

Faculty of Arts, Masaryk University Directive No. 3/2022

**SELECTION PROCEDURES RULES  
AT THE FACULTY OF ARTS OF MASARYK UNIVERSITY**

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

Part One

**Basic Provisions**

Section 1

**Basic Provisions**

- (1) This Directive implements the Masaryk University Selection Procedure Regulations and regulates in more detail the rules, principles and procedures for selection procedures at the Faculty of Arts, Masaryk University (hereinafter referred to as the „FF MU“).
- (2) This Directive regulates in part two the filling of posts of academic employees of FF MU in accordance with Section 77 of the Higher Education Act, in part three it regulates the filling of posts of non-academic employees in research of FF MU and in part four the filling of posts of other non-academic employees of FF MU.
- (3) For the purposes of simplifying the text of this Directive, a role or position referred to in the form of a generic masculine means a role or position performed by persons of different genders.
- (4) For the purposes of this Directive, the following shall also mean:
  - a) **„Selection procedure“** means a procedure in which the qualifications of candidates for the performance of work in a specific post are assessed on the basis of predetermined conditions;
  - b) **„Senior faculty employee“** means the Dean or the Faculty Bursar;
  - c) **„Head of a faculty unit“** means the head of the organisational unit in which the post is established, typically a department, institute, seminar, centre, unit, etc.

Section 2

**Selection Procedures Principles**

- (1) The selection procedure for each post is conducted in accordance with the following principles, which are based on the **OTM-R (Open, Transparent and Merit-based Recruitment)**:
  - a) **Openness** – the job vacancies are advertised so as to be accessible to all candidates and to address the widest possible range of potential candidates.
  - b) **Transparency** – the selection procedure is simple and clear. Candidates outside of the FF MU have the same access to information about the selection procedure as those employed by FF MU.
  - c) **Merit-based candidate evaluation** – candidates' evaluation is based on clear and objective criteria which ensure that the most suitable candidate is selected for the post by an independent and trained selection committee.
  - d) **Equal opportunities** – any expression of discrimination or unequal treatment in the selection procedure is unacceptable. The selection procedure is conducted with the respect and courtesy to all candidates, taking into account the specifics of

various social groups and respecting the candidates' specific requirements following from a disability or other disadvantage.

- e) **Efficiency** – the selection procedure is carried out without undue delay and represents the minimum administrative burden for the candidates and the selection committee. Electronic communication and documentation methods are referentially used in the selection procedure.
- f) **Gender balance** – a reasonable gender balance of the selection committee is ensured in selection procedure; gender stereotypes in the evaluation of candidates are excluded.
- g) **Protection of rights** – the selection procedure includes mechanisms for evaluation and quality control, as well as procedures for submitting motions to investigate their course and results. The protection of rights under the legal regulations and other MU regulations is not affected by this directive or the conditions of selection procedures.

## Part Two

### Academic Employees

#### Section 3

##### Filling the Posts of Academic Employees

- (1) The selection procedure for academic employees is used when filling the positions of **professor, associate professor, assistant professor, assistant, lecturer I and II, academic researcher I–IV and extraordinary professor I and II** in accordance with the MU Internal Wage Regulations and the MU Directive No. 3/2018 Catalogue of posts, and when filling the positions of **heads of academic units**.

#### Section 4

##### Requirements for the Selection Procedure for Academic Employees

- (1) The selection procedure is announced by the Dean of the FF MU (hereinafter referred to as the „Announcer“) in accordance with the Organisational Regulations FF MU.
- (2) The following requirements are laid down for selection procedures:
  - a) The selection procedure is mandatory.
  - b) The announcement of the selection procedure for the head of the academic department includes the position and function of the head, including the length of the term of office.
  - c) The announcement of the selection procedure is made through publication on the public part of the MU and FF MU websites in both Czech and English. The announcement of the selection procedure for the posts of associate professor and professor must be simultaneously published in a foreign medium according to the departmental practices and also on the Euraxess website ([euraxess.ec.europa.eu](http://euraxess.ec.europa.eu)) in the organisation profile of the FF MU.  
Advertising in English and publication in a foreign medium for assistant and lecturer I and II posts is only done where relevant.
  - d) The text of the selection procedure announcement specifies the conditions to be met by the candidate in order for their application to be accepted, and these are set out in accordance with the MU Directive No. 3/2018 Catalogue of posts. For the posts of professor, associate professor, assistant professor and academic researcher III and IV, the candidate's international profile is also part of the requirements.
  - e) The deadline for submitting applications is at least 30 days from the announcement of the selection procedure in the public part of the website.
  - f) Registration for the selection procedure is done electronically via the links in the advertisement. Candidates will receive confirmation of the receipt of their application by email as soon as it is sent.
  - g) The selection procedure has at least two rounds.

