

Measure of the Dean of the Faculty of Informatics of Masaryk University No. 3/2023

**REGULATIONS ON COMPETITIVE SELECTION PROCEDURES  
AT THE FACULTY OF INFORMATICS OF MASARYK UNIVERSITY**

*(applicable from 10 January 2023)*

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

Article 1

**Subject Matter**

- (1) This measure relates to the Regulations on Competitive Selection Procedures at Masaryk University (hereinafter referred to as the "Regulations on Competitive Selection Procedure at Masaryk University") and regulates the conditions and procedure for the selection of candidates for regular work posts assigned to the Faculty of Informatics (hereinafter referred to as "FI").
- (2) This measure fulfils one of the obligations arising from the "HR Excellence in Research Award" (hereinafter "HR Award"), which also implies the application of the *Code of Conduct for the Recruitment of Researchers*. FI also follows the principles enshrined in the *European Charter for Researchers*.
- (3) This measure governs the selection of candidates for employment posts, not for posts of employees working under agreements on work performed outside the employment relationship.
- (4) In cases of selection of employees for employment posts that are part of subsidy projects paid for by an external provider, some of the selection steps may be supplemented or specified according to the requirements set by the project (e.g. the content of the announcement or the way the selection procedure is organised).

Article 2

**Definition of Basic Terms**

- (1) For the purposes of this measure, selection procedure means a procedure in which the qualifications of candidates for a specific job are determined on the basis of predetermined conditions.
- (2) In accordance with the FI Organisational Regulations, the advertiser of the selection procedure is the Dean or the Faculty bursar.
- (3) A senior employee is defined as the head of the organisational unit (department) in which the post is established, typically a department, purpose-built facility or division of the Dean's Office.
- (4) The proposer of the selection procedure shall be the senior employee or his/her delegate.
- (5) Application means all the documents of a candidate applying for the selection procedure.

- (6) *Candidate* means a person who, within the meaning of this measure, has submitted an application to a selection procedure to fill a post at the FI.

### Article 3

#### Principles of Selection Procedures

- (1) The FI selection procedures are based on the principles of the OTM-R policy (openness, transparency, merit-based recruitment, equal opportunities, efficiency, gender balance, protection of rights).
- (2) When announcing a selection procedure, the advertiser shall proceed in such a way as not to impose an unreasonable administrative burden on the candidates.
- (3) The assessment of candidates' qualifications is based on a comprehensive evaluation of various factors with regard to the position to be filled - expertise, length of experience, experience working abroad, experience working in the private sector, quality and quantity of creative activity, quality of teaching, experience with technology transfer, experience with popularizing the results of creative activity, experience with managing employees, knowledge of English and other foreign languages, creativity, independence, etc.
- (4) The privacy policy is maintained when filling posts, even after the selection procedure has been completed.
- (5) Administrative activities in all phases of the selection procedure are carried out by the FI Personnel Department.

### Article 4

#### Preparation of the call for tenders

- (1) The candidate submits the request for filling the post to the Dean or the Faculty bursar for approval in accordance with the FI Organisational Regulations. Once approved, the request is forwarded in writing, using the current announcement template available from the FI Personnel Department, to the FI Personnel Department for further action.
- (2) The text of the advertisement must contain at least the following elements:
  - a) the designation of the workplace and the job,
  - b) qualifications and other requirements (a description of the knowledge and skills required, set out in such a way that these can be assessed in the first round of the selection procedure),
  - c) the duration of the employment relationship,
  - d) anticipated start date,
  - e) number of vacancies,
  - f) amount of working time,
  - g) employee benefits,
  - h) the method and deadline for submitting the application,
  - i) a list of documents required from the candidate,
  - j) the expected number of rounds of the selection procedure,
  - k) contact email for questions related to the selection procedure,
  - l) links to faculty documents on OTM-R and the selection procedure.

- (3) The FI Personnel Department will check the formal correctness of the text of the announcement and finalise its wording. The final text of the announcement is approved by the proposer or his/her delegate.

