

Internal Review

Case number: 2019CZ471487

Name Organisation under review: Masaryk University – Faculty of Law

Organisation's contact details: Veveří 158/70, Brno, 611 80

1. Organisational Information

Please provide an update of the key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	112,95
Of whom are international (i.e. foreign nationality) *	6,2
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	34,30
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	45,45
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	55
Of whom are stage R1 = in most organisations corresponding with doctoral level *	6,9
Total number of students (if relevant) *	3079
Total number of staff (including management, administrative, teaching and research staff) *	185,95

Masarykova univerzita, Právnická fakulta

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Bankovní spojení: KB Brno-město, ČÚ: 85636621/0100, IČ: 00216224, DIČ: CZ00216224

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	10 285 772,76
Annual organisational direct government funding (designated for research)	1 287 440
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	1 528 181,63
Annual funding from private, non-government sources, designated for research	0

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The Faculty of Law is one of the four public law faculties in the Czech Republic and is the oldest of the Masaryk University's 10 faculties and 2 institutes. There are 12 departments and 2 institutes at the Faculty. The number of staff in departments/institutes averages around 10 people. The Faculty achieves outstanding results in the evaluation of science and research among the law faculties in the Czech Republic, both in the number of evaluated research results and concerning their quality. The Faculty emphasizes interregional and international cooperation, and its members are, in many cases, principal investigators or researchers in national and international research projects. Ph.D. students usually carry out independent research, but they are also involved in research teams at some departments of the Faculty. The Faculty strives to increase the share of scientific research results generated by young researchers and increase the R1 and R2 representatives' ratio in the institution's control. One of the priorities is to improve the scientific research base environment (e.g., separate offices for Ph.D. students), which would help them to achieve better results both in science and education. The Faculty of Law has committed to the principles of HRS4R as an independent institution. In the Faculty Action Plan are actions, which will be completed at the faculty level. However, there are also some actions that would have to be completed in cooperation with the Rectorate of Masaryk University. These actions include the Postdoctoral strategy, adjustment of the Code of Recruitment, Career Rules for MU, Gender Equality Policy, and formulation of new OTM-R Policy.



2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the four thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Ethical and professional aspects:

Strengths and Weaknesses

In the Ethical and professional aspects, we have made a progress by improving in several areas. The weaknesses of this area where we had the most concerns in our gap analysis, we have covered them by following actions:

- The information about the prevention of plagiarism was published on the Science and Research faculty website. This information includes links to the brochures about plagiarism in research, detailed guidelines on how can academic and research staff and Ph.D. students avoid plagiarism, what are the risks considered with plagiarism, what are the consequences, if plagiarism is detected, how to cite correctly. On the university level, there is also an online support to help staff and Ph.D. students with individual questions about plagiarism. Researcher from our Faculty were involved by providing valuable feedback about the content in the plagiarism brochures to the university coordinating team. As part of the Faculty onboarding process the employees are requested to complete an online training about plagiarism and Ph.D. students receive the information and guidelines in their first year of doctoral studies in a compulsory subject.

<https://science.law.muni.cz/content/en/vedecko-vyzkumna-cinnost/plagiatorstvi/>

- The health and safety training is now completed in newly designed E-learning, Employees complete the training online. Periodic training notification is automatically sent through the system to an employee, when his periodic training is due.
- Trainings for R1-R4 are presented at the Faculty through the Office of science, research and project management. The aim was to build more awareness between researches about the research activities, projects and grants, financial aspects and administration, scientist responsibilities and their public commitment. New webpage for science and research has been created at the Faculty website with more information for researchers eg. intellectual property, ethics in research, standards of behavioral research. Ph. D. students receive information in Info Day and in compulsory subjects in their first year of doctoral studies.

<https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/>

- Newly created Employee evaluation Process and application for evaluation in the Faculty internal system Intranet. At the Faculty is an advanced monitoring system in Intranet, where the pedagogical workload of academic staff is filled. The scientific work is being monitored in the university IS MU system. Both

systems are used for the academic and research staff evaluation which has started from 2020 as a pilot and was fully implemented in 2021. A pilot evaluation of non-academic staff (first round) took place in 2022 and a full-scale evaluation of non-academic staff was introduced in Q1/2023. Evaluations are done from both approaches, the bottom up and top down, and are one of the profound cultural changes at the Faculty. Employees and their supervisors evaluating past working period and setting working and professional development plans for next period. A training course in Employee evaluation has been provided to the heads of departments (academic and non-academic).

Measure No.4/2021 Faculty of Law. MU Evaluation of Employees at the Faculty of Law MU

https://is.muni.cz/auth/do/law/ud/predp/opatrene/18296466/Measure_No._4-2021_Evaluation_of_Employees_at_the_MU_Faculty_of_Law_Translated_by_DEEPL_.pdf

Measures of the Faculty of Law of Masaryk University No. 7/2020 Rules for Determination of Performance Rewards for Academic Staff of the Faculty of Law of Masaryk University

https://is.muni.cz/auth/do/law/ud/predp/opatrene/18296466/Measure_n._7-2020_Rules_for_Determination_of_Performance_Rewards_for_Academic_Staff_of_the_Faculty_of_Law.pdf

Measures of the Faculty of Law of Masaryk University No. 6/2020 Criteria and conditions for the allocation of exceptional rewards to academic staff

https://is.muni.cz/auth/do/law/ud/predp/opatrene/18296466/Measure_n._6-2020_Criteria_and_conditions_for_the_allocation_of_exceptional_rewards_to_academic_staff.pdf

Measure of the Faculty of Law of Masaryk University No. 5/2020 Determination of criteria for performance evaluation of academic staff (workload)

https://is.muni.cz/auth/do/law/ud/predp/opatrene/18296466/Measure_n._5-2020_Determination_of_criteria_for_performance_evaluation_of_AS_Translated_by_DEEPL_.pdf

- MUNI Employee portal – new platform designed at the university level which is now filled with specific content of the Faculty. The platform is accessible for all employees and R1 representatives and contains vast information for our researchers making it easily accessible not only for research information, but also for their personal and payroll agendas, training and development courses etc.

