



Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

**RULES OF THE SELECTION PROCEDURE
FOR FILLING ACADEMIC STAFF POSITIONS AT THE
UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

of 16 May 2017



On 16 May 2017, the Ministry of Education, Youth and Sports registered under Section 36(2) of Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), under No MSMT-11444/2017 Rules of the selection procedure for filling academic staff positions at the University of South Bohemia in České Budějovice.

Mgr. Karolína Gondková
Director of the Higher
Education Department



RULES OF THE SELECTION PROCEDURE FOR FILLING ACADEMIC STAFF POSITIONS AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Article 1 **Introductory Provisions**

- (1) The selection procedure is subject to the provisions of Section 77 of Act No 111/1998, on Higher and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the 'Act'), and these Rules of the Selection Procedure for Filling Academic Staff Positions at the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Rules').
- (2) Other posts may also be filled through selection procedures, in particular:
 - a) directors of units and special-purpose facilities of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') as defined in the USB Statutes,
 - b) the Bursar and the secretaries of faculties,
 - c) heads of scientific and pedagogical and scientific units,
 - d) heads of faculty units,
 - e) scientific, technical and professional staff with a university degree,
 - f) chancellor, heads of divisions, offices and other units of the USB Rectorate.

Article 2 **Announcement of the selection procedure**

- (1) The Rector announces the selection procedure for filling positions at units managed by the Rector; the Dean (hereinafter referred to as the 'announcer') announces the selection procedure for filling positions at units managed by the Dean.
- (2) The selection procedure is usually launched by the head of the unit concerned.
- (3) The head of the relevant human resources office or another employee authorised by the Rector or the Dean is responsible for preparing and conducting the selection procedure.

- (4) Section 77(2) of the Act applies to the announcement of the selection procedure. The published data shall include in particular:
- a) the name of the announcer, name, address,
 - b) the designation of the place of work, the post and the field or for which the candidates are to be selected,
 - c) the required qualifications,
 - d) the start date,
 - e) a list of required documents to accompany the application for the selection procedure (personal questionnaire, brief professional CV, list of published works, evidence of education, degrees and other titles, evidence of memberships in professional societies and experience),
 - f) the deadline for submitting the application set at one month after the publication of the selection procedure), the place of submission of the application,
 - g) specific requirements set by the announcer.
- (5) The selection procedure is initiated by a decision of the Rector or Dean on announcing it.

Article 3

Framework conditions for participation in a selection procedure

- (1) The announcer, in consultation with the head of the unit which is proposing the selection procedure, shall determine:
- a) the qualification requirements and other specific requirements that must necessarily be met by the candidate for the post,
 - b) other recommended specific requirements,
 - c) the criteria for evaluating the selection procedure.
- (2) An application from a candidate who fails to meet the requirements of paragraph 1(a) will be excluded from the competition.

Article 4

Establishment of a selection committee

- (1) The announcer appoints the chair of the selection committee (hereinafter referred to as the 'committee') and its other members. There shall be an odd number of members. The members of the panel shall normally be:
- a) the head of the unit,
 - b) another employee from the unit,
 - c) another USB employee,
 - d) selected experts who are not USB employees.
- (2) A representative of the human resources office, normally acting as a recorder, will attend the meetings of the committee.
- (3) The chair of the committee shall direct its work and be responsible for its activities in accordance with the established rules of procedure.
- (4) In the case that, in the course of the examination of the applications of the candidates, any of them should personally concern a member of the committee, the announcer of the selection procedure shall remove him/her from the committee and appoint another member of the committee in his/her place. The members of the selection board must report this fact to the chair of the selection board within 14 days of the submission of the applications.
- (5) The committee shall be guided in its work by these Rules and its members shall act in a manner consistent with the USB Code of Ethics.
- (6) The chair shall instruct the members of the committee on their rights, duties and responsibilities. The committee shall familiarise itself with these Rules and the requirements for the post to be filled.

