

**Faculty of Social Studies, Masaryk University Measure No. 6/2022**  
**Implementing Regulation to the Regulations on**  
**Competitive Selection Procedures at Masaryk**  
**University**

*(in the version effective from 1 January 2023)*

*Pursuant to 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 amended (hereinafter referred to as the "Higher Education Act") and in accordance with Section 8 of the Regulations on Competitive Selection Procedures at Masaryk University, I issue the following measure:*

**Section 1**  
**Introductory Provisions**

This measure is an implementing regulation to the Competitive Selection Procedure Regulations. It regulates the uniform conditions of selection procedures at the Faculty of Social Studies of Masaryk University (hereinafter referred to as the "Faculty").

**Section 2**  
**Formal Requisites of the Selection Procedure Announcement**

- (1) A selection procedure at the Faculty for academic staff is announced by the Dean, and for non-academic staff by the Faculty Bursar.
- (2) The selection procedure is announced for groups of job positions as listed in Section 3 of the Competitive Selection Procedure Regulations:
  - Group I: professor, associate professor, researcher III and IV,
  - Group II: assistant professor, research 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 senior positions across all positions, except for the positions listed in groups I and II when filling a job and a position,
  - Group IV: extraordinary professor I and II,
  - Group V: other positions not listed above.
- (3) The mandatory parts of the advertisement, method of advertising, and all formal requisites of the selection procedures are specified in the faculty OTM-R.

**Section 3**  
**Method of Establishing Formal Requirements and Selection Criteria, and Method of Evaluating their Fulfilment**

- (1) The formal requirements of selection procedures correspond to the Regulations on Competitive Selection Procedures, as amended.
- (2) In justified cases, the Dean may, on the proposal of the head of the unit where the job position is being filled by the given selection procedure, set additional requirements that are part of the announcement of the selection procedure.
- (3) Verification of compliance with the formal requirements takes place in the first, administrative, round of the selection procedure. If the formal requirements are not met, the applicant does not proceed to the next round of the selection procedure. Fulfilment of the requirements is verified by the head of the Personnel Office, who submits their proposal to the selection committee.
- (4) In the second round, the committee assesses the applicant's suitability according to the selection criteria that correspond to the given group of positions and that were specified in the selection procedure announcement.

- (5) The committee may use the following types of selection procedure: in-person, hybrid, and online. The committee chair decides on the type taking into account the current situation.

#### Section 4

##### Rules for Establishing the Committee

- (1) To establish a committee for selection procedures to fill the positions of academic staff in Groups I, II, III and IV, as defined in Article 3 of the Selection Procedure Regulations, the following rules apply in addition to the requirements laid down in the Competitive Selection Procedure Regulations:
- a) the committee has five members,
  - b) the committee contains both men and women,
  - c) the committee chair is the head of the given department or research unit,
  - d) a member of the committee is the Dean, or a vice-dean authorised by the Dean,
  - e) at least one member of the committee does not have an employment relationship at Masaryk University,
  - f) a member of the committee is an academic employee of the Faculty who is not a member of the given department or research unit.
- (2) The following rules apply to the establishment of a committee for selection procedures to fill the positions of heads of departments or research units:
- a) the committee has five members,
  - b) the committee contains both men and women,
  - c) the committee chair is the Dean,
  - d) a member of the committee is the Faculty Bursar,
  - e) a member of the committee is a representative of the Chamber of Academic Staff of the Faculty Academic Senate,
  - g) a member of the committee is a representative of the unit chosen by members of the unit by secret vote.
- (3) To establish a committee for selection procedures to fill the positions of non-academic staff in Groups I, II, III, IV and V, as defined in Section 3 of the Competitive Selection Procedure Regulations, the committee is required to contain both men and women.

#### Section 5

##### Committee Member Obligations

- (1) A member of the committee is bound by confidentiality regarding the facts they learn about in connection with the selection procedure. The announcer or Rector can relieve the member of this confidentiality.
- (2) Committee members are familiarised with the rules and process of the selection procedure upon appointment. The appointment of the committee is further guided by the effort to ensure that the majority of committee members are professionally trained in how to interview during selection procedures.

#### Section 6

##### Rules for the Deliberations and Decision-Making of the Committee

- (1) Committee meetings are chaired by the chairperson.
- (2) The committee constitutes a quorum if an absolute majority of its members is present, and it makes decisions by an absolute majority of members present.
- (3) The committee always meets in at least two rounds. Committee members have access to applicants' materials at all times.
- (4) The first – administrative – round always includes an evaluation of the formal requirements of the application. If the application does not contain all the formal requirements, the applicant cannot proceed to the next round. The first round may also include the further selection of candidates according to data available from their applications, but always in such a way that at least two candidates proceed to the second round (if more than two candidates apply).

- (5) In the second round, the committee makes its assessment according to the selection criteria specified in the selection procedure announcement. If necessary, the committee can also decide to organise further rounds of the selection procedure.
- (6) The outcome of the committee's meeting in the final round is a determination of the final order of applicants.
- (7) The committee decides on the resulting proposal by secret vote. If the vote is tied, the committee chair decides on the final order.

#### Section 7

##### Informing the Applicants

- (1) After the end of the application period, applicants are informed within 5 working days that their application has been accepted.
- (2) After the end of the first round of the selection procedure, applicants are informed within 5 working days of their elimination or progress to the next round, as well as the personnel composition of the committee, and the further course of the selection procedure.
- (3) After the conclusion of the selection procedure, applicants are informed within 5 working days of its outcome.
- (4) In accordance with this section, applicants are informed in the form of email correspondence sent to the email address provided by the applicant as a contact address in their application.

#### Section 8

##### Method of Documenting the Course of a Selection Procedure

- (1) An authorised employee of the Faculty's Personnel Office takes minutes of the selection procedure, which are drawn up no later than 5 working days after the committee's decision. In particular, the minutes contain the names of the committee members present, the names of the applicants, reasons for the elimination of applicants in the first round, and the number of votes in the final vote. The minutes are signed by all committee members who participated in the voting.
- (2) The minutes of the committee's meeting and the decision of the announcer are archived at the Personnel Office according to the periods set out in the MU Retention Schedule.

#### Section 9

##### Submission of Complaints

Applicants can file a complaint about the course or result of a selection procedure within 14 calendar days from the date of announcement of the outcome. Complaints are submitted to the Dean of the Faculty in writing, or by email to the address [dekan@fss.muni.cz](mailto:dekan@fss.muni.cz). The faculty shall process the complaint and the applicant shall receive a reply no later than 30 days after receiving the complaint.

#### Section 10

##### Means of Remote Communication

In all parts of the selection procedure, in justified cases the committee can, by majority decision, decide on the possibility to partially or fully use means of remote communication.

#### Section 10

##### Final Provisions

- (1) The entire selection procedure is administered by the Personnel Office of the faculty.
- (2) Other rights and obligations established in the Competitive Selection Procedure Regulations are not affected by this regulation.
- (3) I entrust the head of the Personnel Office with the interpretation of the individual provisions of this measure.
- (4) I entrust the head of the Personnel Office to continuously update this measure.
- (5) Compliance with this measure is verified by the Faculty Bursar.
- (6) This measure becomes valid on the date of its announcement, and enters into effect as of January 1, 2023.

In Brno on November 8, 2022

prof. PhDr. Stanislav Balík, Ph.D.  
Dean of the Faculty of Social Studies  
MU