<https://portal.muni.cz/>

https://is.muni.cz/do/law/odd/personal/hr_award/dokumenty_pro_euraxess_internal_review_2023/MUNI_Employee_Portal_screenshot.pdf

- Communication became more bilingual (Czech and English) from the first day of the researcher at the Faculty to other areas, such as training and development courses in English, language courses in EN for non-academic staff and continuous translation of Faculty documents.

At the university level there has been an improvement in development of new trainings for researchers for example GDPR, Cyber security, introduction into IS MU

system and other workshops. At the Faculty we support these activities at the onboarding workshop by bringing the researches the awareness of these courses and request them to complete a set of basic courses as part of their onboarding process. Furthermore, there has been a profound progress made in the field of Open Science and Open Access, where a new comprehensive website has been created with new university Open Science strategy. The Open Science has been one of the HR strategic project sub-activities co-financed by the European Union. Faculty representative is involved as a methodologist in the Advisory board of this project.

<https://openscience.muni.cz/en;>

<https://science.law.muni.cz/content/en/vedecko-vyzkumna-cinnost/open-science--sireni-vysledku/>

Furthermore, we have conducted Faculty Gender audit, which outcomes were substantial for development of the university Gender policy. The Gender policy is now on the university and Faculty website.

https://www.muni.cz/media/3371580/gender_equality_plan_mu_gep_mu_en.pdf

<https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/>

As of 4/2023, a new ombudsman has been established at MU. With the institute of the so-called ombudsperson, who should, for example, investigate complaints for the protection of rights, provide assistance and advice to parties to a conflict, etc., rights protection will become a new and special area of methodological management at the University.

<https://www.em.muni.cz/en/news/16228-new-mu-ombuds-will-take-office-in-april>

Remarks (max 500 words)

Weaknesses

Going forward we still have a room for improvement in ongoing development of the MUNI Employee Portal, onboarding of research managers and non-academic managers, evaluation pilot and smooth transition to regular evaluation of non-academic staff working in science and research, development of E-learning in the field of Intellectual Property.

Currently, as part of the onboarding process at the Faculty, the researchers made familiar with the Code of Ethics. However, at the university level the Ethical Code is under review and an updated release of a new Code of Ethics is planned for Q3/2023. The Code of Ethics is designed to meet following parameters:

- The new Code of Ethics will apply to the entire university community, i.e., students, academic and non-academic staff of Masaryk University
- the new Code of Ethics will be declaratory, thus including the fundamental moral values to which Masaryk University as an institution subscribes and to which the entire university community is committed
- the new Code of Ethics will not be a law as such; subsequent legislation (Disciplinary Regulations for Students, Staff Regulations) may apply or will refer to).

This new concept of the MU Code of Ethics is fully in line with the MU Strategic Plan for 2021-2028, in which respect for the principles of academic ethics is named among the fundamental values forming the basis of MU's internal culture.

The Faculty aim is to cooperate with other faculties on the development of Code of Ethics at MU E-learning for employees.

Another target for the upcoming phase is the electronic system for familiarization with regulation. So far, we have made improvement, where we provide all new rules and regulations bilingual and through the electronic online system, however we still aim to cover larger amount of university and faculty rules and regulations with the target of adding previously issued rules and regulations to the electronic database academic and research staff and also for non-academic staff.

Recruitment and selection:

Strengths and Weaknesses

In the implementation phase of 2021-2022 we have made some major changes in this area. Our efforts were aiming with urgency to change the Regulations on Competitive Selection Procedures at Masaryk University. In cooperation with other faculties and the university Personnel department we have established two working groups focused solely on this area.

After two years we have achieved at the university level to have new Regulations on Competitive Selection Procedures at Masaryk University with inclusion of OTM-R principles. The Ministry of Education, Youth and Sports registered the Masaryk University Selection Procedure Regulations under Ref. No. MSMT-23561/2022-4.

<https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu>

The OTM-R principles were also adopted to the Faculty Recruitment and Selection Provision. At the Faculty level we had very supportive engagement from researchers, who have provided us with valuable feedback, and from the board of the Faculty members, who approved the new Recruitment and Selection process and regulation at the Faculty level.

Measures of the Faculty of Law of Masaryk University No. 4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations

https://is.muni.cz/do/law/ud/predp/opatreni/18296466/Measure_n._4-2023_Implementing_Regulations_to_the_Masaryk_University_Selection_Procedure_Regulations.pdf

Furthermore, based on valuable feedback from our researchers we have updated templates for and designed new handbook, guide for the Recruitment and Selection at the Faculty.

Along with the above we have participated in revision and updates to the university E-tool for Recruitment and Selection "Jobs.MU". For example: documents approval, gender, field specification.

