

Measures of the Faculty of Law of Masaryk University No. 4/2023

**Implementing Regulations to the Masaryk University
Selection Procedure Regulations**

(as amended with effect from 27 January 2023)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), and in accordance with Article 8 of the Masaryk University Selection Procedure Regulations (hereinafter referred to as the "Procedure Regulations"), I issue the following measure:

Article 1

Basic provisions

- 1) This measure is an implementing regulation to the Regulations and regulates the conditions of selection procedures at the Faculty of Law of Masaryk University (hereinafter referred to as "the Faculty").
- 2) The measure lays down rules for the recruitment and selection of persons who will be assigned to work at the Faculty on a tribal basis, i.e. in an employment relationship, not in the form of agreements on work performed outside the employment relationship.

Article 2

General principles of selection procedures

- 1) All selection procedures for scientific, research, academic and non-academic positions implemented at the faculty follow the principles of OTM-R (open, transparent, merit-based recruitment). These principles are further defined in Article 2 of the TTMR.
- 2) The Faculty's selection procedures are open, transparent and aim at objective and uniform assessment of candidates applying for the selection procedures in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter referred to as "the Code").

- 3) The selection procedure shall be conducted in accordance with the legal regulations of the Czech Republic and the Regulations. The measure shall apply to the filling of academic and non-academic posts.

Article 3

Formalities of the call for tenders

- 1) The Dean announces the selection procedure for academic and research staff at the Faculty. The Secretary is authorised to announce selection procedures for non-academic staff if they are so-called non-research staff (the Dean and the Secretary are hereinafter referred to as "the announcer").
- 2) The mandatory parts of the advertisement, the method of advertisement and the formalities of the selection procedures are regulated in the Faculty Recruitment and Selection Process Handbook.

Article 4

Method of establishing the formal conditions and selection criteria and of evaluating their fulfilment

- 1) The formal conditions of the selection procedures must comply with the requirements set out in the TEC. The usual formal requirements are a curriculum vitae, a motivation letter, a list of publications and a list of educational qualifications.
- 2) The advertiser may, on the proposal of the head of the institute where the position is to be filled in a given selection procedure, also lay down other conditions which shall form part of the announcement of the selection procedure.

Article 5

Rules for the establishment of the Commission

- 1) The rules for the appointment of the Selection Board are generally laid down in Article 5 of the DGR.

The proposal for the appointment of the selection committee is submitted by the Vice-Dean for Strategy and Development to the Dean for academic positions and professional staff in research. For non-academic positions, the composition of the selection committee is determined by the Registrar.

- 2) The selection committee must be at least five members for academic positions and at least three members for non-academic positions. The selection committee shall have an odd number of votes. The committee consists of: the head of the department or his/her designee, a representative of the faculty

administration (usually the Vice Dean for Strategy and Development), a representative from the relevant department (e.g., course or programme supervisor), representatives from other departments. The chair of the selection committee is a representative of the faculty management. A representative of the Personnel and Payroll Department (hereinafter referred to as the "Personnel Department") attends the selection committee meetings with an advisory vote. In the case of selection procedures for Group I and IV positions, an internationally recognised expert who is not permanently based in the Czech Republic and is not a citizen of the Czech Republic is also a member of the selection committee.

- 3) The members of the selection board cannot have a conflict of interest in relation to the selection procedure and the applicants, and the members of the selection board shall be composed taking into account in particular the professional focus of the members of the selection board and the gender balance of its composition.

Article 6

Duties of a member of the Commission

- 1) The members of the selection board are bound by confidentiality with regard to the facts of which they have become aware in connection with the selection procedure, except for communication with other members of the board. This confidentiality may be waived by the announcer or the Rector. Members of the selection board shall refrain from communicating with applicants during and after the selection procedure regarding the process and outcome of the selection procedure, and shall not disclose information about successful and unsuccessful applicants or compare them.
- 2) The members of the selection committee shall undergo the prescribed training, are required to familiarize themselves with the materials of the applicants, attend the meetings of the selection committee in person, and observe the set deadlines for the meetings and voting.

Article 7

Applying for the selection procedure

- 1) Applications for the selection procedure are made exclusively by e-application. The formal requirements and selection criteria are set out in the call for applications and the advertisement.
- 2) The applicant is informed of the acceptance of the documents by an automated response immediately after submitting the application. In the event of an incomplete application, the Personnel Department may request that the application be completed.
- 3) If the deadline for the selection procedure is extended by the awarding authority, all applicants will be informed of the extension. Applications received after the normal or extended deadline will not be considered.

Article 8

Rules governing the deliberations and decision-making of the selection board and the board's procedure for evaluating applicants

- 1) The Selection Board shall be chaired by its Chairman.
- 2) The selection panel shall always act in at least two rounds.
- 3) A decision on the success of a candidate requires the consent of a supermajority of all members of the selection board present and with full voting rights. In the event of an equality of votes, the vote of the chairman of the selection board shall prevail.
- 4) First round (checking formalities and basic selection criteria)

Upon receipt of the application, a representative of the Personnel Department checks the formalities. If the regular or extended deadline for the submission of applications has not yet expired, he/she will invite the applicant to complete the application. After the deadline has passed, he/she will invite the applicant to complete the application only with the agreement of the Chairperson of the Board.

