

Measure of the Faculty of Sports Studies of Masaryk University No. 4/2022

Procedure Protocol to the Regulations on Competitive Selection Procedures at Masaryk University

(as amended with effect from 1 January 2023)

In accordance with Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), and in accordance with Article 8 of the Masaryk University Selection Procedure Regulations (hereinafter referred to as the 'MU Regulations'), I hereby issue the following measure:

Article 1

Introductory Provisions

- (1) Following the MU Regulations, as amended, this measure regulates the uniform conditions of selection procedures at the Faculty of Sports Studies of Masaryk University (hereinafter referred to as "FSpS MU").
- (2) In all stages of the selection procedure, the principles of equal opportunities are respected, including consideration of the specifics of individual social groups and persons with disabilities.
- (3) The selection process is based on OTM-R principles (Open, Transparent and Merit-based Recruitment). The principles of openness, transparency and merit are observed following the OTM R policy of FSpS MU.

Article 2

Announcement of the selection procedure

- (1) The announcer of the selection procedure is the dean or the bursar. The dean usually announces tenders for academic, scientific and research positions, and the bursar announces for non academic positions.
- (2) For this measure, the head of the workplace is the head of the organizational unit where the workplace is established.
- (3) The head of the workplace, in cooperation with the personnel office of the faculty (hereinafter referred to as "PO"), establishes the formal conditions of the selection procedure, which are subject to approval by the announcer.
- (4) The formal requirements of the selection procedure include information on the following:
 - a) announcer,
 - b) workplace,
 - c) content of work activities,
 - d) general requirements for applicants, which are established in such a way that it is possible to verify the fulfilment of the so-called hard criteria already in the administrative round of the selection process,
 - e) advantageous criteria increasing the applicant's success rate, if they are established,
 - f) the conditions offered, including the expected starting date and the amount of employment,

- g) the method of applying, including the required attachments,
 - h) contact to provide additional information.
- (5) PO shall ensure the publication of the selection procedure following the MU Regulations as amended. Selection procedures for academic, scientific or research positions are always published on the Euraxess portal.

Article 3

The course of the selection procedure

- (1) Registration for the selection procedure is possible via e-application. In justified cases, it is possible to apply by e-mail to personalni@fsps.muni.cz.
- (2) Each selection procedure has at least two rounds: an administrative round and a personal interview with the applicant. The number of rounds of the selection procedure is determined by the chairman of the selection procedure committee (hereinafter referred to as "the committee") after discussion with the PO.
- (3) The control of compliance with formal conditions and general requirements occurs in the administrative round. The applicant does not advance to the next round if the position's formal conditions and general requirements are not met. The PO verifies the fulfilment of the conditions and submits its proposal to the commission in writing.
- (4) In the next rounds of the selection procedure, the committee assesses the applicant's suitability according to the selected selection criteria specified in the announced selection procedure.
- (5) Other rounds of the selection procedure may be:
 - a) personal interview,
 - b) professional test to verify professional or language competencies,
 - c) work on an individual assignment,
 - d) standardized psychodiagnostic test of the applicant to evaluate the personality prerequisites for successful work performance; as a rule, it is implemented in managerial positions,
 - e) other activities in accordance with the criteria for the given selection procedure.
- (6) Distance communication means may be used in the selection process based on the decision of the committee chairperson.

Article 4

Rules for the establishment, meeting and decision-making of the committee

- (1) By the end of the deadline for submitting applications, the announcer appoints the selection committee and its chairperson. The announcer can be both a member and the chairperson of the commission.
- (2) PO will ensure the training of all selection committee members in the rules and process of the selection procedure. Committee members safeguard the confidentiality of facts and data relating to applicants and the selection process.
- (3) Committee for selection procedures for academic, scientific and research jobs I., II., III. and IV. groups defined by Art. 3 MU Regulations must have at least five members, including the chairperson. This committee always includes the Vice-Dean for Science and Research or her authorized representative. The committee for other jobs not listed above must have at least three members.
- (4) In the case of filling the head of an academic, scientific or research position, an external member is part of the committee; this member is not an employee of the faculty. Particular emphasis is placed on the gender balance of the committee, whose composition must be in accordance with MU Regulations.
- (5) The committee takes decisions by voting and is competent to act in the presence of the majority of all members of the committee, including the chairperson.