All the above lead to the following improvements in this area:

- New university Rules of Recruitment and Selection MU with the inclusion of OTM-R principles. The policy is now on the university and the Faculty website, in the internal university information system IS MU and has been announced to our employees through newsletter. The policy includes a provision to use external selection committee member for hiring positions of R3 and R4, which is in line with the aim the Faculty have had.
- At the Faculty level we have a Measures of the Faculty of Law of Masaryk University No. 4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations. This policy is accessible to every employee in our internal system IS MU and to external applicants on our website.
<https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/>
- Adaptation process has been partially implemented. HR department is using a pre-onboarding checklist. New employees receive a welcome letter at the beginning of their employment with information about the Faculty and links to the Faculty information brochure for new employees, contact persons at the Faculty, university and faculty benefits, organizational chart and etc. Onboarding workshop is conducted for all new employees. International staff receives one on one onboarding and care. Our foreign employees are supported in the first days of employment, where our HR English speaking staff see them out to the medical appointments and explains social insurance and tax income related issues for CZ. Every new employee completes GDPR and Plagiarism online trainings and goes through the most important Rules and Regulations of the university and the faculty. The Rules and Regulations are explained and listed in the workshop presentation.
- Small working group build from HR, the Faculty and researcher's representative has designed and created the Recruitment and Selection handbook, which is a supportive detailed process map. In the handbook are guidelines for the job announcement, recruitment and selection process, recruitment of applicants with special needs (information guide from Teiresias Centre), interviewing guidelines and checklist for interviews with applicants. Interview process has improved and all applicants are assessed against a checklist with same criteria and their other language skills are always tested.
- University E-learning has been created with the support of HR staff from all MU faculties, who were part of a focus group in the design of the E-learning. Now all members of the selection committee have to complete online training about the rules and requirements of the recruitment and selection process including guidelines for conducting an interview with applicants before the selection process.
- In cooperation with our researchers, we have created new job announcement template, which includes more information for applicants about the university, faculty and faculty's department. Further inclusions are benefits, links to the Recruitment policies: the Regulations on Competitive Selection Procedures at Masaryk University and Measures of the Faculty of Law of Masaryk University No. 4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations and GDPR information.
- The postdoc position has been clearly defined through the university methodology for POSTDOCS. A working group composed of the faculties and other university unit's representatives was established for the creation of a guideline to set out procedures and criteria for the employment of staff working in postdoctoral positions (recruitment conditions etc.). The principles and recommendations in the areas of personnel management in the life cycle phases of postdoc employees at MU are designed in accordance with the relevant principle 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.

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

https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Methodika/odbor_pro_personalni_rizeni/ml_zasady_a_doporuceni_pro_personalni_rizeni_pozice_postdoc_na_masarykove_univer/EN_Principles_and_Recommendations_for_Personnel_Management_of_Postdoc_Positions_at_Masaryk_University.pdf?lang=en

- Faculty's Office for research, science and project management has created on our Faculty website a section for postdocs where we also announce any current vacancies in addition to the vacancy section on the Faculty and university website.
<https://science.law.muni.cz/content/en/vedecko-vyzkumna-cinnost/postdoktorandske-pozice/>
- Documents for the recruitment and selection for foreign researchers have been translated to English and all communication with the foreign employees is in English.
- Cooperation with Teiresiás Centre – E-learning for employees has been created to support them working with people with special needs. A counsellor at the Centre, is dedicated to support our faculty employees and students, who need a help.

Remarks (max 500 words)

Weaknesses:

- Career Code at the university level has not been developed.

Within the framework of the MU Management, fundamental topics resonating at MU, which need to be anchored in the MU career system, were discussed, in particular, the issue of tenure of leaders, inbreeding, the prohibition of concurrent functions of heads of departments and officials, determination of the minimum number of teachings hours for individual positions, determination of age for reducing the workload of academic positions, etc. It turned out that these fundamental topics need to be communicated within the broad academic community. At the same time, legislative support of the Czech legal system is required to anchor the selected rules. Thus, discussions will take place, and at the same time, steps will be taken to amend the law on universities.

New Career Code will be elaborated and published in 2024.

The university has now approached this area through a creation of methodology to support the career pathways to researchers. MU has published a at the end of 2022 the Guideline Career system at Masaryk University, which provides information and guidance for employees on career development and career growth. It offers motivational elements, counselling and consultancy support and self-assessment tools for career development and growth.

Guideline of the Personnel Management Department of the Rector's Office of Masaryk University Career system at Masaryk University

https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Methodika/odbor_pro_personalni_rizeni/ml_karierni_system_na_masarykove_univerzite/EN_Career_system_at_Masaryk_University.pdf

- The adaptation process of the Research Department's managers has not been adopted yet and will be an action for the next period. Another action we plan for the next period will be to transfer the whole adaptation process into E-adaptation in the newly created E-tool in the university system.

Working conditions:

Strengths and Weaknesses

In the time of implementation, during 2021 – 2022 we have made progress in several areas of the working conditions aspects and aimed especially for improvements in the most concerning weaknesses. We have implemented the E-learning at the Faculty of the Health and Safety Process, where periodic completion of the E-learning is automatically monitored, adopted the new [Recruitment and Selection Rules at MU](#) which includes our OTM-R policy and the Faculty's [Measure Implementing Regulations to the Masaryk University Selection Procedure Regulations](#) and created new website with support for suggestions and complains. This webpage includes also subjects of sexual harassment, discrimination and bullying. <https://www.law.muni.cz/content/en/o-fakulte/organizacni-struktura/oddeleni-a-centra/personalni-a-mzdove-oddeleni/zpetna-vazba-podnety-a-stiznosti/>

Targets in this area were achieved by completion these following actions:

