

The Ministry of Education, Youth and Sports registered the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-2223/2017 on 23 January 2017.

In compliance with § 36 Paragraph 2 and 5 of the Higher Education Act, the Ministry of Education, Youth and Sports registered the alterations in the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín under Ref. No. MSMT-40562/2020-1 on 22 October 2020.

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Mgr. Karolína Gondková
Head of the Higher Education Institutions Department

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FULL VERSION OF THE
RULES GOVERNING SELECTION PROCEDURES
FOR ACADEMIC STAFF POSITIONS AT
Tomas Bata University in Zlín from
22 October 2020

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter f) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:

Article 1
General provisions

(1) The Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín (hereinafter referred to as “the Rules”) are issued in accordance with § 17 Paragraph 1 Letter f) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, (hereinafter referred to as “the Act”) and regulate the procedures for academic staff positions at Faculties and other component parts of Tomas Bata University in Zlín (hereinafter referred to as “TBU”). The Rules aim to consolidate the procedure for staffing and to lay down the rules governing the selection of applicants who have the best prerequisites for the performance of activities carried out by academics (Article 34 of the TBU Statute).

(2) The number of academic staff in accordance with § 6 Paragraph 1 Letter h) of the Act and the structure of the academic staff in compliance with TBU internal regulations shall be set by the Rector after discussing it with Deans.

(3) Vacancies for members of the academic staff at TBU shall be filled through competitive selection procedures (§ 77 of the Act), while following the recommendation by the European Commission with regard to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

(4) The selection procedure is not required in the case of the re-employment of an academic employee in his/her current post. Moreover, the selection procedure is not required in the case of a change to the affiliation of an academic to an organizational unit within TBU or its component parts.

(5) These Rules shall not apply to filling vacancies of a TBU Adjunct Professor, which is regulated by the Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Procedures for Appointment of Adjunct Professors at Tomas Bata University in Zlín.

Article 2

Launching a selection procedure

(1) A selection procedure for a vacancy to be filled at a Faculty shall be launched by the Dean; in the other cases by the Rector (hereinafter referred to as “the person launching the selection procedure”) in collaboration with the TBU Human Resources.

(2) The vacancy notice must be posted by the person launching the selection procedure through the TBU Human Resources in the publicly accessible section of the TBU website no later than 30 days before the deadline for the submission of applications for participation in a selection procedure.

(3) The vacancy notice shall include mainly the following information:

- a) designation of the TBU component part, at which the vacancy is to be filled,
- b) description of the vacancy to be filled (mainly the designation of the workplace, list of activities requested to be performed, eventually also the rate of pay),
- c) qualification requirements and other requirements that the person applying for the vacancy to be filled (hereinafter referred to as the “applicant”) has to comply with (particularly the required level of education, academic degrees, scientific degrees, scientific-pedagogical degrees, period, type and specialization of work experience, language skills),

- d) formalities of the application for participation in the selection procedure (particularly documents certifying the skills and expertise of the applicant necessary for the vacancy to be filled, statutory declaration of integrity), deadline for its submission and the mode of its submission,
- e) expected date of commencement of employment relationship.

Article 3

Selection committee

- (1) A selection procedure is held by a selection committee (hereinafter referred to as the “committee”), appointed in writing by the person launching the selection procedure (Appendix No.1) no later than within 7 days of the expiry of deadline for the submission of application for participation in the selection procedure (hereinafter referred to as the “application deadline”).
- (2) The committee is comprised of a Chairperson and other members of the committee. The total number of persons in the committee must be odd, five at least. The person launching the selection procedure cannot be the Chairperson or a member of the committee.
- (3) The Chairperson and other members of the committee shall be appointed by the person launching the selection procedure.
- (4) Other members of the committee include:
 - a) An academic or a researcher from the relevant workplace,
 - b) a representative of the academic senate of the relevant Faculty deputed by its Chairperson in case of a selection procedure launched by the Dean, or a representative of the TBU Academic Senate deputed by its Chairperson in case of a selection procedure launched by the Rector,
 - c) an academic from the relevant TBU component part,
 - d) an expert from outside the relevant TBU component part with relevant professional competence.
- (5) In general, a member of the TBU Human Resources staff participates in the meeting of the committee in an advisory capacity.
- (6) The meeting of the committee is closed to the public. All members of the committee are bound by secrecy or confidentiality with regard to all important facts in accordance with special legal regulations. The principles of personal data protection must be observed during the selection procedure.
- (7) The committee shall make resolutions by voting at the meeting, at which an absolute majority of its members including the Chairperson must be present. Votes are cast by secret ballot, unless the committee decides otherwise.
- (8) A resolution adopted by the committee is valid, if an absolute majority of the present members of the committee vote in favour of it.

