



Rector's Methodological Instruction No. 2/2023

**Terms and conditions of the
postdoctoral position**

Issued in Opava, March 2023



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Article 1

Introductory provisions

- 1) Following the Methodological Instruction of the Bursar "Recruitment and Adaptation of Employees" (hereinafter referred to as "MPK"), which sets out the general framework for the status of postdoctoral fellow, this methodological guideline regulates the specific conditions for postdoctoral positions at the Silesian University in Opava (hereinafter referred to as "the University").
- 2) A postdoctoral employee is an employee who fulfils the conditions set out in the Internal Wage Regulations of the University, on the basis of his/her appointment to the position of researcher – postdoctoral fellow or assistant professor - postdoctoral fellow. A staff member who, after obtaining his Ph.D., works at the same unit of the University where he worked during his doctoral studies, cannot be appointed to these posts.
- 3) For the purposes of this methodological guideline, department means the nearest smaller organisational unit according to the organisational code of a university unit (i. e. typically a department, faculty institute, scientific or artistic centre of a faculty, or a department or centre of a university institute), faculty means a university unit and dean means the head of a university unit.
- 4) In the event that employment or job titles (e. g. employee, supervisor, status characteristics, assistant, etc.) occur anywhere in this instruction or its annexes, it is a generalized masculine whose meaning is gender neutral.

Article 2

Postdoctoral mentor

- 1) The mentor is appointed by the dean on the basis of a proposal from the head of the department to which the postdoctoral fellow organizationally is integrated.
- 2) The postdoctoral mentor is entitled to a supplement for the performance of this function, the amount of which is determined by the dean.
- 3) The mentor submits a written report on the activities of the postdoctoral fellow and his/her career to the head of the department by 30 June and 31 December each year. The postdoctoral fellow is sent a copy of this report and has the opportunity to comment on it in writing. In both cases, electronic mail from a university email address is considered to be in writing.

- 4) One person can mentor up to 3 postdocs.
- 5) A postdoctoral fellow may request a change of mentor. The request should be made in writing to the dean. The department chair or the mentor may request a change of mentor in the same manner. The dean shall proceed with the consideration and processing of this request without undue delay, taking into account the effectiveness of the postdoc's personal development and the capacity of the staff capable of holding the position.

Article 3

The role of mentor and postdoctoral fellow

- 1) The purpose of the postdoctoral position is to assist the postdoctoral fellow in his/her transition from the position of a doctoral fellow to the position of an independent academic or researcher staff.
- 2) The primary responsibility for his/her career development and professional development lies with the postdoctoral fellow.
- 3) The role of the mentor is to help the postdoctoral fellow with orientation in his/her field, with his/her expertise and experience, with his/her advice or constructive criticism and last but not least with personal example.
- 4) The mentor and the postdoctoral fellow meet at least once every six months to evaluate the postdoc's professional growth to date.
- 5) The mentor advises the postdoc on issues related to the ethics of scientific or artistic work in his/her field.
- 6) The mentor tries to highlight opportunities for the postdoctoral fellow's further professional development, including appropriate opportunities to apply for external funding, support for participation in conferences or similar events, support for professional interactions with colleagues in the field both inside and outside the university, and advice on the possibilities of disseminating the results of the scientific or postdoc's artistic activities (especially in the form of publications).
- 7) The postdoctoral fellow shall provide the mentor with an appropriate assistance fulfilling paragraphs 3 to 6.
- 8) The mentor shall make every effort to ensure that the results achieved by the postdoctoral fellow are submitted for publication in a timely manner and that the postdoctoral fellow receives appropriate recognition for the work he/she has done.
- 9) The relationship between mentor and postdoctoral fellow is based on mutual respect and understanding.
- 10) Other duties of the mentor, stipulated by other internal regulations or standards of the university, are not affected by this guideline.

Article 4

Postdoctoral support

- 1) The dean will enable postdoctoral fellows to participate in conferences or similar events that support the professional development of postdocs on a limited scale through an appropriate financial instrument (internal grants, etc.). It is advisable that these events take place at least 6 months before the end of the postdoctoral fellow's period contract.
- 2) If a postdoctoral fellow is recruited as an academic staff member, the volume of teaching must leave sufficient room for his/her creative activity and personal development.
- 3) The faculty strives to develop the general competences of postdoctoral fellows (language, ICT, research management, research ethics, intellectual property protection, etc.) by providing

appropriate courses or other ways of further education.

- 4) Postdoctoral fellows are subject to the usual possibilities for adjusting their working conditions in order to reconcile family life with their work duties.
- 5) Postdoctoral fellows have the opportunity to use the University's advisory and assistance services.
- 6) The faculty pays special attention to advising and supporting postdoctoral fellows in applying for grants and other sources of external funding.
- 7) Offers of postdoctoral positions are published by the faculty on its permanent website and optimally also on other portals, in accordance with the Staff Selection Rules. The offer must include an explicit statement that the position is a postdoctoral position, whether teaching will be part of the duties and, if so, to what extent.
- 8) The University's Career Centre publishes links to the most well-known portals offering postdoctoral positions at other institutions.

Article 5

Final provisions

- 1) This Instruction shall enter into force and effect on the date of its publication on the intranet.
- 2) This guideline applies to postdoctoral fellows hired after March 31, 2023.

Part of the university:	Rector's Office
Designation:	Methodological Instruction of the Rector
Number:	No. 2/2023
Name of the standard:	Conditions of postdoctoral positions
Approves:	doc. Mgr. Tomáš Gongol, Ph.D., Rector
Derogation:	
Validity from:	Day of publication on the intranet
Effectiveness from:	Day of publication on the intranet
Release Date:	5.4.2023
Published by:	Rector
Elaborated by:	Ing. Ivana Růžičková, MPA
Collaboration:	Prof. RNDr. Miroslav Engliš, DrSc.
Number of pages:	4
The number of pcs:	
Method of publication	internal (intranet)
Translation into AJ:	YES
Area of adjustment:	science and foreign relations
Adaptation minimum:	AP, VP