

MUNI

**Careers
at Masaryk
University**

Personnel policy forms an inherent part of **Masaryk University's strategy**. Its development is one of the university's long-term priorities, as co-determined by the MU Strategic Plan 2016–2020 and its annual updates, which specify the **implementation of the strategic plan** for a given calendar year.

In accordance with Act No. 111/1998 Coll., the Higher Education Act, as amended, personnel policy falls within the purview of individual Masaryk University faculties; in the case of key academic employees (i.e. associate professors and professors), labour-law relationships, i.e. their conclusion and termination, are negotiated in advance with the Rector (details are set out in agreements concluded between the Rector of Masaryk University and the deans of individual faculties).

The methodological aspects of personnel policy are handled by the Personnel Management Office and the Academic Affairs Office of the MU Rector's Office, with the latter dedicated specifically to academic employee services. The specifics of Masaryk University's organizational structure and management are regulated by the Masaryk University Organizational Code. All university regulations are available via the official notice board.

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Working conditions and working environment

Masaryk University employs over 5,000 academic and non-academic employees whom it strives to provide with a collegial working environment and motivating conditions.

In addition to valid legislation, working conditions at Masaryk University are primarily regulated by the **Masaryk University Employment Code** – an internal regulation adopted by the MU Academic Senate and registered with the Ministry of Education, Youth and Sports. This Code details the rights and obligations of both the employer and the employees. Working conditions at the university are co-supervised by the **coordinating union committee** and regulated by a systematically updated **collective agreement**.

The **ethical aspects of academic endeavour** play a truly significant role at Masaryk University. Masaryk University is aware of its social responsibility and is convinced that ethical values must be protected and developed. These notions have led to the development of a system of ethical rules and principles which are considered binding for academic community members and all other university employees.

Ethical requirements governing the conduct of Masaryk University employees with respect to their professional activities are set out in MU Directive No. 6/2015, the **Masaryk University Academic and Professional Employee Code of Ethics**. Key research ethics areas are defined by MU Directive No. 5/2015, the **Masaryk University Code of Research Ethics**.

Masaryk University has tasked several expert boards with monitoring compliance with established ethical principles:

MASARYK UNIVERSITY ETHICS BOARD

standing advisory body to the Masaryk University Rector, tasked with assessing violations of general moral principles or rules set out in the Masaryk University Academic and Professional Employee Code of Ethics which are either outside of the organizational structure of the university or which have not been resolved at the relevant level.

→ [more information](#)

MASARYK UNIVERSITY RESEARCH ETHICS BOARD

tasked with handling the ethical aspects of research carried out at Masaryk University, specifically in the case of human subjects.

→ [more information](#)

MASARYK UNIVERSITY EQUAL OPPORTUNITY PANEL

standing advisory body to the Rector, tasked with supervising the implementation of and compliance with the principles of non-discrimination and equality at Masaryk University.

→ [more information](#)

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Employee selection

Masaryk University devotes a great deal of attention to the employee selection process in order to ensure transparent selection procedure conditions for all employees (including equal access), facilitate access to jobs for young teachers and researchers and attract highly competent employees at all levels of pedagogical and research qualifications.

Employee selection procedures are announced using the public section of the MU website in both Czech and English. The list of **open positions** is continuously updated.

Undecided job applicants may wish to find out why choosing a career at Masaryk University is a great idea or browse selection procedure tips.

Rules governing the employment of academics and other employees and rules applicable to selection procedure announcement, requirements and implementation as well as to the composition and function of selection procedure boards, etc., are determined by the **Masaryk University Selection Procedure Regulations**.

Masaryk University places a great deal of emphasis on the **international dimension** of its activities. This is reflected in the selection of employees, i.e. the university routinely reaches out to experts from both the Czech Republic and from abroad. Details of selection procedures designed to fill key academic positions (associate professors and professors) may therefore be published in foreign media; in such cases, the selection procedure committee also includes an international expert and assessment criteria focus on – among other things – the acquired international experience of all relevant applicants. Applicants who have obtained an education abroad may wish to utilize the university's foreign higher education recognition services, provided by the Office for Studies and the Research & Development Office of the MU Rector's Office. Incoming international employees will receive guidance and support from the International Support Office.