If the formal criteria are not met, a representative of the Personnel Department shall inform the President and, with the approval of the President, shall inform the candidate without undue delay of his/her elimination from the selection process on formal grounds.

The head of the department will preliminarily assess the following selection criteria without the participation of the applicant: education in the field, ability to teach in Czech and foreign languages, publications in the field. In the event that a candidate does not meet these criteria, the Head of Department will inform the Chair of the Committee and a representative of the Personnel Department by e-mail. On the basis of an instruction from the chair of the committee, the representative of the Personnel Department will inform the applicant without undue delay of the elimination of the candidate for failure to meet the basic selection criteria.

If, in the opinion of the Head of Department and the Chair of the Committee, none of the applicants meets the basic selection criteria, the Selection Committee may decide by vote that none of the applicants is suitable for the post to be filled. On the basis of the result of the vote, the selection board shall inform the representative of the Personnel Department of the announcing authority, who shall decide whether to repeat the selection procedure.

- 5) Second round (interview and selection of candidates)

In the second round, the selection board evaluates the candidates according to the selection criteria set out in the competition notice and advertisement. If

necessary, the selection board may decide to organise further rounds of the selection procedure.

The second round always includes a test of the applicant's ability to communicate at a professional level in a foreign language.

- 6) The selection committee evaluates the applicants' compliance with the selection criteria.
- 7) As a result of the deliberations and voting of the selection committee, the final ranking of the candidates is determined. First, the selection panel shall vote to divide the applicants into those who successfully meet the selection criteria and those who, in the opinion of the panel, do not. The selection board shall rank the candidates who meet the selection criteria, with the most suitable candidate being placed first.
- 8) The vote of the selection committee shall be public, unless the selection committee decides before the start of the evaluation that the vote shall be secret.
- 9) The Selection Committee shall be able to act and vote in the presence of at least three members of the Committee, one of whom must be the Chairperson of the Selection Committee.

Article 9

Closure of the selection procedure and evaluation of candidates

- 1) At the end of all rounds of the selection procedure, the selection committee will propose the order of the successful candidates and recommend the most suitable candidate to the Contracting Authority for recruitment, giving reasons. The AACC will close the selection procedure with a decision on whether or not to recruit the candidate. If there is no suitable candidate, he/she shall decide to repeat the selection procedure or to find another solution.
- 2) All applicants for the selection procedure are informed by a representative of the Personnel Department of the decision of the advertiser by e-mail or by telephone without undue delay.
- 3) In line with the principle of transparency, unsuccessful candidates can receive feedback on their own request. Feedback will be provided by the chair of the selection board or a representative of the Personnel Department, as appropriate. When providing feedback, no information about other candidates or their strengths and weaknesses will be published and no comparisons will be made.

Article 10

Documentation of the selection procedure

- 1) The progress of the selection procedure is recorded in the INET system (Jobs.MU application).

- 2) Minutes of each selection procedure are drawn up, agreed by the members of the selection committee and then forwarded to the promoter for signature. The minutes shall be drawn up by the Personnel Department in cooperation with the chairman of the selection board. The minutes shall contain, in particular, the names of the members of the selection board present at the vote, the names of the candidates who applied, the reasons for the elimination of candidates in the first round, the number of votes in the final vote, the identification of successful and unsuccessful candidates in the second round and the order of the successful candidates. The minutes are signed by all members of the selection committee who participated in the voting or approved the minutes entered into the Jobs.MU application. The minutes are not public.
- 3) The record is archived in the Jobs.MU application or at the Personnel Department in accordance with the deadlines set out in the MU Records and Shredding Rules and serves as a basis for its processing in the event of a complaint about the selection procedure.

Article 11
Filing a complaint

- 1) Candidates may lodge a complaint against the procedure or the result of the selection procedure within 14 calendar days from the date of notification of the result of the selection procedure. The complaint shall be submitted to the Personnel Department in writing or by e-mail.

No later than 30 days after receipt of the complaint, the awarding authority shall settle the complaint and the tenderer shall receive a reply.

Article 12
Means of remote communication and per rollam voting

- 1) In all parts of the selection procedure, the selection board may, in justified cases, decide by majority decision to make partial or full use of remote communication, both for communication with the candidates and for the deliberations and decisions of the selection board.
- 2) In all parts of the selection process, the committee may vote per rollam via email communication.

Article 13
Final provisions

- 1) The recruitment and selection process is managed by the Human Resources Department.

- 2) I hereby delegate the interpretation of this measure and the initiative to update it to the Head of the Personnel Department.
- 3) Compliance with this measure is monitored by the Dean.
- 4) This measure shall enter into force on the date of its promulgation and shall take effect on 27 January 2023.

In Brno, 26 January 2023

Martin Škop

Dean

Translated by DeepL machine translation service.