

HR AWARD - SUMMARY ACTION PLAN 09 2018

Faculty of Science MU

23

#	<i>Proposed Actions Short</i>	<i>Proposed ACTIONS Detail</i>	<i>Timing 1 Pilot Study / Preparation</i>	<i>Timing 2 Implementation</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
1	Role system (Role systemization)	<p>Implementation of a Faculty Role system (Role systemization), including related job descriptions and competency models as a basic pillar for multiple stages of the employee life cycle, using also the European Framework for Research Careers, which identifies both necessary and desirable competencies for each of the four broad profiles for researchers (R1 to R4). The new faculty Role system will enable:</p> <ul style="list-style-type: none"> * Transparent recruitment, candidate evaluation and its formalization. * Structured employee evaluation. * Employee training and development. * Considering additional organizational level and consequently sub-department lead role to be added to the departmental organisational structure. 	31.5.2019	30.09.2020	<ul style="list-style-type: none"> * HR Award Team * HR Department * HR Award Work Group (Department Heads) 	<p>[web link], [% positions with job descriptions in place]</p>
2	Career Code	<p>Creation of a faculty Career Code, built on the new Faculty Role system and allowing individual departments to add their specifics in their departmental operational procedures, containing:</p> <ul style="list-style-type: none"> * Career development paths, presented on the faculty Career page, and being referenced from a job advertisement. * Rules for granting unlimited contracts, and for limited contracts the aim to provide the longest contract duration (3 yrs.) possible with respect to existing project financing condition. * Mandatory mobility aspects. * Appointment of Faculty Career Advisor role, ensuring access to the career advice. * Specification of both research and teaching as competencies for individual roles. 	31.5.2019	30.09.2020	<ul style="list-style-type: none"> * HR Award team * HR Department * HR Award Work Group (Department Heads) 	<p>[web link], [% positions with career path description in place],</p>
3	Employee Evaluation/Appraisal System	<p>Implementation of a new faculty Employee Evaluation/Appraisal System, containing:</p> <ul style="list-style-type: none"> * Framework for setting evaluation targets for individuals - public engagement activities, research/teaching targets, leadership and mentoring targets etc. and employee evaluation against targets. * Presence of international evaluators for senior researchers. * Specification of rules for motivation bonus (variable pay). 	31.5.2019	30.09.2020	<ul style="list-style-type: none"> * HR Award Team * HR Department * HR Award Work Group (Department Heads) 	<p>[Faculty process in place], [# employees evaluated against targets]</p>

4	OTM-Recruitment Policy	<p>Creation and implementation of the Faculty OTM-Recruitment Policy applicable for recruitment of both academic and non-academic positions including:</p> <ul style="list-style-type: none"> * Specification of responsibilities for the Faculty recruitment process. * Rules for appointment of a selection committees according to the type and character of positions and committee composition (e.g. recommendations for gender balance and diversity, expertise of the members, voting rights, presence of external/international members, career breaks in the CV, seniority etc.). * Rules for candidate evaluation within the selection. * Concept of internal recruitment. * Publishing the policy using the Faculty communication system. 	31.5.2019	30.09.2020	<ul style="list-style-type: none"> * HR Department * HR Award team * HR Award Work Group (Department Heads) 	<p>[web link], [date of latest update], [# staff informed]</p>
5	OTM-Recruitment Process (Guidelines)	<p>Creation and implementation of the OTM-Recruitment Process (Guidelines), both for external and internal hiring, as a practical methodology and helpful framework, including:</p> <ul style="list-style-type: none"> * Detailed recruitment process description. * Guidelines and templates for external and international job posting. * List of recruitment channels and sources. * Templates for transparent candidate evaluation (interview feedback form), antidiscrimination list of questions (What to ask and not to ask at the interview). * Templates for situational communication with candidates. 	31.5.2019	30.09.2020	<ul style="list-style-type: none"> * HR Award team * HR Department * HR Award Work Group (Department Heads) 	<p>[web link], [date of latest update], [# staff informed], [list of channels for job posting], [web link Euraxess], [hiring manager feedback], [# of informed applicants], [successful candidate feedback].</p>
6	Usage of English	<p>Translation of all relevant Faculty/University documents, websites and employee mandatory training into English. Initiated with a rule of "Only Czech/English communication to all employees and faculty relevant regulations to be issued from January 2019", and ongoing for all new relevant documents and communication, also in line with planned University Language policy. Onwards for all new official documents, backwards for old relevant documents till 30.9.2023</p>	01.01.2019	30.09.23	<ul style="list-style-type: none"> * HR Award team 	<p>[% of documents in English], [% of trainings in English]</p>
7	Code of Ethics	<p>Creating a Code of Ethics for the FoS, expanding the University's Code, to focus on principles of the HRS4R.</p>	01.09.2018	31.12.18	<ul style="list-style-type: none"> * Legal Team 	<p>[web link], [# of employees informed]</p>
8	Onboarding process	<p>Implementation of an Onboarding process as a phase following the Recruitment process in the Employee Life Cycle, including:</p> <ul style="list-style-type: none"> * Guidelines (handbook) for new employees. * Training of new employees in ethical and professional aspects of research, intellectual property rights, co-authorship and H&S. * Official mentor assignment to a new employee and related actions. * Establishing a new employee/hiring manager (supervisor) feedback mechanism. 		30.06.2020	<ul style="list-style-type: none"> * HR Department * HR Award team * Working group (Department Heads) 	<p>[# of new employees trained], [successful candidate feedback after first 12] months, [# of employees leaving within the first 12 months], [# of employees leaving due to performance issues], [exit interview feedback]</p>

