

Masaryk University Language Centre Measure No. 1/2022

**IMPLEMENTING REGULATION FOR THE MASARYK UNIVERSITY
SELECTION PROCEDURE REGULATIONS**

(in the version effective from 1 January 2023)

In accordance with Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Higher Education Act") and in accordance with Section 8 of the Masaryk University Selection Procedure Regulations (hereinafter referred to as the "SP Regulations"), I issue the following Measure:

Section 1

Introductory Provisions

This Measure is an implementing regulation for the Masaryk University Selection Procedure Regulations (hereinafter referred to as the "SP Regulations"). It regulates unified requirements for selection procedures at the Masaryk University Language Centre (hereinafter referred to as the "MU LC").

Section 2

Formal Requisites of Advertising the Selection Procedure

- (1) Selection procedures for academic and non-academic staff at the MU LC are advertised by the MU LC Director (hereinafter referred to as the "Advertiser").
- (2) Selection procedures are advertised for groups of positions mentioned in Section 3 of the SP Regulations:
 - group I: professor, associate professor, academic researcher III and IV,
 - group II: assistant professor, researcher III and IV, postdoc I to III,
 - group III: instructor, lecturer I and II, academic researcher I and II, researcher I and II, manager II to IV, specialist III to V, all managerial jobs across all positions except for jobs in group I and II in case both the job and the position are filled,
 - group IV: extraordinary professor I and II,
 - group V: all the other positions not mentioned above.

Section 3

Determination of Formal Requirements and Selection Criteria

- (1) Formal requirements of selection procedures correspond to those stipulated in the SP Regulations, as amended.
- (2) In justified cases, the Advertiser may set further requirements that shall be part of the selection procedure advertisement.
- (3) The period for submitting applications is at least 30 days for academic positions and at least 7 days for non-academic positions.
- (4) The text of the selection procedure advertisement gives the requirements that have to be met for the application to be accepted.
- (1) The meeting of the requirements is checked in the first, administrative, round of the selection procedure. In case the candidate fails to meet the requirements, they shall not proceed to the next round of the selection procedure. The meeting of the requirements is checked by the head of the HR Department and the chair of the selection committee or its member authorized by the chair.
- (2) The selection procedure has at least two rounds. One of the rounds must include an interview with the candidate.

- (5) The committee may use various forms of the selection procedure: in-person, hybrid, online, and other alternatives, as applicable. The committee's chair decides on the form, depending on the current situation.

Section 4

Rules of Establishing the Committee and Members' Obligations

- (1) In accordance with Section 5(1) of the Masaryk University Selection Procedure Regulations, the Advertiser appoints the selection committee by the end of the period for submitting applications. The Advertiser may appoint a committee for each selection procedure or a standing committee, which may be supplemented for the purpose of individual selection procedures. The composition of the committee shall represent diverse expertise and skills and reflect gender balance where possible.
- (2) The committee shall have at least three members, including the chair and a representative of the MU LC's management.
- (3) The Advertiser may add further members to the committee during the selection procedure.
- (4) The committee members are informed about the rules and process of the selection procedure on the appointment.
- (5) The committee members are obliged to maintain confidentiality of the facts related to the selection procedure.

Section 5

Rules of the Committee's Sessions and Decision-making

- (3) The meetings and sessions of the committee are presided over by the chair. The chair of the committee is appointed by the Advertiser.
- (4) The chair of the committee sets the rules or the method for the selection of successful candidates, which forms a basis for the committee's decision-making. Successful candidates may be determined according to a score or through voting of the committee members. The rules of voting are set by the chair of the committee.
- (5) The ranking of successful candidates is based on the score or the voting of the committee members.
- (6) In accordance with Section 6(2) of the Masaryk University Selection Procedure Regulations, in the decision-making on the selection procedure result, the Advertiser is bound by the committee's conclusions regarding successful and unsuccessful candidates. The Advertiser is not bound by the committee's conclusions on the ranking of successful candidates.

Section 6

Notification of the Candidates

- (7) The candidates are notified of the acceptance of their applications within 5 working days after the end of the period for submitting applications.
- (8) After the completion of the first, administrative, round of the selection procedure, the candidates are notified without undue delay whether they proceed to the next round or their participation has been discontinued. They are also informed of the composition of the committee and of further steps in the selection procedure.
- (9) The candidates are notified of the result within 10 days after the end of the selection procedure.
- (10) The notification of the candidates under this section is carried out by sending an email message to the email address specified by the candidate in their application.

Section 8

Method of Documenting the Course of the Selection Procedure

- (11) A designated employee of the HR Department makes a record of the selection procedure no later than 10 working days after the decision is made. The record contains,

in particular, the names of the committee members present, the names of candidates who submitted an application, the proceeding of successful candidates through the individual rounds of the selection procedure and the list of candidates who got a job offer. The record is signed by all members of the selection committee.

- (12) The record of the committee's session and the decision of the Advertiser are kept in the archive of the HR Department in accordance with the schedule laid down in the MU Document Management Rules.

Section 9
Filing Complaints

The candidates may file a complaint of the course or result of the selection procedure no later than 14 days after the date of notification of the results. The filing of complaints is regulated by the Rector's Directive No. 3/2008 – *Processing and Registration of Complaints, Motions and Petitions at Masaryk University*.

Section 10
Final Provisions

- (1) The entire process of selection procedures is administered by the HR Department of the MU LC.
- (2) Other rights and obligations laid down in the SP Regulations shall not be affected hereby.
- (3) I authorize the head of the HR Department to interpret the individual provisions hereof.
- (4) I authorize the head of the HR Department to update this Measure on an ongoing basis.
- (5) This Measure shall enter into force on the day of publication. This Measure shall enter into effect on 1 January 2023.

Brno, 9 December 2022

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