

Measure issued by the Faculty of Economics and Administration, MU, No. 5/2022

**on the selection process at the Faculty of Economics and Administration of
Masaryk University**

(as amended with effect from 11 January 2023)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act"), I issue the following measure:

Section 1
Basic provisions

- (1) In accordance with Section 8 of the MU Selection Procedure Regulations, this Measure sets out the conditions of the selection procedure at the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as "ESF MU") and defines the individual steps of the recruitment process, from the advertisement of the selection procedure to the filling of the position.
- (2) The measure defines the rules for the recruitment and selection of persons who will be assigned to work at ESF MU on a permanent basis, i.e. in an employment relationship, not in the form of agreements on work performed outside the employment relationship.
- (3) The measures on the selection process regulate the activities of the heads of the ESF MU departments, members of the selection committee, persons responsible for recruitment and staff of the Personnel Office.
- (4) For the purposes of the Measure, the head of a workplace means the head of the organisational unit to which the workplace is assigned, typically a department, institute, division and/or special purpose unit.
- (5) For the purposes of the Measure, the Advertiser of the selection procedure is understood to be the Dean or Bursar of the ESF MU.

Section 2
General principles of selection procedures

- (1) All selection procedures for scientific, research, academic and non-academic positions implemented at ESF MU follow the principles of OTMR (open, transparent, merit-based recruitment). These principles are further specified in Section 2 of the MU Selection Procedure Regulations.
- (2) The selection procedures are open, transparent and evaluate applicants on the basis of clear criteria that ensure objectivity and are in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (the Code).
- (3) The selection procedure is conducted in accordance with the applicable legislation of the Czech Republic and the MU Selection Procedure Regulations defining the filling of academic and other posts.

Section 3
Identification of the recruitment requirement

- (1) Recruitment at the ESF MU is carried out in cooperation between the Personnel Office and a specific department, represented by its head(s) or a person authorised by them, the so-called contracting authority.
- (2) The requester shall forward the request in writing to the Head of Personnel Office. The Recruitment Request Template, which is provided in the Practical Guide to the Selection Process, is used to prepare the request.
- (3) The recruitment requirement includes:
 - a) job title,
 - b) information on whether the position is temporary/permanent and the possibility of extension,
 - c) justification for the recruitment requirement,
 - d) confirmation of the availability of financial resources within the Institute's budget,
 - e) requirement for advertising portals (beyond the mandatory ones),
 - f) a proposal for the composition of the selection panel; in the event of an incomplete proposal, the members of the panel will be added by the Personnel Office in agreement with the Advertiser.
- (4) Prior to the advertisement of the selection procedure, the Personnel Office representative(s) shall forward the draft request to the Advertiser for approval.

Section 4
Advertisement of the selection procedure

- (1) The Advertiser of the selection procedure is the dean for academic positions and the ESF MU Bursar for non-academic positions.
- (2) All selection procedures or job offers are published on the MU and ESF MU websites. If a position is advertised in English, it is also automatically transferred to the THEunijobs portal. Job offers for academic positions are published on the EURAXESS portal. Job vacancies are also advertised on other job portals and social networks in agreement with the Head of Department and/or the Chairperson of the Selection Committee. The list of advertising portals that can be used is specified in the Practical Guide to the Selection Process.
- (3) The advertisements for filling the post are created by the Personnel Office on the basis of the documents provided by the contracting authority. The advertisements shall, as far as possible, be concise and to the point and contain essential information that should be known by all those interested in the position.
- (4) Advertisements for academic positions are advertised in English only.
- (5) Templates containing the organisation's logo and HR Award are used for advertising. Where appropriate, advertisements are accompanied by links to a website with more detailed information. A contact person for any queries is included in each advert. Advertisements are written in gender correct language and include:
 - a) the title and characteristics of the position,
 - b) what we require (qualifications, personal requirements, etc.),
 - c) what we offer (more information about the position, benefits, etc.),

- d) opportunity for professional development/career growth,
 - e) description of the workplace,
 - f) information on the e-application and required documents,
 - g) place of work,
 - h) type of employment contract (open-ended, fixed-term – including length and possibility of extension),
 - i) researcher profile (R1-R4)
 - j) time,
 - k) closing date for applications.
- (6) Salary information is part of the personal interviews. In justified cases, the salary or salary range may be included in the advertisement. The advertisement templates provided in the Practical Guide to the Selection Process are used to prepare the advertisement.