- The adaptation process has been partially set up. Pre-employment checklist is applied to ensure, all the required areas of the onboarding are met. Employees receive "welcome letter" with information brochures for new employees, link to MUNI Employee Portal, where we have a special section for new Employees, directions to internal system IS MU. Furthermore, they are informed which trainings to attend at the beginning of their employment and new employees attend the onboarding workshop. This workshop includes information about faculty/university structure, regulations, ethics, IP, GDPR, faculty departments and contact persons, introduction to the university and faculty internal systems and training and professional development options. The whole process is also adapted for all international staff.
https://is.muni.cz/auth/do/law/odd/personal/hr_award/dokumenty_pro_euraxess_internal_review_2023/Information_for_new_employees_of_Faculty_of_Law_final_2022.pdf
- Creation of the webpage for Feedback, suggestions and complaints – new webpage for suggestions and complains has been created. The webpage is created for employees and students as well, containing the areas of sexual harassment prevention, bullying and discrimination. The information is provided in the MUNI Employee Portal and website for students of the Faculty. New employees are made familiar with these pages and processes during the onboarding training.
<https://www.law.muni.cz/content/en/o-fakulte/organizacni-struktura/oddeleni-a-centra/personalni-a-mzdove-oddeleni/zpetna-vazba-podnety-a-stiznosti/>
- At the university level creation of new website on Sexual Harassment. Masaryk University provides counselling to victims, witnesses and those accused of sexual harassment, approaches them with an offer of assistance and provides the relevant information. All the necessary information

and contacts are available on the website so that anyone can access them without having to explain their situation to anyone first. Contact persons (at Faculty of Law there is designated male and female contact person, who has completed training in this area) provide information on possible solutions and assistance both inside and outside the university, so that the person making a report can choose the solution that suits him/her best. If the complainant contacts the contact persons, they offer to listen with understanding; they will not downplay the situation and will not push this person in any way. Psychological counselling is also available as part of university assistance. Sexual harassment methodology has been created and published on this website:

<https://www.muni.cz/en/students/sexual-harassment>

<https://www.muni.cz/media/3502994/guidelines-for-resolving-sexual-harassment-incidents-at-mu.pdf>

- More seats for doctoral students' representation in Faculty of Law bodies or commission: The Doctoral Committee is both a platform for sharing information - both from management to doctoral students and from doctoral students to management, and it is also a consultative and advisory platform. Its members are the dean, the vice-dean for doctoral studies and five representatives of doctoral students - a doctoral senator, two representatives of new programmes and two representatives of the original programme. Link to Ph.D. Committee.

<https://www.law.muni.cz/content/en/student/pruvodce-studiem/doktorske-studium/>

- Improvement of working conditions for doctoral students by creation of new offices for them: currently, the new space for doctoral students is in progress and will be completed by the end of the 2023.
- New design of the science and research website at the Faculty has been created with more detailed and accessible information in English for international researchers (ongoing progress)

<https://science.law.muni.cz/content/en/>

- All new rules and regulations at the Faculty are now issued in Czech and English language. Older documents relevant for international researchers are continuously being translated. Communication became more bilingual (Czech and English) from the first day of the researcher at the Faculty to other areas such as training and development courses in English, language courses in EN for non-academic staff and continuous translation of faculty documents.
- General deadline for researchers to start the habilitation process is being discussed at the time of Departments Evaluation Process by the Dean. A methodology for transfer to another position if there is no career progression has been developed and is ready for the comment process with heads of departments.
- The evaluation of employees is set up to evaluate not only the quantity of scientific results (check on data in the internal system IS MU) but also the quality. This part of evaluation is completed by the supervisor or anonymous evaluator for evaluations related to the extension of the employment contracts.
- The MUNI Employee Portal <https://portal.muni.cz/> includes a tab about offer of courses and trainings including saved recorded trainings, which can an employee complete anytime. The university has now support in university center CERPEK, which has previously dominated in support of the pedagogical skills for employees, but is now supporting employees in the professional development in other areas as well. These include managerial skills, soft skills

development, talent development and other courses including psychological health. Supporting trainings on how to work with students with special needs are supported by the Teiresiás, the university Centre supporting students and employees with special needs and also employees working with others who have special needs. Teiresiás has developed an E-learning and new employees are informed about this E-learning during the onboarding process.

<https://cerpek.muni.cz/en>

<https://www.teiresias.muni.cz/en/who-we-are>

- The internal communication is supported with employee's newsletter; at the Faculty has been a new tool created for task allocation with automated reminder system and further there is a maintenance of the Faculty content at the MUNI Employee Portal. Due to Covid 19 pandemic many employees using communication through MS Teams groups and SharePoint where they exchange subject related experience, share documents and forms for joint achievements of task, new procedures and processes. New employees are informed about Yammer, university communication tool and the advantages being in a university shared communication channel. External communication is supported through more content, which can be found on the website for doctoral students, and use of newer look of the website for researchers.
- A [MUNI child group Elanek](#) has been created to support our parent employees and their families. Employees can register their children through us in the Elanek group.
- MU prepared a guide for parents that brings comprehensive information about what awaits the MU employees as a parent, what they must arrange and what obligations arise for them from the relationship with the employer/ MU and with various authorities and institutions. Parents can find in the guide information that will facilitate their natural and smooth return to the employment.

https://is.muni.cz/auth/do/law/odd/personal/hr_award/dokumenty_pro_euraxess_internal_review_2023/Materska_otcovska_a_rodicovska_dovolena_2022_EN-GB.pdf

- At the university level is the re-integration of researchers back to research supported through the Grant Agency MU Support for Integration of Researchers After a Career Break