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Employee remuneration

Masaryk University employee **remuneration principles** are determined by the **Masaryk University Internal Wage Regulations**. These Regulations ensure a **transparent and fair financial assessment** of work performed and specify wages and wage components, bonuses, severance pay, etc. The supplementary MU Directive No. 3/2018, the **Job Catalogue**, regulates both the general characteristics of the positions of academic and other employees as well as their inclusion in individual wage classes.

Masaryk University grants to its employees as well as to other persons who have significantly contributed either to the university's development or to the development of science and scholarship in general a range of **non-financial awards**, which specifically include honorary academic degrees, medals and the MU Rector's awards. A comprehensive overview of university honours is available here.

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**Employee
support**

Masaryk University strives to provide its employees with maximum support in the area of personal professional development and career growth.

Direct **personal professional development and career growth** support is provided by MU and its constituent parts in accordance with existing capacity and in view of strategic needs, in particular by:

- developing creative work conditions, specifically by harmonizing and **balancing research and pedagogical activities** performed by academic employees; providing administrative support; ensuring the provision of research facilities matching global standards,
- supporting the participation of employees in national and international professional events contributing to expertise development, especially in the form of **international traineeships, scholarly conferences**, etc.,
- supporting systematic **education and competence development**
- supporting academic employees when drawing **creative leave**, as governed by [Directive No. 4/2017 on Sabbatical leave](#).

Indirect personal professional development and employee career growth support is based on optional adjustments to working conditions. The following options are typically available:

- working conditions adjustment in the case of an employee finalizing materials required for the submission of a proposal for initiating a **habilitation procedure or professor appointment procedure**,
- working conditions adjustment in the case of an employee **returning from parental leave**, designed to encourage faster engagement or reintegration into MU or a constituent part of MU,
- working conditions adjustment in the case of an employee whose career growth has or could become stagnant due to objective **external constraints**, in particular due to either a long-term health issue or due to the necessity to provide care for a close family member,
- working conditions adjustment in the case of an employee whose career growth has or could become stagnant due to objective **internal constraints**, in particular due to a long-term imbalance in work structure (e.g. excessive teaching workload arising from workplace requirements or associated with a leading position or academic function),
- working conditions adjustment in the case of an **employee with a sensory limitation or physical impairment**,
- development of conditions designed to **harmonize an employee's work, family and personal life**.

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**Employee
competence
development**

HABILITATION PROCEDURES AND PROFESSOR APPOINTMENT PROCEDURES

Achieving the scientific-pedagogical rank of associate professor or professor forms an inherent part of professional growth within the academic community; Masaryk University offers a number of fields which facilitate the achievement of such ranks. Habilitation procedures and professor appointment procedures are governed by [Act No. 111/1998 Coll.](#), on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), the [Habilitation Procedure and Professor Appointment Procedure Regulations](#) and MU Directive No. 7/2017 on [Habilitation Procedures and Professor Appointment Procedures](#). Detailed information on procedure initiation, requirements, accredited fields and ongoing procedures may be found [here](#) for habilitation procedures and [here](#) for professor appointment procedures.

PEDAGOGICAL COMPETENCE DEVELOPMENT

Masaryk University is dedicated to developing the quality of teaching and education as a whole. In order to do so, it places a great deal of emphasis on the development of the pedagogical competences of its teachers.

The recently established [Pedagogical Competence Development Centre](#) is tasked with systematically increasing the level of pedagogical competences, especially in the case of novice university teachers, by utilizing a comprehensive educational programme.

RESEARCH COMPETENCE DEVELOPMENT

Research forms an integral part of academic life and a crucial area of university activity. Masaryk University therefore provides its employees with a wide range of informational workshops and courses, organized in particular by the [Research & Development Office](#) and the [Office for Development](#).

LANGUAGE COMPETENCE DEVELOPMENT

The Masaryk University [Language Centre](#) plays a significant role in the development of the language competences of academics and other employees, offering university-wide language courses and lifelong learning courses as well as a wide range of commercial courses.

INTERNATIONAL EXPERIENCE

The university's international activities are coordinated by the [Centre for International Cooperation](#), a facility tasked with organizing research and educational placements for both students and university employees.