#### Article 5

##### Specifics of the Announcement by Type of Job

- (1) In addition to the conditions set out in Article 4, the following requirements must be met when inviting selection procedures for posts in Groups I-A, II-A, III-A (see Annex 1 to this measure):
- a) the text of the announcement must be in English,
  - b) a prerequisite for involvement in the educational and creative activities of FI,
  - c) specification of the international relevance of the candidates research profile,
  - d) information on the obligation to give a public lecture at FI,
  - e) mandatory publication in the public section of the MU and FI websites at least 30 days before the application deadline,
  - f) mandatory publication also on the FI's official notice board and on the European Commission's foreign web portal EURAXESS,
  - g) depending on the specifics of the job, it is recommended that the announcement is also published on other relevant sector-specific web portals.
- (2) In addition to the conditions set out in Article 4, the following requirements must be met when inviting selection procedures for posts in Groups I-B, II-B, III-B (see Annex 1 to this measure):
- a) the text of the announcement must be in English,
  - b) the prerequisite for involvement in FI research activities,
  - c) specification of the international relevance of the candidates research profile,
  - d) mandatory publication in the public section of the MU and FI websites at least 30 days before the application deadline,
  - e) mandatory publication also on the FI's official notice board and on the European Commission's foreign web portal EURAXESS,
  - f) depending on the specifics of the job, it is recommended that the announcement is also published on other relevant sector-specific web portals.
- (3) In addition to the conditions set out in Article 4, the following requirements must be met when inviting selection procedures for the posts listed in Group III-C (see Annex 1 to this measure):
- a) The language of the announcement is chosen according to the specifics of the job,
  - b) mandatory publication in the public section of the MU and FI websites at least 15 calendar days before the application deadline,
  - c) mandatory publication also on the official FI notice board and on the Czech web portal [Jobs.cz/práce.cz](http://Jobs.cz/práce.cz),
  - d) depending on the specifics of the job, it is recommended that the announcement is also published on other relevant sector-specific web portals.
- (4) The rector, on the proposal of the dean of the FI, decides on the filling of a post listed in Group IV (see Annex 1 to this measure). The following requirements are laid down for filling this post:
- a) Extraordinary Professor I: selection procedure according to paragraph 1 of this Article and approval of the FI Scientific Board,

- b) Extraordinary Professor II: selection procedure according to paragraph 1 of this Article, approval of the FI Scientific Board and approval of the MU Scientific Board granted on the basis of the candidate's personal presentation.
- (5) The announcement of the selection procedure for the post of Head of Department must comply with the requirements of paragraph 1 of this Article, and the announcement must state the length of the term of office in accordance with the FI regulations.
- (6) If the proposer decides to conduct a selection procedure to fill other posts not listed above, the advertisement must comply with the following requirements:
- a) the announcement is published in the public section of the MU and FI websites at least 7 calendar days before the application deadline,
  - b) the language of the announcement is chosen according to the specifics of the job,
  - c) mandatory publication on the FI's official notice board,
  - d) depending on the specifics of the job, it is recommended that the announcement is also published on other relevant sector-specific web portals.

#### Article 6

##### **Announcement of the Selection Procedure**

- (1) The FI Personnel Department will publish the announcement on the FI's official notice board and in any media designated by the advertiser or proposer.
- (2) Announcements published in media other than the public part of the MU and FI websites must contain a link to the announcement with the electronic application in the public part of the MU website (hereinafter referred to as the "MU electronic application"), if the parameters of these media allow it.
- (3) If interested, FI staff can spread the link to the announcement in their professional network, scientific community or on social media.
- (4) The selection procedure may be extended, suspended or cancelled. The announced selection procedure cannot be shortened.

#### Article 7

##### **Commission for the Selection Procedure**

- (1) By the end of the deadline for the submission of applications, the advertiser shall appoint a selection board (hereinafter referred to as 'the board') and its chairman. The advertiser may also be a member of the selection board. The advertisement may also appoint a permanent selection board, which may be supplemented by the advertiser for individual selection procedures.
- (2) The board shall be composed of at least three members. If the number of members of the board is even, the chairman of the board shall decide in the event of a tie.
- (3) Members of the board may be academic staff, other MU employees or external persons from the scientific community and practice, from both the public and private sectors, provided they have the appropriate experience to evaluate candidates. When setting up the board, the advertiser is obliged to ensure the high professional standards and moral integrity of the board members and, as far as possible, a gender balance in the composition of the board, if this is possible given the specifics of the field.