(9) Minutes shall be taken of each meeting of the committee and of the resolution adopted by the committee (Appendix No. 1 and 2), which shall be signed by the Chairperson and all the members of the committee present to the meeting, and which shall be submitted by the Chairperson of the committee to the person launching a selection procedure no later than 3 working days of the meeting of the committee. The minutes shall be taken by the Chairperson of the committee.

Article 4

Process of the selection procedure

(1) The TBU Human Resources shall ensure that the notification of the number of applicants is posted in the publicly accessible section of the TBU website no later than within 5 working days of the expiry of the application deadline. The Human Resources staff shall consequently publicize the dates of the meetings of the committee in the same place.

(2) If at least one applicant has submitted an application for participation in the selection procedure, the committee shall hold the first round of the selection procedure no later than within 30 days of the expiry of the application deadline, during which the committee shall, in accordance with the assessment of the applications submitted by the applicants or personal interviews conducted with the applicants, decide which applicants have complied with the selection procedure requirements in accordance with Article 2 Paragraph 3 Letter c) and d), and shall recommend to the person launching the selection procedure:

- a) Admission or non-admission of particular applicants to enter into an employment relationship and the order of those applicants that are recommended for admission, or
- b) holding of a second round of the selection procedure, to which applicants selected by the committee shall advance from the first round, and during which the committee shall decide about its recommendation in accordance with Letter a).

(3) In the second round of the selection procedure that shall be held no later than within 45 days of the expiry of the application deadline, the committee may request applicants to give a presentation and answer questions asked by the members of the committee.

(4) The person launching the selection procedure shall decide in accordance with the process of the selection procedure and the recommendation made by the committee on the final selection and the order of the applicants for the vacancy who have been selected to enter into an employment relationship no later than within 7 working days of the resolution adopted by the committee on the recommended order of the applicants. The person launching the selection procedure shall hand over the decision to the TBU Human Resources.

(5) In accordance with Paragraph 4 the TBU Human Resources shall ensure that the decision is posted in the publicly accessible section of the TBU website and shall inform each of the applicants about the relevant conclusion within 7 working days of the day on which the decision was issued. At the same time, the Human Resources shall return the certified copies of the documents to those applicants that have not been selected to enter into an employment relationship with TBU.

(6) No legal claim for the applicant to enter into an employment relationship shall arise with regard to the result of the selection procedure.

Article 5

Appendices

The following appendices form part of the Regulations:

- a) Appendix No. 1 - Selection Committee to Hold a Selection Procedure for an Academic Staff Position,
- b) Appendix No. 2 – Record of the 1st Round of the Selection Procedure for an Academic Staff Position,
- c) Appendix No. 3 - Record of the 2nd Round of the Selection Procedure for an Academic Staff Position.

Article 6

Final provisions

(1) The Rules Governing Selection Procedures for Academic Staff Positions at TBU registered by the Ministry of Education, Youth and Sports under Ref. No. 17 553/2002-30 on 1 August 2002 are hereby cancelled.

(2) These Rules were approved in accordance with § 9 Paragraph 1 Letter b) of the Act by the TBU Academic Senate on 17 January 2017.

(3) These Rules shall come into effect in accordance with § 36 Paragraph 4 of the Act on the day when registered by the Ministry of Education, Youth and Sports.

(4) These Rules shall come into force on the day when registered by the Ministry of Education, Youth and Sports.

Temporary provisions

Selection procedures commenced before the day these alterations come into effect shall be completed in accordance with the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín, in the wording effective before the day on which these alterations came into effect.

The alterations in the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín were approved in accordance with § 9 Paragraph 1 Letter b) Clause 3 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of Tomas Bata University in Zlín on 30 June 2020.

