

## **Guideline of the Department for Personnel Management of the Rector's Office of Masaryk University**

# **Principles and Recommendations for Personnel Management of Postdoc Positions at Masaryk University**

*(With effect from 1 January 2023)*

### Article 1

#### **Subject of modification**

- (1) The principles and recommendations in the areas of personnel management in the life cycle phases of postdoc employees at MU (from now on referred to as postdocs) are designed in accordance with the relevant principles of The European Charter & Code for Researchers, respecting applicable internal regulations and other MU regulations, considering the current practice in the area of postdoc employment at MU.

### Article 2

#### **Background and description of the postdoc position at MU**

- (1) The European Charter & Code for Researchers (<https://euraxess.ec.europa.eu/jobs/charter-code-researchers>) dedicates one of its 40 principles to postdocs: "21. POSTDOCTORAL APPOINTMENTS | POSTDOCTORAL APPOINTMENTS

Institutions that appoint researchers to postdoctoral positions should establish clear rules and guidelines for the recruitment and appointment of researchers with postdoctoral status, including the maximum duration and objectives of such appointments. These guidelines should consider the length of previous postdoctoral positions in other institutions and the fact that postdoctoral status should be transitional and should aim to provide further opportunities for professional development in a scientific career with a view to long-term promotion.

- (2) The term postdoctoral fellow is broadly defined by the US National Postdoctoral Association (<https://www.nationalpostdoc.org/>) as a person who has earned a doctoral degree and continues to train for a limited period in research and/or academic activities under the supervision of a mentor to acquire professional skills needed for a future career (NPA 2015). The definition of a postdoctoral fellow is being refined and modified (e.g., number of years since completion of doctoral studies, age limit), particularly to meet the needs of funders or for organisational reasons in research and education organisations.

- (3) Definition of the postdoc position in terms of ERA and HR4SR: according to the descriptors of research profiles R 1-R 4, the postdoc profile corresponds to profile R 2.  
<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>
- (4) In the MU Terms and Conditions, the postdoc position is defined as follows: "The postdoc I – IV position is a position to which an employee may be assigned for a fixed term only. The head of the Masaryk University unit determines the more detailed specification of this position and the rules for assigning employees." According to the Masaryk University Directive No. 3/2018 Catalogue of job positions (as amended effective from 1 July 2018, Article 4 *Method of assigning other employees to job positions and pay grades*, paragraph (4).

### Article 3

#### Postdoc life cycle stages and recommendations for MU units

(1) TALENT ACQUISITION FOR POSTDOC POSITIONS

The main activities and Indicators for the recruitment of suitable candidates for postdoc positions will be set by the Units within the framework of their competencies and HR Policy for the implementation of Principle 21 of The European Charter & Code for Researchers or in accordance with the relevant grant scheme that will fund the postdoc position.

The activities aim to strengthen MU's brand as an employer with exceptional opportunities for the postdoc position, especially for the development of their competencies and their career growth.

(2) RECRUITMENT AND SELECTION OF POSTDOCS

The relevant provisions of the MU Selection Procedure Regulations, as amended effective from 1 January 2023, apply to the implementation of the MU Selection Procedure Regulations for the postdoc position at MU.

The aim is to implement recruitment and selection for postdoc positions respecting the principles of the OTMR and the MU Selection Procedure Regulations, which are based on clear criteria and processes and provide the necessary data to improve the methods and results of recruitment and selection.

(3) POSTDOC ADAPTATION

When implementing the adaptation, the units follow their internal rules for employees' adaptation. To increase the efficiency of the adaptation process, it is possible to use the Adaptation e-application in the MUNI IS (<https://portal.muni.cz/o-mne/osobni/personalistika/nastup-a-adaptace>)

The aim is to ensure an efficient onboarding phase for postdocs, which is crucial to ensure that new postdocs adapt as quickly and smoothly as possible to the organisational environment of MU and the components and expected performance aspects of their new job.

(4) PERSONAL AND CAREER DEVELOPMENT OF POSTDOCS

The units set the main activities, and indicators for personal and career development of postdocs within their competencies and HR Policy to fulfil the principles of The European Charter & Code for Researchers  
<https://euraxess.ec.europa.eu/jobs/charter-code-researchers>, Principle 21.

In support, university regulations and methodologies for career development can be used, which are implemented by the units in their context according to their conditions, needs and requirements. Those units that have their own Career Regulations follow the Career Regulations provisions in providing for postdocs' personal and career development.

The aim is to provide multifaceted support for postdocs' personal and career development, acting as a catalyst in developing their skills and helping them secure a future career path within or outside MU.

(5) POSTDOC REMUNERATION

MU units set and implement postdoc remuneration within the remuneration conditions provided by the MU Internal Wage Regulations and their implementing regulations at MU units.

The aim is to set up and implement a postdoc remuneration system that will be attractive, flexible and motivating for potential applicants from abroad.

(6) PERFORMANCE APPRAISAL AND CAREER DEVELOPMENT OF POSTDOCS

The main activities and indicators will be set by the units within their competencies and HR Policy to fulfil the principles of The European Charter & Code for Researchers.

MU units set their evaluation conditions respecting the provisions of Masaryk University Directive No.5/2017 - Employee Evaluation, specifically Article 2, paragraph (9) "The specific rules and conditions of the evaluation process at individual MU units are guaranteed by their head. The evaluator and the employee being evaluated shall respect the instructions of the head of the relevant MU unit during the evaluation. "

In support, university regulations and methodologies for career development can be used, which are implemented by the units in their context according to their conditions, needs and requirements. Those units that have their own Career Regulations follow the Career Regulations provisions in providing for postdocs' personal and career development.

The aim of the periodic performance evaluation of postdocs as one of the main tools of HR work is to obtain a baseline based on objective and measurable criteria when setting work tasks, goals and plans for the personal and professional development of postdocs and thus support their performance, motivation and career growth.

Article 4  
**Final Provisions**

- (1) This guideline shall enter into force on the date of signature.
- (2) This guideline shall enter into force on 1 January 2023.

In Brno, 21 December 2022

signed electronically

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