- (4) A member of the board is always:
  - a) a representative of the workplace for which the selection procedure is launched, normally its head of staff, but not in the case of a selection procedure for the head of staff of a department,
  - b) in the case of a selection procedure for a post listed in Group I-A or IV (see Annex 1 to this measure), a member of the board shall be an internationally recognised expert who is not permanently active 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 board if the other conditions under the preceding sentence are met.
- (5) No candidate, person close to a candidate or person whose impartiality is otherwise excluded may be a member of the board. The facts referred to in the preceding sentence shall be communicated without delay by the member of the board or by the person to whom the advertiser has notified its intention to appoint him or her as a member of the board to the advertiser, which shall appoint a new member of the board.
- (6) A member of the board is bound by confidentiality with regard to the facts of which he/she has become aware in connection with the selection procedure, except for communication with other members of the board. This confidentiality may be waived by the advertiser or the rector.
- (7) Each member of the board is trained in the rules and process of the selection procedure. Members of the board must be familiar with the selection procedure and the criteria for selecting candidates.
- (8) The board decides on each round of the selection procedure by a vote, which results in the division of successful and unsuccessful candidates. The board may decide that no candidate is successful. The vote shall not be secret, unless the board agrees otherwise. The board may vote if more than half of the members of the board are present at the board meeting. Each member of the board shall have one vote. In the event of a tie, the chairman of the board shall decide.
- (9) The individual rounds of the selection procedure and the outcome of the selection procedure are recorded in the minutes, which are not public. The minutes shall be signed by the chairman of the board and the other members of the board present. If any of the members of the board has reservations about the procedure or the outcome of the selection procedure, they shall be recorded in the minutes. The signed minutes shall be submitted to the advertiser without delay.
- (10) In justified cases, the chairman of the board may decide to vote per rollam. In such a case, the chairman of the board shall provide the members of the board with the documents in electronic form, indicating the time limit within which they are to make written comments on the successful and unsuccessful candidates and on the ranking of the unsuccessful candidates. A decision on whether a candidate has met the conditions of the selection procedure shall require the agreement of a majority of all the members of the board. The chairman of the board shall then announce the results of the vote in a record which he shall sign. It shall be the duty of the chairman to inform the other members of the board of the minutes.

## Article 8

### **Accepting Applications for the Selection Procedure**

- (1) The candidate expresses his/her interest by submitting his/her application, including any attachments, via the MU electronic application form.
- (2) If it is not possible to submit the application via the MU electronic application form, the candidate may submit the application in person at the FI Personnel Department, by post, by email or to the repository of the web portal on which the announcement is published.

- (3) Candidate submitting an application via the MU electronic application form will receive an automatically generated email confirming successful receipt of their application immediately after the submission. In the event of using another method of application submission, the FI Personnel Department will confirm the acceptance of the application in writing to the candidates no later than on the first working day after the application deadline.
- (4) During the period for receipt of applications, a candidate may change his/her application or withdraw from the selection procedure. In the case of applications submitted via the MU electronic application form, the candidate may do so himself/herself; in other cases, the FI Personnel Department will make the change on the basis of a written request from the candidate.
- (5) An candidate who is also an employee of FI does not have to submit the required qualification documents if they have already been submitted at the time of the start or during the course of his/her employment at FI.
- (6) The decisive time for the end of the deadline for submitting applications is at the registered office of the advertiser.
- (7) The FI Personnel Department is responsible for entering all received applications into the MU internal system no later than the first working day after the application deadline.

#### Article 9

##### **Sub-rounds of the selection procedure**

- (1) The selection procedure is multi-round, normally two or three rounds.
- (2) The first round of the selection procedure ("pre-selection"):
  - a) takes place without the candidates being present,
  - b) on the basis of the candidates applications (CVs and other materials), the board assesses the fulfilment of the advertiser's scoring requirements for the candidate; depending on the specifics of a particular job, the board may also use publicly available information such as citation databases, information on participation in research projects, teaching, etc., or ask the candidate to provide additional documents beyond the requirements published in the selection procedure announcement,
  - c) the board has the right to reject applications which manifestly fail to meet the conditions of the selection procedure or whose evaluation of the degree of fulfilment of the requirements scored does not reach at least half of the maximum possible score; the board will resolve disputed cases by voting.
- (3) The FI Personnel Department will inform the candidate of the result of the pre-selection process without undue delay after its completion. Successful candidates will receive information on the next round of the selection procedure and the composition of the selection board, together with information on the progression to the next round.
- (4) Second round of the selection procedure:
  - a) shall take the form of an interview with the candidates, which may be conducted in person or by means of free videoconferencing tools, and the candidates for the posts listed in Group I-A, II-A, III-A, I-B, II-B, III-B or IV shall be informed of the date, method of interview and evaluation criteria (see Annex No. 1) by the FI Personnel Department at least 7 calendar days in advance of the second round, candidates for posts in Group III-C (see Annex 1 to this measure) shall be informed by the FI Personnel Department at least 2 working days in advance of the second round,

