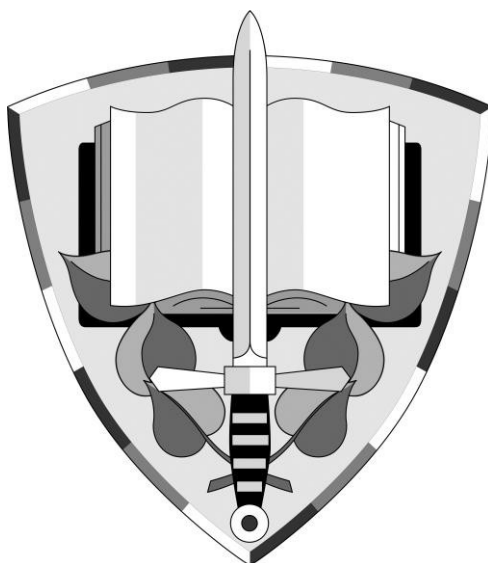


University of Defence

Kounicova 65, Brno, ZIP code 662 10, data box hkraife

REGISTERED INTERNAL REGULATION



THE SELECTION PROCEDURE REGULATIONS FOR FILLING OF ACADEMIC STAFF POSITIONS AT THE UNIVERSITY OF DEFENCE

as Amended by the 1st Amendment

Brno 2017

Article 1
Introductory Provisions

- (1) The Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence (hereinafter referred to as “the Regulations”) is an internal regulation of the University of Defence (hereinafter referred to as “the University”) pursuant to § 17 (1)(f) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), and pursuant to Article 30 of the Statutes of the University of Defence.
- (2) The Regulations prescribe the selection procedure regulations for filling of academic staff positions at the University of Defence for both employment and service positions¹.

Article 2
General Provisions

- (1) For the purposes of this regulation, a selection process means a process in which applicants’ fulfilment of prerequisites for working at a specific job or service position are ascertained on the basis of predetermined conditions.
- (2) The conditions of the selection process are approved, the selection process is announced, the course of the selection process is managed and concluded by the announcer who is:
 - a) the Dean of the relevant faculty if an academic staff position of a faculty is being filled,
 - b) the Rector in other cases.

Article 3
Initiation of the Selection Process

- (1) Prior to the initiation of the selection process, the announcer:
 - a) shall approve the selection process conditions; the details of the conditions of the selection process and their binding parameters are set by the Rector in their Directive, which shall be discussed within the Rector’s Committee prior to being issued,
 - b) shall appoint a committee for the evaluation of applicants (hereinafter referred to as “the Committee”), consisting of the Chairperson of the Committee and its members; the committee is a temporary advisory body of the announcer; the requirements for the composition of the Committee, the requirements for the qualifications of the Committee members, and the details of the Committee’s meetings are set by the Rector in their Directive, shall be discussed within the Rector’s Committee prior to being issued.
- (2) The selection process begins on the day of publication of the conditions of the selection process in the public part of the University’s website.
- (3) The conditions of the selection process shall be published no later than thirty days prior to the deadline for application submission.

¹ § 95 (10) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act).

Article 4
Course of the Selection Process

- (1) The course of the selection process comprises the following two consecutive phases:
 - a) 1st phase – preparatory, consisting of the acceptance of applications and required documents, evaluation of the degree to which applicants have met the qualification prerequisites and requirements set by the announcer in the selection process conditions by the Chairperson of the Committee, and subsequently, the publication of the list of applicants having submitted the application on time and met all the qualification prerequisites and requirements set by the announcer in the selection process conditions,
 - b) 2nd phase – the conducting of interviews which applicants having met the qualification prerequisites and requirements set by the announcer in the selection process conditions,
 - c) 3rd phase – the evaluation of applicants, including the preparation of a report of the evaluation of the applicants.
- (2) An application submitted on time is taken to be an application that was delivered to the University or the section of the University whose Dean is the announcer, or handed over for delivery to the holder of a postal license no later than on the day when the deadline for submitting applications specified in the conditions of the selection process expires.
- (3) The list of applicants having submitted the application on time and met all the qualification prerequisites and requirements set by the announcer in the conditions of the selection process is published in the public part of the University's website no later than seven working days from the date when the deadline for application submission expired. The scope of the data published is determined by the Rector in their Directive, which is discussed within the Rector's Committee prior to publication.
- (4) Interviews with applicants are closed to the public unless otherwise specified; the applicant is invited to the interview by the Committee no later than five working days prior to the day of the interview.
- (5) The Committee may decide to waive the applicant interview stage:
 - a) if the number of applicants is low and all applicants are known to the announcer,
 - b) in the case of a selection process the conditions of which contain such qualification prerequisites and requirements as can be verified and assessed from the documents submitted by the applicant, the submission of which announcer has required together with the application within the selection process conditions.
- (6) The fact that interviews with applicants are waived shall be announced by the Committee to all applicants who submitted their application on time and met all the qualification prerequisites and requirements set by the announcer in the selection process conditions.
- (7) In the case of an excused absence of the applicant, the Committee may, based on the applicant's request, assess the application in their absence on the basis of the submitted documents.
- (8) In the case of a selection process to fill an academic staff position that is a managerial position, the phase of conducting interviews with applicants shall always take place with the following:
 - a) in the case of a selection process to fill the position of the director of a higher