- (6) The committee's meeting results in a decision on successful and unsuccessful applicants and the order of successful applicants. This conclusion cannot be voted on secretly. In case of equality of votes, the committee's chairperson decides on the final placings.

Article 5

Communication with the candidate of the selection proces

- (1) PO informs applicants about the following:
- a) acceptance of the e-application by the automatic response on the day of receipt of the e-application; acceptance of the application by e-mail will be answered to the specified e-mail address within 5 working days of receipt,
 - b) formal defects in the application, without undue delay; in such a case, part of the information is an instruction on the possibility of completing the application no later than the end of the deadline for submitting applications,
 - c) extension of the deadline for submitting applications, interruption or cancellation of the selection procedure, no later than 5 working days from the decision of the announcer,
 - d) the result of the administrative round within 10 working days from the end of the deadline for submitting applications. The successful applicants are informed about their progress to the second round, the further course of the selection process and the personnel composition of the committee,
 - e) if psychodiagnostic testing is part of the selection procedure, about its result, immediately after the end of the test in the form of remote access to the outcome for one month from sending the link to the test to the applicant,
 - f) the result of the selection procedure within 5 working days after its end.
- (2) Applicants are informed mainly in e-mail correspondence to the contact e-mail address specified in the e-application.
- (3) Feedback is communicated to all interested applicants.
- (4) The PO will ensure the distribution of an online anonymized questionnaire for collecting feedback on the quality of the selection procedure to applicants who have progressed to the 2nd round of the selection procedure.

Article 6

The result of the selection process, filing of complaints

- (1) The announcer decides on the result of the selection procedure following Art. 6, par. 2 MU Regulations. Their decision ends the selection process.
- (2) Complaints about the course or result of the selection procedure are received and handled by the PO by submitting an e-mail to personalni@fsps.muni.cz; the regulation governing the protection of rights at MU shall be used to manage such a complaint.

Article 7

Dropping the selection process

- (1) The announcer may drop the selection process in the cases specified in Art. 7 MU Regulations
- (2) A decision to drop the selection procedure is possible only based on a written proposal to waive the selection procedure submitted by the head of the given workplace to the announcer through PO. The written proposal must contain the following:
- a) job title, workplace name and number, workload, description of work activities,
 - b) applicant's name and surname, expected start date, applicant's CV,
 - c) justification of the proposal.

Article 8

Documentation of the selection process, monitored indicators

- (1) The PO shall ensure the creation of a record of the selection process containing the wording of the advertisement, the composition of the selection committee, a list of registered applicants, a record of the progress of the individual rounds, the result of the selection process and the decision of the announcer. Attached to the registration is the point evaluation of individual rounds. The minutes are approved in electronic form by all committee members, including the chairperson.
- (2) The record of the course of the selection procedure is kept by the PO in a manual registry and is handled according to the MU File and Shredding Regulations.
- (3) As part of the control and evaluation of the set employee selection process, the following indicators are monitored:
 - a) number of trained persons/committee members,
 - b) number of external/internal applicants,
 - c) the total number of applicants, of which the number of applicants from abroad, the number of female applicants,
 - d) composition of selection committees regarding gender composition (men and women).

Article 9

Final provisions

- (1) The head of the personnel office is responsible for interpreting the individual provisions of this measure and updating them.
- (2) The head of the personnel office checks compliance with this measure.
- (3) This measure becomes valid upon publication.
- (4) This measure takes effect on 1 January 2023.

signed electronically

PhDr. Jan Cacek, Ph.D.
dean