Article 5

Course of the selection procedure

- (1) The relevant human resources office will collate the applications of the candidates, check the completeness of the documents in accordance with the conditions of the selection procedure and forward the applications to the chair of the committee.
- (2) Candidates who do not meet the conditions of the selection procedure will be sent a statement by the human resources office after consultation with the chair of the committee. Candidates who satisfy the conditions of the selection procedure will be notified of the date and place of the interview and, where appropriate, informed of the need to complete the documents submitted.
- (3) The committee shall conduct personal interviews with candidates who have fulfilled the conditions of the selection procedure and examine the written materials submitted
- (4) After considering the available information, the committee will assess the quality of the applicants according to the criteria adopted. If there are several candidates, the committee will rank them in order of suitability for the post.
- (S) The recorder is responsible for the documentation of the selection procedure. A written record of the results shall always be made and signed by all members of the committee.

Article 6

Conclusion and announcement of results

- (1) Within three working days, the committee shall submit the minutes of the selection procedure to the announcer of the selection procedure.
- (2) The announcer shall inform the applicant of its decision without undue delay.
- (3) The result of the selection procedure does not give the participant a legal right to enter into an employment relationship.

Article 7

Reimbursement of selection procedure costs

- (1) The costs associated with the announcement, conduct and evaluation of the results of the selection procedure are borne by USB or faculties.
- (2) The costs associated with the participation of the applicants in the selection procedure shall be borne entirely by the applicants.

Article 8

Rules of procedure of the selection committee

- (1) The committee shall be able to adopt resolutions if more than half of its members are present.
- (2) The members of the committee and the recorder, in view of the personal data of the candidates and proceedings of the committee, shall maintain its confidentiality. A declaration to this and that they are aware of these Rules shall be signed by all members of the Board and by the recorder.
- (3) The chair of the committee will acquaint the committee members with all the applications received; the following cases may occur:
 - a) if no application is received or no candidate has met the requirements under Article 3(1)(a) and (b), the chair shall inform the announcer,
 - b) if only one candidate has met the requirements under Article 3(1)(a) and (b), the selection committee shall decide whether to propose the candidate's recruitment directly to the announcer or to invite the candidate to an interview,
 - c) if more than one candidate has met the requirements under Article 3(1)(a) and (b), the selection procedure will also include interviews; in the event of a large number of candidates, the selection board may decide to invite only a few of the candidates who have best met the set conditions.

- (4) During the interview, the committee proceeds as follows:
- a) The committee shall discuss the interview guidelines, establish the procedure and decide on the method of documentation.
 - b) The committee shall conduct the actual interview according to the agreed guidelines,
 - c) Based on the results of the interview and the written materials submitted, the committee determines whether the candidate was successful and ranks successful candidates. The members shall decide on the outcome of the selection procedure by secret ballot. In the event of a tie, the chair of the selection committee shall decide.
 - d) The committee shall check and sign the documentation, and the chair shall conclude the meeting.

Article 9

Overview of the binding selection procedure documentation

- (1) The applicant's personal file contains:
- a) the applicant's application form including the required attachments,
 - b) an invitation to the selection procedure,
 - c) a record of the notification of the applicant who has failed to meet the requirements under Article 3(1)(a) and (b), or the notification of the applicant of the outcome of the selection procedure.
- (2) The selection procedure documentation submitted by the committee includes:
- a) proof of publication of the selection procedure,
 - b) a signed declaration by the members of the committee that they are familiar with these Rules and that the information obtained is confidential,
 1. the minutes of the commission meeting, which shall include:
 2. a record of the outcome of the committee's deliberations,
 3. a list of applicants, indicating who has been invited to an interview and who has not been invited,
 4. a list of the names of the members of the committee, their functions on the committee in accordance with these Rules and a record of their attendance,
 5. any evidence of additions to the committee,
 6. comments on the parts of the evaluation of each candidate.
- (3) The record of the committee's deliberations is the final document of the selection procedure and is signed by the chair and all members of the committee. The record of the outcome of the meeting is in the form of a proposal to the Rector or Dean.

Article 10

Final provisions

- (1) The Rules of the Selection Procedure for Filling Academic Staff Positions at USB registered by the Ministry of Education, Youth and Sports on 24 May 1999 under No 21981/99_30 are hereby rescinded.
- (2) These Rules were discussed and approved under Section 9(1)(b)(3) of the Act by the USB Academic Senate on 7 March 2017.
- (3) These Rules shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.

doc. Tomáš Machula, Ph.D., Th.D., m. p.
Rector

