



*Pursuant to Section 36 (2), Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Tender Proceedings for Academic Staff Recruitment at the University of South Bohemia in České Budějovice on
under Ref. No.*

RULES OF TENDER PROCEEDINGS FOR ACADEMIC STAFF RECRUITMENT AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Article 1

Introductory provisions

- (1) Tender proceedings are covered by provisions of Section 77 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended by later regulations (hereinafter as the "Act") and these Rules of Tender Proceedings for Academic Staff Recruitment at the University of South Bohemia in České Budějovice (hereinafter as the "Rules").
- (2) Tender proceedings may be used for filling other positions, in particular:
 - a. Directors of facilities and special-purpose facilities of the University of South Bohemia in České Budějovice (hereinafter as the "USB") determined by the Statute of the USB,
 - b. the Bursar and Secretaries of Faculties,
 - c. managing staff of research-pedagogical facilities and scientific facilities,
 - d. managing staff of Faculty facilities,
 - e. technical-scientific and specialised employees with higher education degrees,
 - f. the Chancellor, Heads of Departments, Institutes and other Units of the Rectorate of the USB.

Article 2

Announcing tender proceedings

- (1) The beginning of tender proceedings for academic staff recruitment at facilities/places of work that are managed by the Rector is announced by the Rector; the beginning of tender proceedings at facilities/places of work that are managed by the Dean is announced by the Dean (hereinafter as the "announcer").
- (2) Announcers usually announce tender proceedings upon a proposal by the managing employee of the facility/place of work in question.
- (3) The managing employee of the relevant human resources department or another employee authorised by a statutory body of the University or Faculty is responsible for the preparation and securing of the tender proceedings.
- (4) The announcement of tender proceedings is covered by Section 77 (2) of the Act. Publicised information, in particular, contains:
 - a. the designation of the announcer, name, address,
 - b. the designation of a facility/place of work, workplace and the field, alternatively the position, for which the participants of the tender should be selected,
 - c. required qualification pre-requisites,
 - d. starting date of employment,

- e. an overview of required materials submitted together with the application to the tender (personal questionnaire, brief professional curriculum vitae, overview of publishing activity, proof of education and scientific-pedagogical/research ranks and of membership in academic/professional associations and of work experience),
 - f. the deadline for application submission (one month after the publication of the tender proceedings), the place of submission of the application,
 - g. specific requirements set by the announcer.
- (5) The tender proceedings are commenced by the decision about its announcement of the Rector or the Dean.

Article 3

General conditions for participation in tender proceedings

- (1) The announcer shall determine the following after a consultation with the managing employee of the facility/place of work who is proposing the announcement of the tender proceedings:
- a. Qualification requirements and other specific requirements, which the applicant for the position in question must necessarily meet,
 - b. other recommended specific requirements,
 - c. criteria for the assessment of the tender proceedings.
- (2) The application of an applicant who does not meet the requirements, in accordance with section 1, subsection a), will be eliminated from the tender proceedings.

Article 4

Establishment of the Tender Proceedings Committee

- (1) The announcer appoints the Chairperson of the Tender Proceedings Committee (hereinafter as the "Committee") and its other members. The number of the members of the Committee is an odd number. The members of the Committee usually are:
- a. managing employees of facilities/places of work,
 - b. another employee from the facility/place of work,
 - c. another employee of the USB,
 - d. selected experts who are not employees of the USB.
- (2) A representative of a human resource department shall attend meetings of the Committee, usually in the position of a reporter.
- (3) The Chairperson of the Committee manages its work and is responsible for its activities in accordance with the Rules of Procedure.
- (4) Should a member of the Committee be in a conflict of interest in relation to any of the applicants, the announcer shall dismiss the member from the Committee and appoints another member of the Committee instead. Committee members are required to report potential conflicts of interest within 14 days from the submission of applications to the Chairperson of the Committee.
- (5) The Committee acts in accordance with these Rules and its members act in a manner that is compatible with the Code of Conduct of the USB.
- (6) The Chairperson shall instruct the Committee about its rights, obligations and competencies. The Committee shall familiarise itself with these Rules and with the requirements of the position in question.