<https://gamu.muni.cz/en/pro-vedce/career-restart>

- Events for employees – Afternoon coffee for international researchers, St. Nicolaus party and Night with Andersen organized through the Faculty Central Library,
- Psychological counselling at MU is offered to our R1 – R4 as part of the standard advisory services

<https://poradenstvi.muni.cz/psycholog/en>

<https://www.law.muni.cz/content/en/student/pruvodce-studiem/doktorske-studium/>

Remarks (max 500 words)

Weaknesses

We need to cooperate at the university level to formulate a University Career Code and a website for career growth and professional development. (Offers of courses, career paths and etc.) At the moment we have the university methodology for Career Development. MU has published a methodological sheet Career System at MU, which provides information and guidance for employees on career development and career growth. It offers motivational elements, counselling and consultancy support and self-assessment tools for career development and growth.

Guideline of the Personnel Management Department of the Rector's Office of Masaryk University Career system at Masaryk University

https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Metodika/odbor_pro_personalni_rizeni/ml_karierni_system_na_masarykove_univerzite/EN_Career_system_at_Masaryk_University.pdf

Training and development:

Strengths and Weaknesses

In the Training and development area we made in the 2021-2022 following progress compared to the Initial Assessment phase:

- Set up of new Employee Evaluation Process at the Faculty. Creation of an application in the Faculty Intranet for academic and non-academic staff with the plan for a personal and professional growth. A training course in Employee evaluation has been provided to the heads of departments (academic and non-academic).
<https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/>
- Training of employees in online teaching was speed up due to the pandemic situation. Trainings are offered online through MS Teams. This has been a great tool during pandemic and researchers are still continuously using it for further development. There are regular meetings of researchers in the online space, where shared knowledge is supported and other Researchers can benefit from best practice guidance from R3 and R4 researchers.
- The Faculty Office for Doctoral Studies and Advanced Master's State Examination provides trainings for supervisors or R1 to improve their pedagogical and soft skills. The university offers trainings for Early-Stage Researchers (R1) called FRESHERS – skills for Research Career. The aim of the course is to get an overall picture of the topics that researchers face such as International Exchanges within Ph.D., Financing Research, Publication Ethics, Communication of Science and Research Results Promotion, Intellectual Property. The aim is to strengthen abilities and skills of young scientists to better integrate into national and international projects and research structures.
- In 2021 MU issued Guidelines No. 1/2021 of the Research Office of the MU Rector's Office Principles and Recommendations for Effective and Quality

Doctoral Studies at Masaryk University

Doctoral studies are perceived as an intensive individual training of young scientists - experts (so-called early-stage researchers), significantly contributing to the scientific performance of the university and able to independently generate new knowledge in the academic and applied spheres after graduation. Therefore, the University has proceeded to create the document Principles and Recommendations for Effective and High-Quality Doctoral Studies at MU with the aim of defining the framework of access to doctoral studies at MU, and thus increasing its effectiveness and quality in relation to the strategic goals of the Ministry of Education and Science and MU. The material consists of a set of general principles, the implementation of which should gradually become a goal for MU, and a series of follow-up recommendations for individual actors in doctoral studies.

The document was prepared by the Research Department of RMU in cooperation with the Vice-Deans for Doctoral Studies. It was then approved by the MU management, the Internal Evaluation Board and representatives of the MU Academic Senate Student Chamber and presented to the Rector's College.

https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Metodika/odbor_vyzkumu/metodicky_list_c_1_2021_zasady_a_doporuceni_pro_efektivni_a_kvalitni_doktorske_s/EN_ML_1-21_Zasady_a_doporuceni_pro_efektivni_a_kvalitni_doktorske_studium.pdf?lang=en

- Directive of the Faculty of Law Masaryk University No. 2/2021 On Study in Doctoral Degree Programmes - this Directive implements the provisions of Part Four of the Study and Examination Regulations of Masaryk University and establishes certain conditions for the organization of studies in doctoral study programmes at the Faculty of Law of Masaryk University
https://is.muni.cz/auth/do/law/ud/predp/smer/2_2021_On_study_in_doctoral_study_programmes.pdf
- External education platform which offers more than 350 courses has been offered to different employees from academic and also non-academic departments. Employees registered on the platform have access to all courses for a year or longer.
- CERPEK - In March 2022 transformation of the previous MU Pedagogical Competence Development Centre into the new Competence Development Centre (CERPEK) was realized . This led to the extension of the educational portfolio when it comes to the form and content of the previously provided courses according to the functioning and transferable foreign practice and in connection with the needs of individual target groups.
<https://cerpek.muni.cz/en>
- At the Faculty level R1 have further training as part of their compulsory subjects in the first year of doctoral studies.
- Introduction of regular training development programs for managers (head of departments) and prospective managers and talent development of other suitable employees.
- Language support for academic staff at the Faculty to improve particularly in Legal English. All foreign researchers are offered Czech courses for free.
- The Faculty Department for science, research and project management organizes trainings for researchers about project management. The Faculty Library supports Researchers through the trainings on E-databases, Researchers ID in ORCID, citations, writing and publishing.

- Training about the Sexual Harassment prevention has been conducted and was available to all Faculty employees.

Remarks (max 500 words)

Weaknesses

We are aiming to work with other faculties at the university level on the action point in development of mentoring and supervision methodology in the next 2023-2026 period. In 2022 MU introduced higher standards in doctoral studies across disciplines with an emphasis on the quality of scientific results of doctoral students, gaining international experience during doctoral studies and adherence to the study schedule. The basic areas of trainer standards were discussed in detail, the creation of which is one of the priorities for the year 2023.

