

**Faculty of Science Masaryk University Directive No. 3/2019****Recruitment Procedure at the Faculty of Science MU****Part One****General Provisions**

## Section 1

**General Provisions**

- (1) This directive on a Recruitment Procedure at the Faculty of Science Masaryk University (hereinafter referred to as the directive) is being issued to refine the internal Masaryk University Selection Procedure Regulations and specifies rules for recruitment of employees at the Faculty of Science Masaryk University (hereinafter referred to as the Faculty).
- (2) Part Two of this directive deals with academic employee recruitment at the Faculty in accordance with section 77 of the Act, Part Three covers the recruitment of other employees of the Faculty.
- (3) For the purposes of this directive, a recruitment procedure constitutes a procedure which focuses on the selection of job applicants for a particular position according to a set of predefined conditions which correspond to the System of Positions and Job Titles at the Faculty.

**Part Two****Academic Employees**

## Section 2

**Academic Employee Recruitment**

- (1) The positions of a professor, associate professor, assistant professor, lecturer I and II, and academic researcher II to IV, as defined in the MU Internal Wage Regulations, and the System of Positions and Job Titles at the Faculty, are filled by following the Faculty's academic employee recruitment procedure.
- (2) For the appointment of an adjunct professor, the Masaryk University Selection Procedure Regulations are used.

## Section 3

**Posting of Open Academic Positions**

- (1) Open academic positions are posted/announced by the Faculty Dean (hereinafter referred to as the "announcer").
- (2) Open academic positions are posted/announced on the public section of the MU website in both Czech and English languages. Open academic positions of an associate professor or professor must be simultaneously published internationally in accordance with practices commonly employed in the given field.

It is recommended to publish open positions also on the Euraxess job site ([euraxess.ec.europa.eu](http://euraxess.ec.europa.eu)) in English, in the Faculty Organisation Profile.

- (1) The list of qualifications and prerequisites an applicant must meet for his or her application to be accepted are specified in the text. These correspond to the System of Positions and Job Titles at the Faculty.

The international relevance of the applicant's research profile must always be specified.

- (3) An application submission deadline of 30 days from announcement applies.
- (4) Where justified, the submission deadline may be extended, put on hold, or cancelled by the announcer.

#### Section 4

##### Academic Employee Selection Committee

- (1) An academic employee selection committee (hereinafter referred to as "committee") and its chairperson must be appointed by the announcer by the application submission deadline. The announcer, i.e., the Faculty Dean, is always a committee member. The appropriate Department Head is a committee chairperson. The announcer may appoint a permanent selection committee with new members appointed as needed in accordance with subsection 2.
- (2) The committee must consist of no less than five members; the number of committee members, including the committee chair, must be odd.
- (3) The committee shall bring together diverse expertise and competences and have an adequate gender balance where feasible. The committee shall include members from different disciplines, with relevant experience to assess the candidate.
- (4) The committee must include a representative of the unit which the open position is posted/announced for, usually the head of such a unit. This does not apply where the open position is to fill the position of the head of such a unit.
- (5) A member of the Faculty HR department participates in a support role, and is not a member of the selection committee.
- (6) The committee must include a foreign expert for an associate professor, professor, academic researcher III and IV, and adjunct professor open positions.
- (7) A foreign expert as a committee member is a person of foreign nationality not permanently employed in the Czech Republic. In exceptional cases, a Czech citizen not employed in the Czech Republic may also be considered as a foreign expert.
- (8) The committee may not include a person who has a close personal relationship with the applicant or a person who is also applying for the position. Should this situation occur, he or she must immediately inform the announcer.
- (9) Committee members shall be adequately trained in the recruitment rules and procedures that are described in the handbook of the Faculty Recruitment Process Guidelines.
- (10) Committee members must maintain confidentiality at all times.

#### Section 5

##### Academic Employee Selection Procedure

- (1) The selection must be initiated and completed without undue delay.
- (2) The committee chair has the right to exclude applicants that clearly fail to meet open position requirements. The committee members are informed of the exclusion after the fact. Questionable applications shall be evaluated by the entire committee.
- (3) Whenever possible, a wide range of selection practices shall be used, such as external expert assessment, and face-to-face interviews.

