

*The Ministry of Education, Youth and Sports registered in accordance with Section 36 (2)(5) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act, 2021 under ref. no. MSMT-...../2021 Regulations of the Selection Procedure of the Silesian University in Opava.*

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*Mgr. Karolína Gondková  
Director of the Higher Education Department*

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# **Selection Procedure Regulations OF THE SILESIAAN UNIVERSITY IN OPAVA of \_\_ December 2021**

# **Rules of the Selection Procedure of the Silesian University in Opava of \_\_\_\_\_December 2021**

## **Article 1 Introductory Provisions**

The Regulations for the Selection Procedure of the Silesian University in Opava (hereinafter referred to as the "Regulations") is an internal regulation of the Silesian University in Opava (hereinafter referred to as the "University") under Section 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), as amended (hereinafter referred to as the "Act").

## **Article 2 Selection Procedure**

- 1) For the purposes of these Regulations, the Selection Procedure means the process used to ensure recruitment and the selection of the further specified staff of the University, in order to ensure that their professional, qualification and personal requirements optimally meet the needs and requirements of the relevant posts and thus achieve a high level of quality in the educational, scientific and research, development and innovative, artistic or other creative activities of the University and its further development.
- 2) The conditions and procedures defined in these Regulations shall be based on the principles of open, transparent and an effective Selection Procedure in accordance with the Code of Conduct for

the Recruitment of Researchers<sup>1</sup> and valid for the entire university, with the possibility of appropriate adaptation of the parts of the university according to the type of individual posts.

- 3) The Selection Procedure conditions must guarantee equal treatment for all applicants and provide them with fair framework conditions. There must be no discrimination in the selection of employees, e.g., on grounds of sex, age, ethnic, national, or social origin, religion or belief, sexual orientation, language, disability, political opinions, social and economic conditions.
- 4) The Selection Procedure shall be conducted responsibly and in accordance with the Regulations of fair treatment and shall not involve any unauthorised handling of the personal data of applicants.
- 5) On the basis of the Selection Procedure, the following posts shall be filled:
  - a) academic employees,
  - b) researchers with higher than half of average full-time hours,
  - c) heads of academic and scientific staff of the faculties – the head of the department, the head of the institute and the head of the faculty institute, with the exception of deans and vice-deans,
  - d) directors of higher education institutes established under the provisions of Section 34 (3) of the Act,
  - e) head employees of other parts of the University – the head of the workplace under the provisions of Section 22 (1) (c) of the Act, the head of the special-purpose facility under the provisions of Section 22 (1) (d) of the Act,
  - f) bursar and secretaries of faculties.
- 6) Based on the decision of the rector, dean or other person authorized to act in labour relationships, other jobs may also be filled in the form of a Selection Procedure. In that case, the provisions of these Regulations shall be applied *mutatis mutandis*.
- 7) The Selection Procedure for academic and scientific staff may be waived in the case of:
  - a) occupation of a post by a visiting professor,
  - b) posting of an academic or research fellow to achieve the relevant academic qualification and the related career path to a higher position within the qualification growth,
  - c) the extension or renegotiation of the employment relationship with the staff member holding the post,
  - d) organizational change, when it is possible to fill a newly created position with an employee who works in a comparable position at the University in an employment relationship or as part of a concluded agreement on work performed outside the employment relationship for at least 6 months,
  - e) occupation of a post by an employee returning from maternity/parental leave or long-term absence due to obstacles at work on his/her side,
  - f) occupation of a post by a candidate who participated in a Selection Procedure for a post with comparable requirements at the University not more than 6 months ago and who complied

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<sup>1</sup> published by the European Commission, Directorate-General for Research, 2006  
[https://cdn2.euraxess.org/sites/default/files/brochures/cinemas21620b1c\\_en.pdf](https://cdn2.euraxess.org/sites/default/files/brochures/cinemas21620b1c_en.pdf)

with the specified conditions,

- g) occupation of a temporarily created job in connection with the implementation of a specific project, where the scope of the job is a maximum of 20 hours per week or the duration of the job is shorter than 6 months, or if the selection method is determined by the terms of the project,
  - h) occupation of a job, where the most beneficial option is the direct addressing of a significant specific personality in the field, especially permanently operating abroad.
- 8) At the same time, for the occupation of a job under the previous paragraph, the employee must meet the professional and qualification requirements for the occupied job, and, for the exceptions referred to in points (b) to (f) of paragraph 7, that the staff member concerned has previously been the subject of a Selection Procedure.
- 9) The decision to waive the Selection Procedure is taken by the person authorized to announce it (hereinafter referred to as the "Announcer"). A waiver of the Selection Procedure shall always be substantiated in writing in a relevant manner.
- 10) The announcer may extend, suspend, or cancel the Selection Procedure or decide not to accept any of the applicants.

### **Article 3**

#### **Opening the Selection Procedure**

- 1) Selection Procedure for posts:
- a) of the directors of higher education institutions, managers of staff of other parts of the University under Article 2 (5e) and the Bursar shall be appointed by the Rector,
  - b) organizationally integrated into one of the faculties or university institutes is announced by the Dean of the relevant faculty or another person authorized to act in employment relationships.
- 2) Announcement of the Selection Procedure shall contain:
- a) the name of the post and, if more than one, the number of posts occupied;
  - b) the characteristics of the work carried out;
  - c) educational, professional and other competence requirements;
  - d) information on the scope and duration of the employment relationship, expected date of entry into employment, place of work, expected remuneration;
  - e) information on incentives or career prospects, where relevant;
  - f) the selection criteria on the basis of which the applicant will be assessed;
  - g) a list of the required documents, while the mandatory requirement is to prove the professional CV and education documents (the recommended requirement is the providing of a cover letter);
  - h) the date, place and form of filing of the application;
  - i) if possible, at least an approximate date of the test, personal interview, or other presentations, if required.