In conjunction with the university, we need to work on the formulation of University Career Code and development of new Careers at MU website, where courses, paths and career consulting could be access in one place. A web platform brings together relevant information regarding psychological and career counselling for employees. This has been also mentioned above in weaknesses in the area of working conditions.

- Career Code at the university level has not been developed.

Within the framework of the MU Management, fundamental topics resonating at MU, which need to be anchored in the MU career system, were discussed, in particular, the issue of tenure of leaders, inbreeding, the prohibition of concurrent functions of heads of departments and officials, determination of the minimum number of teachings hours for individual positions, determination of age for reducing the workload of academic positions, etc. It turned out that these fundamental topics need to be communicated within the broad academic community. At the same time, legislative support of the Czech legal system is required to anchor the selected rules. Thus, discussions will take place, and at the same time, steps will be taken to amend the law on universities.

New Career Code will be elaborated and published in 2024.

The university has now approached this area through a creation of methodology to support the career pathways to researchers. MU has published a at the end of 2022 the Guideline Career system at Masaryk University, which provides information and guidance for employees on career development and career growth. It offers motivational elements, counselling and consultancy support and self-assessment tools for career development and growth.

Guideline of the Personnel Management Department of the Rector's Office of Masaryk University Career system at Masaryk University

https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Metodika/odbor_pro_personalni_rizeni/ml_k_arierni_system_na_masarykove_univerzite/EN_Career_system_at_Masaryk_University.pdf

Have any of the priorities for the short and medium term changed? (max 500 words)

The priorities in the short and medium term have not changed. We have successfully completed the majority of the planned action points. The starting point for us was a development of new Employee Evaluation Process, creation of new Faculty E-tool for the Employee's appraisal including the variations for academic and non-academic staff, design of new pages for feedback, suggestions and complains, development of the onboarding process significantly improved our Employees onboarding experience especially through regular trainings and supporting documents. The support of professional growth and development has been improved through various trainings for researchers at the Faculty and university level. Creation of [the University Gender Plan](#) required us to conduct a Faculty internal audit. In cooperation with other faculties we have created new university [Regulations on Competitive Selection Procedures at Masaryk University \(OTM-R policy\)](#) and created the Faculty of Law [Measures of the Faculty of Law of Masaryk University No. 4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations](#).

Although we have been facing, like many other organizations, delays in some points of the action plan, due to the Covid -19 implications, we have progressively managed many actions to complete. The actions, which we have in progress will be completed in the next period 2023 – 2026.

Have any of the circumstances in which your organization operates changed and as such have had an impact on your HR strategy? (max 500 words)

As mentioned above the Covid -19 pandemic has impacted on the Faculty and university operations and our action plan implementation have been in various actions delayed. However, we have managed to complete many of the planned actions successfully. The main focus during the pandemic was on the new forms of online teaching and how to support the work of researchers. The Faculty and university operations quickly changed to the digital form, online meetings, shared documents and etc. Many employees transitioned to the home-office mode. Even though, this has brought some advantages, such as new developments in the university internal IT systems and E-tools for online meetings and teachings. However, the trainings and meetings we conducted online and therefore a personal contact was missing, which has made changes and implementation of new processes very challenging and difficult.

At the university level we have a HRS4R coordinator, who supports all the faculties HR Managers and coordinates working groups (representatives from faculties and institutes), when we need to create or update a policy, regulation or plan new action at the university level for the implementation of the HRS4R. Furthermore, the HR Award manager at the Faculty of Science is an HRS4R Assessor at the European Commission and has been a great support to the process of HRS4R implementation providing us many tips and guidance.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

At the Faculty level there was a new Dean from 2019 – 2023. The same Dean was elected for the next period of four year from 2023 - 2027. At the university level we had new Rector and this year will be new election of the Rector. The current Rector is the only candidate for the next term of four years. The Dean and Rector are very supportive of the HRS4R strategy and we are expecting to receive same support from them in the next period. In addition, the fundamental documents Strategic Plan of MU and Strategic Plan of the Faculty of Law have been approved for the period 2021-2028 and are therefore binding for the following years.

1. Actions

Please consult the list of all actions you have submitted as part of your HR Strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also select new objectives.

Note: Choose one or more of the principles from the GAP Analysis with their implementation ratings: New, In Progress, Completed, Extended

The revised Action Plan 2021-2022 with the status of actions and Action Plan for 2023-2026 are in separate documents.

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website. Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL: <https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/>

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles

In the area of OTM-R implementation we have completed many actions and made a large improvement.

At the university level we have been part of working group to create updated Regulations on Competitive Selection Procedures at Masaryk University, which embedded the OTM-R principles. Strong recommendation was for the in the area of the gender balance and training required for the selection committee. As a result, we have new updated policy at the Masaryk University for the recruitment and selection. The newly updated policy includes process for the research, academic and support staff. <https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu>

New **E-learning** for the Recruitment and Selection process the MU has been created.

