



**University
of Defence**

Policy on the Recruitment, Selection and Appointment of Staff Involved in Scientific Research Activities (OTM-R) of the University of Defence

Brno 2025

Starting points

The University of Defence, in accordance with the principles of the Charter and the Code of Conduct for Researchers, fully supports the requirements for the selection and appointment of staff involved in research activities, which are based on an open (O), transparent (T) approach with regard to merit-based (M) assessment and with respect for equal opportunities and the prevention of discrimination during the recruitment (R) of new employees.

Academic staff positions are advertised **openly** and widely in order to reach a broader range of potential applicants, while respecting the limitations imposed on the University of Defence as a state military university by national legislation and the regulations of the Ministry of Defence.

Transparency is based on promoting simplicity and clarity in the recruitment and selection process. All applicants, without distinction, have access to the same information. The recruitment and selection rules are publicly available.

Selection for work or service positions is based on **merit** – the candidates' work performance, and on applying equal approach. The same applies to employee evaluation. Selection committees are responsible for recommending the best possible candidate for a job or official position.

Applying the principles of OTM-R

The Policy on the Selection and Appointment of Staff Involved in Scientific Research Activities is based on the above principles and is implemented by the University as follows:

- a) The rules and processes for recruitment and selection are set by the University's publicly available internal regulation and the related rector's measure. These documents are processed in accordance with the principles of the OTM-R policy.
- b) To ensure transparency, these documents are published on the website www.unob.cz in both Czech and English versions, making them accessible to foreign applicants as well.
- c) Job openings are announced well in advance through the internal information system and the University's website, the information system of the Ministry of Defence, social networks, as well as through public job portals and, where possible, on the Euraxess website.
- d) Applicants can submit all required documents electronically and will only need to provide physical copies if they are selected. At all stages of the selection process, applicants are informed about the current status of their application and the expected timeline.
- e) The basic criteria for selecting candidates are professional skills, publication activity, results of creative work, experience with international mobility, and any other relevant criteria. The selection process fully complies with the requirement for equal and non-discriminatory approach, national legislation, departmental regulations and standards, the University's internal regulations and measures, as well as the Code of Ethics of the University of Defence.
- f) In accordance with the [Gender Equality Plan of the University of Defence for the period 2022–2030, as amended](#), and the internal [Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence](#), the gender composition of selection

committees, or equal composition according to other requirements, is fully respected when forming them. Committee members are trained in the knowledge and adherence to the basic principles of transparent and non-discriminatory selection of candidates.

- g) All participants in the selection processes will receive the results of the selection process along with an evaluation of their strengths and weaknesses and can provide feedback on the course of the selection process.
- h) Any complaints from applicants are handled in accordance with the University's internal regulations.

The implementation of the University's OTM-R policy is regularly evaluated through the OTM-R checklist.

Focus areas for the period 2026-2028 according to the Action Plan

- a) Reducing administrative burden for applicants and employees in the area of recruitment, selection, and appointment
- b) Support for gender equality in employee selection, career development planning, evaluation, and employee remuneration
- c) Support for transparency in employee evaluation and remuneration
- d) Improving English communication skills among employees involved in recruitment, selection, and appointment
- e) Facilitating the adaptation of disadvantaged groups of new employees and employees returning after a work break – clear setting of management rules and approach to starting academic staff and disadvantaged groups of employees. Institutionalisation of the university employee training system and linking education with employees' career plans.

Brno, 12 December 2025

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