- (4) An interview, either in person or using electronic communication tools designed to facilitate an interview, must take place at last round of the selection process at the latest.
- (5) The committee takes into account submitted materials as well as interviews conducted with the applicants when making decisions about applicants who have met the position's requirements. The committee may request the submission of additional materials or documents other than those initially required to further assess the qualifications of applicants.
- (6) The committee adheres to the principles of the European Code of Conduct for the Recruitment of Researchers, namely recognition of mobility experience, respecting variations in chronological order of CVs, and when judging merit (i.e., merit should be judged qualitatively as well as quantitatively).
- (7) For academic positions, the committee may invite the applicant to give a public lecture.
- (8) The committee decides by a public vote unless otherwise agreed. The outcome of the vote is included in written minutes.
- (9) The committee does not lose its ability to have a quorum in case an absence renders the number of present members even.
- (10) The committee has a quorum if at least three of its members are present, including the chairperson; overall majority of the committee's members must be present.
- (11) The outcome of the vote divides applicants into those who are to be further considered and those who are excluded from further consideration.
- (12) An overall majority of all present members is needed for the committee to reach a decision regarding each applicant.
- (13) The order of applicants is also determined by a committee vote, with the most suitable applicant ranked in the first place. In case of an equality of votes, the committee chair decides. The committee may decide that none of the applicants are suitable for the position in question.
- (14) The committee session is recorded in written minutes and signed by all present committee members. The minutes are not public.
- (15) In justified cases, the committee chair may decide to hold a correspondence vote. In such cases, the committee chair provides committee members with materials in electronic form and specifies a deadline for the submission of a written statement specifying qualified and unqualified applicants as well as the order of the qualified applicants. A decision regarding an applicant must be confirmed by at least three committee members, and must simultaneously constitute a majority of all votes. The outcome of the vote is announced by the committee chair and subsequently recorded in written minutes, signed by the committee chair. Statements made by the committee members are also included in the minutes. The chair is responsible for communicating the minutes to all other committee members.
- (16) The selection is concluded once the announcer decides whether or not an applicant has been selected for a given position. In case no applicant is deemed suitable, the announcer may either decide to repeat the posting or seek an alternative solution.
- (17) Any decision made by the announcer is bound by the committee's conclusions regarding the selection of qualified and unqualified applicants. The announcer is not bound by the order of the successful applicants provided by the committee.
- (18) The outcome of the selection panel is announced to applicants without delay.
- (19) The announcer is required to publish the selection outcome on the effective day of the decision at the earliest but no later than 10 days after the effective day of the decision. The filled position and the name of the selected applicant is posted on the public section of the MU website.

- (20) In justified cases, the selection may be carried out in an alternative mode using online communication technologies. The realisation and specific course of an alternative selection are decided by the committee chair.

#### Section 6

##### Academic Employee Selection Procedure Waiver

The academic employee selection procedure may be waived:

- a) in case an employment relationship is repeatedly established with an employee currently holding the position in question,
- b) in case a position is filled by a directly recruited applicant, especially from abroad. In such case, the MU Scientific Board must approve this procedure for the positions of associate professor, professor, academic researcher III and IV, or adjunct professor. Additional conditions for filling a position using this format are determined by the Rector or the head of MU constituent part,
- c) in case an academic employee position is filled by an applicant who qualified for a similar position at the Faculty no more than 12 months before,
- d) in other cases, in particular when filling a position in line with the Faculty Career Code under the circumstances that employee's duties are changing, correspond to a higher level position, and an employee has achieved required academic rank at the same time. Further on, in case of moving from the position of an Assistant Professor to the position of a Lecturer II or an Academic Researcher,
- e) in the case the Academic Researcher III and IV positions are filled in line with this provision, the requirement of achieving an academic rank is substituted by criteria such as length of experience, long-term work performance and fulfilment of given duties at an excellent level, and level of scientific and research activity similar to standards required for habilitation and professor appointment procedures.

### Part Three

#### Other Employees

##### Section 7

##### Other Employee Recruitment

- (1) The recruitment of other employees is carried out in accordance with the other employee recruitment procedure.

