

## **The concept of personnel policy development in the area of training of employees who are active in research and its support for 2020–2022**

*In accordance with § 28, Paragraph 1 of Act No. 111/1998 Coll., for Higher Education Institutions and the Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter the "Act"), I issue the following Measure:*

### Article 1

#### **Subject matter and purpose of the regulation**

- (1) The purpose of this measure is to establish a concept for the development of personnel policy for the period from 2020 to 2022 in the area of the comprehensive and systematic training of faculty staff aimed at increasing the competence of both researchers and the staff supporting researchers.
- (2) The concept responds to the results of the organization strategic management analysis, especially in education and the development of young researchers. At the same time it also responds also to the needs defined by the Strategic Plan of the Faculty of Arts of Masaryk University by the Year 2020, in particular to the strategic objective „Promoting the training and career development“ as set out in point 9.3 of the above document.
- (3) The planned training activities will allow the efficient implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (European Commission Recommendation of 11 March 2005 - more at <https://euraxess.ec.europa.eu/euraxess/charter-code-researchers>) which the Faculty of Arts of Masaryk University is going to adopt.

### Article 2

#### **Target groups**

The target groups are the following staff from the Faculty of Arts of Masaryk University:

- (1) Students of Doctoral degree programs and early-stage researchers.
- (2) Researchers.
- (3) Administrative and technical staff supporting researchers in specialized activities.

## Article 3

### Areas and objectives of educational activities

The aim of the educational activities is to increase, deepen and develop the competencies and skills of employees, especially in the following areas:

- (1) Students of Doctoral degree programs and early-stage researchers:
  - a) career development opportunities - primarily the effective career development of young researchers in the field of scientific research after successful completion of Doctoral degree studies, involvement in research teams, obtaining financial support for their own research and building their own research group.
  - b) project management - primarily increasing the prerequisites for the submission of a successful project proposal, its realization and completion (overview of grant programs, formal conditions for participation in grant competitions, formulation of research questions for the purposes of grant project design, management and administration of the grant project).
  - c) publishing - primarily preparation of a text for the needs of international peer review (research question, structure, definition of terms, involvement of own research into the transnational research stream).
  - d) socio-managerial skills - primarily development of mental skills techniques and communication (so-called soft skills) suitable for effective work in the research team and in the scientific environment.
- (2) Researchers:
  - a) mentoring - primarily developing and deepening competencies in both leading and mentoring Doctoral students and early-stage researchers with the objective of creating a working environment that fully exploits their creative potential.
- (3) Administrative and technical staff supporting researchers in specialized activities:
  - a) socio-managerial skills - primarily comprehensive development of interpersonal skills (so-called soft skills) of the staff of the Faculty of Arts of Masaryk University in order to develop a positive culture within the organization.
  - b) development of personnel management - primarily understanding the importance of the organization development strategy and its link to the personnel area, as well as becoming familiar with modern trends and the new methods necessary for working with employees according to their specific needs; searching for suitable ways of applying these approaches in the personnel management of the faculty.
  - c) project management - primarily increasing the knowledge of specialized staff of the Faculty of Arts of Masaryk University in order to provide expert support to the researchers of the Faculty of Arts of Masaryk University within the project cycle from project design to its completion, including financial and personnel management and coordination of partial processes.
  - d) information technology - primarily improvement of skills in the area of information technology with regard to the project and economic and personnel management areas in order to increase work efficiency.
  - e) language education - primarily strengthening the language competences of employees as one of the key indicators set out in the Strategic Plan of the Faculty of Arts of Masaryk University by the Year 2020.

Article 4

**Organizational matters**

- (1) The trainings will be organized by the delegated persons of the Dean's Office of the Faculty of Arts of Masaryk University.

Article 5

**Final Provisions**

- (1) I authorize the Vice-dean for Research and Development to interpret the individual provisions of this Measure and continuously update it.
- (2) Compliance with this Measure is monitored by the Bursar of the Faculty.
- (3) This Measure comes into force upon signature.
- (4) This Measure comes into effect on the day of its publication in the public part of the website of Masaryk University, and shall expire on 31. 12. 2022.

In Brno, March 25, 2020

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*Dean, Faculty of Arts*