

EVALUATION OF THE SUO ACTION PLAN

ACTIVITY	EVALUATION PROPOSAL	NOTES
<p>1. Revising the SU Code of Ethics and expanding it to include some of the principles of the Charter and the Code, e.g. specifying the role of managers in granting authorization to perform tasks, share information and offer professional assistance to early career researchers,</p> <ul style="list-style-type: none"> - introducing the declaration of the efficient use of financial resources in accordance with the principles of sound, transparent and effective financial management, - introducing the declaration of the principle of non-discrimination, - introducing the declaration of the principle of gender balance and diversity, - considering specific ethical issues related to the nature of R&D activities (e.g. in relation to medical research) 	<p>COMPLETED</p>	<p>A new Code of Ethics was adopted on 1 January 2022 and is also published on the HRA website: section Ethics and Gender: https://www.slu.cz/slu/cz/hraetikakodex https://www.slu.cz/slu/en/hraethicscode</p> <p>The Rules of Procedure of the Ethics Committee were updated in October 2022.</p> <p>The Code of Ethics has been revised to align with the Charter, introducing changes such as specifying the role of managers in granting authorization to share information and offer professional assistance to early career researchers. Further modifications include the declaration of the efficient use of funds in accordance with the principles of sound, transparent and effective financial management, the declaration of the principle of non-discrimination, and the declaration of the principle of gender balance and diversity. Specific ethical issues related to the nature of R&D activities have also been incorporated into the Code. The document further emphasizes the importance of sharing the values of the SU.</p>
<p>2. University Ombudsman – Ombudsman</p>		
<p>2.a) Officially establishing the Ombudsman position and implementing this role in the relevant official SU documents – this entails defining the Ombudsman’s role, their competencies and their requirements concerning the Ethics Committee.</p>	<p>COMPLETED</p>	<p>A new position of an Ombudsman has been incorporated into the university environment - description: https://www.slu.cz/slu/cz/ombudsman https://www.slu.cz/slu/en/hraombudsmanen</p> <p>The Rules of Procedure of the Ethics Committee (7/2022) have also been updated. The relations between the Code of Ethics, the Ethics Committee and the newly established role of the Ombudsman are defined in the internal document titled Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities at the Silesian University in Opava.</p>

<p>2.b) Appointing an autonomous individual to perform this role (as outlined in the Code of Ethics)</p>	<p>COMPLETED</p>	<p>The Silesian University inducted the Ombudsman on 9 November 2022. The Ombudsman promotes a diversity of opinions and embodies the policy of freedom of expression at the University. Through their actions, the Ombudsman contributes to raising the standards in addressing any work-related conflicts, disputes and grievances. Their goal is to ensure fair and equal treatment within the University and thus improve the overall quality of the working environment.</p> <p>https://www.slu.cz/slu/cz/aktuality/52/1720</p>
<p>2.c) Raising awareness about the procedure for complaints and appeals, as well as the role of the Ombudsman</p>	<p>COMPLETED</p>	<p>A marketing campaign was carried out in the following form:</p> <ul style="list-style-type: none"> - Information service was set up on the university website; - A series of outreach events/lectures was organized for heads of the units and the academic community - The marketing campaign aimed to present the most important areas of change and the practical outcomes resulting from implementing the Action Plan. Key messages and guidelines were selected for each area. The campaign also provided guidance on how certain changes can be put into practice and how they will affect the university environment. <p>https://www.slu.cz/slu/cz/aktuality/52/1862 https://www.slu.cz/slu/en/hradocuments</p>
<p>3. OTM-R Policy</p>		
<p>3.a) Establishing the OTM-R policy</p>	<p>COMPLETED</p>	<p>The Equal Opportunities Policy was created: https://www.slu.cz/slu/cz/hrarovneprilezitosti https://www.slu.cz/slu/en/hraopportunities</p> <p>The policy covers and integrates the following areas: Selection and Recruitment (OTMR), Job Tasks, Employee Evaluation, Remuneration, Career Development and Personal Growth, Work Environment, Benefits and Work-Life Balance.</p>