##### Section 8

##### Other Employee Open Positions Announcement

- (2) Other employee open positions are, in accordance with section 7, announced by the Faculty Dean or Bursar.
- (3) Positions are posted/announced on the public section of the MU website.
- it is recommended to publish postings for non-academic researchers on the Euraxess job site ([euraxess.ec.europa.eu](http://euraxess.ec.europa.eu)) in the Faculty Organisation Profile, eventually also on other research-oriented job portals in English.
- For other employees – superiors at the Faculty or support staff, it is recommended to publish the open positions on a public job portal, e.g. [jobs.cz](http://jobs.cz).
- (4) The text of other employee position announcement lists the requirements an applicant must meet for his or her application to be accepted, which correspond to the System of Positions and Job Titles at the Faculty.
- (5) An application submission deadline of 14 days from announcement applies.

- (6) In justified cases, the posting may be extended, halted, or cancelled by the announcer.

#### Section 9

##### Other Employee Selection Committee

- (1) A non-academic employee selection committee (hereinafter referred to as "committee") and its chairperson must be appointed by the announcer by the application submission deadline. The related unit head is a committee chairperson.
- (2) The committee must consist of no less than three members; the number of committee members – including the committee chair – must be odd.
- (3) The committee shall bring together diverse expertise and competences and have an adequate gender balance where feasible. The committee shall include members from different disciplines, with relevant experience to assess the candidate.
- (4) Other employee selection committee always includes the immediate superior of the position in question.
- (5) A member of a Faculty HR department participates at the additional employee selection panel in a support role, and can be a member of a selection committee in relevant cases.
- (6) The committee may not include a person who has a close personal relationship with the applicant or a person who is also applying for the position. Should this situation occur, he or she must immediately inform the announcer.
- (7) Committee members shall be adequately trained in the recruitment rules and procedures that are described in the handbook of the Faculty Recruitment Process Guidelines.
- (8) Committee members must maintain confidentiality at all times.

#### Section 10

##### Other Employee Selection Procedure

Section 5, subsections 1 to 6, and subsections 8 to 20 are used proportionally for the selection process of other employees.

#### Section 11

##### Other Employee Selection Process Waiver

Other employee selection process may be waived:

- a) in case an employment relationship is repeatedly established with an employee currently holding the position in question,
- b) in case a position is filled by an applicant who has completed other employee selection procedure for a similar position at the Faculty no more than 12 months before,
- c) in case a position is filled by a directly recruited applicant, especially from abroad. Additional conditions for filling a position using this way are determined by the Faculty Dean,
- d) for non-academic positions in case that filling of the position is determined by a project needs (in line with a project/grant staffing plan),
- e) in other cases, in particular when filling a position in line with the Faculty Career Code by moving to a Researcher II/III position after the end of a Post Doc assignment; in case of transfer from an academic position to a non-academic one in accordance with the research needs of the department; and also in case of non-academic research positions provided that the employee shall perform advanced research tasks within a given research project corresponding to a higher level position; or based on the project/grant staffing needs.



## Part Four

### Common, Temporary and Concluding Provisions

#### Section 12

##### Common Provisions

- (1) Administrative activities associated with recruitment of academic as well as other employee positions – superiors and the dean's office support staff – are carried out by the Faculty HR department.

Administrative activities associated with other employee positions – non-academic research employees and Faculty departments and other units support staff – are carried out by the support staff of the department/unit in question with methodical guidance of the Faculty HR department, which can conduct the administrative activities fully in case of need.

- (2) The academic employee and other employee recruitment procedure is conducted in accordance with these Regulations and are carried out while respecting equal opportunities, specifically including the particular requirements of individual social groups as well as the requirements of persons with sensory or physical disabilities.
- (3) The implementation of this directive must not lead to any discrimination, unequal treatment, or unauthorized usage of personal data provided by applicants.
- (4) All the selection committee members must shred respectively remove all the materials intended explicitly for the purpose of the selection panel, immediately after the selection procedure concludes, and must not use these materials in any way any further.

#### Section 13

##### Temporary Provisions

All posted open positions announced prior to this directive entering into force are governed only by the Masaryk University Regulations on Competitive Selection Procedures for Filling Academic and Other Positions.

#### Section 14

##### Concluding Provisions

- (1) Interpretation of this directive and its updates are the responsibility of the Head of the HR department.
- (2) Verification of compliance with this directive is the responsibility of the Faculty Bursar.
- (3) This Directive is valid from the day of its publishing and enters into force on January 1, 2020.

Brno, June 25, 2019



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