In the first administrative round, the selection committee will assess whether the application meets all the formal requirements and requisites of the selection procedure. After the conclusion of the first round, but within 7 days at the latest, the candidate will be informed by email of their inclusion/non-inclusion in the second round. Candidates advancing to the second round will also receive information on the further progress of the selection procedure and the composition of the selection committee.

In the second round, or at the latest in the last round, a personal interview will take place during which the selection committee will evaluate the candidate according to the defined selection criteria. In justified cases, the interview is conducted using online communication technologies. The specific procedure in any alternative procedure will be decided by the selection committee chair.

- h) In justified cases, the Announcer may extend, interrupt, or cancel the selection procedure.
- i) The MU Rector decides on the filling of the post of extraordinary professor I and II on the proposal of the Dean of the FF MU. The following is required to fill the position:
  - extraordinary professor I – is the approval of the Scientific Board of the FF MU
  - extraordinary professor II – is the approval of the Scientific Board of the FF MU and the approval of the MU Scientific Board, granted on the basis of a personal introduction of the candidate.

#### Section 5

##### Waiving the Selection Procedure for Academic Employees

- (1) The selection procedure for academic employees may be waived:
  - a) If the employment relationship is repeatedly agreed or extended with an employee who already holds the post.
  - b) If the post is filled by a candidate who successfully completed a selection procedure for a similar post at MU no more than 12 months ago.
  - c) If the post is filled by a MU employee based on achieving of the relevant/required qualification, in accordance with his/her career plan and on condition that there is a change in the job description corresponding to the senior post.
  - d) If the vacancy is filled based on the final and conclusive decision of a public authority, fulfilment of the obligation to offer the employee another post after resignation, dismissal from an office or transfer of the employee to other work.
  - e) In the event of making an exceptional, direct approach to a post candidate, especially one from abroad. The form of this procedure must be approved by the Scientific Board of the FF MU in advance for the posts of associate professor, professor, and academic researcher III and IV. For filling other academic posts in this manner, the Dean of the FF MU will define additional requirements for the specific position.
  - f) In the case of a transfer within academic career paths between the positions of assistant – lecturer I – academic researcher I or lecturer II – assistant professor – academic researcher II.
- (2) In a justified case, the Dean of the FF MU may propose to the Rector that the post of extraordinary professor I and II be filled without a selection procedure. This is without prejudice to the other requirements for filling the post under Article 4(2)(i).

### Part Three

## Non-Academic Employees in Research

#### Section 6

##### Filling the Posts of Non-Academic Employees in Research

- (1) The selection procedure for non-academic employees in research is used when filling the positions of **researcher I–IV and postdoc II and III** in accordance with the

MU Internal Wage Regulations and the MU Directive No. 3/2018 Catalogue of posts, and when filling the positions of **heads of non-academic research units**.

#### Section 7

##### Requirements for the Selection Procedure for Non-Academic Employees in Research

- (1) The selection procedure is announced by the Bursar of the FF MU (hereinafter referred to as the „Announcer“) in accordance with the Organisational Regulations FF MU.
- (2) The following requirements are laid down for selection procedures:
  - a) The selection procedure is mandatory.
  - b) The announcement of the selection procedure is made through publication on the public part of the MU and FF MU websites in both Czech and English.