- 3) Selection Procedures for the posts referred to in Article 2 (5) (a) to (d) shall, as a general rule, be published in the Czech and English languages or in any other foreign language relevant to the post in question.
- 4) A sufficient time limit must be fixed for the submission of applicants for the Selection Procedure, but not less than 30 days from the date of publication.
- 5) Announcement of the Selection Procedure shall be published in electronic form on the public part of the website of the University as well as on the relevant parts and, in the case of Selection Procedure, on the posts of academic and scientific staff and senior academic and scientific staff also on other websites that correspond in their focus to the appropriate target group of applicants. The announcer may, in justified cases, refrain from publishing on other websites or decide to publish the Selection Procedure in another appropriate form.

## **Article 4**

### **Selection Panel**

- 1) The selection of a particular member of staff suitable for recruitment shall be carried out by a Selection Panel, hereinafter referred to as 'the Panel', which as a whole shall be designed in such a way that its members are able to assess the applicant comprehensively from the various points of view of expertise and skills. Where possible, gender balance shall be adequately taken into account in its design and, where appropriate, shall be used to experts from various disciplines or fields with relevant experience for the evaluation of the applicant, including foreign ones, will be invited to the Panel.
- 2) The Panel shall identify and verify the candidates' eligibility to work on the basis of pre-established conditions. Where possible and appropriate, it is recommended to use different methods to verify the suitability of the candidate.
- 3) The Selection Panel shall be appointed by the announcer who shall appoint its chairman and members. The number of the Panel members is always odd. The announcer may also appoint a standing Panel, which may be supplemented as necessary. The announcer shall be entitled, in justified cases, to dismiss the members of the Panel.
- 4) The announcer may also be a member or, where appropriate, a chairman of the Panel. A member of the Panel is always a representative of the workplace (department, faculty institute) for which the Selection Procedure is announced, usually its head. This need not apply if the Selection Procedure is also a Selection Procedure for a managerial staff member.
- 5) A member of the Panel may not be a person who, within the meaning of the relevant provisions of the Civil Code, is a person close to one of the candidates or who is applying for a job. A potential conflict of interest under this paragraph shall be promptly disclosed by the proposed member or chairman of the Panel to the announcer.
- 6) Members of the Panel are obliged to get familiar with the Regulations and the process of staff selection and to maintain confidentiality of the facts they have learned in connection with the Selection Procedure before its proceedings.
- 7) The proceedings of the Panel shall be chaired by its chairman. The Panel's proceedings are non-public.
- 8) The Panel is only able to have a quorum if more than half of its members participate in the negotiations. A majority of the participating members must be given their opinion in order for the

Panel's decision to be taken. Where there is equality of opinion, the opinion of the Chairman shall prevail.

## **Article 5**

### **Course of the Selection Procedure**

- 1) The Panel is obliged to start the selection process no later than 3 weeks after the end of the deadline for the submission of applications.
- 2) Before starting the selection procedure, the Panel shall agree on the method and instruments to be used for the selection of the applicant and on the criteria on which it will evaluate the applicant. If necessary, the Panel may further expand the range of instruments in the course of the evaluation of candidates.
- 3) The Panel shall keep written records of the progress of the various stages of the Selection Procedure. The records shall also include an evaluation of the candidates.
- 4) The Panel shall process the results of the Selection Procedure identifying the applicant who have complied with the requirements for the occupied position (successful candidates) and depending on the degree of compliance with the requirements, determine the order of applicants, no later than 8 weeks from the deadline for submitting applications.
- 5) The minutes of the course and results of the Selection Procedure, together with any other written records, shall be forwarded by the Panel to the announcer, who shall decide within a reasonable time on the selection. In the event that the announcer decides to accept a candidate other than the one who came first, this decision shall be justified in writing in the Minutes on the course and results of the Selection Procedure. The announcer shall at the same time inform all applicants in writing or electronically of the result of the selection.
- 6) The unsuccessful applicant shall have the right to request, within 2 weeks of receipt of the selection decision, to acquaint himself with the strengths and weaknesses of his participation in the Selection Procedure.
- 7) The framework specification of the methods and forms of verification of the fulfilment of the conditions by the candidates, the setting of selection criteria and the requirements of administrative processes related to the Selection Procedure and their deadlines are specified in the internal standard of the University.

## **Article 6**

### **Common and Final Provision**

- 1) Selection Procedure commenced before the effective date of these Regulations of the Selection Procedure of the Silesian University Opava of....., shall be completed in accordance with the Regulations of the Selection Procedure of the Silesian University in Opava, which were in force at the time of their publication.
- 2) The Regulations of the Selection Procedure of the Silesian University in Opava of 28 March 2017 registered by the Ministry of Education, Youth and Sports on 28 March 2017 under Ref. No. MSMT-7574/2017.

- 3) These Regulations were approved in accordance with Section 9 (1) (b) (3) of the Act by the Academic Senate of the University on December 7, 2021.
- 4) These Regulations shall enter into force in accordance with Section 36 (4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- 5) These Regulations shall enter into force on the date of registration and shall enter into force on 1 April 2022.

doc. Ing. Pavel Tuleja, Ph.D. m.p.  
Rector

RNDr. Vladimír Sedlář, CSc. m.p.  
President of the academic Senate

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