

*The Ministry of Education, Youth and Sports registered in accordance with Section 36(2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act) on 2021 under ref. no. MSMT-...../2021 Rules of the selection procedure of the Silesian University in Opava.*

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# **Selection procedure rules of the Silesian University in Opava dated \_\_ December 2021**

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

## **Article 1**

### **Introductory provisions**

The Selection Procedure Rules of the Silesian University in Opava (hereinafter referred to as the "Rules") are internal regulations of the Silesian University in Opava (hereinafter referred to as the "University") pursuant to 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 rules, a selection procedure is understood to be a process used to ensure the recruitment and selection of the specified categories of university employees with the aim of ensuring that their professional, qualifications and personal qualities optimally meet the needs and requirements of the relevant positions and, through this, a high level of quality in the educational, scientific, research, development, innovation, artistic or other creative activities of the university and its further development is achieved.
- 2) The conditions and procedures defined by these rules are based on the principles of open, transparent and effective selection process in accordance with the Code of Conduct for the Recruitment of Researchers<sup>1</sup> and are valid for the entire university, with the possibility of appropriate adjustments by the university's constituent parts according to the type of individual job positions.
- 3) The conditions of the selection process must guarantee equal treatment for all candidates and provide them with fair framework conditions. There must be no discrimination in the selection of employees, e.g. on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual

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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/kina21620b1c\\_cs.pdf](https://cdn2.euraxess.org/sites/default/files/brochures/kina21620b1c_cs.pdf)

orientation, language, disability, political opinion, social and economic conditions.

- 4) The selection process must be conducted responsibly and in accordance with the rules of fair treatment, and must not involve the unauthorised handling of applicants' personal data.
- 5) The following positions are filled on the basis of the selection procedure:
  - a) academic staff,
  - b) research staff with a workload of more than 0.5,
  - c) senior academic and research staff at faculties – heads of departments, heads of institutes and heads of faculty departments, with the exception of deans and vice-deans,
  - d) directors of university institutes established under the provisions of Section 34(3) of the Act,
  - e) senior employees of other parts of the university – heads of workplaces pursuant to Section 22(1)(c) of the Act, heads of special-purpose facilities pursuant to Section 22(1)(d) of the Act,
  - f) the bursar and secretaries of faculties.
- 6) Based on a decision by the rector, dean or other person authorised to act in labour relations, other positions may also be filled through a selection procedure within the scope of their personnel authority. In such cases, the provisions of these rules shall apply *mutatis mutandis*.
- 7) The selection procedure for academic and research staff may be waived in the following cases:
  - a) filling a position with a visiting professor,
  - b) filling a position of academic or research staff in connection with the achievement of the relevant academic qualification and the related promotion to a higher position within the framework of qualification growth,
  - c) the extension or renewal of an employment contract with an employee who holds the position in question,
  - d) organisational change, where it is possible to fill a newly created position with an employee who has been working at the university in a comparable position under an employment contract or under an agreement on work performed outside of an employment relationship for at least six months,
  - e) filling a job position with an employee returning from maternity/parental leave or long-term absence due to obstacles at work on their part,
  - f) filling the position with a candidate who participated in a selection procedure for a position with comparable requirements at the university no more than 6 months ago and met the specified conditions,
  - g) filling a temporarily created job in connection with the implementation of a specific project, where the scope of work is a maximum of 20 hours per week or the duration of the job is less than 6 months, or if the method of selection is determined by the conditions of the project,
  - h) filling a job where the most beneficial option is considered to be directly approaching a significant specific personality in the field, especially one who is permanently based abroad.

- 8) For filling a position under the previous paragraph, the employee being placed must also meet the professional and qualification requirements for the position, and, for the exceptions listed in paragraph 7) letters b) to f), the relevant employee must have previously undergone a selection procedure.
- 9) The decision to waive the selection procedure shall be taken by the person authorised to announce it (hereinafter referred to as the "announcer"). The waiver of the selection procedure must always be justified in writing in a relevant manner.
- 10) The organiser may extend, interrupt or cancel the selection procedure or decide not to accept any of the candidates.

### **Article 3**

#### **Announcement of selection procedures**

- 1) Competitive selection procedures for the following positions:
  - a) directors of university institutes, senior employees of other university departments pursuant to Article 2(5e) and the bursar shall be announced by the rector,
  - b) announced by the dean of the relevant faculty or another person authorised to act in labour relations.
- 2) The announcement of the selection procedure shall contain
  - a) the job title and, if several identical positions are being filled, their number;
  - b) a description of the work to be performed;
  - c) requirements for education, expertise and other competencies;
  - d) information on the scope and duration of the employment relationship, the expected start date, the place of work, and the expected remuneration;
  - e) information on motivational factors or career growth prospects, if relevant;
  - f) selection criteria on the basis of which the candidate will be assessed;
  - g) a list of required documents, with a professional CV and proof of education being mandatory (a cover letter is recommended);
  - h) the deadline, place and form of application;
  - i) if possible, at least the approximate date of the test, personal interview or other presentation, if required.
- 3) Selection procedures for the positions listed in Article 2(5)(a) to (d) are generally published in Czech and English, or in another foreign language relevant to the position in question.
- 4) A sufficient time limit must be set for applications to the selection procedure, but at least 30 days from the date of publication.
- 5) The announcement of the selection procedure shall be published in electronic form in the public section of the website of the university and the relevant faculty and, in the case of selection procedures for academic and research staff and senior academic and research staff also on other websites that correspond to the appropriate target group of applicants. In justified

cases, the announcer may refrain from publishing on other websites or decide to publish the selection procedure in another appropriate form.