The announcement of the selection procedure must be simultaneously published in a foreign medium according to the departmental practices and also on the Euraxess website (euraxess.ec.europa.eu) in the organisation profile of the FF MU.  
Postdoc II and III posts are advertised in Czech only in relevant cases.
  - c) The text of the selection procedure announcement specifies the conditions to be met by the candidate in order for their application to be accepted, and these are set out in accordance with the MU Directive No. 3/2018 Catalogue of posts. For the posts of researcher III–IV and postdoc II–III, the candidate’s international profile is also part of the requirements.
  - d) The deadline for submitting applications is at least 7 days from the announcement of the selection procedure in the public part of the website.
  - e) Registration for the selection procedure is done electronically via the links in the advertisement. Candidates will receive confirmation of the receipt of their application by email as soon as it is sent.
  - f) The selection procedure has at least two rounds.

In the first administrative round, the selection committee will assess whether the application meets all the formal requirements and requisites of the selection procedure. After the conclusion of the first round, but within 7 days at the latest, the candidate will be informed by email of their inclusion/non-inclusion in the second round. Candidates advancing to the second round will also receive information on the further progress of the selection procedure and the composition of the selection committee.

In the second round, or at the latest in the last round, a personal interview will take place during which the selection committee will evaluate the candidate according to the defined selection criteria. In justified cases, the interview is conducted using online communication technologies. The specific procedure in any alternative procedure will be decided by the selection committee chair.
  - g) In justified cases, the Announcer may extend, interrupt, or cancel the selection procedure.

#### Section 8

##### Waiving the Selection Procedure for Non-Academic Employees in Research

- (1) The selection procedure for non-academic employees in research may be waived:
  - a) If the employment relationship is repeatedly agreed or extended with an employee who already holds the post.
  - b) If the post is filled by a candidate who successfully completed a selection procedure for a similar post at MU no more than 12 months ago.
  - c) If the vacancy is filled based on the final and conclusive decision of a public authority, fulfilment of the obligation to offer the employee another post after resignation, dismissal from an office or transfer of the employee to other work.
  - d) In the event of making an exceptional, direct approach to a post candidate, especially one from abroad. Other requirements for filling a specific post in this manner are defined by the Dean/Faculty Bursar of the FF MU.

- e) Where the employee's recruitment to the position is in line with the research needs of the department or is determined by project needs, and is consistent with the project staffing plan.
- f) In the event that the research activities being carried out involve the performance of more demanding research activities corresponding to a higher job classification.
- g) In the case of a transfer from an academic position to non-academic research position in line with the research needs of the department, or where the assignment is conditional on project needs.

## Part Four

### Other Non-Academic Employees

#### Section 9

##### Filling the Posts of Other Non-Academic Employees

- (1) The selection procedure for other non-academic employees is used when filling the positions of **the other non-academic employees** in accordance with the MU Internal Wage Regulations and the MU Directive No. 3/2018 Catalogue of posts, and when filling the positions of **heads of non-academic units**.

#### Section 10

##### Requirements for the Selection Procedure for Other Non-Academic Employees

- (1) The selection procedure is announced by the Bursar of the FF MU (hereinafter referred to as the „Announcer“) in accordance with the Organisational Regulations FF MU.
- (2) The following requirements are laid down for selection procedures:
  - a) The selection procedure is mandatory.
  - b) The announcement of the selection procedure is made through publication on the public part of the MU and FF MU websites in Czech. Advertising in English is only done in relevant cases.
  - c) The text of the selection procedure announcement specifies the conditions to be met by the candidate in order for their application to be accepted, and these are set out in accordance with the MU Directive No. 3/2018 Catalogue of posts.
  - d) The deadline for submitting applications is at least 7 days from the announcement of the selection procedure in the public part of the website
  - e) Registration for the selection procedure is done electronically via the links in the advertisement. Candidates will receive confirmation of the receipt of their application by email as soon as it is sent.
  - f) The selection procedure has at least two rounds.  
 In the first administrative round, the selection committee will assess whether the application meets all the formal requirements and requisites of the selection procedure. After the conclusion of the first round, but within 7 days at the latest, the candidate will be informed by email of their inclusion/non-inclusion in the second round. Candidates advancing to the second round will also receive information on the further progress of the selection procedure and the composition of the selection committee.  
 In the second round, or at the latest in the last round, a personal interview will take place during which the selection committee will evaluate the candidate according to the defined selection criteria. In justified cases, the interview is conducted using online communication technologies. The specific procedure in any alternative procedure will be decided by the selection committee chair.
  - g) In justified cases, the Announcer may extend, interrupt, or cancel the selection procedure.