The alterations in the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín shall come into force in accordance with § 36 Paragraph 4 of the Act on the day when registered by the Ministry of Education, Youth and Sports.

The alterations in the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín shall come into effect on the day when registered by the Ministry of Education, Youth and Sports.

doc. Ing. Martin Sysel, Ph.D. m.p.
Chairperson of the TBU Academic Senate

Prof. Ing. Vladimír Sedlařík, Ph.D. m.p.
TBU Rector

Appendix No. 1 to the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín

**Selection Committee to Hold a Selection
Procedure for an Academic Staff Position**

Vacancy to be filled:

In accordance with Article 3 of the Rules Governing Selection Procedures for
Academic Staff Positions at Tomas Bata University in Zlín

I hereby appoint

a selection committee to hold a selection procedure comprising:

Chairperson:

Members: ... an academic or a researcher from the relevant constituent part
... a representative of the Faculty AS/TBU AS
... an academic from the relevant TBU component part
... an expert from outside the relevant TBU component part with a
relevant level of professional competence

.....
Person launching the selection procedure
(Dean/Rector)

In Zlín on ...

Appendix No. 2 to the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín

**Record of the 1st Round of the
Selection Procedure for an Academic Staff
Position**

Vacancy to be filled:

The vacancy was posted on:

Date of the selection procedure:

Composition of the selection committee:

Chairperson:

Members: ...

...

...

...

...

HR officer: ...

Number of candidates who have applied for the job:

Course of the 1st round of the selection procedure:

The selection committee has considered the applications submitted by the candidates for the academic staff position, and in accordance with:

- assessment of applications submitted by the candidates for the academic staff position*
- assessment of applications submitted by and personal interviews carried out with the candidates for the academic staff position*

* cross out if not applicable

recommends to the person launching the selection procedure:

a)

- **(name and surname)** for admission with the start of employment from: ..., workload of ...; to conclude a fixed-term contract of employment, for ..., i.e. until ... 202...

- **(name and surname) for admission** with the start of employment from: ..., workload of ...; to conclude a fixed-term contract of employment, for ..., i.e. until ... 202...

Alternate:

- **(name and surname)** with the start of employment from: ..., workload of ...; to conclude a fixed-term contract of employment, for ..., i.e. until ...202...

b) non-admission of:

- **(name and surname)**
- **(name and surname)**

c) holding of a 2nd round of selection procedure with the participation of the candidates selected by the selection committee in the 1st round:

Number of candidates selected by the selection committee in the 1st round:

* cross out if not applicable

Signatures of the Committee members:

Chairperson

Member

Member

Member

Member

Decision issued by the person launching the selection procedure:

I approve – disapprove of the proposal by the selection committee.

.....
Person launching the selection procedure
(Dean/Rector)

In Zlín on ...

Appendix No. 3 to the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín

**Record of the 2nd Round of the
Selection Procedure for an Academic
Staff Position**

Vacancy to be filled:

The vacancy was posted on:

Date of the selection procedure:

Composition of the selection committee:

Chairperson:

Members: ...

...

...

...

HR officer: ...

Number of candidates selected by the committee in the 1st round of the selection procedure:

Course of the 2nd round of the selection procedure:

The selection committee has considered the applications submitted by the candidates for the academic staff position, and in accordance with:

- assessment of applications submitted by the candidates for the academic staff position*
- assessment of applications submitted by and personal interviews carried out with the candidates for the academic staff position *

* cross out if not applicable

recommends to the person launching the selection procedure:

a)

- **(name and surname)** for admission with the start of employment from: ..., workload of ...; to conclude a fixed-term contract of employment, for ..., i.e. until ... 202...

- **(name and surname)** **for admission** with the start of employment from: ..., workload of ...; to conclude a fixed-term contract of employment, for ..., i.e. until ... 202...

Alternate:

- **(name and surname)** with the start of employment from: ..., workload of ...; to conclude a fixed-term contract of employment, for ..., i.e. until ... 202...

b) non-admission of:

- **(name and surname)**
- **(name and surname)**

* cross out if not applicable

Signatures of the Committee members:

Chairperson
Member
Member
Member
Member

Decision issued by the person launching the selection procedure:

I approve – disapprove of the proposal by the selection committee.

.....
Person launching the selection procedure
(Dean/Rector)

In Zlín on ...