9	Refresher training for ethical and professional principles	Implementation of Refresher training in ethical and professional aspects of research, intellectual property rights, co-authorship and H&S.		31.12.2021	* HR Department * HR Award team	[# of employees trained],
10	eLearning tool	Implementation of eLearning tool allowing systematic and efficient onboarding and refresher training.		30.09.2020	* HR Department * HR Award team * Faculty IT Team * University IT Team	[# of employees trained], [web link]
11	Health and Safety training and documentation process	Implementation of the Faculty Health and Safety training and documentation process.		31.12.2019	* Faculty H&S team * Legal Team * Working group (Department Heads)	[web link], [# of employees trained]
12	Information Security process	Implementation of the Faculty Information Security process for data management, data back-up and security.		30.06.2021	* Faculty IT Team * HR Award Team * Legal Team	[web link], [# of employees informed]
13	Improvement of Internal Communication	Improvement of the Faculty Internal Communication: * Implementation of the Faculty Intranet , section supporting administration processes, HR (My HR portal) and research project administration, including: - internal Career Advice site, which will contain basic career advisory, important info and reference containing references to the University Career Center, all Faculty vacancies, and also reference to external research opportunities presented by the Czech recruitment engine Researchjobs.cz. - section on available trainings related to researcher competency building, also available in English. * Implementation of the Faculty periodic newsletter , bringing faculty core information, information related to strategic goals, and containing “Successful women” section. * Implementation of intradepartmental communication framework , so that employees and doctoral students are updated on strategic plans and status of projects, on project administration methodology and targets.		30.09.2022	* HR Award Team * HR Department * PR Team * Steering Committee (Dean’s Board)	[web link], [# of employees informed]
14	Improvement of External Communication	Improvement of the Faculty’s External Communication & Employer Branding: * Creation of a new complex Faculty website including a Faculty Career page , containing containing success stories of the Faculty alumni and Successful women section. * Creation of a faculty Communication plan , including public engagement activities department wise.		31.12.2019	* PR Team * HR Award Team * Steering Committee (Dean’s Board)	[web link], [web site visit rate]