education institution² or another workplace of education and research activity³ or the head of a department, a public presentation of the plans for the development of the workplace in question, with the exclusion of the attendance of other selection process applicants. The addition of a public presentation to the interview is decided upon by the announcer of the selection process. The public presentation is the first part of the applicant interview and is directed by the Chairperson of the Committee. All applicants are granted an identical amount of time for the public presentation and are made aware of it in advance. The order of the applicants' presentations is determined by the Chairperson of the Committee by random draw. In the case a public presentation has not been added to the interview, a presentation of the plans for the development of the workplace within which the position is being filled is part of the applicant interview;

- b) in other cases, a presentation of the plans for the development of the workplace within which the position is being filled is part of the applicant interview;
- (9) Prior to the start of applicant interviews, it is possible to submit written comments to the announcer regarding the applicant(s). The announcer shall immediately forward the comments to the Committee. The applicant has the right to comment on the submitted comments before the Committee.
 - (10) The evaluation of applicants by the Committee is done on the basis of the submitted information and documents, as well as the interview, if conducted.
 - (11) The assessment of applicants is not public; the order of their assessment is determined by the Committee.
 - (12) With the applicants who have met all the qualification prerequisites and requirements set by the announcer in the conditions of the selection process and have completed the interview, the Committee shall determine the order of the applicants according to their suitability for the vacant position to which the selection process relates by voting. Voting on the order of applicants is secret. The approval of a majority of all Committee members is required to make a decision on each applicant. If two or more applicants are placed in the same slot in the ranking, the Committee votes on the ranking of these applicants again.
 - (13) At a time when the personal presence of Committee members or applicants is restricted based on a measure adopted pursuant to another law, meetings and voting may be conducted outside of the meeting by means of remote communication. Within the period set out in the previous sentence, the Committee may, by an open vote, determine the order of applicants according to paragraph 12.
 - (14) The Committee shall draw up a written report on the result of the evaluation of applicants, which shall be signed by all members of the Committee; in the report, the Committee shall explicitly state for each applicant:
 - a) which qualification prerequisites and requirements set by the announcer in the conditions of the selection process the applicant fulfils or does not fulfil,
 - b) an explanation as to why the applicant who met all the qualification prerequisites and requirements set by the announcer in the conditions of the selection process was placed in the presented order.
 - (15) The Committee shall present the report to the announcer no later than three working days from the date of the applicant interviews.

² § 22 (1)(b) of the Higher Education Act.

³ § 22 (1)(c) of the Higher Education Act.

Article 5
Conclusion of the Selection Process

- (1) The announcer shall conclude the selection process with a decision:
 - a) regarding whether the academic staff position shall be filled, and by which applicant
 - b) that the selection process has been cancelled.
- (2) The announcer is not bound to the Committee's conclusions in their decision.
- (3) The decision of the announcer is published in the public part of the University's website and concurrently communicated to all applicants in written form. The announcer shall publish their decision in the public part the University's website within 14 days of receiving the Committee's report.