		<p>The Equal Opportunities Policy aims to prevent discrimination against employees. Together with strategies that promote transparent recruitment and fair remuneration, it increases the motivation of individuals aspiring for success and contributes to job stability and employee satisfaction.</p> <p>The Equal Opportunities Policy has been continually discussed with staff (questionnaire surveys) both within the University management and the HR Award Working Group (February 2023).</p>
<p>3.b) Revising the Selection Procedure Code in accordance with the principles outlined in the Rules for the Recruitment of Researchers, while granting the essential autonomy to the individual SU units based on relevance and their immediate needs, e.g.:</p> <ul style="list-style-type: none"> - defining the basic principles of R&D recruitment, - updating the standardized form for announcing job vacancies, - defining the conditions for establishing and constituting selection committees (this includes addressing conflicts of interest among committee members and gender aspects), - defining the assessment criteria and their relevance, - recommending the use of international networks for advertising job vacancies. 	<p>COMPLETED</p>	<p>The Selection Procedure Code have been revised according to the Action Plan. Additionally, standardized templates were created: application form and candidate questionnaire.</p> <p>https://www.slu.cz/slu/cz/hraadaptace https://www.slu.cz/slu/en/hradocuments</p> <p>The process for selecting and recruiting employees at the SU has been modified not only to establish desirable and comparable conditions according to the standards and requirements of the European Commission but also to facilitate the best possible recruitment and selection procedures.</p> <p>The update of the document guarantees impartial and independent selection committees responsible for employee selection. The selection process encourages the use of diverse methods and tools to assess the candidates' knowledge, skills and suitability for the role. The process aims to select the most suitable candidates in terms of expertise and personal potential.</p> <p>The new measures have a direct impact on new employees, facilitating their swift integration into the work process and enabling them to achieve the necessary performance standards. This ensures the practical application of their knowledge and skills with the utmost quality. In all</p>

		documents, the principles of openness and transparency are strongly emphasized.
3.c) Developing a standardized selection procedure approach	EXTENDED	Following the creation of internal documents, the standardized approach to the implementation of selection procedures will be developed in the upcoming implementation period.
3.d) Training senior staff members on the principles of the OTM-R policy	EXTENDED	Following the adoption of the new Equal Opportunities Policy, the training will be implemented in the upcoming implementation period.
3.e) Ensuring awareness across the SU regarding the development of the OTM-R policy	COMPLETED	<p>A marketing campaign was carried out in the following form:</p> <ul style="list-style-type: none"> - Information service was set up on the university website; - A series of outreach events/lectures was organized for heads of the units and the academic community <p>https://www.slu.cz/slu/en/file/cul/9e9941da-6efc-4cd3-95be-80ca8679c460</p>
3.f) Posting job vacancies on various platforms, including Euraxess	EXTENDED	<p>Following the previous activities, a new “Request for Selection Procedure” form will be created, incorporating the Method of Publication section.</p> <p>The publication now includes the Researchjobs.cz portal, as it has proved suitable for most positions.</p>
3.g) Setting up a system for the evaluation of OTM-R and implementation of the plan	EXTENDED	The OTM-R rules have been in place for a relatively short period of time, so the University will be preparing this report at a later stage. The Equal Opportunities Policy (OTMR policy) and other newly introduced documents listed above are currently being implemented. Due to the recent introduction of the policy, individual principles and working practices are only gradually becoming integrated into the practices at the SU.
4. Adaptation process		
4.a) Systemizing the process of adaptation of new SU employees, creating a “welcome package” for new	COMPLETED	<p>The welcome package is available at at:</p> <p>https://www.slu.cz/slu/cz/adaptacniproces https://www.slu.cz/slu/en/hradocuments</p>