At the Faculty level we have created the Measures of the Faculty of Law of Masaryk University No. 4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations. The policy is published on our website and saved in the internal system accessible to all employees.

https://is.muni.cz/do/law/ud/predp/opatreni/18296466/Measure_n_4-2023_Implementing_Regulations_to_the_Masaryk_University_Selection_Procedure_Regulations.pdf

<https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/>

Another important document created to support the new policies is the Recruitment and Selection handbook for the Faculty of Law, detailed process guidelines for researchers about the recruitment and selection at the Faculty. It includes steps of the whole process, guidance and checklist for the interviews, job advertisements inclusions and media for announcements including Euraxess and social media. The above sets a standard of the recruitment and selection process at the Faculty.

https://is.muni.cz/auth/do/law/odd/personal/hr_award/dokumenty_pro_euraxess_internal_review_2023/Handbook_of_Recruitment_and_Selection_of_Employees_at_PrF_04042023_EN-GB.pdf

Further actions in this area:

- HR has been part of the working group who contributed suggestions in development of the E-learning for the Selection Committees.
- All Selection Committees members at the Faculty have to complete the E-learning for Recruitment and Selection of Employees
- HR staff has completed the HR Academy training to support the researchers.
- HR participated in the working group to improve university E- Recruitment tool “Jobs.MU” (we only use the E-tool for recruitment at the Faculty).
- HR team is continuously providing a support and consultancy to all participants in the process

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL:

HR AWARD OUTPUTS <https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/>

Regulations on Competitive Selection Procedures at Masaryk University <https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu>

Measures of the Faculty of Law MU No. 4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations

https://is.muni.cz/do/law/ud/predp/opatreni/18296466/Measure_n._4-

[2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations.pdf](https://is.muni.cz/do/law/ud/predp/opatreni/18296466/Measure_n._4-2023_Implementing_Regulations_to_the_Masaryk_University_Selection_Procedure_Regulations.pdf)

Implementation**General overview of the expected overall implementation process of the action plan:** (max. 1000 words)

The Faculty of Law is the oldest faculty and belongs to the smaller faculties of Masaryk University. At the Faculty there has been a change in departments, where one of the departments has ceased and the Faculty has currently 11 academic/research departments, 2 research institutes and 12 non-academic research support departments. The Faculty has 3079 students (including the 161 Ph.D. students) 198 researchers and 43 non-academic researcher's supporting staff. Each of the Masaryk University faculty is an autonomous economic unit.

The Faculty follows large university framework of regulations and the university strategy. However, it has own strategic plan as well and the autonomy to apply own procedures and directions, instructions and measures build on the university policies.

CEITEC and Faculty of Science were the first to follow the HRS4R strategy and in 2019 other faculties, including the Faculty of Law, have endorsed commitment to the HRS4R. In December 2020 we have submitted the Gap Analysis and Action Plan to the European Commission and received in April 2021 the HR Award. Even before embarking the HRS4R process at the Faculty, we started on improvement of these processes: Employee Evaluation with targeted group of employees, HR manager representation at every interviewing process, creation of supporting document for onboarding.

One of the biggest steps to support the HRS4R process is the commitment of the Dean, through the Dean's provision issued to support the HRS4R strategy, which requires the support and collaboration of all faculty members.

Dean's Provision of Faculty of Law of Masaryk University No. 13/2019 Implementation of HR AWARD – HRS4R

https://is.muni.cz/do/law/ud/predp/opatreni/18296466/Deans_Provision_13-2019_HRA.pdf

The Faculty has engaged HR manager with international experience from High Education field to shield the HR Award process at the Faculty. Soon after a Working Group from researchers R1-R4 and Steering Committee was nominated. Following was an Employee Survey conducted which supported the creation of Gap Analysis and Action plan.

During the implementation period from 2021 and 2022 we started working systematically on the two-year Action Plan, even though we have planned some Actions for a 3-5 years period. Revision of the Action plan provides detailed information to the actions we have completed, have in progress or

extended. The Actions in progress were set with new deadlines for the period of 2023 – 2026. We have also added new actions for period 2023 - 2026 until the External Review.

The Expert team at the Faculty (HR, Faculty and researchers representatives) has been meeting regularly during the past two years to discuss action's progress and will continue to oversee the implementation in the next period. Meetings with the Dean's Board representatives, Heads of Research Support Departments (assigned to Actions as responsible units) have been coordinated based on actual implementation needs and deadlines of the Action Plan. The Steering Committee has been informed about updates of the HRS4R and actions at Dean's meetings by Vice-Dean for strategy and Faculty development.

We have made a detailed description of action statuses in our Revised Action Plan. Compared to the Initial Phase and thanks to completed Actions, which lead to improvements in many areas, we have reached another point of the HRS4R journey and we aim to continue on working to improve in other areas for better employee's life cycle at the Faculty.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

How have you prepared for the internal review? *

The internal evaluation was prepared by the HR Award Manager in collaboration with a small faculty HR Awards Expert Group (representative from HR, faculty and researchers). The evidence for the internal evaluation was discussed and agreed by the Steering Committee at a meeting of the College Dean of the Faculty.

- The implementation of the measures was regularly monitored.
- Feedback and suggestions from staff and working groups.
- Sharing experiences and feedback with other faculty.
- Collecting data, resources and information to support internal review assessment.

How have you involved the research community, your main stakeholders, in the implementation process? *

Researchers - during the implementation, all the categories of R1 – R4 researchers have been involved in the process. They have been a valuable support, providing us with suggestions and feedback on developing new policies, guidelines and practices. In the development phase the consultancy with researchers was crucial to the process of new changes, creation of new applications (Employee evaluation), documents (Recruitment and Selection Handbook) and forms (Checklist for Interviews). In the implementation phase they supported the new procedures and were good messengers of the change.

Implementation group – in this group were mainly the vice-deans and the department heads, whom we discussed the action plan with, reviewed actions planned and completed, monitored the progress and coordinated next steps for completion of other actions. The periodicity of our meetings was based on the action plan deadlines.