Section 5 Applying for the selection procedure

- (1) Applications for the selection procedure are made exclusively by e-application. The documents required to participate in the selection procedure are defined in the advertised tender.
- (2) The applicant will be informed of the acceptance of the documents by an automated response immediately after submitting the application. If the application is incomplete, the Personnel Office may ask for it to be completed.
- (3) If the deadline for the selection procedure is extended by the Advertiser, all applicants will be informed of the extension. Applications received after the deadline may not be taken into account.
- (4) External candidates have the same conditions for applying for the selection procedure as internal candidates.

Section 6 Selection Committee

- (1) The rules for appointing the selection board are generally described in Section 5 of the MU Selection Procedure Regulations. The Advertiser appoints the selection board and its chairperson is announced no later than the day of the selection procedure.
- (2) The Committee is independent, free of conflicts of interest and its composition takes into account the expertise and gender balance of the Committee.
- (3) The committee has a minimum of five persons for academic positions and a minimum of three persons for non-academic positions. The committee consists of: the head of the department or her/his delegated person, a representative of the Personnel Department, a representative of the ESF MU management, a representative of the department (e.g. professional supervisor), a representative from another department.
- (4) In the case of a selection procedure for the post of professor, associate professor, researcher III and IV, extraordinary professor I and II, the committee always includes an internationally recognised expert who is not permanently based in the Czech Republic and is not a citizen of the Czech Republic. In a justified case, a citizen of the Czech Republic may be a member of the Committee if the other conditions of the previous sentence are met.

- (5) The Committee assesses the completeness of the application, its formal correctness and the fulfilment of the qualification requirements.
- (6) All members of the panel are qualified and fit to participate in the selection process and conduct interviews.
- (7) The Committee is competent to act in the presence of a minimum of three persons, including the Chairperson of the Selection Committee.
- (8) A decision on the success of an applicant for academic or non-academic positions requires the consent of a supermajority of all those present. In the event of a tie, the vote of the Chairperson of the Committee shall prevail.
- (9) The Committee shall be bound by confidentiality with regard to the facts of which it has become aware in connection with the selection procedure, except for communications with other members of the Committee. This confidentiality may be waived by the Advertiser or the Rector.

Section 7 Selection process

- (1) The selection procedure is conducted in close cooperation between the ESF MU Personnel Office and the potential employer. A uniform procedure is set up for selection procedures.
- (2) The selection procedure is usually a multi-round procedure:
 - a) Round 1 – administrative,
 - b) Round 2 (optional), before, alongside or after the oral interview – verification of professional and personality aptitudes, e.g. professional test, written assignment, lecture/seminar, personality tests, possible request for references,
 - c) Round 3 – oral – interview with the candidate.
- (3) In justified cases, the selection procedure (or individual rounds thereof) may be carried out in an alternative mode involving the use of online communication technologies. The chair of the selection board shall decide on the implementation and the specific procedure.
- (4) Communication with individual candidates and the selection committee is administered and managed by the Personnel Office, and in professional matters by the department's representative (professional guarantor).
- (5) The selection process is illustrated graphically by the diagram in Annex 1.

Section 8 Administrative round of the selection procedure

- (1) The administrative round is the assessment of the fulfilment of the basic requirements for the selection procedure by each candidate.
- (2) The selection committee has access to the files of all applicants throughout the selection process. The selection board shall examine the completeness of the application, its formal accuracy and the fulfilment of the eligibility requirements. If formal deficiencies are found, the selection committee may ask applicants to complete their applications.
- (3) After the end of the application period, the nomination committee will meet at an agreed date to set the basic evaluation criteria, then evaluate the materials of each applicant and decide who will be invited to the next round of the selection process. They will also agree on the specific conduct of the selection procedure (i.e. single round, multiple round, task, personality tests, etc.).

- (4) Candidates who meet the qualification requirements and criteria are invited to the next round. There is no limit to the number of those selected. The whole process is administered by the Personnel Office in cooperation with the Selection Committee.
- (5) In the event of an interview taking place, the contact person will arrange the date and language of the interview with the applicant in good time, but at least three working days before the date of the next round, unless otherwise mutually agreed. All those selected will then receive an invitation to the next round of the selection procedure with all the necessary instructions.
- (6) Unsuccessful candidates will receive the committee's opinion, thanks for their participation and information about the removal of the material from the register without undue delay.