- b) the board shall always act in such a way as to avoid unequal treatment of candidates on the basis of geographical distance,
  - c) each invited candidate is evaluated on the basis of the criteria established after the first selection round at the latest,
  - d) the board votes on the success and ranking of the candidates in the second round, in the event of a tie the chairman of the board decides.
- (5) The FI Personnel Department will inform the candidates of the result of the second round without undue delay after its completion. If this is not the final round, successful candidates will also receive information about the next round of the selection procedure.
- (6) The second round does not have to be part of the selection procedure for posts for which the selection procedure is not compulsory (Article 5(6)).
- (7) Third round of the selection procedure:
- a) is compulsory in the case of selection procedures for filling the posts listed in Groups I-A, II-A and III-A (see Annex 1 to this measure) in the form of a public lecture held, as a rule, in attendance at the FI, followed by a discussion with FI staff, or in the case of selection procedures for filling the positions of senior staff at the workplaces held in the form of an interview aimed at verifying professional knowledge or experience in managing staff,
  - b) candidates are informed by the FI Personnel Department of the date and form of the third round at least 7 calendar days in advance of the third round, and candidates for jobs in Group III-C (see Annex 1 to this measure) at least 2 working days in advance of the third round.
- (8) The third round of the procedure may be waived in the case of filling the post of lecturer or filling the post of head of department by a candidate who is also an FI employee.
- (9) Candidates will be informed of the outcome of the third round without undue delay after the round has ended. If it is not the final round, successful candidates will also be informed of the next round of the selection procedure.
- (10) The next round(s) of the selection procedure may take the form of:
- a) checking the candidates interest or finding out the candidates ideas about working conditions, etc.,
  - b) a vocational test to verify professional or linguistic competence,
  - c) psychodiagnostic testing to confirm character, personality and volitional traits,
  - d) a visit to the workplace to define the idea of the job and meet potential colleagues,
  - e) other individual or group activities depending on the type of job.

Candidates are informed of the date and form of the next round by the FI Personnel Department at least 7 calendar days in advance of the next round, and candidates for jobs in Group III-C (see Annex 1 to this measure) at least 2 working days in advance of the next round.

#### Article 10 Evaluation

- (1) The evaluation of candidates in the various rounds of the selection procedure is carried out in accordance with the principles and requirements of the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. For other non-academic posts, these principles shall be applied mutatis mutandis.

- (2) Each candidate is evaluated on the basis of set criteria relevant to the position. For the evaluation in the first, administrative round, information on the criteria to be evaluated must be given in the advertisement.
- (3) In evaluating the candidates, the board bases its assessment on the submitted materials, the results of interviews with the candidates, or a public lecture. The board also takes into account their educational and creative activities to date and other aspects of their overall professional experience, such as their ability to apply their results, popularisation, mobility, teamwork, management skills, etc.
- (4) When assessing the eligibility of candidates, the board may additionally ask the candidate to submit further documents or supporting evidence than that requested in the call for selection procedures.
- (5) On the basis of the knowledge gained, the board will evaluate the candidates without undue delay, identify those who have fulfilled the conditions of the selection procedure and determine their ranking. The board shall vote on the ranking of the candidates. In the event of a tie, the chairman of the board shall decide. If his/her decision differs from the recommendation of the other members of the board, he/she must give reasons in writing.
- (6) The board may also conclude its deliberations by finding that some or all of the candidates are not suitable for the post to be filled. This conclusion and the reasons for it shall form part of the minutes.
- (7) The chairman of the board shall inform without undue delay the advertiser and the head of the unit in which the advertised post is posted of the outcome of the selection procedure.

#### Article 11

##### **Decision on the Result and Closure of the Selection Procedure**

- (1) The selection procedure is closed with the decision of the advertiser on the result of the selection procedure.
- (2) In deciding on the outcome of the selection procedure, the advertiser is bound by the conclusions of the board on the selection of successful and unsuccessful candidates. The advertiser shall not be bound by the conclusions of the board on the ranking of the successful candidates. If the decision of the advertiser on the outcome of the selection procedure differs from the conclusions of the board on the ranking of the successful candidates, the advertiser shall give reasons for its decision in writing.
- (3) The FI Personnel Department, on the basis of the instructions of the advertiser, will inform all candidates who have advanced to the final round of the selection procedure of the result of the selection procedure without undue delay, no later than 10 working days after the end of the selection procedure.
- (4) Within 5 working days of the end of the selection procedure, the Personnel Department will send out a questionnaire to candidates to collect feedback on the quality of the selection procedure.
- (5) The advertiser will delegate a person to submit a written offer to the selected candidate and will also be the person responsible for negotiating the terms of entry with the successful candidate. The delegated person shall keep the advertiser informed of the progress of negotiations on the conditions of entry with the selected candidate.
- (6) Candidates are entitled to request feedback from the board within 10 calendar days of receipt of information on the closure of the selection procedure. Within 30 calendar days of receipt of



the request, the board will send the candidate a reply summarising the strengths and weaknesses of his/her candidature via the FI Personnel Department.