Do you have an implementation committee and/or steering group regularly overseeing progress? *

The progress of the implementation of actions has been regularly overseen by the Steering Committee and information about new actions or progress has been provided by the Vice-Dean for strategy and faculty development at the Dean's Board meetings. The HR Award manager regularly commented, discussed and agreed on further steps with the Vice-Deans, who are on the Steering Committee.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy

At the Faculty level we have a Dean's Provision - Implementation of HRS4R at the Faculty of Law MU, to support whole HRS4R process. Strategic plan of the Masaryk University and of the Faculty of Law 2021 – 2028 has been issued and there is a significant support of the HR processes in alignment of HRS4R. There are several processes at the Faculty level which are supported through Dean's provisions, measures and directive.

Dean's Provision of Faculty of Law of Masaryk University No. 13/2019 Implementation of HR AWARD – HRS4R

https://is.muni.cz/do/law/ud/predp/opatreni/18296466/Deans_Provision_13-2019_HRA.pdf

Measure Faculty of Law MU No. 4/2021 Evaluation of Employees at the Faculty of Law MU

https://is.muni.cz/auth/do/law/ud/predp/opatreni/18296466/Measure_No._4-2021_Evaluation_of_Employees_at_the_MU_Faculty_of_Law_Translated_by_DEEPL_.pdf

Measures of the Faculty of Law of Masaryk University No. 7/2020 Rules for Determination of Performance Rewards for Academic Staff of the Faculty of Law of Masaryk University

https://is.muni.cz/auth/do/law/ud/predp/opatreni/18296466/Measure_n._7-2020_Rules_for_Determination_of_Performance_Rewards_for_Academic_Staff_of_the_Faculty_of_Law.pdf

Measures of the Faculty of Law of Masaryk University No. 6/2020 Criteria and conditions for the allocation of exceptional rewards to academic staff

https://is.muni.cz/auth/do/law/ud/predp/opatreni/18296466/Measure_n._6-2020_Criteria_and_conditions_for_the_allocation_of_exceptional_rewards_to_academic_staff.pdf

Measure of the Faculty of Law MU No. 5/2020 Determination of criteria for performance evaluation of academic staff (workload)

https://is.muni.cz/auth/do/law/ud/predp/opatreni/18296466/Measure_n._5-2020_Determination_of_criteria_for_performance_evaluation_of_AS_Translated_by_DEEPL_.pdf

Measures of the Faculty of Law of Masaryk University No. 4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations

https://is.muni.cz/auth/do/law/ud/predp/opatreni/18296466/Measure_n._4-2023_Implementing_Regulations_to_the_Masaryk_University_Selection_Procedure_Regulations.pdf

Directive of the Faculty of Law MU No. 2/2021 On study in doctoral study programmes

https://is.muni.cz/auth/do/law/ud/predp/smer/2_2021_On_study_in_doctoral_study_programmes.pdf

How has your organisation ensured that the proposed actions would be also implemented? *

Unlike most faculties, the Faculty is not supported by any project, so there are no external funding sources to support any HR Award related activities. The Faculty has made this strategic and financial long-term decision (commitment to the HRS4R strategy and implementation of the action plan) with the allocation of financial resources from the Faculty's own budget.

It is our aim to continuously improve the 4 areas of the HRS4R and to work with academic, research and non-academic staff.

- Expert Team (HR, faculty and research representative) works on reviews of the progress in regular operation meetings, compares the progress of actions with the Gantt Chart (deadlines) and sets goals and priorities.
The Expert team shares documents on shared drive which are edited and updated by the team's feedback and suggestions.
- Documents, which pass the Dean's board approval are issued as Dean's Measures and are published in the internal system with university and faculty documents. Access to these documents is to all employees, many documents are publicly accessible, however internal guidelines or instructions are not public).
- Departments heads share the information to the researchers and non-academic staff at their departmental meetings. They ensure that the employees understand the procedure and rules.
- Trainings are offered to the employees who have responsibilities in the new or updated process.
- Implemented actions or processes are shared through different channels – newsletter, internal system, website, department announcements or notifications, trainings and meetings.
- An employee survey is planned for the External Review.

How are you monitoring progress (timeline)? *

We monitor the progress of the Action Plan timeline through the quarterly revision of the Gantt Chart and Action Plan, ad-hoc meetings with the representatives of the faculty HR Award Expert Group and periodic meetings with the Implementation Team (representatives from the non-academic offices which supports the researchers) and approximately twice a year-meetings for revision from the Steering Committee representatives.

How will you measure progress (indicators) in view of the next assessment? *

The next Revised Action Plan for the External Review in 2026 will be measured in the same manner as the Action plan from 2021 -2022. We will regularly check and revise the fulfillment of the targets (Gantt Chart), which will have a detailed approach to actions and completion of actions will be described in the "Action status" section. In addition, we would like to conduct an Employee Survey to evaluate the impact of HRS4R.

How do you expect to prepare for the external review? *

The preparations for the External Review of the Faculty of Law:

- Revision of the Action Plan (monitoring of the implementation process at the faculty and university level).
- Meetings with the HR Award Expert team and Implementation Team at the Faculty.
- Research Focus Group (Opinion Makers) collection of inputs and feedback.
- Employee survey on the HRS4R Implementation.
- Networking with other faculties and institutions in the next phase of HRS4R implementation.
- Continuously attending various workshops and trainings organized through Euraxess or other institutions (eb. The NKC Gender and Science) to improve knowledge about best practices.

Additional remarks/comments about the proposed implementation process