Section 9

Assessment of professional and personal aptitudes

- (1) In the selection procedure, the professional, personal, linguistic and other qualifications of the applicant as stated in the advertisement are assessed or verified. The specific method of verification (e.g. vocational test, written assignment, lecture/seminar, personality tests, etc.) is decided by the chair of the selection committee or by the person authorised by him/her.
- (2) For the postdoc position, a lecture/seminar is compulsory. The organisation is provided by the professional guarantor or the professional guarantor in the selection committee.

Section 10

Oral round of the selection procedure

- (1) The selection procedure is conducted in accordance with the instructions resulting from the legislation of the Czech Republic and the MU Selection Procedure Regulations. Prior to the interviews, the selection committee determines the selection criteria on the basis of which it evaluates individual candidates. The individual criteria must correspond to the requirements set out in the advertisement. Recommendations for the conduct of the oral interview and the principles for the evaluation of candidates are set out in the Practical Guide to the Selection Process.
- (2) The interview is conducted in order to select the most suitable candidate.

Section 11

Selection decision

- (1) After all rounds of the selection procedure have been completed, the selection committee will propose a ranking of the candidates. The selection committee will recommend the successful candidate to the Advertiser for recruitment. The successful candidate or candidate to whom a job offer will be made will be decided by the selection procedure Advertiser.
- (2) The selection procedure shall normally be completed within 90 days of the advertisement, unless the Advertiser decides to extend, suspend or cancel the selection procedure.
- (3) All participants in the selection procedure are informed of the result by e-mail or, where appropriate, by telephone without undue delay. The report shall contain information on the success/failure of the selection procedure.
- (4) The participant has the right to request specific reasons for rejection in writing, by telephone or in person from the Head of the Personnel Office. Any objections to the conduct or outcome of the selection procedure may be addressed by e-mail to the Head of Personnel Office. The final opinion will be received within one month of the complaint.

- (5) In accordance with the principle of transparency, unsuccessful candidates may, at their own request, receive information on the strengths and weaknesses of their applications. Feedback will be provided by the Chairperson of the selection panel or his/her delegate.

Section 12

Documentation and minutes of the selection procedure

- (1) The progress of the selection procedure is recorded in the internal INET system (Jobs.MU application).
- (2) Minutes of each selection procedure are drawn up, approved by the selection committee and then forwarded to the Advertiser for signature. The minutes shall be drawn up by the Personnel Office in cooperation with the chairperson of the selection board. The minutes are archived in the internal Jobs.MU application or at the Personnel Office and serve as an essential document for subsequent resolution in the event of a complaint about the selection procedure.

Section 13

Staffing

- (1) Once the result of the selection procedure has been approved by the Advertiser, the Personnel Office or the authorised member of the selection committee will send a report on the result of the selection procedure to the selected candidate without undue delay. The follow-up document shall be the specific job offer sent to the candidate. The offer is sent by the Dean (academic positions) or the ESF MU Bursar (non-academic positions). If the offer is accepted, the Personnel Office will proceed with the further administration necessary to recruit the new employee.
- (2) The whole process is completed by signing an employment contract, no later than the day of entry into employment, for both academic and non-academic positions, including positions filled without a competitive process. Cases in which the selection procedure may be waived are defined in Section 7 of the MU Selection Procedure Regulations.
- (3) In the case of more than one suitable candidate, the second candidate is asked to agree to the retention of his/her personal data, with the possibility of being contacted for a similar position or for external cooperation in the following months.

Section 14

Evaluating the quality of recruitment

- (1) The following indicators (absolute numbers) are monitored and evaluated by the Personnel Office, which is responsible for controlling the process and quality of recruitment:
 - a) the number of selection panels trained,
 - b) number of external and internal applicants,
 - c) number of applicants from abroad,
 - d) number of female applicants,
 - e) the number of applicants in total,
 - f) number of advertisements on Euraxess (for academic positions only),
 - g) the composition of the selection panels (men and women).

- (2) Feedback on selection procedures is monitored as appropriate by a questionnaire sent to all those who have progressed to the selection procedure.

Section 15
Final provisions

- (1) This measure repeals the Measure of the Faculty of Economics and Administration, MU, No. 5/2022 effective from 1 January 2022.
- (2) I delegate the interpretation of this Measure and its updating to the Head of the Personnel Office.
- (3) Compliance with this Measure is monitored by the ESF MU Bursar.
- (4) This measure falls under the methodological management area 'Personnel and payroll'.
- (5) This Measure comes into force upon signature.
- (6) This Measure comes into effect on 11 January 2023.

Attachments:

Appendix 1 – Selection process

prof. Mgr. Jiří Špalek, Ph.D.
Dean

signed electronically