Article 6
Corrective Measure

- (1) The applicant may submit written objections of a breach of Regulations to the Rector no later than seven working days from the date of publication of the announcer's decision in the public part of the university's website. Objections are submitted through the announcer. Filing objections has a suspensive effect.
- (2) The Rector rules on the objections.
- (3) The Rector shall rule on the objections within fifteen days from the date of their delivery. The decision on objections is immediately delivered to the applicant who submitted the objections by registered mail.
- (4) The announcer's decision may be confirmed or annulled by the Rector by the rector on the basis of the objections submitted. In case of the annulment of the announcer's decision, the announcer is obliged to inform all applicants of this fact in writing immediately.
- (5) A formal appeal cannot be filed against the Rector's ruling on the submitted objections.

Article 7
Special Provisions

- (1) The selection process may be waived if:
 - a) it is the case of the filling the academic staff – instructor position by a professional soldier⁴
 - b) the academic staff employee who is a professional soldier wishes to be assigned to an academic staff position that is not a senior position within the given workplace on the day immediately following the day of termination of the service contractual relationship,
 - c) an academic worker who is a senior employee wishes to be assigned to an academic staff position that is not a senior position within the given workplace.
- (2) Unless the Rector decides differently, these Regulations shall also be used in the filling of vacant employment and service positions of research staff.
- (3) The Rector shall clarify questions relating to the selection process that are not specified

⁴ Act No. 221/1999 Coll., on Professional Soldiers, as amended.

within these Regulations or explicitly specified elsewhere.

- (4) Should the announcer or the Rector (in the case of a Dean as the announcer) discover a violation of these Regulations in the course of a selection process, he/she shall cancel the selection process. The information regarding the cancellation of the selection process shall be published in the public part of the University website.
- (5) The Committee members are bound to non-disclosure of the facts they are presented within the course of the selection process.
- (6) Administrative support is provided by the Rectorate human resources staff or by the Faculty of Military Medicine. If a Rectorate human resources staff member is assigned the function of the Committee secretary, he/she is not a member of this Committee.
- (7) General regulations on administrative proceedings⁵ are not applicable to the selection process, with the exception of deadlines and time calculations⁶.
- (8) The text of the announced selection process, applications, voting ballots, applicant evaluation report, and decision in the matter of the selection process are stored at the human resources workplace of the University for a period of three years. Following the expiration of this time period, the aforementioned documentation is shredded in an official capacity.

Article 8

Temporary, Revoking and Final Provisions

- (1) The selection process initiated prior to the entrance into the validity of these Regulations shall be carried out to conclusion in accordance with the regulations effective at the time of initiation.
- (2) The Amended Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence of 20 June 2006 have been revoked.
- (3) These Regulations have been approved by the Academic Senate of the University 13 June 2017.
- (4) These Regulations enter effect and become valid on the day of their registration by the Ministry of Defence⁷.

m. p.

Prof. MUDr. Jiří KASSA, CSc.
Chairman
of the Academic Senate of the University

m. p.

BG Prof. Ing. Bohuslav PŘIKRYL, Ph.D.
Rector

⁵ Act No. 500/2004 Coll., Administrative Procedure Code, as amended.

⁶ § 6 (39-41) of Act No. 500/2004 Coll., Administrative Procedure Code, as amended.

⁷ §95 (8)(a) of the Higher Education Act.

The Ministry of Education, Youth and Sports consented, pursuant to § 95(8) (a) of Act No. 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act), to the registration of the Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence under Ref. No. MSMT-21548/2017-2 on 31 August 2017.

..... m. p.

Mgr. Karolína GONDKOVÁ

Director of the Higher Education Department

The Ministry of Defence, pursuant to § 36 (2) and §95 (8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on modification and Amendment of other acts (Higher Education Act), registered the Amendment No. 1 to the Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence under Ref. No. MO 179779/2017-7542 on 6 September 2017.

..... m. p.

Ing. Petr VANČURA

State Secretary at the Ministry of Defence

* * *

The Ministry of Education, Youth and Sports consented, pursuant to § 95 (8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act), to the registration of Amendment No. 1 to the Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence under Ref. No. MSMT-34514/2021-2 on 23 December 2021.

..... m. p.

Mgr. Karolína GONDKOVÁ

Director of the Higher Education Department

The Ministry of Defence, pursuant to § 36 (2) and § 95 (8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on modification and Amendment of other acts (Higher Education Act), registered the Amendment No. 1 to the Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence under Ref. No. MO 9305/2022-7542 on 6 January 2022.

..... m. p.

Ing. Petr VANČURA

State Secretary at the Ministry of Defence