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Article 1

Introductory provisions

- 1) The purpose of this Rector's Directive is to specify the proceedings in the course of habilitation procedures and professorial appointment procedures, which are regulated by the Rules Governing Habilitation Procedures and Professorial Appointment Procedures and the Procedure for Appointment of Adjunct Professors at Tomas Bata University in Zlín (hereinafter referred to as the "Rules") from the point of view of a possible conflict of interest, and define the principles for the elimination of the conflict of interest and bias by authorities and other persons participating in the habilitation procedure, professorial appointment procedure or the procedure for appointment of Adjunct Professor (hereinafter referred to as the "Procedures carried out in accordance with the Rules") carried out at Tomas Bata University in Zlín (hereinafter referred to as "TBU").
- 2) This Directive defines the basic principles on the basis of which a possible conflict of interest among authorities and persons participating in the Procedures carried out in accordance with the Rules should be prevented, including the definition of powers, responsibilities and procedures in a situation where the conflict of interest between individual authorities and persons participating in the Procedures carried out in accordance with the Rules occurs.
- 3) For the purposes of this Directive, a conflict of interest refers to a situation where the impartiality and unbiasedness of a person can be doubted with regard to the process of the Procedures carried out in accordance with the Rules. The impartiality and unbiasedness of a person can be doubted if this person has a personal interest in the decision in the Procedure carried out in accordance with the Rules or other action within the Procedure carried out in accordance with the Rules, or has a personal, employment or a similar relationship with the candidate. In particular, this refers to close persons as specified in § 22 Paragraph 1 of the Act No. 89/2012 Coll., Civil Code, co-authors of publication outputs, project and grant co-investigators, superiors and subordinates.

Article 2

Procedures carried out in accordance with the Rules

- (1) The Dean of the Faculty at which the Procedure carried out in accordance with the Rules was commenced is obliged to request that the persons he/she wants to appoint members of the habilitation committee or the professorial appointment committee or the adjunct professorial appointment committee (hereinafter referred to as the “Committee”) provide a statement on the absence of a conflict of interest and on impartiality. The Committee shall proceed in a similar manner in the case of persons nominated to be appointed as external examiners. Persons who express their bias or a conflict of interest cannot be members of the Committee or external examiners.
- (2) A person who is a co-author of a significant part of the outputs of R&D and creative activities related to the procedure as regards its specialization cannot be a member of the Committee or an external examiner.
- (3) A supervisor or consultant of the candidate’s doctoral thesis cannot be a member of the Committee or an external examiner.
- (4) A close person cannot be a member of the Committee or an external examiner.
- (5) A direct superior or a direct subordinate cannot be a member of the Committee or an external examiner, in particular:
 - a. If the candidate is the Rector of TBU in Zlín, then a Dean of a TBU Faculty or a Vice-Rector of TBU in Zlín cannot be a member of the Committee or an external examiner.
 - b. If the candidate is a Dean, then the Rector of TBU in Zlín, a Vice-Dean of the relevant Faculty or a Head of a Department of the relevant Faculty cannot be a member of the Committee or an external examiner.
 - c. If the candidate is a Vice-Rector of TBU in Zlín, then the Rector of TBU in Zlín or a Dean of a TBU Faculty cannot be a member of the Committee or an external examiner.
 - d. If the candidate is a Vice-Dean, then the Dean of the relevant Faculty or a Head of a Department of the relevant Faculty cannot be a member of the Committee or an external examiner.
 - e. If the candidate is a Head of a Department, then the Dean of the relevant Faculty, a Vice-Dean of the relevant Faculty or a person employed at the relevant Department cannot be a member of the Committee or an external examiner.
 - f. If the candidate is a person employed at a Department, then the Head of the relevant Department cannot be a member of the Committee or an external examiner.

Article 3

Reporting of conflicts of interest

- (1) The candidate is obliged to notify the Dean, Chairperson of the Committee or the Rector of a possible conflict of interest immediately after learning of such a circumstance.
- (2) A person who, beyond the facts specified in Article 2 of this Directive, feels to be in a conflict of interest, is obliged to immediately inform the Dean, Chairperson of the Committee or the Rector about this fact. In the event that the Dean, the Chairperson of the Committee or the Rector finds that the given person is in a conflict of interest, he/she shall ensure that another person is appointed instead of such a person where there can be no doubt that he/she is not in a conflict of interest.

- (3) If the Dean, Chairperson of the Committee or the Rector assesses the reported situation as a conflict of interest, he/she shall expel the biased person, and ensure that a person whose unbiasedness and impartiality cannot be doubted is appointed to replace the expelled person.
- (4) In case of ambiguities in assessing conflicts of interest at the Faculty level, the situation shall be dealt with by the Dean. In the event of a possible conflict of interest of the Dean, the final assessment shall fall within the competence of the Rector.

Article 4
Final provisions

- (1) The advisory standpoint regarding the commencement of a professorial appointment procedure cannot be prepared by an employee of TBU in Zlín for a candidate who is also employed at TBU in Zlín, with the exception of persons performing their work tasks on the basis of a Contract for Services or a Subcontract Agreement.
- (2) In the event that the Rector of TBU in Zlín refuses to appoint the Associate Professor in accordance with the nomination by the Scientific Board of the component part of TBU in Zlín, he is obliged to inform the Scientific Board of the relevant component part and the Scientific Board of TBU in Zlín about the reasons for his decision.

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