



Dean's Instruction No. 2/2016

Internal rules for extending employment contracts at the MU Faculty of Arts

(as amended on 1 May 2016)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, and pursuant to Article V, paragraph 2.1.1 of the Organizational Regulations of the Faculty of Education of Masaryk University, I issue this instruction:

Article 1 General provisions

- 1) **Purpose:** Internal rules for the extension of employment contracts at the MU Faculty of Arts for the purpose of a transparent description of the process of extending fixed-term and indefinite-term contracts.
- 2) **Scope: The** provisions set out in this guideline are binding on all faculty staff.
- 3) **Definition of terms and abbreviations:** ZP - Labour Code
- 4) **Responsibility.**

Article 2 Internal rules on the extension of employment contracts

- 1) A proposal for the extension of an academic staff member's employment contract is submitted to the dean by the head of the department through the personnel department of the dean's office. In all cases, after 1 January 2012, academic staff members whose employment relationship was established before the amendment to the Labour Code came into effect may have their employment relationship extended only twice, for a maximum of 3 years. Employment relationships of academic staff established after 1 January 2012 are governed by the amendment to the ZP without distinction.
- 2) The proposal for the extension of the employment contract of non-academic staff is submitted to the Registrar by the Head of Department through the Human Resources Department of the Dean's Office. Non-academic staff whose employment relationship was established before the amendment to the Labour Code came into force may in all cases have their employment relationship extended only twice after 1 January 2012, for a maximum period of 3 years. Employment relationships of non-academic staff established after 1 January 2012 are governed by the amendment to the ZP without distinction.

- 3) These rules apply until the relevant legislation is changed.

Article 3 Internal rules on the extension of employment contracts of academic staff

- 1) As a rule, no later than three months before the expiry of the fixed period agreed in the employment contract, the head of the department/institute shall discuss with the dean of the faculty the extension of the employment contract of the academic staff member in question.
- 2) As part of the face-to-face meeting, the manager will present:
- a) the scope and content of the teaching time (number of weekly teaching duties in full-time, combined or CŽV studies, list of taught disciplines and timetable from the last two semesters from IS MU),
 - b) overview of creative activities, especially the current list of outputs included in RIV and the number of points for the last evaluated period (about 3-5 years),
 - c) overview of submitted and ongoing research and development projects in the last 3 - 5 years (distinguishing between principal investigator and co-investigator internal and external providers)
 - d) text extract from the teaching evaluation survey (from IS MU) for the last academic year.
 - e) an evaluation report from the EVAK system, together with an evaluation of the supervisor and a reflection on the performance of the worker's specified tasks.
- 3) In a face-to-face meeting with the Dean, the supervisor will summarize the reasons for extending/not extending the employment contract.
- a) The employment contract will be extended indefinitely to a staff member who performs his/her duties properly in the above areas.
 - b) The employment contract will not be renewed if there is a lack of long-term fulfilment in the above areas.
 - c) In the event that the employment contract is not extended for an indefinite period, it may be extended for a fixed period of time, subject to the following additional conditions:

the areas listed above in Article 3 of this Guideline are not met (or could not be met in terms of the length of the current fixed-term contract) and adequately represented in relation to the job and function.

The justification will be specified in writing and the manager will inform his/her subordinate of the reasons for the extension of the fixed-term contract in a demonstrable manner at least 1 month before signing the extension.

At the same time, the Head of Department shall submit a career development plan for the academic staff member, setting out the objectives to be achieved within the specified timeframe.

Article 4
Final provisions

- 1) Related documents:
 - *MU Internal Wage Regulations*
 - *MU Career Regulations*
- 2) List of records:
 - *They are not*
- 3) List of attachments:
 - *They are not*
- 4) Check and update:
 - a) This guideline is checked and updated once a year by the Head of the Personnel Department. The first check shall be carried out one year after the publication of this standard. Inspections shall be recorded in the Document Control Record.
 - b) It is the duty of every faculty employee who uses this guideline in their work to constantly monitor its currency and functionality and to alert the Head of the PdF MU Dean's Secretariat to its shortcomings and the need for changes.
- 5) The Head of the Personnel Department is responsible for interpreting the provisions of this Instruction.
- 6) This instruction cancels Dean's Instruction No. 3/2012
- 7) Change history:

- 8) This instruction shall take effect on the date of publication.
- 9) This instruction shall take effect on 1 May 2016.

In Brno, 28 April 2016

doc. PhDr. Jiří Němec, Ph.D.

Dean