## **Article 4**

### **Selection Committee**

- 1) The selection of a specific employee suitable for recruitment is carried out by a selection committee (hereinafter referred to as the "committee"), which as a whole must be composed in such a way that its members are able to comprehensively assess candidates from various perspectives of professional knowledge and skills. Where possible, gender balance shall be taken into account in the composition of the committee and, where appropriate, experts from various fields or areas with relevant experience in assessing candidates, including foreign experts, shall be invited to participate in the committee.
- 2) The committee assesses and verifies the candidates' suitability for the job on the basis of pre-defined conditions. Where possible and appropriate, the use of various methods to verify the suitability of candidates is recommended.
- 3) The selection committee is appointed by the organiser, who also appoints its chair and members. The number of committee members is always odd. The organiser may also appoint a permanent selection committee, which may be supplemented as necessary. In justified cases, the organiser is entitled to dismiss the chair and members of the committee in justified cases.
- 4) The organiser may also be a member or chair of the committee. A member of the committee is always a representative of the workplace (department, faculty institute) for which the selection procedure is announced, usually its head. This does not apply if the selection procedure is also a selection procedure for a senior employee.
- 5) A person who is, within the meaning of the relevant provisions of the Civil Code, close to one of the candidates or who is themselves applying for the position may not be a member of the committee. The proposed member or chair of the committee is obliged to immediately notify the organiser of any possible conflict of interest under this paragraph.
- 6) Before the committee meets, its members are obliged to familiarise themselves with the rules and process of employee selection and to maintain confidentiality regarding any facts they learn in connection with the selection procedure.
- 7) The committee's meetings are chaired by its chairperson. The committee's meetings are closed to the public.
- 8) The committee has a quorum only if more than half of its members attend the meeting. For a decision of the committee to be adopted, a majority of the members present must vote in favour of it.

In the event of a tie, the chairperson shall have the casting vote.

## **Article 5**

### **Selection procedure**

- 1) The committee is obliged to commence the selection process no later than three weeks after the deadline for the submission of applications.

- 2) Before commencing the selection process, the committee shall agree on the method and tools to be used for selecting candidates and on the criteria according to which candidates will be evaluated. If necessary, the committee may expand the range of tools during the evaluation of candidates.
- 3) The committee shall keep written records of the progress of each stage of the selection process. The records shall also include the evaluation of candidates.
- 4) The committee shall process the results of the selection procedure, identify the candidates who meet the requirements for the position (successful candidates) and, based on the degree to which they meet the requirements, rank the candidates no later than 8 weeks after the application deadline.
- 5) The minutes of the selection procedure and its results, together with all other written records, shall be forwarded by the committee to the organiser, who shall decide on the selection within a reasonable period of time. If the organiser decides to accept an applicant other than the one who ranked first, it shall justify this decision in writing in the minutes of the selection process and its results. The organiser shall also notify all applicants of the selection results in writing, either in paper or electronic form.
- 6) An unsuccessful candidate has the right to request information about the strengths and weaknesses of their participation in the selection procedure within two weeks of receiving the selection decision.
- 7) The general specifications of the methods and forms of verifying the fulfilment of conditions by candidates, the setting of selection criteria and the requirements of administrative processes related to the selection procedure and their deadlines are specified in the university's internal regulations.

## **Article 6**

### **Transitional and final provisions**

- 1) Selection procedures commenced prior to the effective date of these Selection Procedure Rules of the Silesian University in Opava dated ..... shall be completed in accordance with the Selection Procedure Rules of the Silesian University in Opava that were in force at the time of their announcement.
- 2) The Selection Procedure Rules of the Silesian University in Opava dated 28 March 2017, registered by the Ministry of Education, Youth and Sports on 28 March 2017 under ref. no. MSMT-7574/2017, are hereby repealed.
- 3) These rules were approved in accordance with Section 9(1)(b)(3) of the Act by the Academic Senate of the University on 7 December 2021.
- 4) These rules 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 rules shall enter into force on the date of registration and shall take effect on 1 April 2022.

doc. Ing. Pavel Tuleja, Ph.D. v. r.  
Rector

RNDr. Vladimír Sedlář, CSc. v.r.  
Chairman of the Academic Senate

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