## Section 11

### Waiving the Selection Procedure for Other Non-Academic Employees

- (1) The selection procedure for non-academic employees in research may be waived:
  - a) If the employment relationship is repeatedly agreed or extended with an employee who already holds the post.
  - b) If the post is filled by a candidate who successfully completed a selection procedure for a similar post at MU no more than 12 months ago.
  - c) If the vacancy is filled based on the final and conclusive decision of a public authority, fulfilment of the obligation to offer the employee another post after resignation, dismissal from an office or transfer of the employee to other work.
  - d) In the event of making an exceptional, direct approach to a post candidate. Other requirements for filling a specific post in this manner are defined by the Faculty Bursar/the Dean of the FF MU.
  - e) Where the employee's recruitment to the non-academic position is determined by project needs, and is consistent with the project staffing plan.
  - f) There is no obligation to hold a selection procedure for posts categorised under worker I and worker II.

## Part Five

### Common Provisions

## Section 12

### Selection Committee

- (1) The Announcer appoints the selection committee (hereinafter referred to as the the „Committee“) and its chair by the end of the period for submitting applications. The head of the unit in which the position is announced/filled/assigned, or their deputy, is usually the chair of the Committee. The Dean and the Faculty Bursar of the FF MU may be the chair or a member of the Committee.
- (2) The Committee must consist of at least five members, including the chair, and the number of members must always be odd.
- (3) The Committee is composed in such a way that its members have a range of expertise and skills and, as far as possible, reflect a balanced gender ratio. The Committee includes members from different specialisations in the field and with the relevant experience to evaluate the candidate.
- (4) A representative of the unit for which the selection procedure is announced is always a member of the Committee, usually the head of such unit. This does not apply if the selection procedure is simultaneously a selection procedure for the head of the unit.
- (5) A member of the Committee is an internationally recognised expert who does not permanently work in the Czech Republic and is not a Czech citizen if the selection procedure is conducted for filling the academic posts associate professor, professor, academic researcher III and IV, and extraordinary professor I and II. In justified cases, a Czech citizen may become a member of the Committee provided all the other conditions of the preceding sentence have been met.
- (6) The candidate, a person close to the candidate, or a person whose impartiality is doubted for other reasons cannot become a member of the Committee. Conflicts of interests under the preceding sentence must be promptly communicated to the Announcer by the Committee member concerned, or by the person whom the Announcer notified of their intention to appoint as a member of the Committee.
- (7) The Personnel Office provides administrative support related to the selection procedures for all posts, and acts as a consultant on the correct procedure. For the selection procedure for academic employees or non-academic employees in research, a member of the Personnel Office may, at the request of the Announcer or the chair of the Committee, be a member of the Committee in relevant cases. For the selection procedure for other non-academic employees, a member of the Personnel Office is always a member of the Committee.

- (8) Members of the Committee are trained in the rules and process of the selection procedure as described in this Directive and Selection Procedure Guide FF MU.
- (9) Committee members are bound by confidentiality with regard to the facts of which they become aware in connection with the selection procedure, except for communication with other members of the Committee. They may be relieved of the confidentiality obligation by the Announcer or the Rector.

### Section 13

#### **Course of the Selection Procedure and Rules for the Deliberations and Decision-Making of the Selection Committee**