<p>employees and possibly also for individuals starting on a new position (e.g. description of individual roles and competencies, list of documents employees must acquaint themselves with, plan of activities in the first week of work, orientation and working in shared university storage spaces, etc.)</p>		<p>Under the newly introduced procedures, emphasis is placed on systematically preparing the employees for their work tasks through a structured adaptation process. Employees learn about strategic objectives where their active involvement is encouraged. This approach motivates employees to perform at their best, which enhances the overall team performance. By systematizing and standardizing the process, teamwork and information sharing are also promoted. To facilitate these aims, new supportive documents have been developed, maintaining flexibility to accommodate the good practices and established habits of individual units:</p> <ul style="list-style-type: none"> - Methodological Instructions of the Bursar: Recruitment and Adaptation of Staff (effective from 1 November 2022) (separate article for postdocs) - Adaptation process: a scheme of activities and responsibilities - Confirmation of completion of the adaptation minimum (template) – a checklist of internal regulations at the SU (first week of adaptation: Occupational Safety and Health, Fire Protection, the SU strategic documents, the SU internal directives, IT, etc.) - Checklist for the adaptation process (templates) – for the supervisor + HR + administration + IT support + mentor + new employee (a timetable for each target group) - List of internal standards and regulations to be familiarized with as part of the adaptation process
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4.b) Developing a methodological recommendation for the training system as part of the adaptation process	COMPLETED	Fulfilled by the methodological instruction and its annexes. See above.
4.c) Defining the role of mentors in this process and their competences in the adaptation process	COMPLETED	The mentor's role is set out in the relevant methodological document. See above.
5. Employee evaluation		
5.a) Revising the Career Regulations – linking the evaluation framework for the academic and scientific staff to the motivation, reward and career advancement systems with relation to the objectives of the workplaces and the strategy of the SU	COMPLETED	<p>The Career Regulations have been revised in accordance with the set plan.</p> <p>The Career Regulations a comprehensive framework while respecting the unique needs of individual units.</p> <p>https://www.slu.cz/slu/cz/hrakariera https://www.slu.cz/slu/en/hradocuments</p> <p>The revised Career Regulations affirm an equal and transparent approach, considering factors such as gender equality, the sequencing of selection procedures, the classification of specific staff members, the influence of fixed and indefinite employment terms on career advancement, addressing career plateaus, and fostering the encouragement of mobility.</p>
5.b) Revising the employee evaluation system using examples of good practice, with an emphasis on strengthening transparency and objectivity (establishing shared principles, including ensuring relevant record-keeping)	EXTENDED	Following the processing of the preceding documents, the shared principles and relevant record-keeping will be added at a later stage.
5.c) Systemizing and implementing training for R&D staff in managerial competencies (people	EXTENDED	<p>A systematic training will be carried out in the upcoming period, in alignment with the employee evaluation in 2024.</p> <p>This measure will be expanded to include the establishment of a "Career and Professional</p>

management, effective feedback, etc.)		Development Academy”, representing a continued systematization in the field of staff training at the University.
6. Career development		
6.a) Revising the Career Regulations to integrate a systematic approach to career development and the utilization of opportunities to support career development, including general criteria for possible consideration of talent management according to the specifics and needs of the units	COMPLETED	The Career Regulations have been updated to incorporate a systematic approach to career development. https://www.slu.cz/slu/cz/hrakariera https://www.slu.cz/slu/en/hradocuments
6.b) Setting up a career development system for the academic and scientific staff incorporating the employee evaluation system (engaging and sufficiently motivating training system designed for the R1-R4 researchers irrespective of their type of employment contract)	COMPLETED	The Career Regulations have been updated to incorporate the employee evaluation system. https://www.slu.cz/slu/cz/hrakariera https://www.slu.cz/slu/en/hradocuments
6.c) Systemizing the staff training in the area of management skills development	COMPLETED	A staff training system has been set up and its further development will be linked to the planned establishment of a Career and Professional Development Academy.
6.d) Making the development of teaching skills of PhD students and other researchers more attractive by using flexible forms of education and networking	EXTENDED	Systematic support to increase the attractiveness of teaching skills will be further implemented in connection with the planned establishment of the Career and Professional Development Academy. Additionally, flexible forms of networking will be supported to a greater extent within the framework of the STARS EU.
6.e) Balancing the R&D and teaching activities (considering the role of supervisor/mentor vs. other job responsibilities)	EXTENDED	Necessary changes have been made, but additional steps are needed to carry out their implementation.

<p>6.f) Promoting equal approach to temporary workers, including providing access to training and information regarding permanent job vacancies</p>	<p>COMPLETED</p>	<p>The Career Regulations have been revised, placing emphasis on ensuring an equal approach to employees, irrespective of their type of contract.</p> <p>https://www.slu.cz/slu/cz/hrakariera https://www.slu.cz/slu/en/hradocuments</p>
<p>7. Revision of the SU wage regulations</p>		
<p>7.a) Revising the wage regulations in alignment with Euraxess (category R1-R4)</p>	<p>COMPLETED</p>	<p>The wage regulations have been revised as planned to categorize academic and scientific staff positions according to the international standards of the European Commission.</p> <p>https://www.slu.cz/slu/cz/hrarovneprilezitosti</p> <p>The annexes to the Methodological Guidelines were also updated:</p> <ul style="list-style-type: none"> - Job descriptions of academic, scientific and teaching staff (newly included postdoc: academic: postdoctoral assistant + scientific: postdoctoral researcher) - Pay grades and wage rates for academic, scientific and teaching staff - Pay grades, wage rates and job descriptions of other staff
<p>7.b) Establishing a policy for post-doc positions – preparing the environment, formally creating post-doc positions and defining the requirements for the positions</p>	<p>COMPLETED</p>	<p>Methodology was issued (approved) on 6 April – Requirements for a postdoctoral position.</p> <p>https://www.slu.cz/slu/cz/file/cul/65e1cb39-2392-42d3-9eb2-f4de4cc91104</p> <p>https://www.slu.cz/slu/en/file/cul/6337c28d-dd56-4611-94b8-12e58b8b7583</p> <p>The basic definition is outlined in the wage regulations, and it is also described in the onboarding documents and a separate methodology.</p>