Article 5

The course of tender proceedings

- (1) The relevant human resources department shall gather all applications and execute an inspection of the completeness of materials as required by the conditions of tender proceedings and it shall pass the applications to the Chairperson of the Committee.
- (2) After a consultation with the Chairperson of the Committee, the human resources department shall notify applicants who met conditions of tender proceedings and it shall announce a date and place where an interview shall take place. In addition, it may notify them about the necessity to complete submitted materials.
- (3) The Committee shall proceed with personal interviews and assesses submitted written materials of applicants who met the conditions of tender proceedings.
- (4) After assessing available information, the Committee assesses the quality of applicants according to adopted criteria. Should there be multiple applicants, the Committee shall determine their ranking according to suitability for the position in question.
- (5) The reporter is responsible for the documentation of tender proceedings. A written record of results signed by all members of the Committee is always made.

Article 6

Finalising and announcing results

- (1) The written record of the executed tender proceedings shall be submitted to the announcer of the tender proceeding by the Committee within 3 working days.
- (2) The announcer shall inform the applicant about his/her decision without an unnecessary delay.
- (3) The result of tender proceedings does not create a legal claim of the applicant to enter into an employment relationship

Article 7

Cost compensation of tender proceedings

- (1) Costs related to the announcement, the course of proceedings and the assessment of results of tender proceedings shall be borne by the USB or Faculty.
- (2) Costs related to the participation of applicants in tender proceedings shall be fully borne by applicants.

Article 8

Rules of Procedure of the Tender Proceedings Committee

- (1) The Committee is able to adopt resolutions if a simple majority of its members is present.
- (2) The Committee and the reporter shall swear oaths of secrecy in relation to personal information of applicants and in relation to the activity of the Committee. The oath of secrecy and the declaration of familiarity with these Rules shall be signed by all members of the Committee and by the reporter.
- (3) The Chairperson of the Committee shall inform all members of the Committee about all received applications and the following situations may ensue:
 - a. should no application be received, or should no applicant meet the requirements, in accordance with section 1, subsection a), the Chairperson shall notify the announcer about such fact,
 - b. should the requirements, in accordance with section 1, subsection a), be met by only one applicant, the Committee decides whether it shall propose the appointment of the applicant to the position in question to the announcer directly or whether the applicant shall be invited to an interview,

- c. should the requirements, in accordance with section 1, subsection a), be met by multiple applicants, interviews shall constitute a part of the tender proceedings as well; should there be a large number of applicants, the Committee may decide to invite only those applicants who met the set conditions the best to the interview.
- (4) During the interview, the Committee shall:
- a. discuss principles of the interview, determines the procedure and decides on the manner of record-keeping,
 - b. execute the interview proper according to agreed-upon principles,
 - c. determine, on the basis of an assessment of interview results and submitted written materials, whether the applicant was successful and it determines a ranking of successful applicants. The results of tender proceedings shall be decided via a secret ballot of members. Should the vote be tied, the Chairperson of the Committee shall decide.
 - d. check and sign the documentation of tender proceedings and the Chairperson closes the meeting.

Article 9

Overview of binding documentation of tender proceedings

- (1) Applicant's personal file contains:
- a. the applicant's application including required supplements,
 - b. the invitation to the tender proceedings,
 - c. the record of notification of applicant who did not meet the requirements in accordance with section 1, subsection a), or a notification of applicant about the result of the tender proceedings.
- (2) Documentation of tender proceedings submitted by the Committee contains:
- a. a record of publication of the tender proceedings,
 - b. a signed declaration of members of the Committee about familiarisation with these Rules and about the taken oath of secrecy,
 - c. a record of the meeting of the Committee, which contains:
 - 1. a record of the result of the meeting of the Committee,
 - 2. a list of applicants, including information on who was/ was not invited to an interview,
 - 3. a list of names of members of the Committee, their function within the Committee in accordance with these Rules and a record of their presence,
 - 4. potential materials concerning an addition to the Committee,
 - 5. notes on sub-assessment of individual applicants.
- (3) The record of the result of the meeting of the Committee is the final document of tender proceedings and it is signed by the Chairperson and by all members of the Committee. The record of the result of the meeting has the nature of a proposal to the Rector or the Dean.

Article 10

Final provisions

- (1) The Rules of Tender Proceedings for Academic Staff Recruitment at the USB from May 24,1999, are, hereby, rescinded.
- (2) These Rules were heard and approved by the Academic Senate of the USB in accordance with Section 9 (1) b) 3 of the Act on **XX**.
- (3) These Rules enter into force in accordance with Section 36 (4) of the Act on the day of registration with the Ministry of Education, Youth and Sports.

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The Rector