- (1) The actual selection procedure is launched and completed without undue delay.
- (2) In the first administrative round the Committee will decide, on the basis of the materials submitted, to reject the applications of candidates who clearly do not meet the requirements of the selection procedure.
- (3) In the second or subsequent round, a personal interview with the candidate takes place. The Committee will base its evaluation of the candidate on the selection criteria set out and, where appropriate, on any additional documents or supporting evidence that have been requested.
- (4) In its evaluation, the Committee takes into account the principles of the European Code of Conduct for the Recruitment of Researchers, in particular recognition of career breaks, recognition of mobility experience, and the assessment of experience and merit in a comprehensive manner, i.e. granting equal recognition of qualitative and quantitative selection criteria.
- (5) The Committee decides by voting. The result of voting is included in the minutes of the selection procedure.
- (6) The absence of a member will not deprive the Committee of a quorum if it causes an even number of members to be present. The Committee has a quorum and is competent to act in the presence of an absolute majority of all members of the Committee.
- (7) The Committee will divide the candidates into successful and unsuccessful ones by vote. A decision on the success of a candidate requires the consent of an absolute majority of all the members of the Committee present. The Committee will rank the successful candidates by voting, with the most suitable candidate in first position. If the vote is tied, the committee chair decides on the final order. The Committee may decide that no candidate is suitable to fill the vacancy.
- (8) Minutes of the Committee meeting are drawn up and signed by all members of the Committee present. The minutes are not made public.
- (9) In justified cases, the chair of the Committee may decide to vote per rollam. In such a case, the chair of the Committee will submit the supporting information and documents to members of the Committee in electronic form, informing them of the time limit within which they have to make written comments on the successful and unsuccessful candidates, and on the ranking of the successful candidates. A decision on the success of a candidate requires the consent of an absolute majority of all members of the Committee. The chair of the Committee will then announce the results of the voting in the minutes, which are signed only by the chair of the Committee. The minutes include the comments the members of the Committee. It is the duty of the chair to acquaint the other members of the Committee with the minutes.
- (10) The Announcer is bound by the Committee's conclusions on the selection of successful and unsuccessful candidates. The Announcer is not bound by the Committee's conclusions on the ranking of successful candidates. In cases where the Announcer's decision on the selection procedure result differs from the Committee's conclusions on the ranking of successful candidates, the Announcer is obliged to justify such a decision in writing.
- (11) The selection procedure is concluded by a decision of the Announcer on whether or not to accept the candidate for employment. If there is no suitable candidate, the Announcer decides to repeat the selection procedure, or to find another solution.

- (12) The Announcer informs the candidate about the selection procedure result without undue delay, no later than within 10 days after the conclusion of the selection procedure.
- (13) The Announcer shall publish information on the filling of the post in the public part of the MU website, in the extent of the job title and name of the selected candidate, within 10 days after the signing of an employment contract by both parties. This obligation shall also apply to the filling of posts for which the selection procedure has been waived in accordance with Sections 5, 8, and 11 of this directive.

#### Section 14

##### **Personal Data Protection and Protecting the Rights of Candidates**

- (1) In applying this Directive, there shall be no unauthorised handling of candidates' personal data. After the end of the selection procedure, all members of the selection committee are obliged to shred or delete all materials intended solely for the purposes of the selection procedure and not to further handle the selected data in any way.
- (2) The course of the selection procedure is documented in MU's internal recruitment and selection application Jobs.MU and in the minutes of the selection procedure. The minutes of the selection procedure are kept in paper form in the Personnel Office in accordance with the MU Directive No. 2/2016 Document Management Rules.
- (3) The submission of candidates' complaints about the course or result of the selection procedure is governed by MU Directive No. 3/2008 Processing and Registration of Complaints, Motions and Petitions. The procedure is described on the MU official notice board at <https://www.muni.cz/en/about-us/official-notice-board/submitting-and-processing-complaints>.

## Part Six

### **Transitional and Final Provisions**

#### Section 16

##### **Transitional Provisions**

- (1) For selection procedures announced before this Directive comes into effect, i.e. up to and including 31 December 2022, the Masaryk University Selection Procedure Regulations, in the version effective from 5 January 2018, will apply.

#### Section 17

##### **Final Provisions**

- (1) This Directive builds on the Masaryk University Selection Procedure Regulations.
- (2) I entrust the head of the Personnel Office to interpret and update this Directive.
- (3) Compliance with this Directive is monitored by the Faculty Bursar.
- (4) This Directive comes into force on the date of its signature.
- (5) This Directive comes into effect on 1 January 2023.

electronically signed  
*doc. Mgr. Irena Radová, Ph.D.*  
Dean