MANAGERIAL SKILLS AND ADDITIONAL COMPETENCE DEVELOPMENT

The development of managerial skills and other competences is ensured by the personnel offices of individual constituent parts of Masaryk University according to the needs of individual employees.

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Employee evaluation

Masaryk University carries out **regular employee evaluation**, implemented in accordance with MU Directive No. 5/17 on **Employee evaluation**. The specifics are usually governed by follow-up regulations issued by individual constituent parts of Masaryk University.

Employee evaluation is carried out at the level of individual Masaryk University units. Evaluators are generally unit heads, faculty deans or authorized vice-deans. The internal performance evaluation of academic employees is carried out on an annual basis, with specific dates for collecting data required by the evaluation process determined by the evaluator according to the needs of the relevant constituent part of MU.

Each employee is evaluated individually with respect to the obligations arising from the employee's position, their workload and other relevant circumstances. All major areas of performance are taken into account: educational activities, scientific and research activities, organizational activities beneficial for the university, management activities and the fulfilment of academic positions. Additional evaluation criteria include aspects of the personal, professional and social conduct of individual employees as well as compliance with MU rules and regulations (e.g. Code of Ethics and Employment Code).

Planning ahead is likewise a significant component of the evaluation, taking into account both **projected professional development and key scheduled activities**.

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**Employee
benefits**

LEAVE

Masaryk University provides academic and non-academic employees with 8 and 6 weeks of leave per calendar year respectively.

CATERING ALLOWANCE

Catering allowance for meals is available to employees who work at least four hours per day.

FREE LIBRARY SERVICES

The MU library system includes nine faculty libraries, specialized centralized libraries and 113 special-purpose library facilities in over 40 locations around the city of Brno and one library unit in Telč. Masaryk University employees may use all libraries free of charge.

COURSE DISCOUNTS

The Faculty of Sports Studies offers commercial physical education courses to all employees interested in regular sports activities. The course offer is available [here](#).

The Faculty of Arts Language School offers language courses to university employees at a discount rate. Further information on the current course offer is available via the [MU Shopping Centre](#).

SUPPLEMENTARY PENSION INSURANCE CONTRIBUTIONS AND SUPPLEMENTARY PENSION SAVINGS

Masaryk University provides employees working on the basis of an employment relationship with a contribution amounting to 2 % of the wage rate, as listed in an employee's wage statement. The conditions for granting supplementary pension insurance contributions to Masaryk University employees are set out in MU Directive No. 7/2013 on [Supplementary pension insurance contributions and supplementary pension savings allocation rules](#).

TICKET DISCOUNTS IN UNIVERSITY CINEMA SCALA

Masaryk University employees may present their employee cards to obtain a discount applicable to selected events held at University Cinema Scala. A list of such events is available on the [official notice board](#) in the Masaryk University Information System.

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**Special academic
employee positions**

ADJUNCT PROFESSOR

In accordance with the [Higher Education Act](#), the position of adjunct professor may be created by a university which has achieved institutional accreditation in a given area of education. The position of adjunct professor is in many respects comparable to the rank of associate professor and professor. An adjunct professor must have either achieved status comparable with the rank of associate professor or professor abroad or he/she must be prominent specialist whose activities in a given area of education span a period of at least 20 years. The position of adjunct professors at MU is primarily regulated by the [Masaryk University Selection Procedure Regulations](#), [Internal Wage Regulations](#), [Study and Examination Regulations](#) and [MU Directive No. 3/2018 Job Catalogue](#).

VISITING PROFESSOR

Visiting professors may be employed at MU in positions comparable to those of academic employees. The scope of a visiting professor's activities and associated legal ramifications are set out in individual agreements concluded in accordance with [section 42 of the MU Statutes](#).

PROFESSOR EMERITUS

The status of professor emeritus may be achieved at Masaryk University by a former academic employee with the rank of professor, whose lifelong pedagogical and scientific activities have significantly furthered the development of the university or any of its constituent parts. The position of a professor emeritus at MU is regulated by Directive No. 5/2018 on the [Status of professors emeriti](#).

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**Career growth at
Masaryk University**

Typical academic career path

