specify the characteristics of the position of lecturer and expand the possibilities of career growth in this position.</li> </ul>	22,24,33	Q4/2025	<ul style="list-style-type: none"> <li>* Dean</li> <li>* Personnel Office</li> </ul>	<ul style="list-style-type: none"> <li>Document created</li> <li>Promo article in the newsletter</li> <li>Number of lecturers in each department</li> <li>Employee survey results (Q3/2025)</li> </ul>	<b>New activity</b>

<p><b>15. Establish a system for identifying and training of potential successors to heads of departments.</b></p> <ul style="list-style-type: none"> <li>Define criteria and create a system for the identification and preparation of successors (talents) among faculty employees with the aim of their further development and preparation for future leadership or professional positions.</li> </ul>	28,37,38	Q4/2025	<ul style="list-style-type: none"> <li>* Dean</li> <li>* Personnel Office</li> </ul>	<ul style="list-style-type: none"> <li>- Internal methodology created</li> <li>- Training of senior staff in the given area</li> <li>- List of successors/high potentials</li> <li>- Number of activities implemented for identified successors</li> </ul>	<b>New activity</b>
<p><b>16. Promoting work-life balance, equal opportunities.</b></p> <ul style="list-style-type: none"> <li>Based on the results of the questionnaire survey "Flexible and diverse work culture at ESF MU", propose and implement activities leading to the improvement of the working environment and flexibility of working conditions.</li> </ul>	10,24,25,27,	Q4/2023	<ul style="list-style-type: none"> <li>* Personnel Office</li> <li>* Bursar</li> </ul>	<ul style="list-style-type: none"> <li>- Measures taken</li> <li>- Document created</li> <li>- Number of employees informed</li> </ul>	<b>New activity</b>
<p><b>17. Revision of internal guidelines:</b></p> <p>a) ECON MU staff salary entitlements b) Organisation of working hours at ECON MU</p>	10,24,26,27,	Q1/2024	<ul style="list-style-type: none"> <li>* Personnel Office</li> </ul>	<ul style="list-style-type: none"> <li>- Documents modified</li> <li>- Web link</li> <li>- Number of employees informed</li> </ul>	<b>New activity</b>
<p><b>18. Create and implement the faculty system of posts and jobs (workplace systemization)</b></p> <ul style="list-style-type: none"> <li>Define the rules and procedure for the systematization of jobs and their filling. Define the number of individual positions in departments.</li> </ul>	25,28	Q2/2024	<ul style="list-style-type: none"> <li>* Personnel Office</li> <li>* Dean</li> </ul>	<ul style="list-style-type: none"> <li>- Document created</li> <li>- Number of employees informed</li> </ul>	<b>New activity</b>
<p><b>19. To set up conditions and a system for financing long-term trips/mobilities of academic staff.</b></p>	18,24,29,38	Q4/2023	<ul style="list-style-type: none"> <li>* Dean</li> <li>* Bursar</li> </ul>	<ul style="list-style-type: none"> <li>- Document created</li> <li>- Number of Outgoing mobilities</li> <li>- Development trends</li> </ul>	<b>New activity</b>
<p><b>20. Meeting and networking of academic and non-academic staff of the faculty, integration of foreign employees.</b></p>	10,24,38	ongoing	<ul style="list-style-type: none"> <li>* Dean</li> <li>* Internal communication</li> </ul>	<ul style="list-style-type: none"> <li>- Implemented actions</li> <li>- Employee survey results (Q3/2025)</li> </ul>	<b>New activity</b>
<p><b>21. Maintaining the position of HR Award Manager, who will further coordinate the activities of the action plan and the implementation of HRS4R.</b></p>	10,24,27,37	ongoing	<ul style="list-style-type: none"> <li>* Dean</li> </ul>	<ul style="list-style-type: none"> <li>- The position of HR Award Manager is filled</li> <li>- Reports on the implementation quarterly submitted to the steering committee</li> </ul>	<b>New activity</b>