		<p>The Rector's Methodological Guidelines – Requirements for postdoctoral positions</p> <p>The Bursar's Methodological Guidelines: Recruitment and Adaptation of Staff - separate Article 9: Support for Postdoctoral Fellows</p>
8. The Good Scientist's Handbook/Good Research Practice Guidelines		
<p>8.a) Creating a handbook for the R&D staff summarizing the aspects and processes of scientific work and environment at the Silesian University</p> <p>(professional approach, accountability, open access, co-authorship, intellectual property protection, GDPR, dissemination of results, confidentiality obligations in contract research, etc.)</p>	COMPLETED	<p>A handbook for the R&D staff has been created:</p> <p>https://www.slu.cz/slu/cz/hraguideline https://www.slu.cz/slu/en/hraresearchguide</p> <p>The handbook helps researchers apply the University's internal regulations, standards and broader legal and other requirements to specific situations in everyday research activities.</p>
8.b) Publishing documents on relevant portals	COMPLETED	See above
8.c) Providing training in the R&D ethics and introducing a new handbook for staff and students (DSguideline)	EXTENDED	The first series of training sessions has been held as part of the measures, and further development will take place at the newly established Career and Professional Development Academy.
9. Mobility		
9.a) Keeping records of and supporting the use of inter- and intra-disciplinary mobility.	EXTENDED	<p>Building on the experience from the pilot implementation at the School of Business Administration, the system will be standardized across the SU.</p> <p>The SU will also draw inspiration from the EU STARS network to ensure the most effective implementation of this measure. Emphasis will also be placed on intersectoral mobility, including face-to-face, hybrid and distance options.</p>

9.b) Creating motivational conditions for the implementation of all types of mobility	EXTENDED	The SU will draw inspiration from the European STAR EU network to ensure the most effective implementation of this measure.
9.c) Improving awareness of the use of mobility options	EXTENDED	The new system will include mobility opportunities within the STARS EU framework.
10. Creating a system for the transfer of technology and knowledge and the popularization of R&D		
10.a) Developing a system to facilitate commercialization and transfer of technology and knowledge, including organizational support/anchoring, which will also include the area of intellectual property rights	EXTENDED	The system has reached an advanced stage of development. The objective is to consolidate the diverse and separate activities in this area under a unified framework and to introduce standardized processes and a comprehensive system that will include the protection intellectual property. Steps are also currently underway to ensure the implementation of the system, aligning it with participation in the EU START initiative. The sharing of best practices and ongoing enhancement of the system will also be integral components.
10.b) Reviewing and updating of the strategy for the popularization of results and creative activities while respecting the unique characteristics of individual units and study programmes at the University in relation to the SU Strategic Plan	COMPLETED	A Communication and Marketing Strategy for popularization has been created.
10.c) Implementing staff training in the area of popularization of science and research, intellectual property, patent protection, etc.	COMPLETED	The initial training providing the staff with basic information and hands-on experience has been completed. Further training will take place at the Career and Professional Development Academy. https://www.slu.cz/slu/cz/aktuality/52/1851