15	Educational concept for Early stage researchers – Ph.D. students and Postdoctoral research fellows	Implementation of an educational concept for Early stage researchers – Ph.D. students and Postdoctoral research fellows : * Postdoctoral research fellows : Development of a dedicated internal concept for attracting, hiring, onboarding and career development of postdoctoral researcher fellows with focus on incoming/international researchers (dedicated web, information flyer, training). * Doctoral students : Development and implementation of a concept for education (Doctoral school), mentoring and personal development of doctoral (Ph.D.) students, including preparation of guidebooks for Ph.D. students, supervisors, heads of Ph.D. programmes and other stakeholders; system of continuous trainings as well as preparation of a follow-up support for further career development after graduation, including “how to write a scientific publication” training.		31.12.2022	* HR Award Team * Vice-Dean for Science, Research, Foreign Relations, and Doctoral Studies * HR Award Work Group (Department Heads)	[web link], [flyer], [# of doctoral students trained],
16	Ombudsman role	Establishing a Faculty Ombudsman role and procedure to create an independent channel for reporting and solving eventual ethical and discrimination issues, complaints, disputes and people issues, and also for gender and diversity advisory, in addition to the University bodies.		30.06.2021	* Legal Department * HR Department * HR Award team * Steering Committee (Dean’s Board)	[web link], [# of complaints solved], [# staff informed]
17	Competency building for support staff	Competency building for support staff: * Implementation of an initial and refresher advanced recruitment techniques and process training for involved staff, including social media utilization & active sourcing etc., also in eLearning form. * Ensuring ability to provide services in English - Enhancement of English courses for the support staff, focused on conversation and expertise. * Implementation of soft skill training in cultural and gender diversity and generation specifics. * HR techniques and strategies Talent management, Employer branding, Analytics & Reporting (e.g. recruitment cost and efficiency). * Usage of enhanced existing IS/IT tools.		30.06.2022	* HR Award team * HR Department * HR Award Work Group (Department Heads)	[# staff trained], [Rating from the Employee Satisfaction Survey]
18	Competency building for senior reserchers	Competency building for senior researchers: * Leadership training for senior researchers, managers and supervisors, including: mentoring, coaching and communication skills, time management, cultural and gender diversity generation specifics. Mentoring competency building to be supported by cooperation with the Czech representation of European Network of Mentoring Programmes for the Advancement of Equal Opportunities and Cultural and Institutional Change in Academia and Research [http://www.eument-net.eu/] Leadership training to be provided in appropriate form and using professional experienced and mature lecturer, who would be respected by senior researchers. * HR minimum for senior researchers (HR Academy).		30.06.2022	* HR Award team * HR Department * HR Award Work Group (Department Heads) * Usage of external trainers	[# staff trained], [Rating from the Employee Satisfaction Survey]

19	Review and adjustment of existing university IS/IT tools	Decrease of administrative burden by reviewing existing university IS/IT tools : * Adjustment of internal university eRecruitment tool , so that its full functionality is utilized (e.g. data collection, automatic feedback etc.). * Ensure IT-IS tools are further developed and configured so that they allow utilization of all existing functionalities: University applications on the internal systems (INET, IS), University HR system (Magion) and others.		30.09.2022	* HR Award team * HR Department * Faculty IT team * University IT team	[web link], [% of recruitment process covered], [# of posted vacancies], [hiring manager feedback], [# of informed applicants], [# of tools reconfigured]
20	Employee Satisfaction Survey	Implementation of Faculty Employee Satisfaction Survey , in the end of the Revised Action Plan implementation phase, anonymous, focused on some of the Charter and Code principles - working conditions and supervision, with communication of results on the Faculty level and follow ups at the Researchers Focus Group reviews.		30.06.2023	* HR Award team * HR Department * Faculty IT team * University IT team * HR Award Work Group (Department Heads)	[response rate %]
21	Working time rules	Creation and implementation of Faculty Working time rules , in addition to the University framework regulation, including flexible working hours and home office.		30.06.2021	* HR Department * HR Award team * Legal Team * HR Award Work Group (Department Heads) * Steering Committee (Dean's Board)	[web link], [# of employees informed]
22	Gender sensitization actions	Implementation of Faculty gender sensitization actions and their communication: e.g. "Successful women" campaign. Cooperation with the Czech Researcher Centre for Gender and Science, Institute of Sociology, Czech Academy of Sciences [www.genderaveda.cz].		30.09.2022	* HR Award team * PR Team * Legal Team	[web link], [# of actions]
23	Training and development guidelines	Creation of the Faculty training and development guidelines , including framework process description, as a practical methodology for the Faculty and departmental training, mentoring and development activities.		31.12.2021	* HR Award team * Legal Team * HR Award Work Group (Department Heads)	[web link], [# of employees informed]