- (7) If the selected candidate accepts the job offer, the FI Personnel Department takes all steps leading to the establishment (change) of the selected candidate's employment relationship with FI.
- (8) The FI Personnel Department publishes information about the vacancy in the public section of the MU website in the scope of the job title and the name of the selected candidate no later than 10 calendar days after the validity of the legal act establishing or changing the relevant employment relationship.
- (9) If there is no suitable candidate, the advertiser may decide to repeat the selection procedure.

## Article 12

### Waiving the Selection Procedure

- (1) For posts listed in Group I-A, II-A, III-A, I-B, II-B, III-B or III-C (see Annex 1 to this measure), the advertiser may decide to waive the selection procedure:
  - a) if an employment relationship is agreed or extended with a staff member who already holds the post to be filled,
  - b) if the post is filled by a candidate who has successfully completed a selection procedure for a similar post at MU no more than 12 months ago, with this time limit calculated from the date of completion of the selection procedure,
  - c) if the post is filled by an FI staff member on the basis of attainment of the relevant/required qualification and in accordance with his/her career plan,
  - d) if the post is filled by a final decision of a public authority, the fulfilment of the offer obligation following resignation, removal from office or transfer to another job,
  - e) on the basis of a reasoned proposal by the head of the relevant unit to fill the post with a specific candidate, the following cases being considered a priori as justified and no proposal to waive the selection procedure being made to address the specific candidate directly:
    - i. approaching an excellent scientist whose project has been evaluated in the second round of the European Research Council or in a similar internationally recognised project,
    - ii. transfers of employees from other parts of MU if they have worked in the same or similar jobs within MU,
    - iii. filling positions in projects of internal or external providers,
    - iv. filling of jobs by FI students (Bc., Mgr., PhD) whose work is connected with the preparation of their final thesis, studies or other agenda they have been entrusted with (in addition to project or research needs of the departments, this also applies to filling jobs to ensure the functioning of the MU Information System within the agenda of the FI Computer Systems Unit);

When filling the posts listed in Group I-A or I-B (see Annex 1 to this measure), prior approval of the proposal for filling the post is required by the FI Scientific Board without announcing a selection procedure.

- (2) Unless the advertiser decides otherwise, no competition shall be held for other posts not listed in Annex 1 to this measure.

- (3) In a justified case, the dean may propose to the rector to fill a post listed in Group IV (see Annex 1 to this measure) without a selection procedure. This is without prejudice to the other requirements for filling the post under Article 5(4).
- (4) The obligation under Article 11(8) shall not be affected by the abandonment of the selection procedure.

#### Article 13

##### **Method of lodging Complaints by Candidates about the Conduct or Outcome of the Selection Procedure**

- (1) Information on the possibility and method of filing a complaint against the course or result of the selection procedure is provided in the public section of the MU and FI websites and on the FI official notice board.
- (2) The registration and handling of complaints is governed by MU regulations governing this issue.

#### Article 14

##### **Processing of Personal Data, Preservation of Documents**

- (1) During all phases of the selection procedure, only such data on candidates is requested and processed as is strictly necessary and relevant for the job to be filled at the time. Candidates' personal data shall be stored in lockable furniture and/or on password-protected IT devices.
- (2) The FI Personnel Department and all members of the board are obliged to shred or delete all materials intended solely for the purposes of the selection procedure after the selection procedure has ended and not to handle the selected data in any further way.
- (3) The announcement, the appointment of the board and the minutes of the board meeting, together with the decision of the advertiser on the result of the selection procedure, are deposited in the FI Personnel Department's handy registry. After a period of 12 months from the date of the end of the selection procedure, documents shall be archived in accordance with the University's Files and Shredding Plan at FI level for a period of 5 years from the end of the selection procedure.

#### Article 15

##### **Transitional Provisions**

- (1) For selection procedures announced before the entry into force of this measure, the Regulations on Competitive Selection Procedures at Masaryk University as effective from 1 January 2023 or the Masaryk University Selection Procedure Regulations as effective from 5 January 2018 shall apply.

#### Article 16

##### **Final Provisions**

- (1) I entrust the interpretation of the individual provisions of this measure to the FI Personnel Department.

- (2) I delegate the FI Personnel Department to do continuous updates.
- (3) Compliance with this measure is monitored by the FI Personnel Department.
- (4) This measure shall enter into force on the date of publication and shall take effect on 10 January 2023.

Annexes: No. 1 Selection procedure by job groups

*Jiří Zlatuška*  
*Dean FI*  
*signed electronically*