<p>10.d) Systemizing project support across the SU, which includes tasks such as identifying grant opportunities, documenting and sharing information and preparing grant applications</p>	<p>COMPLETED</p>	<p>The systematisation of project support has been established. A new Strategic Project Management Department was created at the university management level. Additionally, a collaboration has been initiated with an external body responsible for regularly compiling information documents on available grant opportunities.</p>
<p>11. Communication</p>		
<p>11.a) Developing a communication strategy aligned with the SU's Strategic Plan to improve the employee awareness and support the utilization of internal communication tools across the SU</p>	<p>EXTENDED</p>	<p>A detailed communication strategy is currently being developed. While a number of activities have already been completed, the results of the questionnaire survey indicate there is a potential for further development.</p>
<p>11.b) Supporting counselling, exchange of experience and networking within the SU (The SU Career Centre) in order to: improve dissemination of information to all employees on career development opportunities (training, benefits, etc.), irrespective of the type of their contract, (see 6f) - promote awareness of opportunities to cultivate the research and education environment (equipment, etc.) - promote awareness of equal opportunities policy - promote awareness of opportunities to join the SU decision-making bodies and influence the SU</p>	<p>EXTENDED</p>	<p>See above. The Career and Counselling Centre has expanded its scope of activities (e.g. CRP projects) and continues to provide its services to all employees, irrespective of the type their contract. Several events focused on the development of the research environment and the Equal Opportunities Policy have been held. Our intention is to further continue with these activities within the framework of the new Academy and STARS EU.</p>
<p>11.c) Updating both the Czech and English versions of the website, adding a new section titled "Research" for R&D-related topics</p>	<p>COMPLETED</p>	<p>The website has been updated: https://www.slu.cz/slu/cz/hraguideline https://www.slu.cz/slu/cz/hramobilita https://www.slu.cz/slu/cz/hratransfer https://www.slu.cz/slu/cz/hravyzkum https://www.slu.cz/slu/cz/vavpodpora</p>

		https://www.slu.cz/slu/en/hraresearchguide https://www.slu.cz/slu/en/hramobilitysupport https://www.slu.cz/slu/en/hrapopular https://www.slu.cz/slu/en/hraresearchcentres https://www.slu.cz/slu/en/gpinternal
11.d) Translating all relevant documents concerning the Charter and the Code into English	COMPLETED	See the list on the university website.
12. Preventing unethical behaviour and protecting university employees		Guarantor: Ivana Růžičková
12. a) Training on ethical conduct and prevention of sexual harassment	NEW	A series of workshops (3X) addressing unethical behaviour will be prepared. The workshops will be run separately for managers and other staff members. The training will be conducted in person and will be available to a maximum number of employees. The workshops will be prepared by experts from outside the SU with the assistance of the Ombudsman. The workshops will cover a variety of topics, including the internal ethical standards of the University and equal opportunities.
12. B) Creating a brochure for the staff on the subject	NEW	The brochure will be prepared in conjunction with the workshops in 12 a). It will summarise current trends in ethics and provide recommendations for staff on what to do if they encounter unethical behaviour from colleagues or supervisors. Additionally, the brochure will provide an overview of the University's existing ethical framework.
12. C) Involving the Ombudsman in preventive activities	NEW	The Ombudsman will actively participate in the preparation of the brochure and training – see points 12(a) and 12(b). They will provide expert advice to the external experts engaged in designing the workshops and brochure content. In addition, the Ombudsman will be available to staff for consultation as needed (e.g. in relation to the brochure) – this implementation phase is projected to continue until 2026.

13. Revising data management practices at the University		Guarantor: Gabriel Török
13. a) Analysing requirements for research data management in relevant grant programmes	NEW	In 2023, there will be a number of research project calls, presenting opportunities for the University to either submit applications or participate as a partner. The SU will prepare an analysis of the data management requirements of grant programmes in the relevant year, facilitating a systematic approach.
13 b) Creating a template for the research data management plan	NEW	The research data management plan template will be designed to accommodate all main grants that both the University and its employees may apply for. The plan will be structured to be widely applicable, allowing the researchers to adopt it with minimal adjustments to the template document.
13 c) Revising the requirements for working with data in information systems	NEW	Directive 13/2011 will be revised in relation to the aforementioned points. The update is scheduled for 2024 and it will aim to align data management practices with the latest trends and requirements in this area. The expected outcome is an improvement of the research environment at the University.
14. Finalizing and implementing the sustainability strategy		Guarantor: Petr Rypl
14 a) Building a collaborative sustainability community		<p>The SU will strive to create a sustainable environment at the University. A new Sustainability Strategy will be adopted in 2023/2024 to strengthen the University's efforts and reputation in this area. Partial steps will include:</p> <ul style="list-style-type: none"> - Establishing a sustainable SU association with active employee involvement - Creating a communication network comprising designated individuals (incl. employees) <p>The strategy will be implemented between the years 2024 and 2026 – see the subsequent points.</p>

14 b) Promoting alternative modes of transport		Promoting bike-sharing services. Building capacity for bicycle storage. Implementation will take place between 2024 and 2026.
14 c) Promoting well-being inside the university buildings		A pilot survey on well-being at a selected faculty. A plan will be proposed to improve the interior of the university. Implementation will take place between 2024 and 2026.